



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

May 1, 2018

The meeting was called to order at 3:00 pm.

North City Water District Board Room.

### **Commissioners Present**

Commissioner Ron Ricker  
Commissioner Larry Schoonmaker  
Commissioner Charlotte Haines

### **Staff Present**

Diane Pottinger, District Manager  
Denny Clouse, Operations Manager  
Amalia Mostrales, Assistant Financial Manager  
Theresa Harrington, Executive Assistant  
Jesse Foss, Utility Worker IV  
Joe Bennett, District Attorney

### **PUBLIC COMMENT**

None.

### **APPROVAL OF MINUTES**

Commissioner Haines made a motion to approve the minutes from the April 17 regular meeting and the April 23 special meeting. Commissioner Ricker seconded the motion. The motion passed and the commissioners signed the meeting minutes.

### **APPROVAL OF VOUCHERS**

The Commissioners discussed the vouchers presented. Commissioner Ricker made a motion to approve vouchers number 4991-5007 and 114601-114650 in the amount \$94,578.22 from the maintenance fund and voucher 328-330, in the amount of \$86,696.24 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The commissioners signed the vouchers.

### **OLD/NEW BUSINESS**

#### **a. 2018.05.13 Resolution to Accept WSEA with Buddha Jewel Monastery**

Operations Manager Denny Clouse presented a resolution to accept the Water System Extension Agreement with the Buddha Jewel Monastery. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Ricker, and approved by the Board. The Board and District Attorney signed the resolution.

#### **b. District's Valve and Hydrant database project.**

Utility Worker Jesse Foss gave the Board a demonstration of what can be seen of the hydrant and valve maintenance using the District's software. Mr. Foss is in the process of data entry of all the hydrants and valves in the District. He started last September and is about 40% complete with documenting all the valves and hydrants. This software will make it possible to better track the hydrant and valve maintenance program. Mr. Foss left the meeting at 3:39 pm.

#### **c. PNWS-AWWA 2018 Conference Recap**

Operations Manager Denny Clouse reported that attendance at the conference was down from years past. Commissioner Haines indicated she would like to see more of a customer service or elected officials tracks as much of the conference was focused on highly technical information. Commissioner Schoonmaker said he learned about some challenges with radio communications and wanted to be sure North City Water District had ways to communicate in case of large scale

emergencies. Operations Manager Denny Clouse reported, that in tandem with the Cascadia Rising regional disaster planning team, the District has examined its radio and cell phone capabilities and have a communication plan in place in case of major emergencies.

**d. Maintenance Building Project Status**

Operations Manager Denny Clouse reported that he has resubmitted the permit applications for the right of way, demolition and decant building permit with responses and comments to the City of Shoreline's questions. Responses and/or the permits should be issued soon.

**e. 2018 Water System Plan**

District Manager Diane Pottinger reported that work is progressing on the Water System Plan. Currently she is working on chapters 3, 4 and 7.

**f. District's Assets Management Plan**

District Manager Diane Pottinger reported she is completing an asset management class. Her final report of the District's asset management plan will be complete by May 18<sup>th</sup>. Ms. Pottinger reported to the Board that the District is already doing most components of an asset management plan, despite not having dedicated software for the purpose. Assistant Financial Manager Amalia Mostrales reported that the District's current financial processes are in compliance with GASB 34 – Capital Assets regulations. Ms. Pottinger will propose specific goals for asset management in the future.

**MANAGER REPORTS**

Assistant Finance Manager Amalia Mostrales had no report at this time.

Operation Manager Denny Clouse reported that the District Unit 8 truck was hit while parked and unoccupied at a repair shop. He turned the claim over to Enduris for processing. Mr. Clouse also reported that he attended a meeting for a planned 47-unit townhome development. Finally, Mr. Clouse reported the City of Shoreline called last week to report a customer who had disconnected his water meter in hopes of improving water flow. The District dispatched utility workers to the scene immediately. The meter was removed and the customer will be required to install a backflow device before the meter will be replaced.

District Manager Diane Pottinger noted the upcoming Shoreline Senior Center Breakfast. Ms. Pottinger also reported she was contacted by a representative from King County regarding charging the District right of way fees for pipes in unincorporated King County. Ms. Pottinger provided information indicating the District did not have pipes in these areas, nor was there coordinated maintenance or permitting provided by the county in these areas. Documentation supporting this was sent to King County. Finally, Ms. Pottinger reported that Sprint and Clearwater mobile are merging there may be a merger between Sprint and T-Mobile in the near future. All three of these organizations have cell phone equipment on top of the North City Water District Tower. District Attorney Joe Bennett reported he has drafted a letter terminating a communications site lease with a tenant who failed to cure its default.

**EXECUTIVE SESSION**

The Board entered into executive session at 4:20 pm for 30 minutes to discuss potential litigation with Mr. Bennett, pursuant to RCW 42.30.110(1)(i). Ms. Pottinger and Mr. Clouse were present. The session was extended an additional 20 minutes at 4:50 pm. The Board returned to regular session at 5:13 pm.

**COMMISSIONER REPORTS**

Commissioner Ricker reported on his attendance at the WASWD Board Meeting.

Commissioner Haines had no report at this time.

Commissioner Schoonmaker had no report at this time.

**ADJOURNMENT**

The meeting concluded at 5:14 pm.

The next regular meeting will be Tuesday, May 15<sup>th</sup> at 3:00 pm at the North City Water District.

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Larry Schoonmaker

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Charlotte Haines

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Ronald Ricker