

  
**North City**  
WATER DISTRICT  
**MINUTES OF REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS**

April 15, 2022

The regular meeting was called to order at 3:00 p.m. by Board President Patricia Hale. The meeting was held at the North City Water District Building, located at 1519 NE 177<sup>th</sup> St, Shoreline, WA 98115. Due to the current COVID-19 guidelines, the meeting was also available to the public through phone conferencing to listen and attend. Executive Assistant Brennan Smith called the roll. All attendees confirmed that they could hear the other participants, and present.

**Commissioners Participating**

Commissioner Patricia Hale, President  
Commissioner Ron Ricker, Vice President  
Commissioner Charlotte Haines, Secretary

**Staff Participating**

Diane Pottinger, District Manager  
Max Woody, Director of Operations/Engineering  
Barb Shosten, Director of Finance  
Brennan Smith, Executive Assistant  
Joe Bennett, District Attorney  
Harold Berge, Utility Worker

**APPROVAL AND/OR ADJUSTMENTS TO AGENDA**

Commissioner Haines made a motion to approve the agenda. Commissioner Hale seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT**

Director of Operations and Engineering Max Woody spoke of the skills, work ethic and personality that he would miss when Harold Berge retires next month after nearly 15 years of service. Commissioners and staff members also shared their thoughts and congratulations with Mr. Berge. Mr. Berge then left the meeting.

**APPROVAL/ADJUSTMENTS OF MINUTES**

Commissioner Haines moved to approve the minutes of the regular meeting for April 4, 2022. Commissioner Ricker seconded the motion and the motion passed unanimously.

**APPROVAL OF VOUCHERS**

Commissioner Haines moved to approve vouchers numbers 6623-6624 & 118589-118629 in the amount \$231,287.97 from the maintenance fund, and voucher numbers 704-705 in the amount of \$1,379.38 from the capital fund. Staff and commissioners discussed the vouchers. Commissioner Ricker seconded the motion, which passed unanimously.

**OLD BUSINESS**

**a. Authorizing the Sale of Real Property located at 16906 15<sup>th</sup> Ave NE & 1524 NE 169<sup>th</sup> Street, Shoreline, WA**

District Manager Diane Pottinger shared the status of efforts to sell the District's property. The buyer recently waived all contingencies and made the earnest money deposit. Closing will be before May 4, 2022. The Board discussed the resolution and Commissioner Haines made a motion to approve the resolution. Commissioner Ricker seconded the motion, and the motion passed unanimously.

**NEW BUSINESS**

**a. Low Income Program**

Ms. Pottinger reported that she is reviewing the Low-Income Program. Managing this program inhouse has taken considerable time in the past and staff were producing different options to consider. She provided examples of how several other utilities had their low-income program and some potential changes were discussed if the Board were to change the limit to reference King County's property tax exemption program. If a property were to have received a property tax exemption, then the District might consider

using that approval instead of requiring paperwork. The Board was in favor of this idea to save staff time and directed the District Manager to bring it back for Board consideration at the next meeting.

## **MANAGER REPORTS**

### **a. Director of Finance**

Ms. Shosten reported that she had completed an initial draft of the financial statements and they were going to be reviewed by the District Manager. She spoke of the many Administrative Assistant tasks that the District Manager had taken on over the prior two years but were now off her plate. The only two financial activities on her plate were the Low-Income Program administrative work and work orders. She expected over the coming months that with staff's input, new job description and task assignments would be discussed for the existing utility billing staff as well as the unfilled accounting and executive assistant positions.

### **b. Director of Operations and Engineering**

Director of Operations and Engineering, Max Woody, updated the Board on several items:

- The Southern Bay extension project (CIP 2012.09 Phase III) at the Maintenance Building was expected to start in early May. The steel was expected to arrive onsite and there may be some sifting of materials to accommodate the metal building roof and siding.
- 2.0 MG Reservoir Improvement project was starting (CIP 2021.01). The reservoir was empty and expected to be while the repair work was completed.
- The 25<sup>th</sup> Ave NE Project (CIP 2021.02) was expected to start next week and expected to take approximately one month.
- The 30<sup>th</sup> Ave NE Project (CIP 2021.03) was completed except for receiving two final easements from property owners.
- The Beach Drive Creek Crossing project (CIP 2021.04) had been installed for a while, but he was working with City staff and expected to meet onsite to discuss the project when schedules could be aligned.
- The NE 200<sup>th</sup> Street project (CIP 2021.05) contractor had the water main materials but was having troubles locating the pipe fittings. It may take a couple of months and the mains might be stored onsite until construction starts.
- He shared with the Board about the Flexnet project and the timing issues he was having with the supplier. He reported that Bob Heivilin had enjoyed attending the Sensus conference earlier in April and had returned with innovative ideas he hopes to implement.
- He also shared that he and Toby Bigger would be meeting with the School District to close out the three different WSEA's.

### **c. District Manager**

District Manager Diane Pottinger updated the Board on several items.

- **Crown Castle had requested a potential subleasing opportunity on the Monopole**

After discussion with the Board, she was directed to work with Crown Castle to bring back a draft proposal to consider.

### **d. Legal report**

Mr. Bennett updated the Board about the Department of Labor & Industries prevailing wage decision and how he was working with other utilities and contractors to share in the cost of the potential lawsuit. He will prepare a resolution for the Board to consider, authorizing a contribution to Westwater Construction's legal costs. The Board was supportive of his efforts but had not yet decided in which level they would participate. Mr. Bennet left the meeting.

### **e. District Manager (continued)**

- **Shoreline School District SEPAs**

The School District had two SEPAs that the District had recently commented on regarding the installation of Astro turf and where it was with respect to the water mains.

- **Enduris Open Board Position**

Ms. Pottinger shared with the Board that the Board Positions were currently open for the Enduris Board. None of the commissioners indicated that they would like to apply.

- **SPU Contract Negotiations and Annual CIP review**

Ms. Pottinger provided the Board an update to the status of the Contract discussions and annual CIP review. Much activity was expected to occur over the coming months prior to two long time managers retiring.

### **COMMISSIONER REPORTS**

Commissioner Haines, Ricker and Hale all reported on their recent positive experience as the WASWD conference in Skamania.

Commissioner Hale spoke of an upcoming emergency training activity that would be going on in the Ridgecrest neighborhood on Saturday, April 30. She would provide the information to Mr. Woody and hoped that staff could attend and represent the District. She also reported on feedback she had from an area resident who had attended the Savvy Gardner Class last week.

### **ADJOURN**

There being no further business, Board President Patricia Hale concluded the Board meeting at 4:39 p.m.

The next regular meeting of the Board will be on May 3, 2022, at 3:00 p.m. This meeting will be held in person at the District office and via conference call to the public.

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Patricia M. Hale

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Ron Ricker

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Charlotte Haines