



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

November 17, 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
Athán Tramountanas, Assistant District Attorney

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Commissioner Schoonmaker made a motion to approve both the minutes of the November 3, 2015 Special and Regular Meetings. Commissioner Ricker seconded the motion, which then passed unanimously. The Board signed the approved minutes.

APPROVAL OF VOUCHERS

Commissioner Ricker made a motion to approve vouchers 112144-112180 and voucher numbers 4017-4039 in the amount of \$310,045.57 from the maintenance fund and voucher 00097 from the construction fund in the amount of \$84.50. Commissioner Schoonmaker 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 regarding the water supply. Seattle Public Utilities and the other cities in the region changed their water supply status from Voluntary to Advisory the previous week. After discussion with the Board, the District also agreed to change the status from Voluntary to Advisory. District staff will be bringing the District's Water Shortage Contingency Plan back to the Board for discussion as part of the code update. Ms. Pottinger reported that Seattle Public Utilities will be bringing forward a "lessons learned" from the recent drought experience and will be reviewing their plan in conjunction with their Comprehensive Water System Plan in 2018.

Resolution 2015.11.49 Updating Appendix 5B of the North City Water District Code regarding Water System Extension Agreements. A revised resolution was presented by Ms. Pottinger which updated several portions of the agreement. After discussion, Commissioner Ricker made a motion to approve the revised resolution, which was seconded by Commissioner Schoonmaker, and approved unanimously by the Board.

Resolution 2015.11.50 Amending Appendix 4B of the North City Water District Code regarding Standard Details. The resolution was discussed by the Board and staff. Commissioner Ricker made a motion to approve the resolution, which was seconded by Commissioner Schoonmaker, and approved unanimously by the Board.

Resolution 2015.11.51 Authorizing the Execution of "Access Easement and Maintenance Agreement" with the Owners of Chateau Apartments. Mr. Clouse and Mr. Tramountanas discussed the uniqueness of this easement and the timing to obtain a permanent easement. The resolution was discussed by the Board and staff. Commissioner Ricker made a motion to approve the resolution, which was seconded by Commissioner Schoonmaker, and approved unanimously by the Board.

LEGAL REPORT

Assistant District Attorney Tramountanas reported on the status of the second lease amendment with T-Mobile and their project. Because access to the site is limited during the pump station construction phase of the project, it is unlikely T-Mobile will be able to do an upgrade project at the tank site until the pump station project has been completed.

Mr. Tramountanas reported on the recent appellate court decision regarding the King County Brightwater Tunneling Project.

Ms. Pottinger reported on the status of the SPU wheeling agreement amendment.

Ms. Pottinger presented a draft Request for Proposal for Small Works Roster for the next three years which she would like to submit to the Daily Journal of Commerce later this month. After discussion, the RFP was approved.

Ms. Pottinger and Commissioner Haines reported on the recent Sno-King Water Sewer District Coalition meeting. The Board discussed joining the coalition but no final decision was reached.

MANAGER'S REPORT

Ms. Shosten discussed staff's status on reviewing epayment options to the District. She expected to bring more information to the board at an upcoming meeting.

Mr. Clouse reported on the current status of the District projects. Walls are currently being poured to the North City Pump Station this week. Construction was starting this week again with the NE 178th Street project. Mr. Clouse also discussed the Provail project and potential for an expansion at the Vision House facilities.

Ms. Pottinger asked the Board if they would like to continue with the District's membership to the Shoreline Historical Museum. The Board unanimously agreed to continue with the membership. The Board discussed how proud they are with the District's public involvement. As long as the District is a member of the community, the Board would like the District to support community activities. They would like to continue to be made aware of upcoming neighborhood meetings and community events to determine the District's level of involvement (staff and elected officials) at such events, including North City Business District's Jazz Walk and the Holiday Lighting events, Shoreline Chamber of Commerce, Shoreline and Lake Forest Park Rotaries and Shoreline-Lake Forest Park Senior Center.

Ms. Pottinger presented letters for the Board signature for two employees to receive service awards. She also reported that 47 applications had been received for the part time executive assistant position.

COMMISSIONERS REPORT

Commissioner Schoonmaker reported on recent Operating Board meeting that he and Commissioner Haines attended with Ms. Pottinger.

Commissioner Ricker reported on the recent WASWD Government Relations Committee meeting and the Section IV meeting held at North City Water District.

Commissioners Haines discussed the recent City of Shoreline City Council meeting.

Mr. Tramountanas left the meeting at 4:20 pm. District staff Ms. Mostrales joined the meeting.

Ms. Shosten presented the first part of the 2016 budget discussions. The Board reviewed current and proposed operating costs, most of which are nearly the same as the 2015 budget with the exception of some costs outside the District's control related to employee benefits. She commented how easy it had been to prepare this budget thanks to Ms. Mostrales' help. The Board complimented Ms. Shosten on the budget and shared how pleased they were with the new format. She will be bringing the Capital budget for discussion at the December 1 meeting followed by the final budget and proposed rates for the December 15 meeting for adoption.

Ms. Pottinger asked the Board if Commissioner Ricker would sit on the interview panel for the upcoming interviews for legal counsel. Commissioner Ricker asked other Board members to bring forward potential questions to the next meeting for upcoming interviews.

NEXT MEETING

The next Regular Meeting will be held on Tuesday, December 1, 2015 at 3:00 pm.

ADJOURNMENT

The meeting was adjourned at 5:18p.m.

Charlotte Haines

Ronald Ricker

Larry Schoonmaker