

The special meeting of December 31, 2013 was called to order at 12:30 p.m. Present were Commissioners Charlotte Haines and Larry Schoonmaker; Diane Pottinger, District Manager, Barb Shosten, Finance Manager; and Andrew Maron, District Attorney.

**NEW/OLD BUSINESS:**

Ms. Pottinger discussed the status of the timing of key steps in the purchase of the property located at 1555 15<sup>th</sup> Ave NE, Shoreline. Working backwards from the Hearing Examiner date of January 22, 2014 that was proposed by the City of Shoreline, a neighborhood meeting is scheduled for Thursday night, January 2 at 7:00 pm at the property. This meeting is a requirement for the Special Use Permit which we need to operate a utility office on the property. The Board had signed a second amendment to our purchase and sales agreement to extend the Phase III Feasibility Period to end on December 31, 2013 to allow the District to pursue approval of a Special Use Permit. Mr. Maron had forwarded a proposed third amendment to the Church earlier in the month and the District had received a signed 3<sup>rd</sup> Amendment from the Church's attorney extending the contingency period to January 10 to allow the pre-application meeting, neighborhood meeting and submission of the Special Use Permit to occur. The board also requested the District Manager find out about the status of the existing lease agreement with Budget Sewer, the contractor that is currently operating on two parcels on site.

After discussion, Commissioner Haines made a motion to approve Amendment #3 to the Commercial and Investment Real Estate Purchase and Sale Agreement for 15555 15<sup>th</sup> Avenue NE, Shoreline, WA 98155. Commissioner Schoonmaker seconded the motion, and the motion passed unanimously.

Ms. Pottinger discussed the scope of work and proposed fee proposal by Gabbert Architect Planners to assist in preparing and processing the application for a Special Use Permit ("SUP") from the City of Shoreline for the property at 15555 15th Avenue NE. The Board had previously passed a motion to retain Gabbert Architect Planners to be paid on a hourly basis until a final scope of services could be agreed upon. District staff had reviewed the proposed scope of work and is recommending board approval.

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

**Resolution 2013.12.58: Retaining Gabbert Architect Planners to Assist in Preparing and Processing Application for a Special Use Permit**

**NEXT MEETING:** January 7, 2014 at 3:00 p.m.

**ADJOURN:** The meeting adjourned at 1:07 p.m.

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**COMMISSIONERS**