



MINUTES OF SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

September 17, 2018

The meeting was called to order at 1:02 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
Denny Clouse, Operations Manager
Amalia Mostrales, Assistant Financial Manager
Joe Bennett, District Attorney

PUBLIC COMMENT

None at this time.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes from the September 4 regular meeting. Commissioner Schoonmaker 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 5142-5158 and 114967-115005 in the amount \$368,153.27 from the maintenance fund and voucher number 360-361, in the amount of \$2,361.00 from the capital fund. Commissioner Schoonmaker seconded the motion, which passed unanimously. The commissioners signed the vouchers.

Commissioner Ricker arrived at 1:12PM.

OLD/NEW BUSINESS

a. Sound Transit Project

District Manager Diane Pottinger shared the proposed plans from Sound Transit detailing the new light rail stations and alignment within the District. Ms. Pottinger and Mr. Clouse are working on responding to Sound Transit on development issues effecting water services. Comments will be submitted before tomorrow for the early work and stations design.

b. Titles 2 & 5 of the District Code

District Manager Diane Pottinger shared the status of updates to Title 2 and Title 5 of the NCWD Code. Under Title 2, staff is currently re-examining the sections on leak adjustments. Title 5 has no updates at this time.

c. Commissioner Handbook

This discussion was moved to the end of the meeting.

MANAGER REPORTS

Assistant Financial Manager Amalia Mostrales reported that lien notifications have been mailed to nine customers. Responses to the letters are due on October 1st. If no reply is received, liens will be filed at that time. A discussion ensued whether the District had an obligation to notify the Cities or Department of Health when a property is in shut off. Ms. Pottinger indicated she will do some research on this topic and get back to the Board. Ms. Mostrales also reported that there has been change in the merchant responsible for processing reoccurring payments. Customers will need to re-enter their reoccurring payment information. Lastly, the District will be updating the contract with Accela because our processing volume has increased.

Operations Manager Denny Clouse updated the Board on the site work for the new maintenance facility. The retaining wall on 15th Ave NE has been erected. There was an architectural error in the grading that may result in a price increase. In addition, a larger manhole than anticipated was needed for the sewage manhole. The larger manhole will take 5 weeks to build. Currently, the contractor is completing storm and sewer work. An extra residential septic tank was discovered underground that required removal that had not been identified previously. Mr. Clouse also reported that a neighbor has complained about street parking during construction. Finally, Mr. Clouse reported that permits have been submitted and the project is on track for a November bid opening with contract award in December.

District Manager Diane Pottinger reported that she attended the Roadmap to Washington workshop on Saturday September 15th. The workshop is one of the regional workshops run by the Ruckelshaus Center, commissioned by the state legislature to design a process for a comprehensive and collaborative look at the Growth Management Act (GMA). Ms. Pottinger also reported on her attendance at the Operating Board meeting held at the Tolt River Watershed last week.

LEGAL REPORT

There was not legal report at this time.

COMMISSIONERS REPORT

Commissioner Ricker reported that he also attended the Roadmap to Washington workshop on Saturday, September 15th.

Commissioner Haines had no report at this time.

Commissioner Schoonmaker reported on his attendance at the Operating Board meeting at the Tolt River Watershed.

At 2:20 pm Theresa Harrington, Denny Clouse and Amalia Mostrales left the meeting.

COMMISSIONER HANDBOOK DISCUSSION

The commissioners, Ms. Pottinger and Mr. Bennet discussed the draft Commissioners Handbook. Suggestions from this discussion will be incorporated into a new draft for Board review. Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted 3-0 to hold a special meeting on Thursday, September 27 at 1:00 p.m. for the reviewing and possibly approving by resolution the final version of the Board of Commissioners Rules of Procedure.

The meeting adjourned at 3:23 p.m.

The next special meeting will be Thursday, September 27th at 1:00 p.m. at the District's Administrative Offices. The next regular meeting will be Tuesday, October 2nd at 3:00 p.m. at the District's Administrative Offices.

Larry Schoonmaker

Charlotte Haines

Ronald Ricker