



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

November 5, 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
Amalia Mostrales, Financial Manager
Theresa Harrington, Executive Assistant
Joe Bennett, District Attorney

PUBLIC COMMENT

None

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Executive Assistant Theresa Harrington reported a correction to the agenda. The date of the special meeting minutes should read October 18th not 19th. Commissioner Haines motioned to approve the corrected agenda. Commissioner Hale seconded the motion and the motion passed unanimously.

APPROVAL OF MINUTES

Commissioner Hale noted a correction to the draft minutes for the October 15 regular meeting. Commissioner Hale made a motion to approve the corrected minutes from the October 15 regular meeting and to approve the minutes from the October 18 special meeting. Commissioner Haines seconded the motion. The motion passed and the commissioners signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Haines moved to approve vouchers numbers 5602-5619 and 116117-116170 in the amount \$275,477.48 from the maintenance fund and vouchers number 453-456 in the amount of \$278,444.60 from the capital fund. Commissioner Hale seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD BUSINESS

a. 2019.11.35 Acknowledging the Completion of the WSEA for the Sunrise 11 and Acceptance of the Bill of Sale

District Manager Diane Pottinger presented the Board with a resolution to acknowledge the completion of the WSEA for Sunrise 11 project and provided the required easements and the final bill of sale. A motion to approve the resolution was made by Commissioner Haines and seconded by Commissioner Ricker and passed unanimously. The Board and District Attorney signed the resolution.

b. 2019.11.36 Acknowledging the Completion and Acceptance the Maintenance Facility Site Work Contract with New West Development Inc.

District Manager Diane Pottinger presented the Board with a resolution to acknowledge the Completion of the Maintenance Facility Site Work Contract. Operations Manager Denny Clouse confirmed that New West Development had completed the work that was required in their contract and had an outstanding landscaping maintenance bond for another year that will be handled separately. A motion to approve the resolution was made by Commissioner Haines and seconded by Commissioner Hale and passed unanimously. The Board and District Attorney signed the resolution.

c. 2019.11.37 Amending Title 2.05.05 of the NCWD Code

District Manager Diane Pottinger presented a resolution amending the section of the code concerning per diem rates for travel. The resolution provides that the District instate per diem rate will be paid in accordance with the US General Services Administration for a specific city. A motion to approve the resolution was made by Commissioner Haines and seconded by Commissioner Hale and passed unanimously. The Board and District Attorney signed the resolution.

d. 2019.11.38 Amending Code Section 4A Regarding Technical Specifications

Operations Manager Denny Clouse presented a resolution updating the NCWD Code regarding the District's technical specifications; specifically fire hydrant guard posts. A motion to approve the resolution was made by Commissioner Haines and seconded by Commissioner Ricker and passed unanimously. The Board and District Attorney signed the resolution.

e. Meeting with Senator Salomon

District Manager Diane Pottinger informed the Board that due to a busy schedule, Senator Salomon has very limited availability prior to the legislative session. He could make himself available via phone on November 26 or 27 at 5:00pm. The commissioners were in agreement that an alternative plan would be to provide Senator Salomon with District background and information via email and invite him for a tour in the spring following the end of the legislative session and the completion of new maintenance facility.

f. Water System Plan Update

District Manager Diane Pottinger informed the board that several potential policy issues have been identified with potential impact to the District's water system plan. The first is the District's fire flow requirements. The District currently has a standard of 1,000 gal/min. Shoreline Fire Department also requires 1,000 gal/min whereas Northshore Fire Department requires 1,500 gal/min. When the fire flow is not available at a structure, the developer is required to either install a fire sprinkler system to reduce the fire flow requirements or complete water system improvements. If the District were to update the minimum fire flow requirement to 1,500 gal/min, the District would have a substantial increase in capital improvement program. The second issue concerns if the District were to consolidate or nest, the standby and fire suppression storage. If the District does not nest storage, there may be a requirement for a new storage reservoir. The District will learn more about this in an upcoming meeting with CHS. The commissioners discussed the policies but no decisions were made.

During the discussion of fire flow regulations, District Manager Diane Pottinger brought to the commissioners' attention a property being developed in LFP. The only water system upgrade required for the project is the addition of a single fire hydrant. As this is a small project with only inspection costs, the commissioners and attorney agreed that a full WSEA would not be necessary. They agreed that the District could take a deposit for the inspection activities then refund the property owner once the new hydrant is installed. Ms. Pottinger agreed to bring a resolution with a bill of sale to a Board meeting following installation of the fire hydrant and payment of associated fees.

NEW BUSINESS

a. Developing a Capital Improvement Plan

District Manager Diane Pottinger presented to the board on the history of District capital improvements and future plans.

MANAGERS' AND CONSULTANT REPORTS

a. Finance Manager Report

Finance Manager Amalia Mostrales informed the board that of the five liened properties in 2018, three have paid in full and had their liens released. Two additional notices of potential liens were sent via certified mail earlier this month. Ms. Mostrales also reported on the audit progress. It is going well and should be wrapping up soon. The exit interview should take place in December.

b. Operation Managers/Project Reports

Operations Manager Denny Clouse gave an update on several ongoing WSEA projects. Shoreline School District is in the process of installing pipe at Kellogg Middle School and the District is

conducting necessary inspections. The District has abandoned 14 services for the Sound Transit Light Rail project. Mr. Clouse also reported on the District's project, the construction of the new maintenance facility. Electrical work has begun and the slabs have been poured for the emergency generator and decant building. Preliminary work on the roof has been completed on the crew building and will be finished once the steel arrives. Lastly, Management Team is discussing furnishings for the crew building.

c. District Manager Report

District Manager Diane Pottinger shared a draft of the fourth quarter newsletter with the board and asked for their input. She also reported that the District has received a favorable rating for Moody's (Aa3 rating). In other District business, Ms. Pottinger informed the board that she has received and incorporated edits from King County on the District's Hazardous Mitigation Plan. Completing the plan qualifies the District to apply for grant funding. With the help of Varius, the District will be submitting a grant to FEMA for the Sheridan Beach Crossing project along with additional main replacement in the loop between Shore Drive NE, and NE 170th Street. This grant is a 75/25 share and is competitive at the national level. The application is due on December 2. Lastly, Ms. Pottinger reported on her attendance at the WASWD General Manager's meeting at Lakehaven Utility District Tuesday morning. They discussed a potential new EPA ruling requiring lead and copper testing at schools and daycares.

COMMISSIONER REPORTS

Commissioner Haines reported on her attendance at the Section IV meeting and the recent Shoreline Rotary breakfast about Shakealert.

Commissioner Hale reported on her attendance at the Section IV meeting. She also reported on the October 24 tour of the Tolt River Watershed. The tour was very informative and impressive. Lastly, Commissioner Hale reported on her attendance of several Shoreline Chamber of Commerce events.

Commissioner Ricker reported on his attendance various WASWD committee meetings.

LEGAL REPORT

District Attorney Joe Bennett reported that he will be attending the upcoming water and sewer district attorney working group meeting in Kent. He also informed the Board that he will be presenting at the risk management pool meeting at the Brightwater facility later this week.

EXECUTIVE SESSION

The Board, District Manager and District Attorney went into executive session at 4:45 p.m. per RCW 42.30.110 (1)(g) for the purpose of discussing personnel matters. The Board came out of executive session at 4:56 p.m. The meeting returned to regular session.

Commissioner Haines made a motion to start the November 19 regular board meeting at 2:00 p.m. for a one hour Executive Session pursuant to RCW 42.30.110 (1)(g) for the purpose of discussing personnel matters. Commissioner Hale seconded the motion and the motion passed.

ADJOURN

The meeting adjourned at 4:57 p.m.

The next regular meeting will be on Tuesday, November 19 at 2:00 p.m. for Executive Session with the open public meeting beginning at 3:00 p.m. in the District's Administrative Office.

Ronald Ricker

Charlotte Haines

Patricia M. Hale