

The regular meeting of December 4, 2012 was called to order at 3:02 p.m. Present were Commissioners Charlotte Haines, Ron Ricker and Larry Schoonmaker; Diane Pottinger, District Manager; Denny Clouse, Operations Manager; Barb Shosten, Finance Manager, Jaime Placencia, Executive Assistant and Andy Maron, District Attorney.

**PUBLIC COMMENT:**

Mr. Masshoor of 1242 NE 188<sup>th</sup> Street spoke with the Board regarding his account because there was a leak in his main line between the meter and the house. Mr. Masshoor asked the Board to consider adjusting his bill looking at a different time period. Mr. Masshoor explained he did not believe it was fair that the policy looks at the previous 3 years consumption because more people were living in his house at that time. The Board explained that they would have staff review his account and get back to him.

**APPROVAL OF MINUTES:**

Commissioner Schoonmaker made a motion to approve the minutes for the November 20, 2012 Regular Meeting as amended. Commissioner Haines seconded the motion, the motion passed unanimously and the Board signed the minutes.

**APPROVAL OF VOUCHERS:**

Commissioner Schoonmaker made a motion to approve Vouchers 9088-9108 from the Maintenance Fund in the amount of \$9,246.25 and Vouchers 200110-200114 from the Construction Fund in the amount of \$16,797.66. Commissioner Haines seconded the motion, the motion passed and the Board signed the vouchers.

**NEW / OLD BUSINESS:**

Ms. Pottinger introduced Ms. Shosten, the new District finance manager, to the Board. Ms. Shosten discussed her work background and experience.

The following resolution was presented, discussed, moved by Commissioner Schoonmaker, seconded by Commissioner Haines and approved unanimously by the Board:

**Resolution 2012.12.87: Hiring Barbara Shosten as the District Finance Manager.**

The following resolution was presented, discussed, moved by Commissioner Haines for approval as amended, seconded by Commissioner Schoonmaker and passed unanimously by the Board:

**Resolution 2012.11.83: Adopting the District Operating Budget for 2013.**

The following resolution was presented, discussed, moved by Commissioner Haines for approval with Option 2, seconded by Commissioner Schoonmaker, Commissioner Haines and Commissioner Schoonmaker voted for the resolution, Commissioner Ricker voted against the resolution. The resolution passed by a 2-1 vote.

**Resolution 2012.11.84: Approving Modified Salary and Wage Matrix.**

The following resolution was presented, discussed, moved by Commissioner Schoonmaker, seconded by Commissioner Haines and approved unanimously by the Board:

**Resolution 2012.12.88: Approving Amendment No. 2 to the Engineering Contract Between Shoreline Water District and RH2 Engineering for the Exterior Recoat of the 3.7 MG Reservoir.**

The following resolutions were presented, discussed, moved by Commissioner Haines, seconded by Commissioner Schoonmaker and approved unanimously by the Board:

**Resolution 2012.12.89: Describing the Seattle Public Utility (SPU) Pass-Through Supply Facilities Charge and Adopting SPU'S Calculation of That Charge.**

**Resolution 2012.12.90: Updating Certain Administrative Charges and Fees.**

The following resolution was presented, discussed, moved by Commissioner Schoonmaker, seconded by Commissioner Haines and approved unanimously by the Board:

**Resolution 2012.12.91: Updating the Fire Flow Analysis Charge.**

The following resolution was presented, discussed, moved by Commissioner Haines, seconded by Commissioner Schoonmaker and approved unanimously by the Board:

**Resolution 2012.12.92: Updating the District's Water System Extension Agreement Estimated Fees and Charges.**

**EXECUTIVE SESSION:**

The Board went into executive session to discuss potential litigation at 4:17 p.m. The Board returned to regular session at 4:35 p.m.

**LEGAL REPORT:**

Mr. Maron updated the Board on the FirePALS group and informed them that a committee is being put together that will prepare the information for legislation.

**MANAGER'S REPORT:**

Ms. Pottinger discussed the lot line adjustment that is being done for the administration building site.

Ms. Pottinger informed the Board that the District has advertized for Engineers and Architects in 2013 in the DJC.

Ms. Pottinger reminded the Board of the special meeting on December 5, 2012 at 10:30 a.m.

Ms. Pottinger proposed that regular board meetings be held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month and a special meeting for study sessions be held on the 2<sup>nd</sup> Tuesday of each month during the upcoming year. The Board agreed.

Ms. Pottinger reminded the Board that the end of year all-staff meeting is being held on December 14, 2012 at 6:30 p.m.

Ms. Pottinger informed the Board that a VEBA representative will be at the office on December 11, 2012 at 8:00 a.m. to answer any questions that they or staff may have.

Ms. Pottinger discussed the Lake Forest Park franchise agreement.

Ms. Pottinger informed the Board that she and Ms. Shosten will be attending the Springbrook workshop in Portland on December 6-7, 2012.

Ms. Pottinger reminded the Board that there is a WWUC meeting on December 7, 2012 in Everett from 9-12.

Ms. Pottinger reminded the Board that the holiday tree lighting will be held at Les Schwab on December 8, 2012 and will begin at 6:30 p.m.

Ms. Pottinger informed the Board she will be attending the Shoreline City Council meeting on Monday, December 10, 2012.

Ms. Pottinger discussed door hangers that are distributed to those that are scheduled to have their water shut off due to non-payment and the amount of time it takes staff to distribute those. Ms. Pottinger presented the idea of not having door hangers. Commissioner Ricker asked how other water districts handle the situation. Ms. Pottinger said she would check with other districts and present the information to the Board.

Ms. Pottinger informed the Board that Ronald Wastewater District plans on publishing monthly newsletters for their ratepayers.

Ms. Pottinger proposed consider a Commissioner's Retreat in February. The Board agreed.

Ms. Pottinger informed the Board that a draft message has been prepared to be put on billing statements regarding the District changing its name.

Ms. Pottinger asked whether the Board was interested in joining the Chamber of Commerce. After some discussion, the Board agreed that Ms. Pottinger and Commissioner Schoonmaker should attend a meeting.

Ms. Pottinger discussed the open position on the King County Council.

Ms. Pottinger informed the Board that she will be going to the Shoreline City Hall to review documents that she requested in a public records request.

**COMMISSIONER'S REPORT:**

Commissioner Haines informed the Board that the committee that heads the Jazz Walk is interested in using the District's new offices as a venue for next year. The Board agreed to consider the idea.

Commissioner Haines asked whether all arrangements were made for the tree lighting on December 8<sup>th</sup>. Mr. Clouse assured her that the staff has been working on the preparations and that all will be ready.

Commissioner Haines discussed the most recent Shoreline City Council meeting.

**NEXT MEETING:** December 4, 2012

**ADJOURN:** The meeting adjourned at 5:20 p.m.

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**COMMISSIONERS**