



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

October 20, 2015

North City Water District Board Room

The meeting was called to order at 3:00pm

### **Commissioners Present**

President Charlotte Haines  
Commissioner Ron Ricker  
Commissioner Larry Schoonmaker

### **Staff Present**

Diane Pottinger, District Manager  
Denny Clouse, Operations Manager  
Barb Shosten, Finance Manager  
Andy Maron, District Attorney

Bruce Camp, Shoreline Schools, was also in attendance.

### **PUBLIC COMMENT**

None

### **APPROVAL OF MINUTES**

Commissioner Schoonmaker made a motion to approve the minutes of the October 6, 2015 Regular Meeting. Commissioner Ricker seconded the motion, which then passed unanimously. The Board signed the approved minutes.

### **APPROVAL OF VOUCHERS**

Commissioner Schoonmaker made a motion to approve vouchers 112064-112106 and voucher numbers 3986-4000 in the amount of \$262,333.56 from the maintenance fund and vouchers 00090-00091 from the construction fund in the amount of \$29,453.95. Commissioner Ricker seconded the motion, which then passed unanimously. The Board signed the vouchers.

### **NEW / OLD BUSINESS**

Ms. Pottinger discussed the recent communication from Seattle Public Utilities. The District is still remaining in the Voluntary Stage of Seattle's Water Shortage Contingency Plan. District staff will continue to participate with Seattle's plan by attending the meetings and preparing for public messages.

District staff presented a number of different situations to the Board when a customer enters into agreements with the District and is considered a "new customer". Examples were presented from other utilities as to when they would charge a connection charge to a property that previously had service.

Ms. Pottinger provided the District's letter sent to the Shoreline School District dated September 22, 2015 regarding service at the Aldercrest site. The School District's response letter dated October 14, 2015, was also discussed requesting service at that same site. Mr. Clouse explained that he was working with the School District on a water system extension agreement (WSEA) which would soon be ready to bring to the Board of Commissioners. After much discussion, the Board left the District code unchanged. Mr. Clouse will be following up with Mr. Camp later this week regarding the WSEA.

Ms. Pottinger said Titles 1 and 8 of the District code will be ready for adoption at the next Board meeting in November. She asked the commissioners to bring back their comments prior to the next meeting to be included in the next packet.

Ms. Pottinger presented to the Board a job description for the executive assistant and she explained this would be a part time position (24 hours/week) at this time. Ms. Pottinger asked that the Board to give the position full benefits for the health care but prorated vacation, holiday and sick leave. After discussion, the Board agreed. Ms. Pottinger will be posting the position later this week.

Ms. Pottinger presented a request for engineering services for the next three years. Typically, the District has annually gone out for an engineering roster. However, after checking with a number of other water and sewer districts, Ms. Pottinger recommend that we only go out for the services once for the next three

years. She has modified the prior request for proposal and wanted to know if there was any feedback with this request. After discussion, the Board agreed to go out for a three year roster for engineering services.

Ms. Pottinger also presented the Board with a request for proposal for legal services. She recommended that, in light of Mr. Maron's retirement, the District take this opportunity to look at all the legal options and determine what is best for the District. The discussion was tabled for further consideration later in the meeting.

Ms. Pottinger reported on the recent Sno-King Water-Sewer District Coalition meeting and while joining the organization has merit, she would like a Board member to attend the next meeting at Alderwood before determining if we should join the organization.

### **MANAGER'S REPORT**

Ms. Shosten reported on the recent audits and the proposed timing of the future exit conference. She also discussed the upcoming budget discussion for the second November meeting and first meeting in December. By delaying the budget discussion, she hopes to monitor the water use a little longer for the year. Ms. Shosten spoke about the upcoming water use assumptions in the upcoming budget and how we will be expecting a decrease in revenues the next couple years.

Mr. Clouse reported on the current project status of the District projects. North City Pump Station project is having concrete poured and pipes will be going in the ground soon. The NE 178<sup>th</sup> Street project water main portion of the project is expected to finish in November and we will be bringing the Residential PRV project to the Board for acceptance in the near future.

Ms. Pottinger reported on the recent Lake Forest Park Public Hearing and Committee of the Whole meetings regarding the Comprehensive Plan. She also shared copies of the handout from the recent Chamber of Commerce meeting and confirmed King County Councilmember Rod Dembowski has accepted the invitation to speak at the upcoming Nov 16 Section IV meeting at North City, and the status of the WSEA close outs. She reported on the financial status of the North End Taxi company with regards to their lease payments.

### **EXECUTIVE SESSION**

The Board entered into executive session at 4:45pm for 15 minutes for litigation [RCW42.30.110(1)(i)]. The Board returned to regular session at 5:02 pm.

Ms. Pottinger discussed WASWD's attorney's letter regarding Board meeting attendance. Mr. Maron is in communications with the Port Association's attorney regarding their opinion. He will be reporting back to the Board what he discovers.

Mr. Maron left at 5:10pm.

### **COMMISSIONERS REPORT**

Commissioner Ricker reported on the recent Section IV meeting at Sammamish Plateau Water and Sewer District, the upcoming Commissioners workshop with the PUDs at Embassy Suites, and how Northshore Utility District is considering maintaining the private side sewers.

Commissioners Haines discussed the recent Shoreline City Council meeting. She also asked permission for the District to be involved with this year's tree lighting event in December.

The Board revised the proposal for legal services. After discussion, the Board authorized Ms. Pottinger to go out for legal service as presented.

### **NEXT MEETING**

The next Regular Meeting will be held on Tuesday, November 3, 2015 at 3:00 pm.

**ADJOURNMENT**

The meeting was adjourned at 5:38p.m.

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Charlotte Haines

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Ronald Ricker

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Larry Schoonmaker