



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

August 7, 2018

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

North City Water District Board Room.

Commissioners Present

Commissioner Larry Schoonmaker
Commissioner Charlotte Haines
Commissioner Ron Ricker

Staff Present

Diane Pottinger, District Manager
Denny Clouse, Operations Manager
Theresa Harrington, Executive Assistant
Joe Bennett, District Attorney

PUBLIC COMMENT

Customer David Anderson requested the opportunity to address the Board. Mr. Anderson had comments and questions about an issue from 2009 involving a break in his private service line between the meter and his property. After discussing what had occurred nine years ago, Commissioner Ricker asked that the District Manager and District Attorney research the details of the issue and get back to Mr. Anderson as soon as possible.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes from the July 17, 2018 regular 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 5093-5108 and 114849-114897 in the amount \$495,244.19 from the maintenance fund and vouchers number 350-353, in the amount of \$462,637.71 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD/NEW BUSINESS

- a. 2018.08.18 Updating the North City Water District Code Appendices 4A and 4B**
District Manager Diane Pottinger presented the Board with the proposed update to the NCWD Code regarding the district standards and technical specifications. Ms. Pottinger noted one typo in the information provided in the board packet and provided the board with a corrected copy of the updated appendices. The Board reviewed the resolution. Commissioner Ricker made a motion to approve the resolution, which was seconded by Commissioner Haines, and approved by the Board. The Board and the District Attorney signed the resolution.
- b. 2018.08.19 Approving the WSEA with Shoreline Fire Department**
Operations Manager Denny Clouse presented the Board with a resolution to approve the WSEA with the Shoreline Fire Department for their new station on NE 180th Street. The Board reviewed the resolution. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Ricker, and approved by the Board. The Board and the District Attorney signed the resolution.
- c. 2018.08.20 Change Order No 1 – CIP 2012-09 Maintenance Facility Site Work**
Operations Manager Denny Clouse presented the Board with a resolution to approve an amendment to the contract with New West Development for the site work for the new Maintenance Facility. NVL labs, who did the initial estimates of square footage for the asbestos abatement, underestimated by approximately 1650 sq. ft. Abatement of this additional square footage results in a contract increase of \$17,827.32 plus tax. The Board reviewed the resolution. Commissioner Ricker made a motion to approve the resolution, which was seconded by Commissioner Haines, and approved by the Board. The Board and the District Attorney signed the resolution.

d. Commissioner Handbook Discussion

The Board reviewed sample policy documents from other districts and cities. The commissioners decided that a special meeting should be held to discuss in detail the creation of a commissioner handbook. Commissioner Haines made a motion to hold a special meeting on August 28th at 11:00 a.m. for the purpose of discussing the creation of a commissioner handbook for North City Water District. Commissioner Ricker seconded the motion. The motion passed unanimously.

e. Summary of meeting with Cities and Fire Districts

District Manager Diane Pottinger and Operations Manager Denny Clouse provided the Board with a summary of the meeting with local fire districts, the City of Shoreline and the City of Lake Forest Park. Hydraulic modeling maps were provided showing water system capacity for providing fire flow at 1000 gpm versus 500 gpm, and 1500 gpm versus 750 gpm. The meeting helped to illuminate fiscal and system impacts of differing fire flow regulations and requirements imposed by the cities and fire departments for single family residential areas. They will be coming back to the board for a final recommendation at a future meeting as to the required fire flow. On a related note, District Manager Diane Pottinger reported on the preliminary fire flow needs for the Sound Transit project. The current design requires a very high fire flow.

f. Maintenance Facility Projects

Operations Manager Denny Clouse reported that the demolition of the church building began on Monday and will continue through the week. Weekly project meetings with New West Development are being held at the site every Tuesday at 9 am. Planning meetings with Wagner Architects on phase II (building design) are Wednesday's at 10 am at the District office. The goal is to submit building design to the City of Shoreline for permitting at the end of August.

g. Water System Plan Project

Mr. Clouse and Ms. Pottinger continue to review chapters of the water system plan. The project is moving forward and a draft will be available for Board review in upcoming months.

Mid-Year Budget Report

District Manger Diane Pottinger supplied the Board with the mid-year budget report. A copy of the mid-year budget documents will be added to the District's website.

MANAGER REPORTS

Operations Manager Denny Clouse had no report at this time.

District Manager Diane Pottinger updated the Board on the chain cutting incident at the tank site. It is still unclear who cut the chain, but all vendors with equipment at the tank have been instructed that they will now only be able to access the tank site during normal business hours. The District is working on getting security cameras and a key card system installed at the site. Ms. Pottinger also shared with the Board the proposed topics for the elected officials track at the 2019 AWWA conferences. Ms. Pottinger encouraged commissioners to contact the AWWA conference committee if they wanted to have such a track at the conference since they have not had one in the recent past.

LEGAL REPORT

District Attorney Joe Bennett reported that King County Superior Court issued an oral ruling granting summary judgment to water and sewer districts in King County stating that King County cannot charge the districts rent for the presence of utility lines under County rights-of-way. This is a very favorable ruling for the utilities.

COMMISSIONER REPORTS

Commissioner Ricker reported that interviews will be starting for the position of Executive Director of WASWD in the coming weeks.

Commissioner Haines had no report at this time.

Commissioner Schoonmaker had no report at this time.

ADJOURNMENT

The meeting concluded at 5:18 p.m.

District Staff and Commissioners will be attending these upcoming community events.

North City Jazz Walk, Tuesday, August 14 at 6:30 p.m.

Ridgecrest Neighborhood Ice Cream Social, Thursday, August 16 at 6:00 p.m.

Celebration Shoreline, Saturday, August 18 at 10:00 a.m.

The next regular meeting will be Tuesday, August 21 at 3:00 p.m. at the North City Water District.

Larry Schoonmaker

Charlotte Haines

Ronald Ricker