



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

November 1, 2016

North City Water District Board Room

The meeting was called to order at 3:00pm

### Commissioners Present

Commissioner Ron Ricker  
Commissioner Charlotte Haines  
Commissioner Larry Schoonmaker

### Staff Present

Diane Pottinger, District Manager  
Barb Shosten, Finance Manager  
Denny Clouse, Operations Manager  
Paulyne Perez, Customer Service Specialist  
Theresa Harrington, Executive Assistant  
Joe Bennett, District Attorney

### PUBLIC COMMENT

Ms. Patty Hale from the Ridgecrest Neighborhood Association was in attendance.

### APPROVAL OF MINUTES

Commissioner Schoonmaker made a motion to approve the October 18, 2016 regular meeting minutes. Commissioner Haines seconded the motion, which passed unanimously. The Board signed the minutes.

### APPROVAL OF VOUCHERS

Commissioner Schoonmaker made a motion to approve vouchers number 4399-4414 and voucher numbers 113128-113168 in the amount \$241,051.60 from the maintenance fund and vouchers 194-198, in the amount of \$512,183.04. Commissioner Haines seconded the motion, which passed unanimously. The Board signed the minutes.

### OLD/NEW BUSINESS

#### **a. Maintenance Building Project Update**

A special meeting is scheduled for November 8<sup>th</sup> at 9:00am to interview the two architecture firms whose proposals were chosen as finalist for the design and construction of the new maintenance facility. The Board and staff reviewed and discussed proposed questions for the interviews. Questions will be asked by Commissioner Ricker, District Manager Diane Pottinger, and Operations Manager Denny Clouse. Commissioner Schoonmaker and Commissioner Haines will also be in attendance as well.

#### **b. Staff Presentation on e-billing System**

Customer Service Specialist Paulyne Perez made a presentation to the Board demonstrating the functionality of the new e-billing system which will allow customers to access their account online and pay for their water bill with a credit card. There are a few final details to be worked out before the system rolls out, which is tentatively scheduled for the end of the year. The Board commended staff for their work in implementing the e-billing system. Ms. Perez left the meeting following her presentation.

### MANAGER'S REPORT

Ms. Shosten informed the Board that the District received a AA3 Bond rating from Moody's. The bond sale is scheduled for Thursday, November 3<sup>rd</sup>. Ms. Shosten is currently drafting a two year budget for the District and will present the budget numbers to the Board at the November 15<sup>th</sup> and December 6<sup>th</sup> Board meetings.

Operations Manager Denny Clouse reported on the progress of the pump station construction. The contractor will finish the yard piping by the end of next week and will finish the roofing this week weather permitting. The electrical gear was delivered to the site to be installed when the building is dried in. Mr. Clouse also informed the Board that there will be a Pre-App #202198 for Klokstad New Commercial Bldg Addition next Tuesday with the developers @ 20021 Ballinger Way.

Ms. Pottinger reported that she and Mr. Clouse will attend a meeting with Sound Transit on Wed. November 2<sup>nd</sup>, regarding the special use permit. She also informed the Board that the Drinking Water State Revolving Fund Loan Agreement is expiring and the District will be signing an extension agreement. In addition, Ms. Pottinger provided information on a proposed ordinance in King County which will impose extensive right away/franchise fees on utilities with service areas in unincorporated King County. The impact to North City Water District has not yet been determined but staff believes it

will be minimal to our ratepayers as only a small part of the District's service area falls in unincorporated King County. Over 73 agencies will be affected so WAWSD is monitoring the discussions. Ms. Pottinger shared with the Board a letter she drafted to the City of Lake Forest Park to accompany the final payment for the NE 178<sup>th</sup> Street overlay project. The letter described the District's disappointment with the communication with city staff and coordination around this project and expressed a strong desire for better collaboration on future projects to ensure cost effectiveness.

Ms. Pottinger presented a letter received by the HRA VEBA plan requiring the District annually provide certification that each participant is enrolled in a qualifying health plan. Finally, Ms. Pottinger announced that the end of the year staff meeting will be held December 15<sup>th</sup>, 7:30PM.

### **LEGAL REPORT**

District Attorney Joe Bennett reported that he will be presenting at the February 4<sup>th</sup> WAWSD Commissioners Workshop. He also informed the Board that his current contract with the District ends on December 31, 2016. His firm has established new contract rates will take effect on January 1, 2017. He will be sending the District an addendum to his contract with the new rates, which will be in effect for two years. Hourly rate will go from \$240 to \$260.

### **COMMISSIONERS' REPORTS**

Commissioner Schoonmaker had no report at this time.

Commissioner Haines reported on her attendance at the Shoreline City Council Meeting. The council discussed the challenges surrounding the construction of their north maintenance facility. Due to unforeseen challenges with the Brugger's Bog property, this site is no longer viable and the council is investigating other options. Commissioner Haines also reported on the Tree Lighting celebration scheduled for Saturday, December 3<sup>rd</sup>.

Commissioner Ricker reported on upcoming WAWSD conferences and workshops. The Commissioners Workshop will be held February 4<sup>th</sup> at Embassy Suites. The spring conference will be held in Yakima April 12-14 and will end by 1:00pm on Friday. The fall conference will be in September in Wenatchee. Commissioner Ricker shared thank you notes received from the scholarship committee and informed the Board that there is a proposed new dues structure for WASWD.

### **ADJOURNMENT**

The meeting was adjourned at 5:02PM.

The next Special Meeting is Tuesday, November 8<sup>th</sup> at 9:00 a.m. at the North City Water District.

---

Ronald Ricker

---

Larry Schoonmaker

---

Charlotte Haines