



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

October 2, 2018

The meeting was called to order at 3:00 p.m.

North City Water District Board Room

Commissioners Present

Commissioner Larry Schoonmaker (Via Phone @ 3:07p.m.)
Commissioner Charlotte Haines
Commissioner Ron Ricker

Staff Present

Diane Pottinger, District Manager
Theresa Harrington, Executive Assistant
Denny Clouse, Operations Manager
Amalia Mostrales, Asst Financial Mng.
Joe Bennett, District Attorney

PUBLIC COMMENT

None at this time.

APPROVAL OF THE AGENDA

Commissioner Ricker made a motion to approve the agenda as presented. Commissioner Haines seconded the motion and the motion passed.

APPROVAL OF MINUTES

Commissioner Ricker made a motion to approve the minutes from the September 17 regular meeting, the September 20th and 27th special meetings. Commissioner Haines seconded the motion. The motion passed and the commissioners signed the meeting minutes.

APPROVAL OF VOUCHERS

Commissioner Ricker made a motion to approve vouchers number 5159-5175 and 115006-115047 in the amount \$86,883.49 from the maintenance fund and voucher number 362-368, in the amount of \$539,955.57 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The commissioners signed the vouchers.

NEW BUSINESS

a. Southam Creative

At the request of the Board, District Manager Diane Pottinger invited Southam Creative to attend the Board meeting to discuss communications, customer education and outreach for the District. Ms. Pottinger introduced Randal Southam and Carol Renaud from Southam Creative. A discussion ensued identifying key communications issues facing the District. At the conclusion of the discussion, the commissioners invited Mr. Southam to come to a November Board meeting to present some ideas on how to enhance the District's communications.

Mr. Southam and Ms. Renaud left the meeting at 4:07 p.m.

b. Resolution 2018.10.29 Updating Section 5.03 Vacation in the District's Personnel Manual

District Manager Diane Pottinger proposed a minor update of the District's personnel manual. The change makes the eligibility requirements for vacation the same as those for sick-leave. The Board reviewed the resolution. Commissioner Ricker made a motion to approve the resolution, which was seconded by Commissioner Schoonmaker and approved by the Board. The Board and District Attorney signed the resolution.

MANAGER REPORTS

a. Finance Manager

Assistant Financial Manager Amalia Mostrales reported that of the nine lien notifications mailed in early September, three have paid or made arrangements with the District to bring their accounts current. Six properties remain. Liens will be recorded on these properties this week.

Ms. Mostrales also reported that the District's financial audit has been scheduled later this month. She also informed the Board that she attended a training on the new Department of Retirement website that is set to roll out in April of 2019 and an HCA enrollment training, which she will update the Board and staff at a later date. Lastly, Ms. Mostrales informed the Board that Accela has made a change to the web payments system. The changes will occur shortly and require signing a new agreement with the new vendor.

b. Project Status Report

None at this time.

Commissioner Haines noted a typographical error in the special meeting minutes from September 20th that had been approved and signed earlier in the meeting. Commissioner Schoonmaker moved to correct the minutes as noted. Commissioner Ricker seconded and the motion passed. Executive Assistant Theresa Harrington corrected and reprinted the minutes, which were signed by the commissioners.

c. Operations Manager

Operations Manager Denny Clouse provided an update on the status of the site work for the new maintenance facility. Overall, site work is progressing well and is on schedule though the contractors have had some changes to several line items. Mr. Clouse informed the Board that he anticipated the need for a second amendment to the contract for approximately \$50,000 to cover the changes identified to date. Mr. Clouse will present the Board with a complete listing of the contract changes and a contract amendment at an upcoming Board meeting. Mr. Clouse also updated the Board on potential development within the District. Finally, Mr. Clouse reported that he is working on advertising the old Vacon truck for sale. He hopes to complete the advertisement by the end of October. Lastly, Mr. Clouse reported that some of the pages of the Shoreline School District's WSEA's were left unsigned in error. The District's Attorney agreed they should be signed. The District Manager will coordinate the signing of these agreements in the near future.

d. District Manager

District Manager Diane Pottinger reported that she and Operations Manager Denny Clouse have had several meetings with the Fire Department regarding fire flow and certificates of water availability. The issues discussed included consistency in fire flow requirements, city permitting requirements and mitigation levels for different types of fire systems. They may later propose changes to the District's form certificate of water availability.

Ms. Pottinger also reported on attendance at community and industry meetings. Ms. Pottinger attended at the City of Shoreline open house to learn about the "road diet" that the City is proposing on NE 175th Street. Commissioner Haines will attend the Shoreline Chamber of Commerce meeting on October 10th. In addition, Ms. Pottinger will be traveling to Wenatchee October 4-5 to present at the APWA Conference and attend the Public Works Board retreat and meeting.

In other District business, Ms. Pottinger informed the Board that T-Mobile has asked to install upgraded equipment at the tank site. This will result in a lease amendment. Ms. Pottinger has been working with this amendment with the District Attorney and expects to bring this before the Board in the coming months. Sprint has also made a request to use the Century Link conduits at the tank site, which was not the intent with the redesign of the site. Ms. Pottinger also informed the Board that the final close out of the North City Pump station should happen this week and will be brought to the Board in November. Lastly, Ms. Pottinger indicated she would like to enter into an agreement with North City Business Association to place a shed on District property to hold supplies for the Tree Lighting and Jazz Walk. The agreement will be brought to the November Board meeting.

LEGAL REPORT

District Attorney Joe Bennett reported that King County has filed a direct appeal to the State Supreme Court of the Superior Court's decision to invalidate the County's right of way "rent" ordinance. The Supreme Court will either accept review or refer the case to the Court of Appeals. We likely won't know which court will hear the appeal until the new year.

EXECUTIVE SESSION:

The Board entered into executive session at 5:04 pm for 15 minutes to discuss potential litigation and potential real estate transactions with Mr. Bennett, pursuant to RCW 42.30.110(1)(b) and 42.30.110(1)(i). Ms. Pottinger and Mr. Clouse were present. The session was extended by 15 minutes. The Board returned to regular session at 5:30 p.m. and the meeting was adjourned.

The next regular meeting will be Tuesday, October 16 at 3:00 p.m. at the District's Administrative Offices.

Larry Schoonmaker

Charlotte Haines

Ronald Ricker