



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

June 4, 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 the Board to amend the agenda to include a discussion of a recently received request from Sound Transit to consider an entry agreement regarding the Purchase and Sales Agreement for the property near the intersection of NE 185th Street and 5th Ave NE. (Section 7, New Business). Commissioner Haines motioned to amend the agenda as proposed. Commissioner Hale seconded the motion and the motion passed unanimously.

APPROVAL OF MINUTES

Finance Manager Amalia Mostrales identified a typographical error in May 21st regular meeting minutes which was corrected. Commissioner Hale moved to approve the corrected minutes from the May 21st regular meeting. Commissioner Haines seconded the motion. The motion passed and the commissioners signed the minutes.

Commissioner Hale moved to approve the minutes from the May 29th special meeting. Commissioner Haines seconded the motion. The motion passed and the commissioners signed the minutes.

OLD BUSINESS

a. 2019.06.21 Approving Amendment No. 2 with Wagner Architects for the Design of the District's new Maintenance Facility

District Manager Diane Pottinger presented the Board with a resolution to approve contract amendment No. 2 with Wagner Architects. This amendment covers costs associated with phasing of the project, design changes, redesign costs associated with the re-bid of the project. The Board reviewed the resolution. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Hale and approved by the Board. The Board and District Attorney signed the resolution.

b. Water Use Efficiency Goal

As part of the District's Comprehensive Plan, North City Water District will be adopting a new Water Use Efficiency Goal as is required by the State Water Use Efficiency Rule. District Manager Diane Pottinger presented the Board with the North City Water District's past Water Use Goals from 2013 and 2018 as well as proposed goals for the 2019-2028 planning period. The Board discussed the proposed goals and made several suggestions for clarification. The Board proposed the following goals to be presented for public input and adoption at an open public meeting of the Board on July 16, 2019.

NCWD Proposed Water Use Efficiency Goal for 2019-2028

1. North City Water District will continue to support community education about the District and water issues.
2. As part of the Saving Water Partnership (SWP), North City Water District supports the regional goal of keeping the total average annual retail water use of SWP members under 110 mgd through 2028, despite forecasted population growth.

APPROVAL OF VOUCHERS

Commissioner Haines moved to approve vouchers numbers 5424-5440 and 115704-115743 in the amount \$99,799.13 from the maintenance fund and voucher numbers 425-426 in the amount of \$50,497.71 from the capital fund Commissioner Hale seconded the motion, which passed unanimously. The commissioners signed the vouchers.

NEW BUSINESS

a. Sound Transit Entry Agreement Request

District Manager Diane Pottinger and District Attorney Joe Bennett presented an Entry Agreement from Sound Transit to occupy the property prior to the finalizing of the property purchase as Sound Transit would like to occupy the property prior to closing. After review and discussion, the Board provided staff recommendations for a response to Sound Transit's request. Commissioner Hale motioned to allow the District Manger to approve the agreement in a form acceptable to the District. Commissioner Haines seconded the motion and the motion passed unanimously.

MANAGERS' AND CONSULTANT REPORTS

a. Finance Manager

Finance Manager Amalia Mostrales provided the Board with a summary of a question from the finance officers regarding the 2017 Low-Income program survey. The survey compared the types of discounts other utilities offer to their low-income customers. The Board requested that Ms. Mostrales inquire with each of the surveyed utilities to find out the dollar amount of the discounts offered. At the last general meeting, the Board requested that Ms. Mostrales provide information on how other water utilities handle abandoned services, (services shut off due to non-payment). Ms. Mostrales shared her findings. The Board reviewed the information and requested a study session on this issue to examine North City Water District's current policy and possible changes or code updates.

b. Project Status/Operations Manager Report

Operations Manager Denny Clouse presented the Board with color choices for the roof and metal siding for the New Maintenance Facility. The Board discussed the options. The topic was tabled until the end of the meeting. Mr. Clouse also reported on a proposed development of 33 units near 152nd and the freeway. He is currently working with the developer on fire flow needs and water system improvements required for development. Finally, Mr. Clouse informed the Board that there may be money in the budget to add back the decant building to the New Maintenance Facility project contingent upon the sale of the old maintenance building and property. The decision to proceed needs to be made by June 30th. Ms. Pottinger suggested an appraisal of the old maintenance building and property to ensure the sale of the property would cover costs. The Board agreed and authorized Ms. Pottinger to obtain the appraisal.

c. District Manager

District Manager Diane Pottinger reported that the CIP is almost complete as part of the water system plan. She invited the commissioners to attend the staff meeting on Wednesday, June 5th for a presentation from Varius on the ShakeAlert project. Finally, Ms. Pottinger informed the Board that she has taken and passed her Water Distribution Manager III test and certification. She expects to take her Level IV test in the coming weeks.

COMMISSIONER REPORTS

Commissioner Haines reported on Sound Transit work on the 185th Street corridor.

Commissioner Hale shared some ideas she developed for possible messages and tag lines the District could use to communicate its mission to the general public. She also suggested signage on the front door of the District offices.

Commissioner Ricker reported on his attendance at the Shoreline Stem Fair on Saturday. North City Water District hosted a hands on activity and educational booth. Commissioner Ricker suggested that staff have pre-printed name tags at the next event. In addition, he felt that the District needs a print piece specific to our goals and mission.

LEGAL REPORT

District Attorney Joe Bennett reported on his attendance at the WASWD attorney luncheon in Bellevue on Wednesday. There were 12-13 attorneys present and it was a beneficial event.

Mr. Bennett reported that he has been authorized to prepare an amicus brief in support of Lakehaven in its tax case with Federal Way, on behalf of the Alderwood Water and Sewer District. Lastly, Mr.

Bennett asked if North City Water District would be willing to host the next WASWD attorney luncheon in October 2019. The Board agreed.

The Board returned to the tabled discussion of colors for the new Maintenance Building. After careful consideration, colors were selected. Mr. Clouse will inform the contractors of the color choice so materials can be ordered.

Lastly, Commissioner Ricker requested a time change from 3:00 p.m. to 1:00 p.m. for the June 18th general meeting. Commissioner Hale motioned for a special meeting of the Board at 1:00 p.m. on June 18th to accommodate. Commissioner Haines seconded the motion and the motion passed.

The meeting was adjourned at 5:13 p.m.

The next special meeting will be on Tuesday, June 18 at 1:00 p.m. at the District's Administrative Offices.

Ronald Ricker

Charlotte Haines

Patricia M. Hale