



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

November 20, 2018

The meeting was called to order at 3:00 p.m.

North City Water District Board Room

Commissioners Present

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

No members of the public were present

APPROVAL OF THE AGENDA

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

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes from the November 6 regular meeting and the November 15 special meeting. Commissioner Ricker seconded the motion. The motion passed and the commissioners signed the meeting minutes.

APPROVAL OF VOUCHERS

Commissioner Ricker made a motion to approve vouchers number 5209-5230 and 115151-115187 in the amount \$305,589.36 from the maintenance fund and voucher numbers 380-382 in the amount of \$851.75 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD BUSINESS

a. Election of Officers

The resignation of Commissioner Schoonmaker has created a vacancy on the Board. An announcement of that vacancy has been posted in the District newsletter and on the District website. Applications for the vacancy will be accepted until December 28th. The Board hopes to appoint someone to fill the vacancy by the second meeting in January. In the meantime, in accordance with the Board of Commissioners Rules of Procedures Section 2.2, the Board will reconstitute itself after the vacancy has been filled and in the absence of the Board President, the Vice President shall act as the presiding officer of the Board. As a result, there was no motion to reconstitute the Board's officers.

b. Resolution 2018.11.37 Updating Appendix F in the NCWD's Cross-Connection Control Program

Executive Assistant Theresa Harrington presented a resolution to update Appendix F in the North City Water District's Cross Connection Control program. This section contains the reminder and compliance letters used in this program. The Board reviewed the letters proposed 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. 2019-2020 Operating Budget

Assistant Finance Manager Amalia Mostrales and District Manager Diane Pottinger presented a draft of the 2019 – 2020 Operating Budget. They reviewed and discussed each line item with the Board. The Board made minor recommendations and comments on the budget. Staff will

integrate these changes and will bring the Operating Budget back to the Board for approval in December. The Capital Budget and the proposed rates will be presented at the following meeting.

MANAGERS REPORT

a. Finance Manager

Assistant Finance Manager Amalia Mostrales informed the Board that she and Finance Manager Bard Shosten are continuing to work with the auditors on the aggregation list. They expect the audit to be wrapped up shortly.

b. Project Status Report

Operation Manger Denny Clouse reviewed the project status of projects throughout the District.

c. Operations Manager Report

Operations Manager Denny Clouse updated the Board on the status of the new maintenance facility. Some elevation and grading work was completed along NE 158th Street to ensure smooth transitions for pedestrians and to control drainage. The contractors hope to lay the first layer of asphalt in early December weather permitting and anticipates completing the project by December 11th. Mr. Clouse also reported that he and Ms. Pottinger have been working with Mr. Wagner of Wagner Architects to review and finalize the phase II building plans for the new maintenance facility. The project is expected to go out to bid in December. Additionally, Mr. Clouse reported that he and Ms. Pottinger will be meeting Sound Transit onsite to discuss potential easements proposed on the District's vacant parcel at the intersection of NE 185th Street and 5th Ave NE. Finally, Mr. Clouse reported that there is a pre application meeting on December 4th regarding development at the Washington Health Labs site on the Fircrest Campus.

d. District Manager Report

District Manager Diane Pottinger reported that she will be attending the Regional Hazard Mitigation kick-off meeting with King County in Renton on Wednesday. She also reported that she and Commissioner Ricker attended a meeting on the Fircrest site masterplan. Finally, Ms. Pottinger reported that the District is expecting to receive the final easements to complete the Sunrise 11 project. Ms. Pottinger also reminded the Board that the North City Business Association Tree Lighting will be held on December 1 and the District's Annual Meeting will be held on December 7 at 6:30PM.

COMMISSIONER REPORTS

Commissioner Ricker reported on his attendance at the WASWD Section IV meeting. There was a presentation from Piper Jaffrey on funding issues. He also reported on his attendance at the Operating Board meeting. Commissioner Ricker also reported that he attended a meeting regarding the new FMLA rules that will go into effect January 1st. The District will discuss these changes at a later meeting.

LEGAL REPORT

None at this time.

EXECUTIVE SESSION:

The Board entered into executive session at 5:10 p.m. for 5 minutes to discuss the District Manager performance review with Mr. Bennett and Ms. Pottinger pursuant to RCW 42.30.110(1)(g). The Board returned to regular session at 5:20 p.m. and the meeting was adjourned.

The next regular meeting will be Tuesday, December 4 at 3:00 p.m. at the District's Administrative Offices. The District's annual meeting will be held on December 7 at 6:00 p.m. at Lake Forest Park Grill.

Charlotte Haines

Ronald Ricker

Position 2: Vacant