



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

October 16, 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)
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
Bob Heivilin, Utility Worker IV
Joe Bennett, District Attorney

PUBLIC COMMENT

None at this time.

APPROVAL OF THE AGENDA

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

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes from the October 2 regular meeting, Commissioner Ricker 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 5176-5192 and 115048-115096 in the amount \$448,623.34 from the maintenance fund and voucher number 369-374 in the amount of \$92,679.52 from the capital fund. Commissioner Ricker seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD BUSINESS

a. Resolution 2018.10.30 Accepting the NCPS

Operation Manager Denny Clouse presented a resolution accepting the completion of the North City/Denny Clouse Pump Station. The Board reviewed the resolution. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Ricker and approved by the Board. The Board and District Attorney signed the resolution.

b. Review of NCWD Code Title 6: Facilities

District Manager Diane Pottinger informed the Board that staff is currently reviewing Title 6 of the NCWD code. This section deals with cross connection control and fire hydrant usage. District Cross Connection Control Specialist Bob Heivilin and Executive Assistance Theresa Harrington updated the Board on the current status of the District's cross connection control program and issues surrounding compliance enforcement. The Board directed staff to review the code section and appendices dealing with cross connection control compliance and to bring any proposed updates to the next Board meeting.

NEW BUSINESS

a. Resolution 2018.10.31 WSEA with Flatstick, LLC.

Operations Manager Denny Clouse presented a resolution to accept a WSEA with Flatstick, LLC for a development of six townhomes on NE 185th Street. The Board reviewed the resolution. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Ricker and approved by the Board. The Board and District Attorney signed the resolution.

b. Resolution 2018.10.32 Contract Amendment No 2 with New West Development

Operation Manager Denny Clouse presented a resolution to approve contract amendment No. 2 with New West Development for the Phase 1 site work for the new maintenance facility. This amendment contains change orders #10, #11, #13, #15 and #17 totaling a contract increase of \$61,080.16 plus sales tax. The Board reviewed the resolution. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Ricker and approved by the Board. The Board and District Attorney signed the resolution.

c. Certificates of Water Availability Comparison

District Manager Diane Pottinger provided the Board with copies of the North City Water District and Seattle Public Utilities Certificates of Water Availability for comparison and discussion. Ms. Pottinger informed the Board that the Fire Department had suggested some updates to our certificate to improve clarity. The District's certificate lists the available fire flow as well as the required fire flow. SPU's certificate only states available fire flow. Mr. Clouse recommended that NCWD remove the required fire flow from the Certificate of Water Availability as that requirement can be mitigated if appropriate fire systems are installed. The Board asked staff to update the Certificate of Water Availability based on this discussion and bring it to the next Board meeting for review.

MANAGERS REPORT

a. Finance Manager

Assistant Finance Manager Amalia Mostrales informed the Board that the financial audit has started with preliminary work being done via email correspondence. The onsite portion of the audit will commence the following week. Finance Manager Barb Shosten and Ms. Mostrales will be working with the auditors over the next 2-3 weeks to complete the audit.

b. Project Status Report

Operation Manger Denny Clouse passed out a written report to the Board detailing the status of District projects and the status of WSEA projects currently in progress. Mr. Clouse informed the Board that he has placed advertisements announcing the intent to sell the 2009 Vac-Con Truck. Advertisements ran in the *Daily Journal of Commerce* and was sent out by WASWD. It will also be posted on the District's website. Bids must be received at the District offices by 2:00 p.m. on Monday, October 22nd. Mr. Clouse also updated the Board on ongoing work regarding the proposed changes to the water system for the new Sound Transit stations.

c. Operations Manager

Mr. Clouse updated the Board on the site work for the new maintenance facility. Curbs and sidewalks are currently going in. Site work is progressing well and on track to be completed in November. Wagner Architects continue to work on Phase 2 (building design) for the site. The plans have been submitted to the city for permitting on September 4 and are awaiting review comments. Mr. Wagner will bring a color pallet to the Board at the November 6 meeting for consideration.

d. District Manager

Ms. Pottinger reported that the City of Shoreline will be holding several meetings on the NE 185th Street corridor project over the next week. She also informed the Board that a representative from the HRA VEBA plan will be at the staff meeting on Wednesday and commissioners are invited to attend.

e. Consultant Report

Ms. Pottinger informed the Board that Randal Southam from Southam Creative will be coming to the November 6 Board meeting to discuss some communications ideas for consideration. As the November 6 meeting agenda is already full, a suggestion was made to change the start time of the November 6 regular meeting from 3:00 p.m. to 1:00 p.m. to accommodate.

According to the Commissioners Rules of Procedure, a resolution is required to change the start time of a Board meeting. District Attorney Joe Bennett introduced Resolution 2018.10.33, Changing the Start Time of the November 6th meeting to 1:00PM. Commissioner Ricker made a motion to approve the resolution, which was seconded by Commissioner Haines and approved by the Board. The Board and District Attorney signed the resolution.

COMMISSIONER REPORTS

Commissioner Ricker reported on his attendance at the Fircrest stakeholders meeting which began discussions about addressing options for the redevelopment of the Fircrest site. He also reported on his attendance at a planning meeting at Lake Forest Park which addressed future development of the Town Center area. Finally, he reported on his attendance at the WASWD Section IV meeting.

Commissioner Haines reported on her attendance at the Operating Board meeting, Shoreline Chamber of Commerce meeting and the WASWD Section IV meeting.

Commissioner Schoonmaker indicated he is looking forward to learning what suggestions Southam Creative might have for enhanced District communications.

LEGAL REPORT

None at this time.

ADJOURNMENT

The meeting concluded at 4:54 p.m.

The next regular meeting will be Tuesday, November 6 at 1:00 p.m. District's Administrative Offices.

Larry Schoonmaker

Charlotte Haines

Ronald Ricker