



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

December 19, 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

Denny Clouse, Operations Manger

Joe Bennett, District Attorney

Theresa Harrington, Executive Assistant

OATH OF OFFICE

Commissioner Ron Ricker was sworn into office for as North City Water District Commissioner Position 1 by Notary Public, Paulyne Perez.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes from the December 1 special meeting and Commissioner Schoonmaker seconded the motion. The motion passed and the commissioners signed the meeting minutes.

Commissioner Haines made a motion to approve the minutes from the December 5 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 4841-4857 and 114227-114263 in the amount \$223,704.26 from the maintenance fund and vouchers 299-301, in the amount of \$25,180.69 from the capital fund. Commissioner Schoonmaker seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD/NEW BUSINESS

a. 2017.12.28 Procurement of Engineering Services Roster 2018

District Manager Diane Pottinger presented the Board with a resolution to adopt the Engineering Services Roster for 2018. A notice was placed in the October 25 and October 31 issues of the Daily Journal of Commerce with a request for qualifications. Commissioner Schoonmaker inquired if there were any changes from 2017. Ms. Pottinger indicated that all firms that were on the 2017 list were contacted to inquire if they were interested in staying on the list for 2018. There was one firm that went out of business and a few who did not respond. The Board reviewed the resolution. 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. 2017.12.29 Establishment of the Small Works Roster 2018

District Manager Diane Pottinger presented the Board with a resolution to adopt the Small Works Roster for 2018. A notice was placed in the October 25 and October 31 issues of the Daily Journal of Commerce. Commissioner Schoonmaker inquired if there were any changes from 2017. Ms. Pottinger indicated that all firms that were on the 2017 list were contacted to inquire if they were interested in staying on the list for 2018. A few did not respond. The Board reviewed the resolution. 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.

c. 2017.12.30 Adopting the District 2018 Wage Matrix

District Manager Diane Pottinger presented the Board with a resolution to approve the District's 2018 Wage Matrix. The Board reviewed the resolution. 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.

d. 2017.12.31 Approving the Agreement with Ronald Wastewater District for Water Use Data

District Manager Diane Pottinger presented the Board with a resolution approving the agreement with Ronald Wastewater for the provision of water use data by North City Water District. Ms. Pottinger noted that she drafted the agreement and resolution with input from other districts. No attorneys for the District were involved in drafting or reviewing this agreement. The Board reviewed the resolution. 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.

e. 2017.12.32 Accepting the Inter local agreement for Joint Use of Fuel Supply Facilities between NCWD and the Shoreline Fire Department

District Manager Diane Pottinger presented the Board with a resolution to accept the Inter local agreement for Joint Use of Fuel Supply Facilities between NCWD and the Shoreline Fire Department. The Board reviewed the resolution. 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.

f. 2017.12.33 Participation in Regional Public Relations and Community Membership Activities

District Manager Diane Pottinger presented a resolution establishing a policy for the District's participation in education, outreach and community events. The Board reviewed the resolution. 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.

g. Maintenance Building Update

Operations Manager Denny Clouse handed out new drawings prepared by the Landscape Architect, identifying the Tree Preservation Options for the new maintenance building along NE 158th Street. The plans outlined several options for sidewalk and tree placement. After reviewing the four options presented and the input from the November 15th Neighborhood Meeting, the Board of Commissioners recommended Option C. This plan would keep the 4 large trees and use a rockery wall to support the slope and sidewalk.

h. Review SPU's Water Shortage Contingency Plan

Ms. Pottinger presented the Board with notes from Operating Board Members on SPU's Water Use Contingency Plan. After careful discussion and Ms. Pottinger recommended making the following response. North City Water District affirms SPU's Water Use Contingency Plan as it relates to communication and implementation by wholesale customers. However, while NCWD will take into consideration the recommendations and advisement of SPU, NCWD will retain the ultimate decision making regarding the Operation and Maintenance of the NCWD system. The Board affirmed these comments and Ms. Pottinger will forward them to SPU.

i. Consumer Water Service Insurance Plan

District Attorney Joe Bennett reported that he discussed this issue at the Water Service Risk Management Pool. They are aware of the company who is offering this services. They are researching if there might be a product or opportunity to offer customers this type of services that could be coordinated at an association or national level. WAWSD is interested in looking into this further. Mr. Bennett will report back to the Board in six months with any new information.

j. Employee Recognition – Service Awards

District Manager Diane Pottinger informed the Board that three employees have earned service awards. Finance Manger Barb Shosten celebrates her five-year anniversary, Utility Worker III Harold Berger celebrates his 10-year anniversary, and Utility Worker IV Jesse Foss celebrates his 10-year anniversary with the District. The Board signed the employees' service recognition letters.

k. Confirm Board Meetings/Special Meeting Dates and Times for 2018

The Board holds its meetings on the 1st and 3rd Tuesdays of each month at 3:00 pm as indicated in the District Code. The Board discussed the 3:00 pm start time and agreed it was still the best time to meet. Members of the public are always invited to attend, and if the business day start time is an obstacle, there are ways to submit comments online, by phone or by email. Any special meetings regarding issues are scheduled in the evening and advertised on the District's website, newsletter, Facebook and Nextdoor.com sites to allow optimal input and attendance. There are three Tuesday meeting dates for 2018 where a quorum will not be possible due to Commissioner attendance at conferences. The Board agreed that the following regular meetings will be held on a Monday to ensure a quorum: Monday, April 2, 2018; Monday, April 30, 2018; and Monday, September 17, 2018. In addition, a special joint meeting with the Shoreline Fire Department is scheduled for Thursday, January 18, 2018. A resolution establishing the meetings for 2018 will be brought to the January 2, 2018 Board meeting for approval.

MANAGER REPORTS

Ms. Pottinger reported on behalf of Finance Manager Barb Shosten. Ms. Shosten is working remotely on the budget and several final projects for the District prior to her retirement. She is working with staff and managers to ensure a smooth transition.

Operations Manager Denny Clouse reported on several construction projects within the District. He met with the Arabella 2 developer and expects to bring back a signed WSEA for the Board in the near future. District Attorney Joe Bennet is reviewing the WSEA as the Developer had some specific questions regarding the agreement. Mr. Clouse has also met with the developers of the post office site and they should be getting back to the District soon. The developers for the project on 180th and 10th are also working on retuning a signed WSEA for the Board to approve.

Mr. Clouse updated the Board on the progress of the Maintenance Facility. Work is going as planned and the project is on track. In addition, Mr. Clouse reported that two new sample stands have been installed, one on 41st Ave NE and Bothell Way and one at NE 162nd St. and 3rd Ave NE. Mr. Clouse will notify SPU about the new sample stands and request sampling to begin at the new stations. Mr. Clouse reported that the pump station project final inspections are expected to be completed in the next couple days. Finally, Mr. Clouse informed the Board that the field crew did hydrant flow testing for the hydraulic modeling last Thursday night. There are still two more hydrant flow tests that need to be complete. They will be done in January weather permitting.

Ms. Pottinger mentioned that there was one customer comment on Next Door reporting discolored water after the hydrant flow testing. Ms. Pottinger responded to inform the customer that water was safe, it was just a temporary result of the flow test. District Manager Diane Pottinger asked the Board members if they would be attending the WASWD Commissioners Workshop on January 27th. They all indicated they will be attending. Ms. Pottinger engaged the Board in a discussion about developing a potential educational video about North City Water District as a way to inform customers about how a Special Purpose District works, where our water comes from and the work the District does to ensure quality, safe and reliable drinking water for all. Commissioner Ricker indicated this was something he had been considering for a number of years. Ms. Pottinger will bring more information to the Board at a later date

LEGAL REPORT

There was no legal report at this time.

COMMISSIONER REPORTS

Commissioner Haines reported on her attendance at the Shoreline Chamber of Commerce December meeting.

Commissioner Schoonmaker had no report at this time.

Commissioner Ricker reported on his attendance at the WASWD Board Meeting. He shared the proposed dues structure for the upcoming year. He also reported on his attendance at the Section II meeting where the impacts of the *Hirst* decisions was discussed.

EXECUTIVE SESSION

Commissioner Haines motioned to postpone the executive session until the January 16th regular meeting so that all three Commissioners can be physically present for the District Manager's evaluation. Commissioner Ricker seconded the motion. The motion passed unanimously. The Commissioners also directed staff to add the elections of officers to the January 16th agenda as well.

ADJOURNMENT

The meeting concluded at 4:39 pm.

The next regular Board meeting is January 2, 2018 at 3:00 pm at North City Water District.

Ronald Ricker

Larry Schoonmaker

Charlotte Haines