



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

May 7, 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 asked to add voucher #422 in the amount of \$9118.44 under approval of vouchers section of the agenda. This voucher was not included in the packet due to timing issue. This voucher is a payment to Wagner Architects for construction of the new Maintenance Facility. Commissioner Haines motioned to amend the agenda as requested. Commissioner Hale seconded the motion and the motion passed.

APPROVAL OF MINUTES

Commissioner Hale moved to approve the minutes from the April 15th 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 5394-5409 and 115611-115668 in the amount \$122,878.54 from the maintenance fund and voucher numbers 420-421 in the amount of \$691.11 from the capital fund, and the added voucher 422 in the amount of \$9118.44 from the capital fund. Commissioner Hale seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD BUSINESS

a. 2019.05.16 Retaining Varius LLC to participate in a Shakealert Pilot Project

Operations Manager Denny Clouse presented a proposal from Varius LLC to implement a pilot program to improve the District's ability to manage the water system during a seismic event. 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. OVWSD Letter to Seattle Operating Board

District Manager Diane Pottinger shared a letter written by Lynne Danielson, General Manager of Olympic View Water and Sewer District, regarding SPU's 2020-2026 proposed CIP plan. The letter outlined several concerns shared by partner utilities. The letter and SPU's response will be a topic of discussion at the next Operating Board meeting.

c. Open VEBA Board Position

District Manager Diane Pottinger presented information regarding an open position on the VEBA Board. She would leave it up to the Commissioners to decide if they wanted to apply for the position.

NEW BUSINESS

a. Per Diem Rate for out of State Conferences

Ms. Pottinger discussed the per diem rate for attendance at national conferences and trainings. She asked if the Board wanted to continue with the \$135/day rate that has been used for several years. The Board discussed the per diem rate for out of state conferences. Commissioner Haines motioned to set the per diem rates for attendance at national conferences in 2019 to \$135 per day. Commissioner Hale seconded the motion and the motion passed unanimously.

MANAGERS' AND CONSULTANT REPORTS

a. Finance Manager

Finance Manager Amalia Mostrales informed the Board that the District has brought in temporary accounting support while they conduct the hiring process for an accountant. The District received 83 applications for the position to date. The position was posted on the District's website and advertised in *Shoreline Area News*, WASWD and on Indeed.com. Interviews will be scheduled in the next week. Ms. Mostrales also provided the Board with policies and rates of other District's low-income discount programs and information on possible changes to the North City Water District low-income program. The discount for the District's low-income program is currently \$10 per month and has not changed since 2006. Ms. Mostrales proposed increasing the District's discount. The Board discussed the information provided and agreed the proposed adjustment seemed reasonable. Commissioners instructed staff to bring a resolution to the next meeting for consideration.

b. Project Status Report

Operations Manager Denny Clouse reported on several ongoing development projects. Water system work at Shoreline School District's North City Elementary and the Aldercrest Campus are 90% complete. The final work will be completed in the summer after students are released. A WSEA has gone out to the developers a North City Apartments at 15th Ave NE and NE 177th St (where the old Texaco station was), but it has not yet been returned with signature. The contract with Faber Construction for Phase 2 of the New Maintenance Facility has been finalized. There will be a pre-construction meeting next week. Three trees that were planted during site work for the new maintenance facility seem to be compromised. Mr. Clouse will work with New West Development to get replacements if needed. He also informed the Board that there may be some change orders involving the color and siding materials for the New Maintenance Facility depending on availability. He will bring the detailed information to a future Board meeting. At the District administrative offices, there will be some landscape maintenance work done over the summer as well as the installation of the North City Business Association's shed.

c. Operations Manager

Operations Manager Denny Clouse informed the Board that the District is examining policies around fees and charges for fire flow analysis. Currently, the cost to do a hydraulic model to compute fire flow is \$650. However, once that model has been completed for a site, it is not necessary for addition development that occurs within a certain distance and time period. The charge to issue a certificate when no modeling is needed is \$250. The proposed reduced charge has not been fully vetted by staff at this time but either way, Mr. Clouse will bring the topic back to the Board. Finally, Mr. Clouse reported that Cross Connection Control Specialist Bob Heivilin has completed the annual report on backflow testing and compliance and has filed it with the Department of Health. The District had 94% of devices tested and compliant at the time of the report.

d. District Manager

District Manager Diane Pottinger informed the Board that she and Ericka Schuyler from MurraySmith presented at the PNWS Conference in Vancouver last week. The presentation was well received. She also informed the Board that former Finance Manager Barb Shosten has accepted a part-time employment offer to help complete several district projects. Ms. Pottinger informed the Board that the City of Shoreline State of the City meeting will be held on June 6th at 7:00 a.m. Two of the commissioners have RSVPed that they will attend the event. Ms. Pottinger also continues to meet with Sound Transit to clarify the connection charge payments required before construction can begin. A representative from Sound Transit may come to a future Board meeting to discuss.

Finally, Ms. Pottinger reported that Commissioner Ricker is unable to attend the May 14th special meeting to discuss the Districts public outreach, education and public relations. Commissioner Haines motioned to cancel the May 14th special meeting and move the public outreach discussion to the May 21st general meeting agenda. Commissioner Hale seconded the motion and the motion passed.

COMMISSIONERS REPORTS

Commissioner Ricker inquired on the status of a customer's proposed payment agreement with the District to re-establish water service. Ms. Pottinger provided an update. Ms. Mostrales will bring information on how other District's handle delinquent accounts. Commissioner Ricker also reported on his attendance at the PNWS Conference in Vancouver.

Commissioner Haines reported on her attendance at a public hearing on Lynnwood LINK extension and her attendance at the PNWS Conference in Vancouver.

Commissioner Hale reported on her attendance at the Irrigation for Homeowners Savvy Gardener Class held at the District on April 25th. It was a good presentation and was well attended. Commissioner Hale also reported on her attendance at the Shoreline Earth Day Celebration and the YMCA Healthy Kids Fair

on April 27th. The District had a booth at both events. Staff handed out conservation materials and spoke with customers about their water services.

LEGAL REPORT

District Attorney Joe Bennett provided the Board with an update on the proposed sale of District property to Sound Transit. Sound Transit emailed today with a draft purchase and sale agreement, which he will review. They had several questions regarding encroachments and potential environmental issues. Mr. Bennett will respond to Sound Transit soon with a goal to have a final agreement for the Board's consideration and approval at the next Board meeting.

The meeting was adjourned at 5:01 p.m.

The next regular meeting will be on Tuesday, May 21 at 3:00 p.m. in the District's Administrative Offices.

Ronald Ricker

Charlotte Haines

Patricia M. Hale