



## **MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

October 15, 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**

Denny Clouse, Operations Manager  
Amalia Mostrales, Financial Manager  
Theresa Harrington, Executive Assistant  
Mike Oberstadt, Operations Lead  
Joe Bennett, District Attorney

### **PUBLIC COMMENT**

None

### **APPROVAL AND/OR ADJUSTMENTS TO AGENDA**

Commissioner Hale motioned to approve the agenda as presented. Commissioner Haines seconded the motion and the motion passed unanimously.

### **APPROVAL OF MINUTES**

Commissioner Hale noted a correction to the draft minutes for the October 1 regular meeting. Commissioner Haines made a motion to approve the corrected minutes from the October 1, 2019 regular meeting. Commissioner Hale seconded the motion. The motion passed and the commissioners signed the corrected minutes.

Executive Assistant Theresa Harrington informed the Board that she had discovered clerical errors in the voucher numbering in the minutes from the August 20, September 3, and September 16, 2019. These errors were corrected and the updated minutes were presented to the Board for ratification. Commissioner Hale motioned to ratify the corrected minutes for August 20, September 3 and September 16, 2019. Commissioner Haines seconded the motion and the motion passed. The commissioners signed the ratified minutes.

### **APPROVAL OF VOUCHERS**

Commissioner Haines moved to approve vouchers numbers 5584-5601 and 116075-116116 in the amount \$163,907.91 from the maintenance fund and vouchers number 450-452 in the amount of \$139,494.04 from the capital fund. Commissioner Hale seconded the motion, which passed unanimously. The commissioners signed the vouchers.

### **OLD BUSINESS**

#### **a. Follow up on High Water Use at 1528 NE 166<sup>th</sup> Street**

At the October 1 meeting, Mr. Shelhorn attended the board meeting to express his concern about high water use at his property. Operations Manager Denny Clouse reported that he visited the Mr. Shelhorn at his house on October 2 to discuss his water usage and possible leak adjustments. Mr. Shelhorn's meter indicated that water was used continuously from August 14- August 26 when usage returned to regular patterns. This appears to be an internal leakage of unknown nature. As the situation has been resolved, Mr. Clouse proposed that the Board consider a leak adjustment to help mitigate the high water bill which resulted from this event. In addition, a payment plan can be created to handle the remainder of the amount owed.

Commissioner Hale motioned to approve the leak adjustment for the property at 1528 NE 166<sup>th</sup> Street. Commissioner Haines seconded the motion and the motion passed.

## **NEW BUSINESS**

### **a. Retrospective Rating Program Committee Nominees**

The Board reviewed the six candidates nominated to fill six positions on the WASWD Retrospective Rating Program Committee. They voted for the following five candidates:

- Sam Amira, King County Water District #90
- Robert Fulton, Valley Water District
- Tom McGrath, Mukilteo Water and Wastewater District
- John Thomson, King County Water District
- Mike West, Valley View Sewer District

The ballot was signed and returned via email at 3:30 pm.

### **b. Emergency Communications Presentation**

Operations Lead, Mike Oberstadt delivered a PowerPoint presentation on the existing communications systems used by the District for emergency situations and the issues and limitation of these systems. He then provided information on the costs and benefits of new technology to address these vital communications needs. District Attorney Joe Bennett suggested researching what systems other districts are using to help inform future discussions. The board thanked Mr. Oberstadt for the information and the topic will be discussed at a future board meeting.

## **MANAGERS' AND CONSULTANT REPORTS**

### **a. Finance Manager Report**

Finance Manager Amalia Mostrales provided the Board the accounts receivable aging report. There are two accounts that are 120 days past due. These properties are candidates for liens. Ms. Mostrales also informed the Board that the state auditors are scheduled to arrive on October 22<sup>nd</sup> for the annual audit. Staff is preparing for the audit.

### **b. District Manager Report**

Operation Manager Denny Clouse reported on behalf of District Manager Diane Pottinger in her absence. Mr. Clouse informed the Board that there are two proposed special meetings for the month of October. The Department of Social and Health Services has been invited to meet with the district on Friday, October 18 to discuss the Fircrest masterplan and Senator Jesse Salomon has accepted an invitation for a tour of the new maintenance facility on October 31<sup>st</sup>.

Commissioner Hale motioned to add the following two special meetings in October;

- Friday, October 18, 2019, 10:30 a.m. at the NCWD Administrative Offices for the purpose of discussing the Fircrest Masterplan with the Department of Social and Health Services.
- Thursday, October 31, 2019, 11:00 a.m. with Senator Jesse Salomon at the New Maintenance Facility Site.

Commissioner Ricker seconded the motion and the motion passed unanimously.

Mr. Clouse also informed the Board that, as agreed at the October 1 meeting, District staff is preparing the site for the North City Business Association shed scheduled for delivery on October 18<sup>th</sup>. The District will be billing NCBA for the work.

### **c. Operation Managers Report**

Operations Manager Denny Clouse gave an update on construction of the new maintenance facility. The right-of-way permits have been renewed to allow time for the completion of final landscaping requirements. Work continues on the building structures. Mr. Clouse showed the Board some pictures and discussed some issues with construction. Mr. Clouse also informed the Board that he will be meeting with a furniture vender on Friday to pick out the furnishings for the new building. The old furnishings from the existing maintenance facility will be declared surplus after move in is complete. In other District business, Mr. Clouse reported that a main is leaking on 24<sup>th</sup> Ave NE. There is a large tree in the right of way that is prohibiting repairs. It will cost approximately \$5,800 to remove the tree. The city will not pay for tree removal, but has waived the permit fees for the job. The District will be removing the tree to repair the leak in the near future. Lastly, Mr. Clouse informed the Board that a customer called on Sunday to report a drone flying over the water tank. Staff will be watchful for future issues of this nature.

**COMMISSIONER REPORTS**

Commissioner Haines reported on her attendance at the candidate forum for Shoreline City Council. There was much discussion of the ballot proposition supporting the construction of the new recreation center and pool.

Commissioner Hale reported on her attendance at the Million Step Challenge closing event. She brought NCWD water bottles for distribution. She also reported on her attendance at the Shoreline Chamber of Commerce luncheon and the “Walk and Talk” tour of the NE 185<sup>th</sup> Street corridor project.

Commissioner Ricker reported on his attendance various WASWD committee meetings.

**LEGAL REPORT**

District Attorney Joe Bennett reported on the status of the lawsuit between Lakehaven Utility District and the City of Federal Way over the imposition of excise taxes. On August 7<sup>th</sup>, the Washington Supreme Court accepted direct review of the case. Oral argument has been scheduled for January 16<sup>th</sup>, 2020 in the morning. District Attorney Joe Bennett will be filing an amicus brief for the case on behalf of Alderwood Water and Wastewater District. This case has potential impact on other utility districts and water associations.

**ADJOURN**

The meeting adjourned at 4:52 p.m.

The next special meeting will be on Friday, October 18 at 10:30 a.m. at the District’s Administrative Offices.

There will also be a special meeting on Thursday, October 31 at 11:00 a.m. at the New Maintenance Building Site.

The next regular meeting will be on Tuesday, November 5 at 3:00 p.m. in the District’s Administrative Office.

Staff and commissioner tours of the Tolt Watershed will be held on October 17<sup>th</sup> and October 24<sup>th</sup>.

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Ronald Ricker

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Charlotte Haines

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Patricia M. Hale