



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

April 15, 2019

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

North City Water District Board Room

Commissioners Present

Commissioner Charlotte Haines
Commissioner Patricia Hale

Staff Present

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

PUBLIC COMMENT

None

PUBLIC HEARING

At 3:00 p.m. Commissioner Haines opened the Public Hearing regarding proposed lease with North City Business Association to place a storage shed on North City Water District property for the purpose of storing community supplies needed for Jazz Walk and the annual tree lighting. This public hearing was advertised in the Daily Journal of Commerce on March 29 and April 8, 2019. Mr. Marlin Gabbert, Vice-President of the North City Business Association was present and spoke in favor of the lease for the shed. There was no other public comment. Commissioner Haines closed the Public Hearing at 3:02 p.m. Mr. Gabbert left the meeting.

The regular meeting commenced at 3:02 p.m.

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Executive Assistant Theresa Harrington requested that the Fix-A-Leak program results and prize drawing be added to the agenda under old business. Commissioner Hale motioned to amend the agenda as requested. Commissioner Haines seconded the motion and the motion passed.

APPROVAL OF MINUTES

Commissioner Hale moved to approve the minutes from the April 2nd regular meeting. Commissioner Haines seconded the motion. The motion passed at the commissioners signed the minutes.

Commissioner Hale identified a typographical error in the April 9th special meeting minutes, which was corrected. Commissioner Hale moved to approve the minutes as corrected from the April 9th special meeting. Commissioner Haines seconded the motion. The motion passed and the commissioners signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Hale moved to approve vouchers numbers 5377-5393 and 115559-115610 in the amount \$365,867.00 from the maintenance fund and voucher numbers 413-419 in the amount of \$31,660.60 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD BUSINESS

a. Fix-A-Leak Program Results and Prize Drawing

Executive Assistant Theresa Harrington shared the results from the 2019 Fix-A-Leak program. Participation rates were down slightly from 2018. A total of 590 students from 41 classrooms participated in the program. 1146 toilets were tested and 135 leaks were found. Eighteen classrooms achieved the 80% participation rate required to be entered into the prize drawing. Commissioners Hale and Haines drew the ten winning classrooms. Each of these classrooms will receive \$100 in needed classroom supplies.

The ten winning classrooms were:

- | | | |
|------------------|-----|---------------|
| 1. Sarah Cordova | 3rd | Kings |
| 2. Denise Peters | 4th | Meridian Park |
| 3. Leah Haney | 2nd | Kings |

4.	Sarita Benson	4th	Brookside
5.	Ericka Hernandez	1-SI	Kings
6.	Tiffany Davis	6th	Kings
7.	Joy Ness	K	Kings
8.	Kimberly Joy Dunphy	1st	Kings
9.	Joyce Ayers	3rd	Kings
10.	Amy Lonac	K	Kings

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.

OLD BUSINESS

a. 2019.04.12 Acknowledging completion of the WSEA with Ballinger Apts. and Acceptance of Bill of Sale

District Manager Diane Pottinger presented the resolution detailing the close out of the WSEA with Ballinger Apts. Ms. Pottinger provided the Board with further breakdown of the bill of sale. The Board reviewed the resolution. Commissioner Hale made a motion to approve the resolution, which was seconded by Commissioner Haines and approved by the Board. The Board and District Attorney signed the resolution.

b. 2019.04.13 Ratifying the third amendment to the Communications Site Lease Agreement with T-Mobile

District Manager Diane Pottinger presented an amendment to the communications site lease with T-Mobile to account for their request to place additional communications equipment on the District water resolution. The Board reviewed the resolution. Commissioner Hale made a motion to approve the resolution, which was seconded by Commissioner Haines and approved by the Board. The Board and District Attorney signed the resolution.

c. 2019.04.14 Retaining Murraysmith to complete the 2019 Coliform Monitoring Plan

Operations Manager Denny Clouse presented a resolution to retain Murraysmith to complete the 2019 Coliform Monitoring Plan update. This update is part of the District's Water System Plan update. The Board reviewed the resolution. Commissioner Hale made a motion to approve the resolution, which was seconded by Commissioner Haines and approved by the Board. The Board and District Attorney signed the resolution.

d. 2019.04.15 Lease with North City Business Association

District Manager Diane Pottinger presented a lease with North City Business Association to place a storage shed on North City Water District property for the purpose of storing community supplies needed for Jazz Walk and the annual tree lighting. The Board reviewed the resolution. Commissioner Hale made a motion to approve the resolution, which was seconded by Commissioner Haines and approved by the Board. The Board and District Attorney signed the resolution.

MANAGERS' AND CONSULTANT REPORTS

a. Finance Manager

District Manager Diane Pottinger informed the Board that the process to hire an Assistant Finance Manager will begin this week. A notice will be posted on the website and at temporary agencies. Finance Manager Amalia Mostrales reported she is in the process of reviewing the District's low-income discount program. She is researching the federal guidelines on low-income programs as well as researching policies and programs from other utilities. She will bring her research and proposals to the Board at a later meeting.

b. Project Status Report /Operations Manager

Operations Manager Denny Clouse reported that work at North City Elementary and Aldercrest Campus should be done later this week. The work at Kellogg Middle School has been more complicated. Mr. Clouse reported that he has had multiple meetings with the school district and design team to explain the results of the hydraulic modeling and system improvements required to meet the fire flow. Based on the new building materials and the fire code, a new water main will be

required to meet the required fire flow water. Mr. Clouse and Ms. Pottinger both met with representatives of the School District to discuss some of the outstanding issues relating to the water system design.

c. District Manager

District Manager Diane Pottinger reported on a meeting with utility providers and the City of Shoreline regarding the NE 185th Street Corridor project. She also reported that work continues by Sound Transit to finalize the water system review to determine what size meters do they really need for the Light Rail construction project.

COMMISSIONERS REPORTS

Commissioner Hale reported on her attendance at the Shoreline Chamber Luncheon. She had the opportunity to talk with members of the School District about the upcoming school expansion needs.

Commissioner Haines also attended the Shoreline Chamber Luncheon.

LEGAL REPORT

District Attorney Joe Bennett's partner Matt Hendricks was in attendance at this meeting in place. Mr. Hendricks' reported that the proposed sale of District property to Sound Transit looks to be on track to close by the end of May.

The meeting was adjourned at 4:33 p.m.

The next regular meeting will be on Tuesday, May 7 at 3:00 p.m. in the District's Administrative Offices.

Ronald Ricker

Charlotte Haines

Patricia M. Hale