



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

August 6, 2019

The meeting was called to order at 2:57 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 COMMENT**

Cary Ecker, Executive Director of the Water and Sewer Risk Management Pool was in attendance and shared their annual report and information on an upcoming training.

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

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

### **APPROVAL OF MINUTES**

Commissioners identified several corrections to the minutes. Commissioner Hale made a motion to approve the corrected minutes from the July 16 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 5495-5512 and 115872-115904 in the amount \$115,710.64 from the maintenance fund and voucher numbers 436-440 in the amount of \$613,503.66 from the capital fund Commissioner Hale seconded the motion, which passed unanimously. The commissioners signed the vouchers.

### **NEW BUSINESS**

#### **a. Recap of NE 175<sup>th</sup> Street Overlay**

Jesse Foss, Utility Worker IV, gave a presentation on the recently completed NE 175<sup>th</sup> Street overlay project and the work that the District had to do to support the project. The City of Shoreline is making improvements to NE 175<sup>th</sup> St between the freeway and 15th Ave NE. The project resulted in the need to lower the valve boxes as the contractor will be grinding down the roadway surface before adding the overlay. Mr. Foss updated the board on the project which went well and is complete.

### **OLD BUSINESS**

#### **a. 2019 Mid-Year Budget Report**

Finance Manager Amalia Mostrales handed out a mid-year budget report. Current revenue and expenses are in line with budgeted predictions. Ms. Pottinger shared the capital budget and where we are to date. The Board asked questions and discussed the budget. The mid-year report will be posted to the website.

### **NEW BUSINESS**

#### **b. 2019.08.27 Correcting Change in Contract No 1 Decant Building for CIP 2012-09 Phase II Maintenance Facility Construction**

District Manager Diane Pottinger informed the Board that there was an error in Resolution 2019.06.23. The contract itself is correct. This resolution corrects this error in the earlier resolution. 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.

c. **Resolution 2019.08.28 Approving Contract with Sensus for Flexnet System and Annual Service Agreement**

District Manager Diane Pottinger presented a resolution to approve the contract with Sensus for enhancements to the District's meter reading capabilities. The enhanced system would allow for satellite reads that could capture 96% of the District's meters, enabling earlier detection of leaks, no water use (stuck meters) and improved customer services, especially those that are finalizing reads. 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.

d. **Resolution 2019.08.29 Identifying Possible Latecomer Assessment and Setting a Public Hearing for Ballinger Heated Storage**

District Manager Diane Pottinger presented a resolution to establish reimbursement upon connection costs for the latecomer agreement with Ballinger Heated Storage and to set a public hearing on September 16, 2019 for public comment. 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.

e. **Proposed Latecomer Agreement and letters notifying property owner**

District Manager Diane Pottinger shared a draft latecomer agreement with Ballinger Heated Storage and draft letters to the neighboring properties informing them of the latecomer agreement and public hearing on September 16th. The commissioners provided input and asked the District Manager and District Attorney to formalize the agreement and send the letters.

f. **Proposed billing rates for staff**

The District has not revisited its billing rates for staff time since 2008. District Manager Diane Pottinger provided the Board with an analysis and calculations for proposed new billing rates for staff time. She will bring this back to the Board with several other rates updated.

g. **Proposed changes in WSEA – Billing Rates and Latecomer Agreement**

If adopted, the latecomer agreement process and the new billing rates for staff time will need to be reflected in the District's WSEA. Ms. Pottinger will work with staff to draft an update to the District's WSEA and will bring a resolution to the next meeting to adopt these changes.

h. **GMA- Vision 2050**

Ms. Pottinger informed the Board that the Puget Sound Regional Planning Commission has released the draft VISION 2050 plan for public review. VISION 2050 is the long-range plan for how and where the region's growth will occur. Interested parties are invited to provide feedback on the plan, including the region's multicounty planning policies and actions, and the Regional Growth Strategy. The public comment period is from July 19 - September 16, 2019. The Growth Management Policy Board will hold a public hearing at their September 5 meeting.

i. **Public Relations**

The new sign was installed in the Board room on Monday. District Manager Diane Pottinger shared a draft of the updated brochure and information posters for the board room with the Board. New temporary signage will also be added to the front doors. The board gave input and asked staff to finalize and produce these materials.

At the last board meeting a customer came to request that North City Water District consider a low-income toilet replacement program that would cover both the cost of the toilet and installation (similar to the program offered by SPU). The board requested that staff provide more information on the SPU program. Executive Assistant Theresa Harrington handed out detailed information on the cost and implementation of the program at SPU. The board concluded that the expense of this type of program is outside of the budget for a smaller district such as North City. Ms. Harrington will inform the customer of the board's decision.

**MANAGERS' AND CONSULTANT REPORTS**

**a. Finance Manager Report**

No report at this time.

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

Operations Manager Denny Clouse reported on the status of Phase II construction of the new maintenance facility. There continue to be some issues requiring redesign due to discrepancies in Phase I design. Mr. Clouse continues to work with the architect and contractors to resolve the issues. The rest of the work is proceeding as planned.

Mr. Clouse also reported that staff is working on meter removals associated with the Lynnwood Link portion of the Sound Transit Light Rail project.

**c. District Manager Report**

Ms. Pottinger led a discussion on board compensation. She also asked the board for direction in planning the annual staff meeting in December.

**COMMISSIONER REPORTS**

Commissioner Haines had nothing to report at this time.

Commissioner Hale reported on the upcoming Ridgecrest Ice Cream Social.

Commissioner Ricker had nothing to report at this time.

**LEGAL REPORT**

District Attorney Joe Bennet reported on the draft franchise agreement between the City of Lake Forest Park and Lake Forest Park Water District. He also reported that Sunrise 11 has not yet acquired the required easements to complete the Water System Extension Agreement. Mr. Bennett will be drafting a letter to Sunrise 11 informing them of the need to complete this requirement.

**EXECUTIVE SESSION**

The Board and District Attorney went into Executive Session at 5:23 p.m. per RCW 42.30.110 (1)(g) for the purpose of considering a personnel matter. The Board came out of executive session at 5:28 p.m. The meeting returned to regular session immediately adjourned.

The next special meeting will be on Tuesday, August 20<sup>th</sup> at 2:00 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