



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

November 6, 2018

The meeting was called to order at 1:00 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
Denny Clouse, Operations Manager
Amalia Mostrales, Assistant Financial Manager
Theresa Harrington, Executive Assistant
Joe Bennett, District Attorney

PUBLIC COMMENT

Bob Wagner of Wagner Architects was present.

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 16 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 5193-5208 and 115097-115150 in the amount \$103,237.66 from the maintenance fund and voucher number 375-379 in the amount of \$377,270.47 from the capital fund. Commissioner Ricker seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD BUSINESS

a. Maintenance Building Design

Bob Wagner of Wagner Architects presented the Board with color choices for the new maintenance facility, which is expected to be bid later this month. The Board reviewed three different color pallets and material choices for the exterior of the building and roof. The Board selected the colors that will be included in bid documents. Mr. Wagner indicated he would provide the District with a set of mounted colored drawings to be displayed at the Administrative office and electronic images to be added to the NCWD website.

b. Resolution 2018.11.34 Surplusing District vehicle w/out minimum bid

Operations Manager Denny Clouse informed the Board that no bids came in for the Vac-Con when the District originally surplused it. Therefore, he presented a resolution to the Board requesting that the Vac-Con be sent to auction without the minimum bid requirement. 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. NCWD Design –A-Bag Contest Judging and Awards

Over the summer, the District hosted a contest for kids to design an image to be printed on the reusable bags that the District distributes at community events. Executive Assistant Theresa Harrington presented the Board with the 18 entries received. The Board reviewed the designs and selected a grand prize winner and four runners up.

Grand Prize: **Amanda D.** **(Age 10)**
Runner Up: **Angalina V.** **(Age 10)**
Runner Up: **Paddy M.** **(Age 11)**
Runner Up: **Elsa S.** **(Age 10)**
Runner Up: **Jack M.** **(Age 11)**

The grand prize winner will have their artwork printed on next year's reusable bags. All winners will have their artwork featured on the NCWD website and will receive a water conservation T-shirt.

NEW BUSINESS

Commissioner Haines made a motion to consider the following agenda items out of order.

- a. Southam Creative
- d. Commissioner Vacancy

Commissioner Ricker seconded the motion and the motion passed.

b. Resolution 2018.11.35 Hydraulic Modeling System Analysis and CIP update with BHC The District contracted with BHC in 2017 to provide hydraulic modeling in preparation for the water system plan. Since that time, District staff has identified some new ideas on how to most efficiently provide excellent water quality and sufficient fire flow throughout the district. Modeling to test these potential improvements is beyond the scope of the original contract with BHC. Operation Manager Denny Clouse presented a resolution to amend the contract with BHC to include the additional work associated with these new concepts, look at fire flows in single family residential neighborhoods and provide additional water age modeling. 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. Resolution 2018.11.36 Adding a Special Meeting

District Manager Diane Pottinger proposed a special meeting on November 15 starting at 10:00 a.m. for the purpose of discussing the development of the capital improvement program (CIP) for the 2018 water system plan update. Ms. Pottinger introduced a resolution for this purpose. 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.

MANAGERS REPORT

a. Finance Manager

Assistant Finance Manager Amalia Mostrales informed the Board that the audit is almost complete. There were a few areas of discussion yet to be clarified. Staff will work with the auditors to provide clarification and respond. The final audit report will be issued soon.

b. Operations Manger

Operation Manger Denny Clouse reported that the contractors are in the final phases of the site work for the new maintenance facility building. There were some issues due to the heavy rains last week. Vapor barriers were installed to keep runoff at bay. There are a few elevation issues that need to be addressed and the eco block walls that make up the dirt and gravel storage bays will need to be heightened. The original design resulted in walls that are too short to contain piles of materials. This will add an expense and may need to be handled in the second phase. Mr. Clouse also reported that the District will be replacing the 2010 pick-up trucks and will be bringing a resolution to the board in an upcoming meeting.

Southam Creative arrived at 2:31p.m.

Commissioner Haines made a motion to take agenda item a. Southam Communications at this time. Commissioner Ricker seconded and the motion passed.

NEW BUSINESS

a. Southam Creative

Mr. Randal Southam, Ms. Terri Inglis and Mr. Luke Rodgers of Southam Creative were present. Mr. Southam made a presentation on communications and outreach strategies for the District. The Board thanked Mr. Southam for the presentation. Mr. Southam, Ms. Inglis and Mr. Rodgers left the meeting at 3:00 p.m.

The Board resumed the agenda.

MANAGER REPORTS

c. District Manager

District Manager Diane Pottinger reported on a meeting she attended with partner utilities and the city of Shoreline to discuss the 185th street project. Minutes from this meeting should be available to the public soon. Ms. Pottinger also reported on her and Commissioner Haines attendance at the multi-city dinner meeting with the City of Kenmore, City of Lake Forest Park and the City of Shoreline. Both Commissioners and Ms. Pottinger attended a public meeting at the Fircrest site to discuss future plans for the site. Finally, Ms. Pottinger shared a draft of the District's newsletter for review and comment. It will be sent to the printer later in the week.

COMMISSIONER REPORTS

Commissioner Haines reported on her attendance at the 185th Street project meeting and her attendance at a meeting with Seattle Public Utilities addressing potential water system vulnerabilities in the case of a major earthquake.

Commissioner Ricker reported on his attendance at the masterplan meeting for the Fircrest site. He also reported that Judy Gladstone has been selected as the new Executive Director of WASWD.

Commissioner Schoonmaker reported that this would be his last meeting and tendered his resignation as Commissioner. He offered his profound thanks to the Board and District staff for their excellent work toward fulfilling the District's mission to provide high quality affordable drinking water to all customers. Commissioner Schoonmaker thanked District Manager Diane Pottinger especially for the dedication and energy she provides.

The Commissioner agreed to discuss agenda item **d. Commissioner Vacancy** at this time.

NEW BUSINESS

d. Commissioner Vacancy

Ms. Pottinger presented a draft commissioner application and information sheet to be shared with the public and on the website. The Board reviewed the materials discussed the timeline to appoint a new commissioner. An announcement of the vacancy will go out in the newsletter and will be posted to the website. Interested parties are invited to apply by December 28th. Interviews will be scheduled at a special meeting in mid-January.

LEGAL REPORT

Mr. Bennett reported on two cases in Yakima involving a potential violation of the Open Public Meetings Act. The case is a good reminder that whenever a quorum of Commissioners are present at a public meeting they must be mindful that no District business can be discussed.

EXECUTIVE SESSION:

The Board entered into executive session at 3:39 p.m. for 10 minutes to discuss the District Manager performance review with Mr. Bennett, pursuant to RCW 42.30.110(1)(g) The session was extended by 15 minutes and Ms. Pottinger joined the session. The Board returned to regular session at 4:55 p.m. and the meeting was adjourned.

The next special meeting will be Thursday, November 15 at 10:00 a.m. at the District's Administrative Offices. The next regular meeting will be Tuesday, November 20 at 3:00 p.m. at the District's Administrative Offices.

Larry Schoonmaker

Charlotte Haines

Ronald Ricker