



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

October 3, 2017

The meeting was called to order at 3:00 pm

North City Water District Board Room

Commissioners Present

Commissioner Ron Ricker
Commissioner Larry Schoonmaker
Commissioner Charlotte Haines

Staff Present

Diane Pottinger, District Manager
Barb Shosten, Finance Manager
Theresa Harrington, Executive Assistant
Joe Bennett, District Attorney
Toby Bigger, Field Inspector/Spec. Projects Coordinator

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes from the September 19 regular meeting and Commissioner Schoonmaker seconded the motion. The motion passed and the commissioners signed the meeting minutes.

APPROVAL OF VOUCHERS

Commissioner Schoonmaker made a motion to approve vouchers number 4752-4767 and 114006-114051 in the amount \$109,429.98 from the maintenance fund and vouchers 271-276, in the amount of \$101,942.58 from the capital fund. Commissioner Ricker seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD/NEW BUSINESS

a. Resolution 2017.09.17 Approving Amendment No. 2 Regarding the Contract with JW Fowler for CIP #2011-06: North City Pump Station

District Manager Diane Pottinger informed the Board that the District is still awaiting the signed change order proposal from JW Fowler, but anticipates it in the next few days. She recommended that the resolution will be tabled until the next meeting when the signed proposal is in hand.

b. Resolution 2017.10.19 Hydraulic Modeling of the District's Water System

District Manager Diane Pottinger presented a resolution to accept the scope of work and contract with BHC to do the hydraulic modeling for the District. This is the first step in updating the District's comprehensive plan. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Schoonmaker, and approved by the Board. The commissioners and District Attorney signed the resolution.

c. Resolution 2017.10.20 Renaming the North City Pump Station to be the North City/Denny Clouse Pump Station

District Manager Diane Pottinger presented a resolution to rename the North City Pump Station to the North City/Denny Clouse Pump Station, in acknowledgement of Operation Manager Denny Clouse's leadership and dedication to this project, the District's operations for the past 11 years and the water industry for nearly 40 years. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Schoonmaker, and approved by the Board. The commissioners and District Attorney signed the resolution.

d. Maintenance Building Update

Ms. Pottinger informed the Board that a public meeting on the landscaping and sidewalk planning for the new maintenance facility has been scheduled for November 15th at 7:00PM. Announcement of the meeting will be included in the fourth quarter newsletter. Ms. Pottinger also informed the Board that the City of Shoreline just communicated to the planning team that they will be required to file the site permit and building permit at the same time for approval. The District's architect has been allowed to separate the site permits from the building permits in other jurisdictions. The architect and Operation Manager Denny Clouse will meet with the city next week to discuss the issue. This new requirement could result in project delays.

MANAGER REPORTS

Finance Manager Barb Shosten reported that the audit is in process and progressing on schedule. Ms. Shosten also reported that she and District Manager Diane Pottinger are working together to complete a

three year budget plan which will incorporate the City of Seattle's three year rate increase. In addition, rates and connection charges will be done for a three year period as well. Ms. Shosten has begun working with staff to transition the accounts payable responsibilities from the staff accountant to the customer service representatives as part of the transition planning for her retirement.

District Manager Diane Pottinger reported on her attendance at the WAWSD Fall Conference in Wenatchee. She noted that many Districts spoke about annual open house events they host in their communities and asked for the Commissioner thoughts on adding this type of event at North City Water District. The Commissioners thought that the current event and outreach activities were sufficient at this time. Ms. Pottinger also reported that she is in the process of updating the District's comprehensive plan and hopes to have it complete by year's end. Ms. Pottinger informed the Board that it was discovered that the virtual reality game Pokémon Go had located a Pokémon gym (a game stop) on top of the District's water tank. This resulted in trespassing by game players on adjacent property along with the District's property. District staff contacted the gaming company and requested they remove this stop. Finally, Ms. Pottinger reported that the District has been invited to attend a meeting of the risk management pool on October 18th and the Shoreline Chamber of Commerce meeting next week. Commissioner Schoonmaker agreed to attend the Chamber of Commerce meeting.

LEGAL REPORT

Mr. Bennett reported that WASWD Fall Conference was good and that he attended the presentation on marketing your District put on by Relana Sindelar and Diane Pottinger at the WASWD Fall Conference and thought it was a well done and useful presentation.

COMMISSIONER REPORTS

Commissioner Haines reported on her attendance at the WASWD Fall Conference. She thought the conference was well attended and enjoyed the presentation on marketing your District. She also enjoyed the interactive map and presentation on Special Purpose Districts.

Commissioner Schoonmaker discussed the recent public announcement of rate increased from Seattle Public Utilities.

Commissioner Ricker also reported on his attendance at the WASWD Fall Conference.

ADJOURNMENT

The meeting concluded at 3:33 pm.

The next Regular Meeting is Tuesday, October 17th at 3:00 pm at the North City Water District.

Ronald Ricker

Larry Schoonmaker

Charlotte Haines