



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

April 2, 2019

The meeting was called to order at 3:00 p.m.

North City Water District Board Room

Commissioners Present

Commissioner Ron Ricker
Commissioner Charlotte Haines
Commissioner Patricia Hale

Staff Present

Diane Pottinger, District Manager
Denny Clouse, Operations Manager
Amalia Mostrales, Finance Manager
Theresa Harrington, Executive Assistant
Joe Bennett, District Attorney

PUBLIC COMMENT

None

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

District Manager Diane Pottinger requested that an executive session for the purpose of considering pending or potential litigation, under RCW 42.30.110 (1)(i) be added to the agenda under old business after Old Business, Item C. Commissioner Haines moved to amend the agenda as recommended. Commissioner Hale seconded the motion and the motion passed.

APPROVAL OF MINUTES

Commissioner Hale identified a typographical error in the minutes, which was corrected. Commissioner Hale moved to approve the minutes as corrected from the March 19th regular meeting. Commissioner Haines seconded the motion. The motion passed and the commissioners signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Haines moved to approve vouchers numbers 5360-5376 and 115529-115558 in the amount \$111,847.04 from the maintenance fund and voucher numbers 410-412 in the amount of \$1,684.70 from the capital fund. Commissioner Hale seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD BUSINESS

a. Update on Negotiations with Sound Transit re: Real Property Acquisition

Sound Transit has made a written offer to purchase a permanent electrical easement and a temporary construction easement on the District property located on NE 185th Street. Following the March 19 Board meeting, District Attorney Joe Bennett contacted Sound Transit with a counteroffer to sell the entire parcel to Sound Transit in fee for \$16,000 plus his attorney's fees. Sound Transit accepted, but proposed an interim Possession and Use Agreement so as not to delay the project construction timeline. Mr. Bennett hopes to have an agreement for Board consideration by the April 15th meeting.

b. Seattle Public Utilities Contract – reopening and what does it mean to the District

District Manager Diane Pottinger reported on her attendance at the Operating Board meeting. Discussions began regarding both the regional CIP and the reopening of the wholesale contracts with SPU. Representatives from SPU indicated that only part of the contract will be reopened. Ms. Pottinger suggested that stakeholders may want to caucus before the next Operating Board to discuss their priorities and concerns regarding the contract reopening. Commissioner Ricker agreed that the mid-size utility group should meet to discuss and requested that Ms. Pottinger arrange a meeting the hour before the next Operating Board meeting.

c. District's Conservation Plan

Executive Assistant Theresa Harrington reported on the District's Conservation Plan. The District is required to complete a Water Use Efficiency/Conservation plan as part of the Water System Plan. The Water Use Efficiency Rule requires that the plan demonstrates the District's compliance with the rule, summarizes conservation efforts since the last plan, establishes a measurable conservation goal and describes the District's conservation program for 2019-2028. Ms. Harrington is working with Ms. Pottinger to draft the plan and hopes to bring it for Board review at the April 15 or May 7 meeting. The Water Use Efficiency Rule requires that the conservation goal be reviewed and approved in a public process. The Board agreed to hold the public hearing on the conservation goal at the May 7 regular

board meeting. Ms. Harrington shared a draft postcard to mail to customers describing the goal and inviting them to comment at the public hearing.

EXECUTIVE SESSION

The Board entered into executive session for twenty minutes to at 3:39 p.m. for the purpose of discussing potential litigation and legal risk with Mr. Bennett for 25 minutes pursuant to RCW 42.30.110 (1)(i). The executive session concluded at 4:01 p.m. The meeting returned to regular session after a short break.

NEW BUSINESS

a. Bid Opening

Mr. Clouse reported that the bid opening for the new maintenance facility was held at 10:30 a.m. on April 2. The lone and apparent low bid was received from Faber Construction Corporation. Mr. Clouse recommended that the Board direct Wagner Architects to review and if possible, certify the bid. Commissioner Hale made a motion to direct Wagner Architects to review and potentially certify the bid received from Faber Construction Corporation. Commissioner Haines seconded the motion and the motion passed unanimously.

MANAGERS AND CONSULTANTS REPORTS

a. Finance Manager

Finance Manager Amalia Mostrales reported the financial statements were submitted to the State Auditor's Office on Friday March 31st. She also reported that Finance Manager Barb Shosten is officially retired as of March 31, 2019. Ms. Mostrales is taking care of the exit paperwork for her. Finally, Ms. Mostrales had the commissioners update and sign the accounts payable authorized signature form for King County.

b. Project Status Report /Operations Manager

Operations Manager Denny Clouse proposed that a special meeting be held on April 9, 2019 to award the contract for the new maintenance facility, and possibly reviewing bids to reseat the parking at the District Administration Building and possibly approving a scope of work for the coliform monitoring plan. Commissioner Hale moved to hold a special meeting on April 9, 2019 at 3:00 p.m. at the District office to potential award the mentioned contracts. Commissioner Haines seconded the motion and the motion passed unanimously.

Mr. Clouse reported that the contractor for the Shoreline School District has started laying pipes for the North City Elementary School construction project. This work must be done after school hours and on weekends which is different from the work that was done at Aldercrest Campus. Inspecting this will result in overtime which was not included in the cost estimates for the WSEA.

c. District Manager

District Manager Diane Pottinger reported on the status of the District's Water System Plan. The Department of Health has requested an update to the coliform monitoring plan as well as the conservation plan be included in the plan that was currently being prepared. The District will be using a contractor to update the coliform monitoring plan and will draft the conservation plan update in house. Mr. Clouse and Ms. Pottinger also met with BHC Consultants recently to review the proposed capital projects.

Ms. Pottinger shared a note from customer Mr. David Anderson regarding his pay arrangement to restore water service at his property. Mr. Anderson indicated he is unable to pay right now. The commissioners directed Ms. Pottinger to inform the City of Shoreline that the District has tried to work out an arrangement with Mr. Anderson to get his service restored, but he has been unable to comply.

In other District business, Ms. Pottinger informed the Board that the District has purchased a new copier which should be delivered next week. There will be a new lease with T-Mobile for placing additional equipment on the 3.7 MG reservoir. She expects to bring new lease to the Board for the April 15th meeting.

Ms. Pottinger reported the Operations Manager Denny Clouse spoke at the Rotary meeting on March 17 about the North City/Denny Clouse Pump Station and was very well received. She also informed the Board that she is completing the AWWA benchmarking report. Lastly, Ms. Pottinger reported that Sound Transit has agreed to pay their connection charge up per District policy. Sound Transit is working on possible redesigns to decrease these costs.

COMMISSIONERS REPORTS

Commissioner Haines reported on her attendance at the Rotary meeting, the March 20th public meeting regarding the City of Shoreline maintenance facility as well as the 32nd District's Open house at Lynnwood Fire Station. Lastly, she reported on her attendance at the LFP Green Fair where the District had a booth. The event was well attended.

Commissioner Hale also attended the LFP Green Fair and enjoyed speaking to customers.

Commissioner Ricker reported on his attendance at the WASWD Board Meeting. Commissioner Ricker asked to be excused from the April 15th general meeting. Commissioner Haines moved to excuse Commissioner Ricker from the meeting. Commissioner Hale seconded the motion and the motion passed.

Attorney Joe Bennett informed the board that he will not be able to attend at the April 15th meeting, but his partner Matt Hendricks will come in his place.

The next special meeting will be on Tuesday, April 9 at 3:00 p.m. in the District's Administrative Offices. The next regular meeting will be on Monday, April 15 at 3:00 p.m. in the District's Administrative Offices.

Ronald Ricker

Charlotte Haines

Patricia M. Hale