



Special Meeting Agenda  
Tuesday, June 8, 2021 @ 3:00pm  
*Hybrid Meeting - Optional In-Person Attendance for Staff and Commissioners  
Public and Join via Conference Call*

<u>ITEM/SUBJECT</u>	<u>ACTION</u>
1. CALL TO ORDER .....	Present
2. PUBLIC COMMENT..... Any member of the public desiring to participate may attend the meeting via conference call: <b>DIAL 206-535-6035. When prompted for the access code enter 409#</b>	Public Invited to Attend
3. NEW BUSINESS	
a. Salary and Benefit survey result .....	Discussion
b. Finance Manager Job Description .....	Review and Approve
4. NEXT MEETING: .....	Regular Meeting, June 15, 2021 3:00 p.m.
UPCOMING EVENTS:	
ADJOURN	



## Director of Finance

*An opportunity to serve as the financial steward and member of a close-knit management team to ensure the ongoing success of an organization providing unique value to the community*

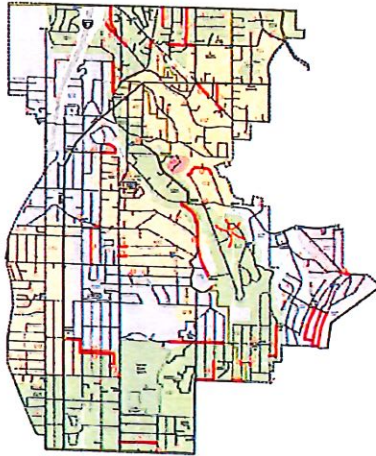
**Apply by ~~June 22, 2021~~**

*July 2, 2021*





## Director of Finance Position



## About North City Water District

***Our Mission: To provide high quality drinking water to our community in a manner that promotes conservation, maintains customers' trust, and protects their financial investment in the District.***

Founded in 1931, North City Water District serves approximately 25,000 people within the cities of Shoreline and Lake Forest Park, covering an area of roughly 5 square miles. Our operating budget for 2021 is \$5.3 million, with a capital improvement budget of \$2.2 million.

Our staff of 14 individuals encompasses civil engineers, operations personnel, and administrative staff, overseen by a District Manager who is also a professional engineer. We are governed by a three member Board of Commissioners who are elected by the voters in our specific service area.



Commissioners Haimes, Ricker, and Hale



District Manager Pottinger



Operations Manager Clouse (on left)

## What We Do

- **Manage Water Supply:** North City Water District is focused on nothing but water, 365 days a year. We monitor its quality, maintain its distribution infrastructure, establish infrastructure requirements for new developments, and work with the local community on everything from planning and permitting, to updated appliances.
- **Maintain Infrastructure:** We continuously monitor the condition of all pipes, pump stations, supply stations, and reservoirs, replacing older or undersized pipes and adding new pipes and related infrastructure as needed. When emergencies arise (such as a broken water main), we're the ones to call to get the job handled.
- **Sponsor Community Events:** The District is actively involved in our community's traditions and events, including sponsoring the annual Christmas Tree Lighting ceremony, spearheading the annual "Fix a Leak Week" with area schools, and hosting live music during the annual North City Jazz Walk each summer.
- **Provide Education:** Wherever possible, we provide the community with information about water-related topics that make a difference, including water conservation methods such as energy efficient appliances and low flow toilets, and helpful home repairs and winterization advice.
- **Encourage Conservation:** The District actively promotes water conservation by offering ideas, advice and discount programs on new appliances, toilets, and irrigation systems. As a result, our region uses less water today than the early 1960s, even though population grew by more than 60% during this same time.





## About Special Purpose Utility Districts

One of the most common misconceptions about North City Water District is that we are affiliated with the City of Shoreline. We are not. We are a "Special Purpose District" formed by a vote of local citizens for the express purpose of providing water service to residents in both Shoreline and Lake Forest Park.



Special Purpose Districts provide unique benefits across a variety of services and facilities including electricity, fire protection, flood control, health, housing, irrigation, parks and recreation, library, water service, sewer service, and more recently stadiums, convention centers, and entertainment facilities—Washington state has more than 80 different Special Purpose Districts.

As a Special Purpose District, North City Water District provides unparalleled value to citizens by remaining strictly focused on what we do best: delivering high quality water in the most efficient and affordable manner possible.

### *How Does this Benefit Citizens?*

- 1) No additional "City utility taxes" can ever be imposed.
- 2) Well-maintained infrastructure and equipment (far above national averages).
- 3) All resources devoted to the water system, and only the water system.
- 4) Only individuals who are experts in water systems and water quality are making decisions about water – resulting in the most knowledgeable, timely and efficient water management approach.
- 5) District staff and elected officials are regularly involved with the community through educational booths at Celebrate Shoreline, North City Jazz Walk, Fix-a-Leak Week, STEM expo, the annual Tree Lighting, and more.







## Director of Finance Position



## Opportunities and Challenges

- After several decades of little to no growth, The District is experiencing a tremendous amount of growth these past several years, which is expected to continue for several more years as the Lynnwood Link Transit line is completed and begins service. Accompanying this growth is a shift from predominately single family residential to multi family housing / mixed use.
- The District purchased a bond in the past 10 years that may be eligible for refunding. Having experience and good communication skills with bonding companies will be ideal.
- The District has been a leader in developing rates and connection charges with a philosophy of requiring growth to pay for growth. Continuing this methodology with regular updates will be required.
- The District recently completed a 10-year Water System Plan which identifies capital improvement projects over the next 20 years. Several significant capital projects are identified within approximately 5 years and will require outside funding, either through loans or bonds.
- The District expects to update the GIS system in the next few years and would like to tie in the fixed asset values of each of the different system components. Good communication and coordination skills with staff will be an asset.

## About The Position

*The Director of Finance serves as the District's financial steward, both internally and externally. As a member of a tight-knit management team, he or she actively participates in the strategy, planning, and oversight of the District to ensure its position as a strong, stable, and equitable entity offering unique value to the community.*

## Overview of Essential Duties

- Financial business analysis, planning, and budgeting;
- Accounting, records management, and reporting;
- Financial systems management and internal controls;
- Risk management and records retention compliance;
- Financial oversight of capital projects;
- Regular communication and close collaboration with management to establish and implement strategies, policies and practices;
- Internal and external presentations, including participation in outside community and professional groups and committees related to the role;
- Management, supervision, and training of financial support staff; and
- Oversight of customer service related to financial and billing issues.





## Director of Finance Position



### Required Education and Experience

- Bachelor's degree in Accounting or Business Administration; MBA is preferred.
- Certified Public Finance Officer and/or CPA certifications is preferred.
- Ten (10) years experience in the financial operations of a business entity or public sector industry, or any equivalent combination of experience that provides the required knowledge and abilities. Utility accounting is not government accounting; private industry experience is welcome.
- Five (5) years experience in a progressively responsible management or supervisory capacity providing staff leadership, guidance, and training.
- Proficient in Microsoft Office and financial software.
- See Job Description for a more complete description of requirements.

### The Ideal Candidate...

- Has a proven record in the preparation of budgets, financial tracking, transparent fiscal responsibility, and accountability.
- Enjoys close participation, collaboration, and communication amidst a *true team-managed* environment.
- Champions and communicates the District's unique values, both verbally and in writing, including public presentations when required.
- Has strong references for experience in leading with integrity, including supervising and managing personnel, providing training, creating good working relationships, and fostering a positive, equitable work environment.

### Compensation and Benefits

- **Salary range:** \$\_\_\_\_\_ to \$\_\_\_\_\_ DOQ; Midpoint \$138,168
- Medical, Dental, Vision (full family)
- Washington State PERS Retirement Plan
- Life Insurance
- Paid Holidays, Vacation and Sick Leave
- Voluntary Employees Beneficiary Association (VEBA)
- Disability and Life Insurance
- 457 Deferred Compensation Program

***North City Water District is an Equal Opportunity Employer. All qualified candidates are encouraged to apply by June 22, 2021 (first review). Position will remain open until filled. Applications, resumes, cover letters and supplemental questions may be emailed to the District at [theresah@northcitywater.org](mailto:theresah@northcitywater.org) — no phone calls please. Only candidates selected for interviews will be contacted.***

