



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

January 17, 2023

The meeting was called to order at 3:00 p.m. by Board President Ron Ricker. All persons attended in person, except for any who joined by telephone as noted (*).

Commissioners Present

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

Staff and Consultants

Diane Pottinger, District Manager
Barbara Shosten, Director of Finance
Max Woody, Director Operations/Engineering
Toby Bigger*, Senior Field Inspector
Joe Bennett, District Attorney

PUBLIC COMMENT

Members of the public were welcome to participate in person or via the telephone conference call. The dial-in number was posted at the drive-up window at the District administrative offices and posted with the agenda on the District website.

Robert Gregg spoke to new business item a. He is the owner's representative for a 35-unit, 5-floor apartment. His company signed a WSEA in July, calling for installing a new 12-inch water main and removal of the existing 6-inch water main. He stated that the 16 neighboring parcels should pay latecomer fees for connecting to the new 12-inch main. He stated there are two paths forward: (1) proceed with the existing drawings and collect a reimbursement from the property owners or (2) NCWD pays for the 12-inch main and then collects from the neighboring properties. He asked the District to choose one of the two options.

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Upon motion by Commissioner Hale and second by Commissioner Haines, the Board voted unanimously to approve the agenda with Item 7.a. taken after approval of the agenda (Item 3).

NEW BUSINESS. Item (a).

Mr. Woody explained why NCWD decided not to remove the existing 6-inch main, but noted that all redeveloped neighboring parcels would have to pay the latecomer fee upon connection to the developer-installed 12-inch line. Mr. Woody stated that the neighboring properties are all improved residential lots. Ms. Pottinger explained that the District has offered to pay the costs of redesign, any material costs incurred related to the original design and right-of-way permit fees for resubmitting the mains. Mr. Woody added that there are examples of dual mains in the District but that parallel lines are not allowed unless it is necessary. Absent redevelopment or connection to the new 12-inch main, he did not think it would be fair to charge existing customers to pay approximately \$27,000 in latecomer fees to connect to a new mains before the property is redeveloped. There was an extended discussion with staff, the Board and the owner's

representatives. Mr. Bennett suggested that any further Board discussion take place in executive session.

ACTION: Upon motion by Commissioner Hale and second by Commissioner Haines, the Board voted unanimously to hold a special meeting on Wednesday, January 18 at 9:00 a.m., the sole agenda item will be an executive session pursuant to RCW 42.30.110(1)(i).

APPROVAL OF MINUTES

Commissioner Haines moved to approve the January 3, 2023 minutes. Commissioner Ricker seconded and the motion passed unanimously.

APPROVAL OF VOUCHERS

Commissioner Ricker moved to approve voucher numbers 6889-6905 and 119317-119344 in the amount of \$133,215.34 from the maintenance fund and voucher numbers 767-769 in the amount of \$52,483.71 from the capital fund. Commissioner Haines seconded the motion. Commissioner Hale asked a question about a particular invoice. The motion passed unanimously.

OLD BUSINESS

None.

NEW BUSINESS

- a. **Resolution 2023.01.04, Acknowledging completion and acceptance of CIP 2012-09, Maintenance Facility Phase Three Construction.** Mr. Woody provided background and answered questions. **ACTION:** Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously adopted the resolution.
- b. **Schedule future meeting with Northshore Fire District.** Ms. Pottinger proposed a February 7, 2023 meeting date and shared a proposed meeting agenda. Commissioners suggested starting the Board's regular meeting on February 7 at 2:00 p.m.
ACTION: Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to start the February 7 regular meeting to 2:00 p.m.

MANAGER REPORTS

- a. **Finance Manager.** Ms. Shosten reported that the 2021 financial audit is completed and clean. She shared that much of the clean report card was due to the efforts of the District's Office Supervisor. The State Auditors Office exit conference will be on February 9 at 1:00 p.m. via Teams. She will forward the invitation to the commissioners. The Department of Retirement Services audit was also completed. She presented the commissioners with their binders which included the new budget. She highlighted the bi-monthly bill comparison, including NCWD's current rate as well as other water providers' rates. NCWD's rates are in the middle third of 19 water providers. She also shared that as part of the 2021 Financial audit, a detailed review was made of many work orders which no problems were found. The recent year-end inventory reconciliation was low, especially in light of the amount of meter changes that have been done to date.

Mr. Bennett left the meeting at 4:18 p.m.

b. Project Status and Operations Reports

Mr. Woody provided an update. Highlights included:

- CIP 2022-02 18th Ave NE Project: He reported that the project is currently out to bid with a February 1 bid opening. As of today's date, four contractors have registered with the Buildings Exchange to review the plans and specifications.
- CIP 2023-01 Alarm System and Security Camera Upgrade: During a walk around to discuss different options at the site with the contractor, Mr. Woody said several options were discussed for minor changes to the contract. He expects to bring forth those changes at the next board meeting. First building to work on is the Administrative Building.

c. District Manager

District Manager Pottinger updated the Board as follows:

- The District will be participating in the upcoming City of Shoreline Emergency Management meeting.
- The District would be looking to open up the board room use for public in the near future, the first of which will be the North City Neighborhood meeting.
- Rooms have been reserved for the spring PNWS-AWWA conference for all commissioners and staff.

LEGAL REPORT

None.

COMMISSIONER REPORTS

- Commissioner Hale reported on the recent Section IV meeting where the legislative priorities for the Association were discussed.
- Commissioner Haines had nothing new to report.
- Commissioner Ricker shared his comments about the Association's new website.

Commissioner Ricker concluded the meeting at 5:25 p.m.

The next regular meeting of the Board will be on Tuesday, February 7, 2023, at 3:00 p.m.

Commissioner Ron Ricker

Commissioner Patty Hale

Commissioner Charlotte Haines