



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

November 7, 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 (via phone)

Commissioner Charlotte Haines

### **Staff Present**

Diane Pottinger, District Manager

Barb Shosten, Finance Manager

Denny Clouse, Operations Manger

Joe Bennett, District Attorney

Theresa Harrington, Executive Assistant

### **PUBLIC COMMENT**

District customer Virginia King was present.

### **APPROVAL OF MINUTES**

Commissioner Haines made a motion to approve the minutes from the October 17 regular meeting and Commissioner Schoonmaker 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 4785-4801 and 114095-114141 in the amount \$99,756.77 from the maintenance fund and vouchers 282-289, in the amount of \$55,966.39 from the capital fund. Commissioner Ricker seconded the motion, which passed unanimously. The commissioners signed the vouchers.

### **OLD/NEW BUSINESS**

#### **a. Draft Streetlight Agreement with City of Shoreline**

District Manager Diane Pottinger and Attorney Joe Bennett presented a draft agreement to return the streetlight billing function to the City of Shoreline. Seattle City Light has consented to the agreement. The City of Shoreline has placed the approval of this agreement on the consent agenda for their December 4 meeting. The District is also in discussion with the City of Lake Forest Park to adopt a similar agreement. Resolutions to adopt these agreements will be brought to the Board at the next meetings.

#### **b. Maintenance Building Update**

Operations Manager Denny Clouse reported that he and the architect will be meeting this week to plan for the neighborhood meeting scheduled for November 15<sup>th</sup> at 7:00 pm at the District office. During the meeting the District will have on display site drawings, discuss and ask for input on landscaping and sidewalk planning, and share a timeline for the project. There will be ample opportunity for neighbors to ask questions and share concerns about the upcoming project. Announcement of the meeting was in the fourth quarter newsletter, which was mailed out on November 7th and door hangers will be distributed in the neighborhood surrounding the site.

#### **c. North City Pump Station Ribbon Cutting Event**

A ribbon cutting ceremony for the North City Pump Station is planned for November 28<sup>th</sup> at 1:30 pm. Members of the State Legislature, Public Works Board, and the Department of Health as well as the contractor and design engineering firm have been invited.

#### **d. AT&T Lease**

District Manager Diane Pottinger and District Attorney Joe Bennett met with AT&T to discuss the utility true up costs related to the lease with the District. AT&T has accepted the costs and payment is forthcoming.

### **MANAGER REPORTS**

Finance Manager Barb Shosten reported that the auditors have completed their field work. There were no findings in either audit this year. An exit interview will be scheduled with the Commissioners. Ms. Shosten reported that the auditors informed her that entities will be held accountable for the work of

outside experts including CPAs. Therefore, it will be important for the District to dedicate resources for staff training. Finally, Ms. Shosten reported that the AP function has been transitioned from the Senior Accountant to the Customer Services Representative. This is part of the transition plan in preparation for Ms. Shosten's retirement.

Operating Manager Denny Clouse reported that he and the District Manager are in the final steps of reconciling budget and financial numbers in order to close out the North City Pump Station project. There are some final landscape issues involving replanting of trees that were removed during construction, but Mr. Clouse is working with the City of Shoreline and the landscaper to take care of this. He also updated the Board on a variety of development projects being planned throughout the District including Arabella 2, the post office property and the Anderson House site. Finally, Mr. Clouse informed the Board that on November 1, the 615 West zone went live and is in working order. Leaks may show up within the system due to the pressure change, but the field crew is monitoring and ready to repair leaks if they arise.

District Manager Diane Pottinger provided the Board with a written manager's report, which was included in the meeting packet. She reported to the Board that she communicated with both the City of Shoreline and Seattle Public Utilities regarding service to Holyhood Commentary. While the District has always provided water service to this area, it is not included in the corporate map contained in the District's Water System Plan. This area, and a few others, will be identified in the next water system plan.

Ms. Pottinger also reported on the Operating Board Meeting and asked the Board to review SPU's Water Shortage Contingency Plan by the November 21<sup>st</sup> meeting. SPU would like comments by January 2. Ms. Pottinger informed the Board that WASWD staff is looking for a new space to lease. The Board discussed if there was any excess space at the District offices that might work. It was concluded that there is not enough vacant space at this time to meet WASWD's needs. The relocation of Ronald Wastewater staff to the City of Shoreline City Hall prompted a discussion of the provision of water usage data for commercial and multi-family customers. Currently, there is no formal agreement between North City Water and the area sewer districts for the provision of this information. Ms. Pottinger agreed to check in with AWWA to see if agreements are an industry standard in other regions. Based on her research, the District may pursue the implementation of an inter-local agreement with the sewer districts. Finally, Ms. Pottinger asked the Board if they would like to continue the District's membership with the Shoreline Museum. The Board agreed that this membership is a valuable part of our community education, outreach and support. Ms. Pottinger will bring a resolution for approval at the next Board meeting.

### **COMMISSIONER REPORTS**

Commissioner Schoonmaker had no report at this time.

Commissioner Haines reported on her attendance at the Shoreline City Council meeting. There was a public hearing on tax and revenue issues. At the diner meeting, there was discussion on Sound Transit's decision to move the 185<sup>th</sup> Street station for the westside to the eastside of I-5.

Commissioner Ricker reported on the current news articles regarding the cost over-runs of the Sound Transit project.

### **ADJOURNMENT**

The meeting concluded at 4:26 pm.

The next Special Meeting is Wednesday, November 15th at 7:00 pm at the North City Water District.

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Ronald Ricker

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Larry Schoonmaker

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Charlotte Haines