



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

May 15, 2018

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

North City Water District Board Room.

### **Commissioners Present**

Commissioner Larry Schoonmaker (Via Phone)  
Commissioner Charlotte Haines  
Commissioner Ron Ricker

### **Staff Present**

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

At the opening of the Board meeting, District Manager Diane Pottinger proposed to the Board to amend the Agenda to allow for a second executive session for potential litigation, RCW 42.30.110(1)(i). Commissioner Ricker made a motion to accept the amended agenda, Commissioner Haines seconded the motion and it passed unanimously.

### **PUBLIC COMMENT**

Customer Virginia King was in attendance but offered no public comment.

### **APPROVAL OF MINUTES**

Commissioner Haines made a motion to approve the minutes from the May 1 regular meeting. Commissioner Ricker seconded the motion. The motion passed and the commissioners signed the meeting minutes.

### **APPROVAL OF VOUCHERS**

Commissioner Haines made a motion to approve vouchers number 5008-5024 and 114651-114691 in the amount \$224,828.37 from the maintenance fund and vouchers number 331-333, in the amount of \$9,374.23 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The commissioners signed the vouchers.

### **OLD/NEW BUSINESS**

#### **a. Termination of Site Lease with Sno-King Dispatch Service, Inc.**

Ms. Pottinger reported that District Attorney Joe Bennett sent a certified letter to Sno-King Dispatch Service notifying them that they are in default on their lease with the District. The letter informed Sno-King that, due to their default, the District is terminating the Communications Site Lease. Mr. Bennett confirmed that the certified letter has been received by Sno-King, but he has received no response. Operations Manager Denny Clouse confirmed that the equipment has been disconnected.

#### **b. District's Asset Management Plan**

Ms. Pottinger reported that she is wrapping up a ten-week certification course on asset management. Ms. Pottinger has completed a draft asset management plan for the District which will be reviewed by Ms. Shosten and/or Mr. Clouse. She will bring the plan to the Board for review at a meeting in June. Ms. Pottinger reported that her investment in this class and the draft plan will save on consulting fees as the District will be able to do much of the preliminary work of asset management planning on their own.

#### **c. Maintenance Building Status**

Mr. Clouse reported that he will meet tomorrow with Wagner Architects to go over contract specifications and plans for the maintenance building project. Mr. Clouse hopes to come out of that meeting with documents that can go out for bid the following week.

**d. 2018 Water System Plan**

Ms. Pottinger reported that work continues on the Water System Plan. She proposed a special meeting the week of June 18 to review the hydraulic modeling results with the Board. This meeting will be in addition to the meeting on June 19.

**e. Sound Transit Project**

Ms. Pottinger reported the District has submitted comments to Sound Transit regarding its 90% review drawings. The 100% review comments will be due for the early work package in June. Mr. Clouse reported that the District has been in discussions with Sound Transit for months regarding their meter size needs for both domestic and irrigation purposes. Sound Transit continues to request larger sized meters than are necessary for the project. The Board expressed interest in seeing more details regarding the proposed work, so Ms. Pottinger agreed to bring plans to the next Board meeting.

**f. Facility Use Agreement Form Update**

Ms. Pottinger reported that staff had done some research into the types of non-profit and government organizations that have been using the District's board room for meetings over the past few years. Of the board room users that had information readily available, the majority of non-profit organizations were 501(c)(3), one was a 501(c)(8), and one group requesting reservations was a 501(c)(5). In addition, a number of governmental organizations use the room as well. Executive Assistant Theresa Harrington presented the Board with some minor changes to the Facility Use Form asking organizations to identify their 501(c) status and provide the District with a copy of their tax exemption determination letter. This information will provide better documentation for District record keeping. The Board agreed these changes should be made to the Board room use documents.

**MANAGER REPORTS**

Assistant Finance Manager Amalia Mostrales reported that she received an e-mail from the audit manager from the State Auditor's Office, indicating the need to add a note to our reporting for GASB 45 regarding other post-employment benefits (OPEB). The District will be required to report potential liability using the template tool from the Office of the State Actuary that will calculate the NCWD potential liability. In addition, Ms. Mostrales is working on reporting issues regarding the King County Investment Pool as it relates to GASB 72. Ms. Mostrales is getting further clarification on this requirement.

Mr. Clouse reported he is working with the developers of Arabella 2 on a WSEA. In addition, there is a proposed project on the Shoreline Christian School property for two buildings with no domestic water but fire flow. Mr. Clouse also reported that the residence of the customer who disconnected his water meter in hopes of improving flow has been red tagged by the City of Shoreline due to the disconnected meter. The property owner is required to hire a licensed plumber to make the needed repairs before water service can be restored. The City will need to approve reconnection to the water system.

Ms. Pottinger had no additional report.

**EXECUTIVE SESSION**

The Board entered into executive session at 4:52pm for 20 minutes to discuss potential litigation with Mr. Bennett pursuant to RCW 42.30.110(1)(i) and a to discuss a real estate matter under RCW 42.30.110 sections 1(b) or 1(c). Mr. Bennett, Ms. Pottinger and Mr. Clouse were present. The Board returned to regular session at 4:12 pm.

**LEGAL REPORT**

Mr. Bennett shared a photo of a poster he saw while attending the Shorecrest High School musical Urine Town. The musical is about a futurist global water shortage. The students and Shorecrest had made posters detailing how water is provided in the North City area. The information seemed to be obtained from the District's web page. He commented that it was good to see the District's outreach and website are helping to educate customers about where their water provider. The Commissioners suggested we get permission to use the photo of the poster in publications.

**COMMISSIONER REPORTS**

Commissioner Haines reported that she attended the 32<sup>nd</sup> district legislative wrap-up session. Senator Chase expressed her appreciation for the important work of special purpose districts. Commissioner Haines also reported that she and Ms. Pottinger will be attending the Shoreline Senior Center Breakfast on Thursday.

Commissioner Ricker had no report at this time.

Commissioner Schoonmaker had no report at this time.

**ADJOURNMENT**

The meeting concluded at 4:19 pm.

The next regular meeting will be Tuesday, June 5th 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