



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

September 4, 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
Theresa Harrington, Executive Assistant
Amalia Mostrales, Assistant Financial Manager
Joe Bennett, District Attorney

PUBLIC COMMENT

Customer Dave Anderson arrived at 3:02 pm. Mr. Anderson indicated that he received the historical information that he had requested from the District Manager regarding an issue from 2009 involving a break in his private service line between the meter and his property. Mr. Anderson indicated he had not had time to compile his personal records for review by the Board but he would email them to the District Manager soon. Mr. Anderson would like to come to a future Board Meeting to continue the discussion.

APPROVAL OF MINUTES

Commissioner Haines pointed out a typographical error in the draft August 21st regular meeting minutes presented in the packet. Executive Assistant Theresa Harrington noted the correction. Commissioner Haines made a motion to approve the minutes from the August 21, 2018 regular meeting as corrected and the minutes from the August 28 special meeting as presented. Commissioner Ricker seconded the motion. The motion passed and the commissioners signed the meeting minutes.

APPROVAL OF VOUCHERS

Commissioner Haines made a motion to approve vouchers number 5125-5141 and 114929-114966 in the amount \$87,965.31 from the maintenance fund and voucher number 359, in the amount of \$331,639.58 from the capital fund. Commissioner Ricker seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD/NEW BUSINESS

a. 2018.09.23 Declaring Certain District Personal Property to be Surplus and Authorizing the Disposal thereof

District Manager Diane Pottinger informed the Board that the auction house does not allow for minimum bid restrictions. Operations Manager Denny Clouse would like to try to sell the surplus Vaccon truck independently with the minimum bid. If he cannot secure the desired minimum price, then the truck will be moved to auction. 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. 2018.09.24 Approving a WSEA with Shoreline School Dist. for North City Elementary

c. 2018.09.25 Approving a WSEA with Shoreline School Dist. for Aldercrest Campus

d. 2018.09.26 Approving a WSEA with Shoreline School Dist. For Kellog Middle School

District Manager Diane Pottinger presented three WSEA agreements with the Shoreline School District for new school development. She pointed out that the WSEA for Kellog Middle School was incorrectly numbered in the packet and has been corrected. Commissioner Ricker made a motion to approve the resolutions for all three Shoreline School District WSEAs, which was seconded by Commissioner Haines, and approved by the Board. The Board and the District Attorney signed the resolution.

e. 2018.09.27 Approving Change Order #1 with Wagner Architects for the design of the New Maintenance Facility.

District Manager Diane Pottinger presented a change order form Wagner Architects for the design phase of the New Maintenance Building. Additional landscape and engineering work were required as part of the permitting process. 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.

f. Draft Commissioner Handbook Discussion

District Attorney Joe Bennet presented the Board with a draft Commissioners Handbook generated from the Board work session on August 28. The Board reviewed the draft and continued their discussions. Based on the Board input, Mr. Bennet will update the draft and bring it to the September 17 meeting.

Commissioner Haines motioned to change the meeting time of the September 17 regular meeting to 1:00 pm to allow for additional discussion of the Handbook during the meeting. Commissioner Ricker seconded the motion and the motion passed unanimously.

g. Fall Newsletter

District Manager Diane Pottinger distributed the Fall Newsletter to the Board. The newsletter will be delivered by the end of this week.

h. Maintenance Building Project Update

Ms. Pottinger reported that the site work is progressing well. Grading is being done now. Additional gravel will be needed to meet the required site contours and if so, the District would be seeing a change order. The design plans for the building was submitted to the City of Shoreline earlier today. If all stays on schedule, the project will go out to bid in November and awarded in December.

i. Water System Plan Update

Ms. Pottinger indicated she is continuing work on updating the Districts Water System Plan. She hopes to have new chapters updated and to the Board for review soon.

MANAGER REPORTS

Assistant Financial Manager Amalia Mostrales she is in the process of preparing letters to send to the 10 properties that qualify for lien placement according to District Code. Ms. Mostrales will send a draft of the lien letters to District Attorney Joe Bennett for review.

District Manager Diane Pottinger shared that the District received a check for \$5,300 in retroactive funds as a result of rejoining the Retrospective Ratings Pool. She also reported that the developer of the Sunrise 11 property has sold. Lastly, informed the Board that she was invited to attend the American Legions Award night.

EXECUTIVE SESSION: RCW 42.30.110(1)(b)

The Board entered into executive session at 5:49pm for 20 minutes to discuss a potential real estate purchase under RCW 42.30.110(1)(b). Mr. Bennett and Ms. Pottinger were present.

The Board returned to regular session and adjourned at 6:06 p.m.

The next regular meeting will be Monday, September 17 at 1:00 p.m. at the District's Administrative Offices.

Larry Schoonmaker

Charlotte Haines

Ronald Ricker