



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

December 5, 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

Commissioner Charlotte Haines

Staff Present

Diane Pottinger, District 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 November 15 special meeting and Commissioner Schoonmaker seconded the motion. The motion passed and the commissioners signed the meeting minutes.

Commissioner Schoonmaker made a motion to approve the minutes from the November 21 regular meeting and Commissioner Haines seconded the motion. The motion passed and the commissioners signed the meeting minutes.

APPROVAL OF VOUCHERS

Commissioner Schoonmaker made a motion to approve vouchers number 4825-4840 and 114180-114226 in the amount \$203,905.14 from the maintenance fund and vouchers 296-298, in the amount of \$129,598.05 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD/NEW BUSINESS

- a. **2017.12.25 Resolution Accepting the Streetlight Agreement with the City of Lake Forest Park**
District Manager Diane Pottinger presented a resolution to accept an agreement with the City of Lake Forest Park to return the responsibility for streetlight billing to the City. A discussion occurred regarding how this agreement is different from the City of Shoreline's agreement. Commissioner Schoonmaker 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.
- b. **2017.12.26 Resolution Retaining CHS Engineers for Preparation of a 2018 Water System Plan**
Operations Manager Denny Clouse presented a resolution retain CHS Engineers to assist District staff with the preparation of the 2018 Water System Plan. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Schoonmaker, and approved by the Board. The Board and District Attorney signed the resolution.
- c. **2017.12.27 Resolution Authorizing Lodging and Subsistence for Travel in Association with Attending the PNWS of the American Water Works Association Conference**
District Manager Diane Pottinger presented the Board a resolution authorizing the District to cover hotel and lodging for the 2018 PNWS Conference in Tacoma, WA. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Schoonmaker and approved by the Board. The Board and District Attorney signed the resolution.
- d. **Update on the Inner local Agreement for Providing Usage Data to Sewer Utilities**
Historically, North City Water District has provided Ronald Wastewater with usage data upon request for their billing. No formal agreement has ever existed between the parties. Best practices indicate an Inter local agreement would be appropriate to formalize the arrangement. Ms. Pottinger presented the Board with a draft Interlocal agreement for review. The Board reviewed and agreed that Ms. Pottinger should pursue formalizing the agreement with Ronald Wastewater District.

e. North City Pump Station Ribbon Cutting Event

The Ribbon Cutting Event was held on November 28th at 1:30 pm. Members of the Department of Health, Public Works Board, State Representatives, State Senators, the engineering firm and District Staff were in attendance. The event was well received and participants asked excellent questions. District staff worked with Ms. Sindelar to share the news of the event on the District's website, Facebook page and Nextdoor.com sites. Ms. Pottinger also shared with the Board some community comments that were shared on the Next Door site in regards to the new pump station.

f. New Maintenance Building Update

Operation Manager Denny Clouse reported that he and Ms. Pottinger will be meeting with Wagner Architects to go over the details on permitting and design of the new facility. The project is moving forward and groundbreaking should take place early 2018.

g. Review SPU's Water Shortage Contingency Plan

Ms. Pottinger asked the Board for their input on SPU's Water Shortage Contingence Plan. The Board discussed the document. They concluded that much of the document pertained to Seattle Public Utilities retail customer base. They were in agreement that it might be useful to have a shorter abstract that outlined the information relevant to the wholesale customers. Ms. Pottinger agreed to share their thoughts at the next Operating Board Meeting.

h. Review for potential for offering consumer water service insurance plan

The District has been approached by a company who provides insurance for water service on private property. Ms. Pottinger and the Board discussed the pros and cons of offering this type of coverage to customers. District Attorney Joe Bennet indicated he would inquire whether or not there are other entities that are offering this type of insurance within the risk management pools. Perhaps WASWD may want to consider providing this type of coverage. He will report his findings to the Board at the next meeting.

MANAGER REPORTS

Operating Manager Denny Clouse reported that he had heard the Shoreline Fire Department has reached an agreement with Sound Transit. He also reported he will be meeting with BHC on a plan for calibrating the hydrant as part of the hydraulic modeling. Finally, Mr. Clouse updated the Board on various development within the District.

District Manager Diane Pottinger informed the Board that she will be bringing a resolution to the next meeting that would authorize the District memberships in various community organizations that further the Districts mission. Ms. Pottinger also reported that she is in discussions with Sprint Communications for a proposed project on the 3.7 MG reservoir. She had asked Ms. Shannon Emerick to help with the review of the structural design on the site. Finally, Ms. Pottinger updated the Board on the proposed King County Franchise Compensation methodology and WASWD's potential participation in challenging this fee.

COMMISSIONER REPORTS

Commissioner Haines reported on her attendance at the recent Shoreline City Council dinner and regular meeting. Discussions centered around the property tax increase, capital budget increase and potential modification of Richmond Beach Road.

Commissioner Schoonmaker reported on his attendance at the Shoreline City Council dinner meeting. Economic development and the bond budget were discussed.

Commissioner Ricker reported on his attendance at Sound Transit's Safe Highways Open House at Brookside Elementary that he attended.

EXECUTIVE SESSION

The Board went into Executive Session at 5:14 pm for to discuss the District Manager's performance evaluation pursuant to RCW 42.30.110 (1)(g). The Executive Session ended at 6:14 pm and the meeting resumed.

ADJOURNMENT

The meeting concluded at 6:14 pm.

The next Regular meeting is December 19th at 3:00 pm at the North City Water District.

Ronald Ricker

Larry Schoonmaker

Charlotte Haines