



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

September 3, 2019

The meeting was called to order at 3:00 p.m. by Board President, Ron Ricker in the 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 Assistant
Joe Bennett, District Attorney

PUBLIC COMMENT

None.

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

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

APPROVAL OF MINUTES

Commissioner Hale made a motion to approve the minutes from the September 3, 2019 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 5530-5547 and 115948-11602 in the amount \$97,162.54 from the maintenance fund and voucher numbers 444-446 in the amount of \$455,829.35 from the capital fund Commissioner Ricker seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD BUSINESS

a. 2019.09.31 Amending Title 5 of the NCWD Code

District Manager Diane Pottinger presented a resolution to update Title 5; chapters 2 & 3 of the North City Water District Code. The proposed amendments update the District's form Request for Fire Flow Analysis/Certificate of Water Use Availability to reflect the new charge for this service that went into effect on January 1, 2019, and to reference the Uniform Plumbing Code for fixture unit codes use to determine required size of water services. In addition, the amendment updates the staff labor rates in section 5.2 of the NCWD WSEA and the addition of Appendix 5D Reimbursement (latecomer) Agreements. A motion to approve the resolution was made by Commissioner Hale, seconded by Commissioner Haines and passed unanimously. The Board and District Attorney signed the resolution

NEW BUSINESS

a. 2019.09.32 Amending Contract with Varius for Preparing Grant Applications

District Manager Diane Pottinger handed out a revised version of the resolution that was presented in the board packet and an updated version of Attachment C. The Board reviewed the revisions. A motion to approve the resolution as revised was made by Commissioner Hale, seconded by Commissioner Haines and passed unanimously. The Board and District Attorney signed the resolution.

b. Public Relations

District Manager Diane Pottinger and the Board discussed the productive and positive conversations with Rep. Pollett when he attended the August 20 Board. The Board would like to invite all legislators that represent portions of the District to tour its facilities and learn more about the current work of the District. Ideally, the visit would take place before October. Ms. Pottinger handed out some background information that could be shared with legislators. The Board reviewed the materials and directed Ms. Pottinger to extend the invitations.

MANAGERS' AND CONSULTANT REPORTS

a. Finance Manager Report

Finance Manager Amalia Mostrales provided the board with a report of all accounts over 120 days past due. There are three accounts that have reached the threshold for the District to file a lien.

b. Project Status/Operations Manager Report

Mr. Denny Clouse reported on the status of Phase II construction of the new maintenance facility. On August 23rd, the District received a letter from Wagner Architects stating that an error was discovered in the design process. The shop building was intended to be designed as a type 3 construction, but was incorrectly designed as a type 2 building. Construction cannot proceed until the design has been reviewed to ensure all the seismic requirements for a type 3 building are included. Modifications may be necessary for the building to be classified as a type 3 which may result in additional project time and cost. The plans are being reviewed and Mr. Clouse will bring back the results at the next Board meeting. Meanwhile, the construction team has been able to continue work on the decant facility, so hopefully the project will remain on schedule. Mr. Clouse reminded the Board that construction meetings are held every Tuesday at 8:30 am at the construction site office. A representative of Wagner Architects attends on the first Tuesday of every month and commissioners are welcome to attend.

c. District Manager Report

Ms. Pottinger informed the board that she has almost completed a drafts of the hazardous mitigation plan, the ShakeAlert plan and the coliform monitoring plan. Drafts will be brought to the next board meeting. She also reminded the board that there is a public hearing on September 16th at the regular board meeting to hear input on the latecomer reimbursement assessment for Ballinger Heated Storage.

COMMISSIONER REPORTS

Commissioner Hale shared a request for funding she received from the Larbe Tribe for improvements to their water system for information only. She also inquired on commissioner attendance at the Risk Management Pool General Meeting on November 7th. It on the same day as the Operating Board Meeting so Commissioners agreed to check the agenda before deciding on attendance.

Commissioner Hale also expressed interest in attending the AWWA Leadership Symposium training as there are classes designed for public officials. This is the first year this training has been offered. Lastly, Commissioner Hale reported that she and the commissioners would be handing out water and bottles at the Million Step Challenge kick-off event in Paramount Park with Ms. Pottinger this evening and that she and Commissioner Haines would be attended the Shoreline Chamber luncheon on Wednesday.

Commissioner Haines had no report at this time.

Commissioner Ricker reported the upcoming WASWD Spring Conference in Spokane and informed the Commissioners that the annual Commissioner Workshop is scheduled for January 18, 2020 at the Embassy Suites in south Seattle.

LEGAL REPORT

District Attorney Joe Bennett reported that the WASWD quarterly attorney luncheon will be held in the District Board room in the first quarter of next year.

EXECUTIVE SESSION

The Board, District Manager and District Attorney went into Executive Session at 4:08 p.m. per RCW 42.30.110 (1)(g) for the purpose of discussing personnel matters. The Board extended the executive session for an additional 10 minutes. The Board came out of executive session at 4:25 p.m. The meeting returned to regular session at 4:26p.m.

Commissioner Ricker made a motion to request that District Manager Diane Pottinger complete performance reviews and update job descriptions for all employees by December 1st. Commissioner Haines seconded the motion and the motion passed unanimously.

The meeting adjourned at 4:32p.m.

The next regular meeting will be on Monday, September 15 at 3:00 p.m. at the District's Administrative Offices.

Ronald Ricker

Charlotte Haines

Patricia M. Hale