



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

July 17, 2018

The meeting was called to order at 3:00 p.m.

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
Joe Bennett, District Attorney

PUBLIC COMMENT

Customer Virginia King arrived at 3:15 pm, but made no public comment.

APPROVAL OF MINUTES

District Manager Diane Pottinger identified minor revisions to the draft minutes of the July 6 and July 10, 2018 meetings. Commissioner Haines made a motion to approve the revised minutes from the July 6, 2018 special meeting. Commissioner Ricker seconded the motion. The motion passed and the commissioners signed the meeting minutes.

Commissioner Haines made a motion to approve the revised minutes from the July 10, 2018 special meeting. Commissioner Ricker seconded the motion. The motion passed and the commissioners signed the meeting minutes.

APPROVAL OF VOUCHERS

Commissioner Ricker made a motion to approve vouchers number 50756-5092 and 114806-114848 in the amount \$413,374.04 from the maintenance fund and vouchers number 348-349, in the amount of \$507,084.41 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD/NEW BUSINESS

a. 2018.07.17 Approval Contract with Buenavista Service Inc. for Custodial Services of District Facilities

Operations Manager Denny Clouse discussed the process the District went through to select a new custodial contractor for the District Administration and existing shop facilities. He presented a one-year contract, with two (2) one-year extensions, that he would like to offer to Buenavista to sign. Commissioner Haines made a motion to approve the signing of a contract with Buenavista Service Inc. for Custodial Services of District Facilities. Commissioner Ricker seconded the motion, which passed unanimously. The commissioners and District attorney signed the resolution.

b. 2018.07.18 Amending NCWDC Appendices 4A and 4B regarding technical specifications and standard details.

Operations Manager Denny Clouse discussed the District's existing and proposed standard details and technical specifications, which incorporated changes and updates since they had last been updated in 2015. Given the extensiveness of the changes, the Board decided to postpone this discussion to a future meeting.

c. Code Review, Title 2: Finance and Revenue

District Manager Pottinger presented proposed changes/updates on title 2 of the District Code. She presented the proposed changes and updates with lay out comparison to February 2004 revisions and the current Code. Based on discussion and feedback during the meeting, she identified several additional areas that should be changed prior to adoption. The Board asked Ms. Pottinger to bring back the proposed changes based on the discussion.

d. Maintenance Building Project Update

Operations Manager Denny Clouse discussed the preconstruction meeting and the beginning of the site work project. The Contractor started construction on July 11 and fencing had been installed around the trees that were to be protected and asbestos abatement had also begun. He had also been in contact to get the electrical services removed from the church and garage. The building demolition was not to start until after the asbestos had been removed. Mr. Clouse was going to be working primarily at the Church site during the construction so that he can readily address issues as they come up. Weekly meetings with the contractor will be each Tuesday morning at 9:00 am at the site. He also informed the board that he was continuing the weekly meetings with Bob Wagner to get the building plans for the administrative/shop building and the washing building. Once the plans are submitted to the City, final contract plan sets will be produced and put out to bid, either late December or early January.

e. Water System Plan

District Manager reported that the District would be meeting with both the cities and fire districts on August 1 to discuss fire flow. Other work on the plan had been delayed but was expecting to have more to report on in the coming month.

MANAGER REPORTS

Assistant Finance Manager Amalia Mostrales reported that Ms. Shosten had been working on the mid-year update and training with her. She also reported that she had been working on annual unclaimed property report to Department of Revenue. The District is to report uncashed warrants/checks outstanding per King County. Ms. Pottinger acknowledged the success of the payroll conversion to Paychex.

Operations Manager Denny Clouse informed the Board he had just been to a development meeting to discuss the 300+ project near the proposed South Shoreline Light Rail station. He reported that we had not heard from the school district since the Board meeting other than when the crew had potholed Kellogg Elementary. Mr. Clouse reported that District employees had recently completed some landscape changes at the Administration Building and was expected to reseal the parking lot, and do some painting on both the interior and exterior of the Administration Building. He also indicated that the Board should see the release of retainage for the North City Pump Station project at the next Board meeting.

District Manager Diane Pottinger reported on the incident with cutting of the chain at the tank site this past weekend and replacing with a Crown Castle lock. She also reported that the joint meeting with staff from both the cities of Lake Forest Park and Shoreline as well as Northshore Utility District and Shoreline Fire Departments was rescheduled for August 1 at the District office.

EXECUTIVE SESSION: The Board went into Executive Session at 4:15 p.m. for 20 minutes to discuss potential litigation and legal risk with Mr. Bennett pursuant to RCW 42.30.110(1)(i). At 4:35 p.m., the Board extended the Executive Session for an additional 10 minutes. The Board came out of Executive Session at 4:45 p.m. and the meeting resumed.

LEGAL REPORT

District Attorney Joe Bennett reported that WASWD Interim Executive Director Blair Burroughs reconvened the WASWD attorney's group and their first meeting was to be the following day.

COMMISSIONER REPORTS

Commissioner Ricker had no report at this time.

Commissioner Haines reported on the Section IV meeting that she and Commissioner Ricker had attended. She also reported on the Chamber of Commerce luncheon that she and Ms. Pottinger had attended.

Commissioner Schoonmaker had no report at this time.

ADJOURNMENT

The meeting concluded at 4:53 p.m.

The next regular meeting will be Tuesday, August 7 at 3:00 p.m. at the North City Water District.

Larry Schoonmaker

Charlotte Haines

Ronald Ricker