



## **MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

July 16, 2019

The meeting was called to order at 2:59 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  
Theresa Harrington, Executive Director  
Joe Bennett, District Attorney

### **PUBLIC HEARING FOR THE WATER USE EFFICIENCY GOALS**

Commissioner Ricker opened the public hearing for consideration of the North City Water District's Water Use Efficiency Goals for the 2019-2028 planning period at 3:00 p.m. Autumn Salamack, Environmental Services Coordinator from the City of Shoreline was in attendance as an observer and had no comments. With no public comments on the subject of the hearing, Commissioner Ricker closed the hearing.

### **PUBLIC COMMENT**

Matt Cowan, Shoreline Fire Department Fire Chief and Ken Callahan, Shoreline Fire Commissioner were in attendance to listen to the ShakeAlert presentation.

### **APPROVAL AND/OR ADJUSTMENTS TO AGENDA**

District Manager Diane Pottinger requested the following changes to the agenda:

- 7 a. ShakeAlert update be moved to first order of business for the convenience of the Fire Chief and Commissioner.
- 8d. Mid-year Budget Review be tabled until the August 6<sup>th</sup> meeting.

Commissioner Hale motioned to approve the agenda with the recommended adjustments. Commissioner Haines seconded the motion and the motion passed unanimously.

### **OLD BUSINESS**

#### **a. ShakeAlert Update**

Dan Ervin from Varius Consulting presented on the lessons learned about the ShakeAlert system after the recent California earthquakes. The warning system worked well, predicting both magnitude and location of the main earthquakes and nearly all of the 9,000 aftershocks. Mr. Ervin discussed with the Board and representatives from the fire department some points for policy decisions regarding allocation of water resources in the event of a major earthquake and responded to questions. North City Water District Board and fire department representatives will continue to meet and discuss this topic as work with the ShakeAlert program continues.

Commissioner Callahan and Chief Cowan left the meeting at 3:44 p.m.

### **APPROVAL OF MINUTES**

Commissioners identified several corrections to the minutes. Commissioner Hale made a motion to approve the corrected minutes from the July 2 regular meeting. Commissioner Haines seconded the motion. The motion passed and the commissioners signed the minutes.

### **APPROVAL OF VOUCHERS**

Commissioner Haines moved to approve vouchers numbers 5477-5494 and 115822-115871 in the amount \$436,441.93 from the maintenance fund and voucher numbers 434-435 in the

amount of \$25,216.40 from the capital fund Commissioner Hale seconded the motion, which passed unanimously. The commissioners signed the vouchers.

### **NEW BUSINESS**

a. **Resolution 2019.07.26 Adopting the District's Water Use Efficiency Goals for 2019-2028**

District Manager Diane Pottinger presented a resolution to adopt the District's WUE goals for 2019-2028. The District will be adopting a local goal in addition the regional goal set through a collaborative process facilitated by the Operating Board and Saving Water Partnership. A motion to approve the resolution was made by Commissioner Haines, seconded by Commissioner Hale and passed unanimously. The Board and District Attorney signed the resolution.

b. **Resolution 2019.08.27 Amending Title 5 of the NCWD Code (draft)**

At the October 16, 2018 regular meeting, the staff and commissioners discussed changes to the way in which the District issues certificates of water availability. Based on input from the Shoreline Fire Department, Operations Manager Denny Clouse had recommended that the District's certificate only list the determined fire flow availability, but not the required fire flow as required fire flow is determined by fire department policy. The certificates have been updated and the change seems to be working well for all parties. This procedural change necessitates an update to Title 5 of the District code. District Manager Diane Pottinger provided the board with a draft language to codify these changes. The Board reviewed and discussed. Ms. Pottinger will incorporate the commissioner's input and bring a resolution to update Title 5 of the District code to the next board meeting.

c. **Legislator of the year award for Representative Pollet**

District Manager Diane Pottinger informed the Board that Representative Gerry Pollet (46<sup>th</sup> District) was awarded the WAWSD Legislator of the Year Award. As Representative Pollet serves constituents within North City Water District boundaries, Ms. Pottinger suggested inviting him to an August board meeting. The Commissioners agreed and asked Ms. Pottinger to extend the invitation.

d. **Mid-Year Budget Update** – Tabled until next meeting.

e. **Public Relations Discussion**

In May, the Board conducted a study session on the District's communication, education, and outreach efforts. During the study session, the board identified several different ways that the District could improve connections with customers and visibility within the community. The commissioners indicated an interest in additional building signage and had staff bring options to the Board to discuss. The board agreed to move forward with the purchase of a raised letter logo sign for the board room wall, updates to the brochure, and creation of the posters for the board room. Commissioners asked staff to bring additional signage recommendations for the buildings and the booth as well as ideas for updating the District brochure to the next meeting for discussion.

Customer Cindy Jagar arrived at 4:22p.m. requesting to comment on the District's low-income toilet rebate program. Commissioner Ricker paused the agenda and invited her to share her thoughts with the Board. Ms. Jagar told the Board that while researching rebates and assistance programs, she came across a program at Seattle Public Utilities offering free toilets and free installation for qualified low-income customers. She was disappointed to learn that North City Water District only offered a \$100 rebate through the Saving Water Partnership. The commissioners thanked her for her comments and asked that staff bring detailed information on the Seattle Public Utility program to the next meeting. Ms. Jagar thanked the board and left the meeting. Commissioner Ricker returned to the agenda.

f. **Hazard Mitigation Plan Status Update**

District Manager Diane Pottinger updated the Board on the District's Hazard Mitigation planning process. The District has been leading regional discussions to facilitate collaboration between agencies in the planning process. The District has identified several potential capital projects that would help to mitigate potential hazards and will be incorporating these into the Water System plan as well as the Hazard Mitigation plan. Some funding for these projects may be available from FEMA in the future.

**MANAGERS' AND CONSULTANT REPORTS**

**a. Finance Manager**

At the last meeting, the commissioners requested some additional information on the District's low-income program. Finance Manager Amalia Mostrales shared more detailed information about the program and answered questions.

**EXECUTIVE SESSION**

Ms. Pottinger requested that the executive session be the next order of business to accommodate the District Attorney's schedule. The Board, District Attorney, and District Manager went into Executive Session for 30 minutes per RCW 42.30.110 (1)(g) for the purpose of considering a personnel matter at 4:52 p.m. The Board came out of executive session at 5:18 p.m. District Attorney Joe Bennett departed and the meeting returned to regular session at 5:19 pm.

**b. Project Status/Operations Manager Report**

Operations Manager Denny Clouse reported on the status of Phase II construction of the new maintenance facility. There was a discrepancy between the design of the fire system and the fire system requirements which will involve redesign efforts. Mr. Clouse is working with the architect and fire department to resolve the issue. The rest of the work is proceeding as planned. Footings have been dug and form board is in. Specialty inspections will be occurring soon. Wagner Architects had help the Board select colors earlier this year but with a different metal building manufacture recommended that the Board reconsider the building color choice and submitted several options. The Board chose one of the new recommendations. The building colors will be hunter green for the roof, medium bronze for the middle section, and concrete siding B-3 for the bottom color. Mr. Clouse will notify the architects.

Mr. Clouse also reported that staff will be working overnight on Thursday and into next week to lower the valve boxes on NE 175<sup>th</sup> Street in support of the City of Shoreline's road project. Finally, Mr. Clouse informed the Board that the Sound Transit pre-construction meeting will be this Thursday and they expect to start work on the water system soon.

**c. District Manager**

District Manager Diane Pottinger discussed the District's existing Emergency Response Plan and how it indicates that all staff will be Incident Command Trained. She will be asking staff to complete the first class sometime this fall and the second class early next year. She asked that the commissioners complete the training for the public officials as well. Ms. Pottinger discussed the upcoming WASWD Fall Conference in Spokane. Finally, Ms. Pottinger reported that there will be a Senate Hearing on the Ruckelshaus report in Olympia on July 17.

**COMMISSIONER REPORTS**

Commissioner Haines reported on her attendance at the 32<sup>nd</sup> and 46<sup>th</sup> District Democrats campaign kick-off.

Commissioner Hale also reported on her attendance at the 32<sup>nd</sup> and 46<sup>th</sup> District Democrats campaign kick-off and her attendance at the American Legion Barbeque.

Commissioner Ricker had nothing to report at this time.

**ADJOURNMENT**

The meeting was adjourned at 5:51 p.m.

The next regular meeting will be on Tuesday, August 6<sup>th</sup> at 3:00 p.m. at the District's Administrative Offices.

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Ronald Ricker

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Charlotte Haines

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Patricia M. Hale