



MINUTES OF SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

July 6, 2018

The meeting was called to order at 10:00AM

North City Water District Board Room.

Commissioners Present

Commissioner Larry Schoonmaker (Via Phone)
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
Matt Hendricks, District Attorney

PUBLIC COMMENT

Ms. Marla Miller, Deputy Superintendent of the Shoreline School District was present. Ms. Miller presented testimony to request an addendum to the water service extension requirements for three upcoming school district projects. Ms. Miller asked the Board to consider an addendum that would waive the performance bond requirement in lieu of other assurances for completion and would waive the lien provision.

Customer Virginia King arrived at 10:12am, but had not comment at this time.

After Ms. Miller presented, the Board agreed to discuss agenda item 5 a. **Review of Developer Extension Agreements** during public comment as it was a continuation of Ms. Miller's request.

District Attorney Matt Hendricks provided legal insight on the topic. Ms. Pottinger provided information solicited from other water and sewer providers regarding the waiving of performance bond and lien provisions when working with school districts. Many districts have waived the performance bonds and a few had waived lien requirements. The Board asked questions and discussed the issue. Ms. Pottinger informed the commissioners that the Shoreline School District Board will meet in August and would like to present the NCWD decision on this issue to their board in August as waiting until September would negatively impact the school construction schedule. Commissioners expressed the need to discuss the issue in further detail during an executive session. By consensus of the Board, it was decided that a special meeting for the purpose of discussing the Shoreline School District's proposed addendum to the NCWD WSEA with an executive session regarding potential litigation RCW 42.30.110(1)(i) and possible action to follow would be held on Tuesday, July 10.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes from the June 19 regular meeting. Commissioner Ricker seconded the motion. The motion passed and the commissioners signed the meeting minutes.

Commissioner Haines made a motion to approve the minutes from the June 22 special meeting. Commissioner Ricker seconded the motion. Commissioner Schoonmaker abstained from the vote as he was not in attendance at the June 22 special meeting. The motion passed and the commissioners signed the meeting minutes.

APPROVAL OF VOUCHERS

Executive Assistant Theresa Harrington reported that vouchers 114709-114730 were inadvertently omitted from the June 19 regular meeting minutes. Commissioner Haines made a motion to ratify vouchers 114709-114730. Commissioner Ricker seconded the motion which passes unanimously.

Commissioner Haines made a motion to approve vouchers number 5059-5075 and 114764-114805 in the amount \$104,456.04 from the maintenance fund and vouchers number 345-347, in the amount of \$17,456.76 from the capital fund. Commissioner Ricker seconded the motion, which passed unanimously. The commissioners signed the vouchers.

Commissioner Schoonmaker pointed out that there was an error on the Board calendar that was distributed as part of the meeting packet. The October meeting dates should be October 2nd and October 16th. The Section IV meeting is October 15th. Executive Assistant Theresa Harrington will correct the calendar and redistribute at the next meeting.

OLD/NEW BUSINESS

a. Review of Developer Extension Inquiries

This item was discussed during public comments as referenced above.

b. Maintenance Building Project Update

Operations Manager Denny Clouse informed the Board that the contract with New West Development has been signed. They have obtained their business license from the City of Shoreline and need to pick up the final permits. The pre-construction meeting has been tentatively scheduled for Monday, July 9 or Wednesday, July 11 depending on subcontractor availability. Once the pre-construction meeting is complete, the notice to proceed will be issued. Work should commence sometime next week. Mr. Clouse reminded the Board that construction management expenses were not part of the scope of the contract with Wagner Architects. Mr. Clouse proposed that the Board consider retaining Mr. Wagner on a time and materials basis to handle select submittals as designated by NCWD. Commissioner Ricker moved to continue to retain Wagner on a time and materials basis as directed by the North City Water District's Operation Manager in an amount not to exceed that set forth in Resolution 2017.07.14. Commissioner Haines seconded the motion and the motion passed unanimously.

c. Design-A-Bag Contest for Kids 12 and under (Summer Festival Activity)

Executive Assistant Theresa Harrington proposed a design-a-bag contest for kids 12 and under. This will be an activity for the NCWD booths at upcoming summer community events. The winning design will be selected by a committee of commissioners and staff at a board meeting in September. Small prizes will be awarded to the top 5 designs. Contest forms and information will be posted on the District's website and available at the office. The theme of the contest is "We Use Water Wisely". Commissioner Schoonmaker suggested the North City Water District Logo be incorporated into the final design for the bag. The commissioners affirmed the project.

MANAGER REPORTS

Assistant Finance Manager Amalia Mostrales had no report at this time.

Mr. Clouse informed the Board that the new Vactor truck has arrived. The invoice will be included in the vouchers presented at the July 17th regular meeting. In addition, Mr. Clouse reported that the standard details and technical specification of the District are being updated and will be brought to the Board for review at the July 17th meeting. Mr. Clouse informed the Board that crew members had visited the site of Kellogg Elementary to pot hole and map existing piping for the upcoming project. He also reported on several new developments in the District. A pre-construction meeting with Arabella II developers was held last week. They have paid their connection charge and are ready to start construction. The Vision House project is still being evaluated to see if a connection charge will be required. Mr. Clouse also has a development meeting scheduled next week to discuss a new 320+ unit building. A 26 unit building is being planned on 15th and 178th. Lastly, Mr. Clouse informed the Board that there was a main break on June 23rd on 28th Street. An 8" main had an 8' break that released a forceful stream of water and debris that damaged a residence. A claim has been submitted to the District's insurance company. Nine customers were without water during a repair. Four field crew members worked 10 hours overtime to repair the break.

Ms. Pottinger informed the Board that a customer at 2802 NE 181st Street called into the District offices to inquire about a higher than usual water bill. Customer services sent a field technician out to examine the meter. It was suggested that the customer check toilets and faucets inside for possible leaks. The customer found a leaking toilet. He repaired the toilet and submitted a leak adjustment. The leak adjustment was denied, as the District does not do leak adjustments for leaks within the home. The customer will be offered the opportunity to pay off the bill in installments over time.

Ms. Pottinger informed the Board that she will be invoicing Sound Transit today for the initial work needed for the new stations. She also informed the Board that she and Mr. Clouse will be meeting on

July 19 with representatives from the City of Lake Forest Park, City of Shoreline and the fire departments to go over hydraulic modeling and fire flow needs.

LEGAL REPORT

None at this time.

COMMISSIONER REPORTS

Commissioner Ricker had no report at this time.

Commissioner Haines reported on the Lynnwood Link meeting she attended. The construction of the new Sound Transit Stations was discussed.

Commissioner Schoonmaker had no report at this time.

ADJOURNMENT

The meeting concluded at 11:28 a.m.

The next regular meeting will be Tuesday, July 17 at 3:00 p.m. at the North City Water District.

Larry Schoonmaker

Charlotte Haines

Ronald Ricker