



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

November 15, 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

Theresa Harrington, Executive Assistant

Joe Bennett, District Attorney

### **PUBLIC COMMENT**

Ms. Patty Hale from the Ridgecrest Neighborhood Association arrived at 3:56PM.

### **APPROVAL OF MINUTES**

Commissioner Haines made a motion to approve the November 1<sup>st</sup> regular meeting minutes and the November 8<sup>th</sup> special meeting minutes. Commissioner Schoonmaker seconded the motion, which passed unanimously. The Board signed the minutes.

### **APPROVAL OF VOUCHERS**

Commissioner Schoonmaker made a motion to approve vouchers number 4415-4438 and voucher numbers 113169-113203 in the amount \$150,611.53 from the maintenance fund and vouchers 199-200, in the amount of \$6,270.82 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The Board signed the minutes.

### **OLD/NEW BUSINESS**

#### **a. 2016 NCWD Revenue Bond Update**

Allan Dashen and Scott Bauer from Northwest Municipal Advisors presented a wrap up of the recently completed bond sale. The bond sale was conducted on November 3<sup>rd</sup> with favorable results. The timing of the sale worked to the District's advantage as rates changed shortly after the election. Mr. Dashen commended the District on receiving a very good bond rating which is a positive reflection on District management. Ms. Shosten thanked Mr. Dashen and Mr. Bauer for their skilled advising and assistance during the bond sale process.

#### **b. Review of New Maintenance Building Interviews**

Commissioner Ricker presented a summary of the process to select the architect firm to build the District's new maintenance facility. A request for qualification was published in the Daily Journal of Commerce in early September. Ten proposals were received. The applications were scored by the committee and the top two proposals, Wagner Architects and Driftmier Architects, were invited for interviews at a special board meeting on November 8<sup>th</sup>. Each interview lasted one hour and each candidate team was asked a pre-prepared set of questions. Following the interviews, the Board continued their meeting discussing the merits of each firm. The selection committee along with District Attorney met following the special meeting to discuss the interviews and came to a consensus as to which architectural team that should be recommended to the Board. Commissioner Ricker shared that the committee came to a consensus to award the contract to Wagner architects.

Commissioner Ricker made a motion to authorize District Manager Diane Pottinger to begin negotiating a contract for the project. Commissioner Schoonmaker seconded the motion and the motion passed unanimously.

#### **c. Resolution 2016.11.31 Adopting Appendix 1B of the NCWD Code Regarding Public Records Requests**

The resolution was discussed by the Board. Commissioner Ricker made a motion to approve the resolution, which was seconded by Commissioner Haines, and approved unanimously by the Board. The Board and District Attorney signed the resolution.

**d. 2017-2018 Operating Budget Presentation – Part 1**

Ms. Shosten presented a PowerPoint presentation on the proposed two year budget for the North City Water District. This presentation covered operating expenses and capital costs. The board discussed the proposed budget. Additional information was requested on WAWSD dues, the supplies and materials detail, conference expenses and the payroll line items. Ms. Shosten will present part 2 of the budget covering Capital projects, rates and forecasting at the December 6<sup>th</sup> meeting. Commissioner Schoonmaker motioned that a special meeting be scheduled on December 13<sup>th</sup> at 3:00pm to finalize and approve the two year proposed budget. Commissioner Haines seconded the motion and the motion passed unanimously.

District Attorney Joe Bennett left the meeting at 4:29PM.

**MANAGER'S REPORT**

Ms. Shosten had no report at this time.

Operations Manager Denny Clouse shared photos of the progress at the pump station. The sky lights and electric gear have been installed, the HVAC system has been installed and sheet rock is hung. In addition, crews potholed the water main on NE 205th Street west of 19th Ave NE for an exact location. Crews also finished installing two new water quality sample stands in the distribution system. Four additional sampling stands will be installed in 2017 within the distribution system.

Ms. Pottinger reported that she and Mr. Clouse met with Sound Transit regarding the light rail station construction. The proposed plans for the station will involve the loss of 57 North City Water District customers. Ms. Pottinger and Mr. Bennett are working on a contract with Sound Transit for those water mains that are relocated. Sound Transit will be signing the District's WSEA for the new water mains they will be constructing as part of the Lynnwood Link. Ms. Pottinger also commended Customer Service Specialist Paulyne Perez for her work in implementing an e-payment system for the District. The system should be operational in the next few weeks. Announcements will be made in the District newsletter. Additionally, Ms. Pottinger also informed the board that she will be meeting with Fircrest and several community members on Wednesday November 16<sup>th</sup> regarding opening up the Fircrest Pool. The District's HRA VEBA plan now requires that the district certify that all members are enrolled in a qualifying health plan. Ms. Pottinger shared that she received clarification that the certification applies only to current employees. All District employees are enrolled in such plans, so Ms. Pottinger signed and sent the certification letter.

**LEGAL REPORT**

There was no legal report at this time.

**COMMISSIONERS' REPORTS**

Commissioner Schoonmaker reported on the November Chamber of Commerce meeting where he heard an interesting presentation from Washington State Department of Labor and Industry.

Commissioner Haines reported on her attendance at the Shoreline City Council Meeting. She also plans to attend the Sound Transit meeting with Ms. Pottinger on November 16<sup>th</sup>. Commissioner Haines also reported on the Tree Lighting celebration scheduled for Saturday, December 3<sup>rd</sup>.

Commissioner Ricker reported on the WAWSD Government Relations Committee meeting. There was discussion of the Public Works Trust Fund status. He also reported on the WAWSD Operating Board meeting and shared information on translation services available to District customers if needed.

**ADJOURNMENT**

The meeting was adjourned at 5:15PM.

The next Regular Meeting is Tuesday, December 6th at 3:00 p.m. at the North City Water District.

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Ronald Ricker

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Larry Schoonmaker

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Charlotte Haines