



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

June 5, 2018

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

North City Water District Board Room.

Commissioners Present

Commissioner Larry Schoonmaker
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

PUBLIC COMMENT

Customer Virginia King arrived at 3:12 p.m. She had no comments.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes from the May 15 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 5025 - 5041 and 114692-114708 in the amount \$175,098.48 from the maintenance fund and vouchers number 334-340, in the amount of \$24,318.47 from the capital fund. Commissioner Ricker seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD/NEW BUSINESS

a. WASWD Retro Pool

Ms. Pottinger presented an application to rejoin the WASWD Retro Pool. The Board reviewed the application. Ms. Pottinger asked the Board to confirm the submittal of the application to rejoin. The Board unanimously agreed.

b. Sound Transit Review

Ms. Pottinger presented the existing plans and drawings for the water infrastructure needs and design for the new Sound Transit stations and along the rail line being planned within the District boundaries. The District staff have reviewed the plans and submitted comments and concerns through the required Sound Transit comment process. Sound Transit is currently reviewing comments. Major concerns presented by the District include; storm water and water main conflicts and lack of fire flow analysis to ensure design meets required demand. Sound Transits current schedule indicate early site work to start by the end of this year with 100% design complete early 2019.

c. District's Draft Asset Management Plan

Ms. Pottinger presented a draft asset management plan that she prepared as the final project for her asset management class. Mr. Clouse worked with her on the plan. Ms. Pottinger also presented the review comments on the plan made by the instructor. The draft is an excellent start to the District's continued work in this arena.

d. Maintenance Building Project

Operations Manager Denny Clouse reported that pre-bid site visit meetings were held at the building site for the new maintenance facility on May 31st and June 4th. Representatives from 7 different companies attended. Attendance at a pre-bid meeting is required to bid on Phase I of the project. The bid will open on June 18th at 2:00 p.m. at the District's administrative offices. There

will be an addendum to the bid following the meeting with the architect on Wednesday, June 6th. There will be a second bid process for building construction and final landscaping. Mr. Clouse reported the permitting process should be complete this week and will be ready for the bid opening. Mr. Clouse asked that the Board schedule a special meeting to review certified bids and award the contract on Friday, June 22nd. The notice to proceed should go out within 2 weeks of the award.

e. Water System Plan – Proposed Special meeting June 22nd.

Ms. Pottinger proposed that the Board hold a special meeting on Friday, June 22nd for the dual purpose of awarding the contract for Phase I of the new maintenance facility and to hear a presentation from Dave Harms of BHC on the hydraulic modeling recently completed in preparation of the District's Water System Plan. Commissioner Ricker made a motion to hold a special meeting to learn about the hydraulic modeling and to award the contract for the new maintenance facility site work. Commissioner Haines seconded the motion and the motion passes unanimously.

MANAGER REPORTS

Assistant Finance Manager Amalia Mostrales reported that Financial Manager Barb Shosten has submitted the financial reports to the State Auditor. She also reported that there are some new requirements for notes that she and Ms. Shosten are working to complete. In addition, the District will be adding asset tags to District assets. The new tags would say North City Water District instead of Shoreline Water District. They will be durable enough for indoor and outdoor use and will have a bar code. Finally, Ms. Mostrales and Ms. Pottinger reported that the District will receive an approximately \$2000 refund from the 2017 administrative fees collected by King County Investment Pool.

Mr. Clouse reported on new development of 100 "zero lot line" townhomes. The change in city zoning has created some unintended challenges for this type of development. Mr. Clouse is working with the developers to decide on water infrastructure needs for the project and estimated connection charges. Mr. Clouse also reported on several other unique developments. In addition, Mr. Clouse reported that the Shoreline School District is in possession of three WSEA agreements that they have yet to sign and return. The water main portion of these projects cannot commence until the WSEA's are signed by the School District and accepted by the NCWD Board of Commissioners. Finally, Mr. Clouse reported that the new vector truck is almost completed and slated to arrive in early July. Mr. Clouse will be out of the office from June 25th - July 6th.

Ms. Pottinger discussed the per diem rate for attendance at national conferences and trainings to determine if the Board wanted to be consistent with the \$135 a day rate that has been used for several years. The Board discussed the per diem rate. Commissioner Schoonmaker motioned to set the per diem rates for attendance at national conference in 2018 to \$135 per day. Commissioner Ricker seconded the motion and the motion passed unanimously.

Ms. Pottinger reminded the Board there will be an Operating Board meeting on Thursday, June 7 on Mercer Island. She also reported that the Fire Department will be concluding its training exercises at the property at 15555 15th Ave NE tomorrow. The Fire Department expressed gratitude for being allowed to use the existing building for training. The District is still working with Settle City Light on billing discrepancies at the tank site for both the pump station and the wireless buildings. The District is also close to finalizing the pump station project. Ms. Pottinger informed the Board that she will be bringing the sections of the code regarding leans to the Board for review for final adoption of the Board later this year. Finally, Ms. Pottinger informed the Board that that Sno-King Taxi Company still has not responded to the lease termination letter sent last month. The tenant's equipment has been unplugged. The letter reserved the District's right to pursue damages.

LEGAL REPORT

Mr. Bennett reported on a recent Washington State Supreme Court decision concerning public records requests.

COMMISSIONER REPORTS

Commissioner Ricker had no report at this time.

Commissioner Haines reported that she and Ms. Pottinger attended the Million Step Challenge Wrap-up event on June 2nd with the water refilling station and water bottles. About 30 people were in attendance and the water bottles were well received. Commissioner Haines also reported that she

received a call from a ratepayer who inquired about the low-income program. The low-income program rate has not been reviewed in for a few years, so Commissioner Haines suggested the Board revisit it. The Board agreed to review the policies at a later meeting.

Commissioner Schoonmaker reported on his attendance at the recent Shoreline City Council Meeting. They discussed the new car tab fee and the scope of the sidewalk repair and replacement project.

ADJOURNMENT

The meeting concluded at 4:31 p.m.

The next regular meeting will be Tuesday, June 19th at 3:00 p.m. at the North City Water District.

Larry Schoonmaker

Charlotte Haines

Ronald Ricker