



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

December 4 2018

The meeting was called to order at 2:00 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

### **EXECUTIVE SESSION**

The meeting was called to order at 2:00 p.m. and the Board entered into executive session for 60 minutes to discuss the District Manager performance review with Mr. Bennett pursuant to RCW 42.30.110(1)(g). Ms. Pottinger joined the session at 2:55 p.m. The executive session concluded at 3:00 p.m. and the Board took a short break.

The Board meeting resumed in open session at 3:04 p.m.

### **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 Ricker made a motion to approve the minutes from the November 20 regular meeting. There was one typographical correction in the minutes presented for signature. Commissioner Haines seconded the motion. The motion to approve the corrected meeting minutes passed and the commissioners signed the minutes.

Commissioner Ricker made a motion to approve the minutes from the November 29 special meeting. Commissioner Haines 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 5231-5246 and 115188-115229 in the amount \$314,550.18 from the maintenance fund and voucher numbers 383-384 in the amount of \$319,832.78 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The commissioners signed the vouchers.

### **NEW BUSINESS**

#### **a. Section IV Dues**

Ms. Pottinger presented the annual request to special purpose districts for participation in the 2019-2020 Staffing Services for Section IV. The Board agreed that North City Water District would participate at the same level as last year with a contribution of \$1,500.

#### **b. North City Business Association potential storage shed and lease**

The North City Business Association requires storage space for holiday decorations and Jazz Walk supplies. In the past, items have been stored at various member sites (including North City Water District). When the NCWD built the administration building in 2013, the original plans included a shed on the site that could be leased by the North City Business Association for

storing these items. Due to cost, the shed was not included in the project. The North City Business Association would like to revisit the idea of a shed lease with North City Water District. Ms. Pottinger presented the Board with a shed quote and a lease that the District had previously had with the Lions Club for another property in 1998 as a draft lease as an example. The Board asked that a draft lease agreement be brought to the next Board meeting for consideration.

**c. Fircrest Updates**

Ms. Pottinger shared a document from the City of Shoreline with information on the plans for the Fircrest site. In addition, she reported that the King County budget has a \$500,000 allocation to fund predevelopment planning for housing on state-owned property at Fircrest to potentially be surplus.

**d. Rates and Finances for 2019-2020**

District Manager Diane Pottinger, Operations Manager and Assistant Finance Manager Amalia Mostrales made a presentation on the 2019-2020 budget. They discussed changes made to the operating budget based on input received from the Board at the November 20<sup>th</sup> meeting. They reviewed the capital projects plan as well as the vehicle replacement plan. Finally, they reviewed the rates and forecasts. Rate increases remain as forecasted in the 2017-2018 budget, at 4.00%. The Board concurred with this recommendation. The staff will bring a resolution to approve the budget to the next Board meeting.

**MANAGERS REPORT**

**a. Finance Manager**

Assistant Finance Manager Amalia Mostrales informed the Board that the audit is complete and there will be an audit exit conference December 18<sup>th</sup> at 2:15 p.m.

**b. Project Status Report**

Operations Manager Denny Clouse reported on the status of site-work for the new maintenance facility. New West Development will be working on the drainage issues this week while the weather is good. There may be a little overtime this week to insure the work is complete before the rain starts again. The project end date is estimated for December 24<sup>th</sup>. Mr. Clouse reported that he and Ms. Pottinger continue to work with Wagner Architects to finalize the plans for the building phase of the new maintenance facility. T

**c. Operations Manager Report**

Operations Manager Denny Clouse reported that there have been some issues with AMI meters operating correctly. Ferguson has proposed installing a fixed based system on the tank that will help identify meter issues from the office and they are willing to pay for the system and the first two years of service. There will be an ongoing yearly fee after that time if the District decides it is a useful service. Mr. Clouse may bring the proposal to the Board for consideration after further review. Finally, Mr. Clouse informed the Board that he would not be at the next Board meeting.

**d. District Manager Report**

District Manager Diane Pottinger updated the Board on District business. A small works and engineering roster request was posted on the District website and advertised in the *Daily Journal of Commerce*. Applications have been received and are being processed. A resolution to approve the small works and engineering roster for 2019 will be brought to the Board at the next meeting. Our on-call hydraulic modeling consultant, BHC, is proposing increasing their fee for fire flow analysis. Staff is currently reviewing the request and may bring back a resolution at a future meeting to increase the fire flow analysis charge. Ms. Pottinger informed the Board that she spoke with staff at the City of Shoreline regarding the need to notify the city if a property has had its water service terminated as it may effect the City's code enforcement. The Board had asked staff to notify the City of Shoreline and the Department of Health, when a lien is placed on a property within the city boundaries. Ms. Pottinger also reported that there has been an issue with Comcast and our caller ID on our phone line. She will report back to the Board with what she finds.

Ms. Pottinger informed the Board of several meetings she has attended and upcoming meetings impacting the District. Ms. Pottinger attended the King County Hazardous mitigation meeting in Renton, which was well attended and there will be ongoing meetings through 2019. There will be an SPU Operating Board meeting on Thursday where there will be a report from the CTF on the

2019-2028 Saving Water Partnership conservation plan. Staff from the District and Olympic View Water and Sewer District will be meeting with the City of Seattle to discuss the potential earthquake impacts for the NW subregional system. Ms. Pottinger will also be meeting with SPU staff regarding the District's wholesale water contract in early January. Finally, the Shoreline Fire Department has identified two possible dates for the annual joint meeting. Tuesday January 29<sup>th</sup> or Tuesday February 12<sup>th</sup>. The Board indicated they preferred January 29<sup>th</sup>. Ms. Pottinger will set up the meeting.

**COMMISSIONER REPORTS**

Commissioner Ricker had no report at this time.

Commissioner Haines had no report at this time.

The Board will begin the December 18 Board meeting in executive session to complete the District Managers review pursuant to RCW 42.30.110(1)(g). At 2:15 p.m. the meeting will begin with the audit conference and regular business will begin at 3:00 p.m. Commissioner Haines made a motion to change the start time of the December 18<sup>th</sup> regular board meeting to 1:45 p.m. Commissioner Ricker seconded the motion and the motion passed.

**LEGAL REPORT**

None at this time.

**ADJOURNMENT**

The meeting adjourned at 4:18 p.m.

The District's annual meeting will be held on December 7 at 6:00 p.m. at Lake Forest Park Grill. The next regular meeting will be Tuesday, December 18 at 1:45 p.m. at the District's Administrative Offices.

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Charlotte Haines

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Ronald Ricker

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Position 2: Vacant