



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

July 5, 2017

The meeting was called to order at 3:00 pm

North City Water District Board Room

### **Commissioners Present**

Commissioner Ron Ricker

Commissioner Larry Schoonmaker

Commissioner Charlotte Haines

### **Staff Present**

Diane Pottinger, District Manager

Barb Shosten, Finance Manager

Denny Clouse, Operations Manager

Theresa Harrington, Executive Assistant

Joe Bennett, District Attorney

### **PUBLIC COMMENT**

Members of the public present at the meeting:

#### **Roger Ricks – Developer from Redmond, WA**

Mr. Ricks commented on the thoughtful work the District staff and Commissioners had put into the connection charge study presented at the June 20<sup>th</sup> meeting and expressed his support for the proposed changes.

#### **Thomas Beeks - Developer from Sammamish, WA**

Mr. Beeks had no comment.

#### **Aaron M. Laing– Attorney from Schwabe, Williamson**

Mr. Laing also commended the District on their thoughtful work on the connection charge study presented at the June 20<sup>th</sup> meeting and expressed his support for the proposed changes.

### **APPROVAL OF MINUTES**

Commissioner Schoonmaker made a motion to approve the minutes from the June 20<sup>th</sup> regular meeting and Commissioner Haines seconded the motion. The motion passed unanimously and the Board signed the meeting minutes.

Commissioner Schoonmaker made a motion to approve the minutes from the June 27<sup>th</sup> special meeting and Commissioner Ricker seconded the motion. The motion passed and the Board signed the meeting minutes.

### **APPROVAL OF VOUCHERS**

Commissioner Schoonmaker made a motion to approve vouchers number 4651-4667 and voucher numbers 113775-113813 in the amount \$97,378.62 from the maintenance fund and vouchers 255-257, in the amount of \$5471.95 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The Board signed the vouchers.

### **OLD/NEW BUSINESS**

#### **a. 2017.07.13 Amending and Superseding Appendix 3A of the North City Water District Code**

District Manager Diane Pottinger presented the resolution to amend the district code section regarding connection charges to reflect the proposed high density connection charge rate of \$1.22 per square foot of building. This resolution is based on the results for the connection charge study presented at the June 20<sup>th</sup> regular meeting and discussed at the June 27<sup>th</sup> special meeting.

Commissioner Schoonmaker made a motion to approve the resolution, which was seconded by Commissioner Haines, and approved by the Board. The Board and District Attorney signed the resolution

#### **b. Cross Connection Control Program Update**

District Manger Diane Pottinger presented the Board with a memo summarizing the history and current status of the District's cross connection control program. Executive Assistant Theresa Harrington updated the Board on the current status of the notifications and tracking processes for backflow devices. Due to systems and staffing transitions, there had been an interruption in the delivery of reminder notifications to customers. This April, staff resumed the reminder notification process. In the past, any customer who did not respond to the first two reminder letters would receive a third and final notice indicating loss of water service unless test reports were provided. This year, staff will be conducting personal calls and visits to customers instead of shut off notices.

This education and customer service based approach will ensure the District's database is up to date and that all customers with backflow devices are aware of testing and reporting requirements. Shut off will only commence if, after personal contact, the reporting requirements have still not been met. Staff will report back to the Board at the end of the year on the results of this effort and present a summary of the notification and tracking process moving forward.

**c. Shake Alert Pilot Project Participation**

Ms. Pottinger showed the Board a video from King 5 news interviewing RH2 about the Shaker Alert Program. RH2 has invited water providers to apply to be a part of a pilot project that would test the effectiveness of an alert program that could begin the valve shut off process early in the case of an earthquake. Ms. Pottinger asked the Commissioners if they would like her to pursue an application to be a part of the pilot program. The Commissioners discussed and agreed it would be a good way for emergency preparedness to remain at the forefront of District planning. Under direction of the Board, Ms. Pottinger will work with RH2 to help apply for the program and inform the Board if NCWD is selected.

**d. Enduris Board of Directors Ballot**

The Board reviewed the bios of the two candidates for Enduris Board of Directors. Both candidates are running unopposed. Commissioner Haines motioned to approve the ballot. Commissioner Schoonmaker seconded the motion and the motion passed unanimously. Ms. Pottinger was directed to mail in the ballot.

**MANAGERS REPORT**

Finance Manger Barb Shosten reported that she was pleased that the connection charge study is complete. She and Ms. Pottinger will continue to look at the impacts to the connection charge as they work on the District's comprehensive plan and capital improvement plan in the coming months. Ms. Shosten also indicated she is working on a mid-year report which she will present to the Board at an upcoming meeting. Lastly, she reminded the Board that she will be retiring in December and she is working diligently with staff and management to ensure a smooth transition process. She has worked to ensure that the major financial management projects have been completed and standardized. The transition plan includes the shift of AP duties from the Accountant to the Customer Services Specialist, the outsourcing of financial reports to a CPA firm and the cross training of the Accountant to take on more of the Financial Management function.

Operations Manager Denny Clouse reported on the progress at the pump station. The project is near completion and ready for testing. Testing is planned for next week. After testing is complete, the new station will go into service and the old station will be taken out of service. Then the demolition of the old station and final landscaping will commence. Once this is complete, a formal ribbon cutting ceremony can be planned. Mr. Clouse also reported that he will be meeting with Wagner Architects on Thursday morning to discuss the costs and contract for the next phase of planning for the new maintenance facility. A contract should be forthcoming detailing the expenses for the next phase. Finally, Mr. Clouse reported that coordination with the cellular companies, who have equipment on the tank, is almost complete.

District Manager Diane Pottinger reported that she is researching the past communication with Seattle City Light regarding the power needs and specifications for the pump station. A change in power requirements delayed the project which created extra expenses. Ms. Pottinger will report back to the Board with her findings.

In other business, Ms. Pottinger reported that the District has been invited to attend the Ridgecrest Neighborhood Association Ice Cream Social on August 15<sup>th</sup>. Ms. Pottinger asked the Board if they would recommend her continuing as a member of Shoreline Rotary. The Commissioners agreed that she should continue. Ms. Pottinger also asked for Board direction on renewal of the Cintas uniform contract. The existing contract is good for one more year, but if the District renews now for a three year contract Cintas will offer a 10% discount. The Board agreed to renew the contract. Finally, Ms. Pottinger reported on upcoming meetings she will be attending. She will be attending the Operations Board Meeting Thursday in Mercer Island. There is a possibility that there will be no Operating Board meeting in August. She will also attend the Public Works Board meeting in Olympia on Friday. Ms. Pottinger informed the Board that she will not be at the July 18<sup>th</sup> meeting.

**EXECUTIVE SESSION**

The Board entered into executive session at 4:10 pm in accordance with RCW 42.30.110(1) (g) for 15 minutes for the purpose of considering a personnel matter. The Board concluded the executive session at 4:25 pm and went back into open session.

**LEGAL REPORT**

Mr. Bennett reported that he will be out of town from July 5th to July 24th. His partner Matthew Hendricks will be available to address any District business in his absence. Mr. Hendricks will attend the July 18<sup>th</sup> Board meeting.

**COMMISSIONERS REPORT**

Commissioner Schoonmaker had no report at this time.

Commissioner Haines had not report at this time.

Commissioner Ricker provided information on a recent court case between West Sound Utility and Kitsap County. In addition he reported on miscellaneous WAWSD business.

**ADJOURNMENT**

The meeting was adjourned at 4:41 pm.

The next Regular Meeting is Tuesday, July 18<sup>th</sup> at 3:00 pm at the North City Water District.

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Ronald Ricker

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Larry Schoonmaker

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Charlotte Haines