



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

July 2, 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
Joe Bennett, District Attorney

Commissioner Ricker moved agenda item 6a to the first item of business. Stephanie Ard, Jeff Moss and Jeff Kreshel from Murraysmith introduced themselves and presented a status update on the District's new Coliform Monitoring Plan. The Board asked questions and commented that the report sounded good. The consultants expect the report to be finalized later this summer. The consultants then left the meeting.

PUBLIC COMMENT

None

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Commissioner Hale motioned to approve the amended agenda. Commissioner Haines seconded the motion and the motion passed unanimously.

APPROVAL OF MINUTES

Commissioner Haines identified a correction to the minutes. She made a motion to approve the corrected minutes from the July 18 special meeting. Commissioner Hale seconded the motion. The motion passed and the commissioners signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Hale moved to approve vouchers numbers 5459-5476 and 115777-115821 in the amount \$211,823.62 from the maintenance fund and voucher numbers 430-433 in the amount of \$11,865.60 from the capital fund Commissioner Haines seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD BUSINESS

a. Upcoming Water Use Efficiency Goals Public Hearing

District Manager Diane Pottinger reminded the board that the Water Use Efficiency Goals would be discussed and adopted at the next Board meeting on July 16. A public notice was sent to the *Daily Journal of Commerce*. Notice will also be sent to the *Shoreline Area News* and posted on the District website, Facebook page and via Nextdoor.

b. Resolution 2019.07.25 Clarifying Title 3 of the NCWD Code as it relates to Low Income Reduced Rate

District Manager Diane Pottinger and Finance Manager Amalia Mostrales reported on the recent implementation of the low income reduced rate. There were a couple of accounts that had water meters larger than the standard 5/8" x 3/4" meter. With the reduced percentage based that was implemented, these customers would receive a higher discount. Ms. Pottinger and Ms. Mostrales confirmed with the Board that it was not their intent to give a higher discount to those customers with a 5/8" x 3/4" meter. A resolution was proposed to further clarify that all single family residents would receive the same low income reduced rate regardless of the size. The motion was made by Commissioner Haines, seconded by Commissioner Hale and passed unanimously. The Board and District Attorney signed the resolution.

Staff was also asked to bring back the water bills for the larger metered customers at a follow up meeting to see if having the larger meter was part of the reason the customer is requesting a low income reduced rate.

c. Resolution 2019.07.24 Acknowledging completion of the WSEA with Belwick Court and Acceptance of the Bill of Sale

District Manager Diane Pottinger presented a resolution to close out a water system extension agreement with Belwick Court. The project was originally completed in 2017 but additional work was proposed to occur in the future. That work has not materialized, therefore, the project should be closed out and accepted. The motion was made by Commissioner Hale, seconded by Commissioner Haines and passed unanimously. The Board and the District Attorney signed the resolution.

OLD BUSINESS

Commissioner Hale asked follow up questions on past agenda items.

MANAGERS' AND CONSULTANT REPORTS

a. Finance Manager

Finance Manager Amalia Mostrales discussed with the Board the status of properties that the District had liened. The Board liked the presentation but also requested a future special board meeting to discuss this topic and other financial items. Ms. Mostrales also shared with the Board the annual rebate from the King County Investment Pool, expected to be approximately \$1,300 between both funds.

b. Project Status/Operations Manager Report

Operations Manager Denny Clouse reported on the status of Phase II construction of the new maintenance facility. Notice to proceed was issued for June 17. Faber Construction has begun bringing equipment to the site as well as spray painting the building outlines on the site. Mr. Clouse reminded the Board the project meetings will be held every Tuesday at 9:00 a.m., the first meeting was this morning and went well. Faber is using a new project management software which seems easy to use and will help track communications between the District and its consultants. Several WSEA are currently in process and the Board should expect an update at an upcoming Board meeting. Mr. Clouse shared that he would be attending a pre-application meeting the following week for a project by the City of Shoreline at the Brugger's Bog site.

c. District Manager

Ms. Pottinger discussed the City of Shoreline's NE 175th Street project as well as the City of Lake Forest Park's overlay project. Both projects will require the District staff to adjust the valves when the valves are located within the asphalt. She also spoke about the closing of several older WSEAs and will report on this at an upcoming Board meeting to discuss how we are managing the WSEA projects. Ms. Pottinger spoke about the status of the Water System Plan, associated capital improvement projects and how they tie in with the Coliform Monitoring and the Cross Connection Control plans. She is hoping to work on both the finance as well as the operations & maintenance sections of the plan in the near future. Getting an updated organizational chart as well as job descriptions for each employee will be a priority. Ms. Pottinger spoke about the upcoming tour of the SPU Tolt River facility in October. Commissioners Ricker, Haines and Hale would like to attend.

COMMISSIONER REPORTS

Commissioner Haines reported on the Shoreline Arts Fair and 32nd District Legislative meeting.

Commissioner Hale also reported on her attendance at the Shoreline Arts Festival and the Chamber of Commerce meeting.

Commissioner Ricker had nothing to report but requested an Executive Session be added to the agenda per PCW 42.30.110 (1)(g). The Board and the District Attorney went into executive session at 4:40 pm. The Board came out of Executive Session at 5:20 p.m. Commissioner Ricker closed the meeting at 5:21 pm.

The next regular meeting will be on Tuesday, July 16 at 3:00 p.m. at the District's Administrative Offices.

Ronald Ricker

Charlotte Haines

Patricia M. Hale