



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

October 1, 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
Theresa Harrington, Executive Assistant
Amalia Mostrales, Financial Manager
Joe Bennett, District Attorney

PUBLIC COMMENT

Gary Batch and Marlin Gabbert from the North City Business Association (NCBA) were present to ask the District for assistance with the installation of the North City Business Association shed that will be housed on the District lot pursuant to Resolution 04.15.2019. The site for the shed needs to be leveled, gravel filled, and compacted before the shed can be installed on October 18th. NCBA requested that the District prepare the site. NCBA would pay for materials and labor for the project.

Commissioner Hale motioned to approve the request for the District to prepare the site and bill NCBA for time and materials. Commissioner Haines seconded the motion and the motion passed.

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

There was a correction to the agenda. Under upcoming events, the date for the Tolt Watershed tour should read October 24th not October 14th. Commissioner Hale motioned to approve the corrected agenda. Commissioner Ricker seconded the motion and the motion passed unanimously.

APPROVAL OF MINUTES

Commissioner Hale noted a correction to the draft minutes for the September 16, 2019 regular meeting. Commissioner Haines made a motion to approve the corrected minutes from the September 16, 2019 regular meeting. Commissioner Hale seconded the motion. The motion passed and the commissioners signed the corrected minutes.

Commissioner Hale made a motion to approve the minutes from the September 24, 2019 special meeting. Commissioner Haines seconded the motion. The motion passed and the commissioners signed the minutes.

APPROVAL OF VOUCHERS

Finance Manager Amalia Mostrales informed the commissioners that there was a clerical error in the voucher summary presented in the September 3, 2019 regular meeting packet. The summary listed vouchers 5530-5548, but the vouchers presented and signed were 5530-5547. Due to this clerical error the minutes incorrectly read 5530-5548. A corrected version of the minutes and packet summary sheet will be brought to the next meeting for signature.

Commissioner Haines moved to approve vouchers numbers 5566-5583 and 116039-116074 in the amount \$94,660.36 from the maintenance fund and vouchers number 447-449 in the amount of 393,809.48 from the capital fund. Commissioner Hale seconded the motion, which passed unanimously. The commissioners signed the vouchers.

NEW BUSINESS

a. High Water Use at 16802 11th Avenue NE

The customer who requested to be on the agenda to discuss this item did not show up for the meeting. The item was tabled.

b. High Water Use at 1528 NE 166th Street

Customer George Shelhorn and his neighbor Ellen Nelson were in attendance to discuss the high water bill Mr. Shelhorn received. Operations Manager Denny Clouse reported that information pulled from Mr. Shelhorn's meter indicated that water was used continuously from August 14-August 26 when usage returned to regular patterns. Mr. Clouse informed the customer that this pattern of use is consistent with a temporary leak such as a running toilet or dripping fixture. Staff had visited the meter to determine if the high water use was accurate. The meter was determined to be working correctly. The customer expressed his distress over the situation and his high bill and could not explain the continuous water use. The commissioners directed Operations Manager Denny Clouse to meet the customer at his residence on Thursday morning to help trouble shoot this situation.

Mr. Shelhorn and Ms. Nelson departed the meeting.

PUBLIC COMMENT

Joseph and Melissa Irons arrived at 4:05 p.m. for public comment. Commissioner Ricker reopened public comment and invited them to speak. The Irons' are working to rezone their business properties per city requirements. They asked the board if the District would be willing to write a letter in support of their efforts to rezone. District Attorney Joe Bennett reported that this request was outside the statutory authority of the Board, but that commissioners can, as individual citizens, offer their opinions on any matter. The Board thanked Mr. and Ms. Irons for coming. The Irons departed the meeting at 4:19 p.m.

c. One Call Service Proposal

District Manager Diane Pottinger presented information on the one call emergency system. This system would allow the District to issue an automatic call to all customers with accurate phone numbers in our system. This would be used for emergency situations. The cost of the system is approximately \$500 per use. Ms. Pottinger proposed accepting the proposal and conducting a test call in March/April of 2020. This will ensure the systems works and allow time for the District to ask customers to update their contact information in the newsletter and on billing statements.

Commissioner Haines motioned to direct the District Manager to accept the One Call Service proposal and conduct a test of the system next year. Commissioner Hale seconded the motion and the motion passed.

MANAGERS' AND CONSULTANT REPORTS

a. Finance Manager Report

Finance Manager Amalia Mostrales provided the Board with federal per-diem rates for review. The District's current standard per-diem rate is now \$5.00 less than the federal meals and incidental expense (M&I E) rate. The Board discussed the per-diem rates and instructed District Manager Diane Pottinger to draft a resolution to have the District match the M&I E rate for Washington State unless the board specifies otherwise.

b. Project Status/Operations Manager Report

Operations Manager Denny Clouse reported on the status of open WSEAs:

- There is a pre-connection meeting on the Evergreen Point WSEA tomorrow.
- The Shoreline Development WSEA (old post office site) is expected to pay the second half of its connection charge soon in order to have the meters set.
- The Shoreline Fire Station project is waiting on completion
- The Flatstick and Arabella II projects are complete and in the process of closing out their agreements.
- The North City Elementary School and Aldercrest Campus projects are also complete and in the process of closing out their agreements.
- The Kellogg Middle School project is ready to start.
- The Buddha Jewel project is on hold as the developer is working on a redesign.

- The early work for the Sound Transit project will be starting soon on 1st Ave NE between NE 159th to 161st Streets.

Mr. Clouse informed the board that the District has been accepted to be a part of the ShakeAlert program. He also updated the board on the status of the construction on the new maintenance facility. Mr. Clouse is still waiting on the redesign to bring the metal building structure to a type 3 building. The trusses will should be delivered next week and the pour for the decant building is scheduled for Thursday. Lastly, Mr. Clouse informed the board that the following extra charges have been charged to the \$250,000 minor change order account; \$161,000 for the additional work required for site excavation and \$34,000 for a wall that was inadvertently left out of the original plans.

b. District Manager Report

Ms. Pottinger informed the Board that the City of Shoreline invited the District to participate in the closing event for the Million Step Challenge on October 2. They are requesting 30 water bottles for the prize basket. Commissioner Hale volunteered to bring the water bottles to the event. Ms. Pottinger reported she is working on setting up meetings with Sen. Frock and Rep. Solomon sometime in the next month and will get back to the board with dates once they are confirmed. Ms. Pottinger informed the board that she will not be at the October 15th board meeting because will be at the ICS-3 training, and she reminded the board that the District is hosting the Shoreline Chamber of Commerce event in the board room on the evening of October 17th. Lastly, Ms. Pottinger reminded the board that the District's annual meeting is scheduled for December 13th.

Commissioner Haines motioned for a special meeting on December 13th at 7:30pm for the District's annual end of the year staff meeting. Commissioner Hale seconded the motion and the motion passed.

COMMISSIONER REPORTS

Commissioner Ricker had no report at this time.

Commissioner Haines had no report at this time.

Commissioner Hale reported on the tour and meeting with Representative Ryu at the new maintenance facility site. She reported that she will be attending the October 21st and November 12th Fircrest stakeholders and community meetings. Lastly, she reported she will be attending the NE 185th Street project walk and talk meeting this evening.

The meeting adjourned at 5:12 p.m.

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

Staff and Commissioner tours of the Tolt Watershed will be held on October 17th and October 24th.

Ronald Ricker

Charlotte Haines

Patricia M. Hale