



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

August 21, 2018

The meeting was called to order at 3:01 p.m.

North City Water District Board Room.

Commissioners Present

Commissioner Larry Schoonmaker

Commissioner Charlotte Haines

Commissioner Ron Ricker (arrived at 3:04 pm)

Staff Present

Diane Pottinger, District Manager

Denny Clouse, Operations Manager

Theresa Harrington, Executive Assistant

Amalia Mostrales, Assistant Financial Manager

Joe Bennett, District Attorney

PUBLIC COMMENT

Customer Virginia King arrived at 3:05pm. She had no comment.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes from the August 7, 2018 regular meeting. Commissioner Schoonmaker seconded the motion. The motion passed and the commissioners signed the meeting minutes.

APPROVAL OF VOUCHERS

District Manager Diane Pottinger passed out a new voucher summary sheet. There was an error in the totals number provided in the packet. Each individual voucher was correct.

Executive Assistant Theresa Harrington reported that there was a typo in the voucher numbers reported in the July 17th minutes. The minutes read “Commissioner Ricker made a motion to approve vouchers number 50756-5092”. It should read voucher 5076 -5092.

Commissioner Haines made a motion to approve vouchers number 5109-5124 and 114898-114928 in the amount \$134,122.01 from the maintenance fund and vouchers number 354-358, in the amount of \$73,642.20 from the capital fund. Commissioner Schoonmaker seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD/NEW BUSINESS

a. 2018.08.21 Declaring Certain District Personal Property Surplus

Operations Manager Denny Clouse presented the Board with a resolution to declare the old Vacccon truck surplus. 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.

b. 2018.08.22 Amending Chapter 6.12 of the District Code

District Manager Diane Pottinger presented the Board with an amendment to update the section of the code dealing with the placement of liens for non-payment. 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. Proposed changed contract option with SecurComputing

District Manager Diane Pottinger reported that SecurComputing, the company handling the District’s IT needs, has proposed some changes to their contract. The Board reviewed the proposal and discussed the merits. Ms. Pottinger informed the Board she was planning to do a bit more research on the topic and would work with the District Attorney to come back to them with a revised contract at an upcoming meeting.

d. Code Review, Title 4 of the District Code

As part of the ongoing code review process, District Manager Diane Pottinger reviewed Title 4 of the District Code with the Board.

MANAGER REPORTS

Operations Manager Denny Clouse reported on the new maintenance facility. The demolition is nearly complete. Removal of asphalt will happen today. Asphalt will be ground on site and will be redistributed where possible. The remainder will be removed from the site. Fencing is complete at the site and gates are closed nightly. The project is on time and the contractor expects to start the grading process next week. Currently, the contractor estimates Phase I completion mid-November which is ahead of schedule. Wagner Architects will be asking for several amendments to the contract for additional structural engineering work and landscaping work that was required during the permitting process. Wagner is working to complete the drawings for Phase 2 of the project and hopes to have a copy ready for review at tomorrow's meeting. A permit set of plans should be ready for submittal next week. Mr. Clouse also informed the Board that an employee fell from a ladder while cleaning a truck and sustained a rib injury. He will be out of work for a few days. L&I has been informed and the NCWD safety committee will review the incident.

Assistant Financial Manager Amalia Mostrales informed the Board that the PERS rate increase starting September 1st. The employer-rate increase was 0.13% from 12.70 to 12.83%: for both PERS 2 and PERS 3. Estimated increase in cost of \$1,747 per year for NCWD. PERS 2 employees increase is 0.03% from 7.38 to 7.41% and there is no change for PERS 3 employee rate. An average employee share increase will be \$28 per year out of pocket. Ms. Mostrales also reported on the new health care insurance rates from Health Care Authority/Public Employee Benefits Board effective 01/01/2019. There will be minimal changes from the 7/1/2018 rates. Finally, Ms. Mostrales reported on the Impaired Investment Account with the King County Investment Pool. King County Investment Pool reported final settlement from Rhinebridge, one of the impaired investment pool securities. The NCWD predicted share of the impaired investment pool is \$16,406.49, with an unrealized loss of \$5,349 with Net Fair Value of \$11,057.44 as of 12/31/2017. The Board thanked her for the update.

District Manager Diane Pottinger shared the candidate ballot for two positions for the Enduris Risk Pool. Commissioner Haines made a motion to support incumbent Vick Carter for Position #2 and incumbent Greg Brizendine for Position #5. Commissioner Ricker seconded the motion and it passed unanimously.

Ms. Pottinger reported that she and Operation Manager Denny Clouse met with Sound Transit. BHC had completed hydraulic modeling based on Sound Transit's initial building design requiring 8000 gal/min fire flow. At this level of demand, an extensive system redesign would be needed. A design of 2000 gal/min would be more manageable and affordable. Sound Transit will be advised of these findings. In other development news, the Shoreline School District Board approved all three WSEA agreements with NCWD. The WSEA's will be brought to the Board for approval at the next meeting.

Ms. Pottinger informed the Board that she has been researching the concerns brought up by Mr. Andrews at the last meeting regarding a water line break on his property in 2009. Mr. Andrews is gathering his own documentation and this information will be brought to the Board in September. Ms. Pottinger also shared the new agreement with the locate service OneCall and an updated rate report from SPU. The northwest sub-regional section rate would remain at \$.07/ccf through 2023. The SPU staff at the meeting were unaware of any proposed capital projects that have been defined for this subregional system in the next six year but will get back to us. Ms. Pottinger is in discussions with SPU about the capital needs in this area. Finally, Ms. Pottinger invited the commissioners to join the staff for their summer staff meeting potluck, August 22nd at 11:30AM.

LEGAL REPORT

District Attorney Joe Bennett reported his thoughts on items for the Board to consider prior to the special meeting work session to develop new bylaws and proposed a meeting on Tuesday, August 28th. The work session will be an opportunity for the Board to give the District Manager and District Attorney direction for drafting the bylaws document. The Board unanimously agreed to hold a special meeting for a work session on the bylaws on Tuesday, August 28 starting at 11:00 a.m.

Commissioner Ricker left the meeting at 4:17pm

COMMISSIONER REPORTS

Commissioner Haines reported on her attendance at the Ridgecrest Ice Cream Social on Thursday, August 16th and Celebrate Shoreline on August 18th. Both events were well attended by community members and the District was well received. Commissioner Haines also reported on her attendance with Commissioner Ricker at the Section IV meeting.

Commissioner Schoonmaker also attended the Ice Cream Social and Celebration Shoreline events. In addition, he reported on his attendance at the Shoreline Chamber Annual Picnic in Richmond Beach and a block party on Saturday, August 18th.

ADJOURNMENT

The meeting concluded at 4:33 p.m.

The next special meeting will be Tuesday, August 28 at 11:00 a.m. at the District's Administrative Offices.

The next regular meeting will be Tuesday, September 4 at 3:00 p.m. District's Administrative Offices.

Larry Schoonmaker

Charlotte Haines

Ronald Ricker