



## **MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

February 15, 2022

The meeting was called to order at 3:00 p.m. by Board President Patricia Hale. The meeting was held via conference call due to the widespread presence of COVID-19 in the community. Executive Assistant Theresa Harrington called the roll. All attendees confirmed that they could hear the other participants.

### **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  
Theresa Harrington, Executive Assistant  
Joe Bennett, District Attorney

### **PUBLIC COMMENT**

Members of the public were invited to participate by 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. Toby Bigger was present at the meeting but had no comment at this time.

### **APPROVAL AND/OR ADJUSTMENTS TO AGENDA**

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

### **APPROVAL OF MINUTES**

Commissioner Haines made a motion to approve the minutes from the special meeting on February 1, 2022, and the regular meeting minutes from February 1, 2022. Commissioner Ricker seconded the motion and the motion passed unanimously.

### **APPROVAL OF VOUCHERS**

Commissioner Haines moved to approve vouchers numbers 6556-6574, and 118378-118380 in the amount \$91,005.43 from the maintenance fund. Staff and commissioners discussed the vouchers. Commissioner Ricker seconded the motion, which passed unanimously.

### **PUBLIC COMMENT**

Shoreline Fire Chief Matt Cowan joined the call at 3:07 p.m. Commissioner Hale invited Chief Cowen to share the Fire Department's COVID-19 testing and vaccination policies and protocols. Chief Cowen shared how the Fire Department is handling these issue and the Commissioners asked questions. Commissioner Ricker requested a copy of the Fire Department's COVID-19 vaccination and testing policies. Chief Cowan left the meeting at 3:25 p.m.

### **NEW BUSINESS**

#### **a. Resolution 2022.02.01 Awarding the Contract to B&B Construction, LLC for the Water Main Replacement on 25<sup>th</sup> Avenue NE Project (CIP 2021.01)**

Director of Operations and Engineering Max Woody presented the Board with a resolution to award the contract for CIP 2021.01 to B&B Construction. Mr. Woody reported that the apparent low bidder was disqualified due to errors and omission(s) in the bid. The second lowest bidder was B & B Construction. Their bid was certified by the District consultant David Evans & Associates (DEA). Commissioner Haines made a motion to approve the resolution. Commissioner Ricker seconded the motion then passed unanimously. The District Manager was directed to sign the contract.

**b. Resolution 2022.02.11 Authorizing the Employment of Barbara Shosten as Director of Finance**

District Manager presented the Board with a resolution to hire a new Director of Finance. The commissioners reviewed the resolution. Commissioner Ricker made a motion to approve the resolution. Commissioner Haines seconded the motion then passed unanimously.

**c. Executive Assistant Past Workload and Current Job Description**

In light of the upcoming vacancy in the Executive Assistant role, District Manager Diane Pottinger provided the Board with a current job description for the Executive Assistant and the Board discussed the vacancy and how best to fill the position. After discussion, it was agreed that the District will use a temporary employment agency to staff the position for four months. This will give management time to evaluate current and future staffing needs before advertising for a permanent replacement.

**MANAGER REPORTS**

**a. Director of Finance**

District Manager Diane Pottinger reported that the Governor's office has solicited information from water providers regarding past due accounts. The Legislature is working on a bill that would provide relief funding to cover past due utility bills for customers that are not eligible for federal relief funds.

**b. Project Status Report/ Director of Operations and Engineering**

Director of Operations and Engineering Max Woody updated the Board on District projects.

• **CIP 2021.02 - 8" Water Main Replacement on 25th AVE NE**

Now that the Board has awarded the contract, the District consultant can begin work. DEA has advised the District that there may be some delays due to supply issues, but they will get to work as soon as possible.

• **CIP 2021.05 - CIP Project 131A 200th Ave Water Main**

The bid opening is scheduled for Wednesday February 16<sup>th</sup> at 10:00AM. Six companies attended the pre-bid meeting. The bids will be certified by BHC Consultants and the contract will be brought to the Board at its March 1 meeting for approval.

• **CIP 2021.01 –Repairs on the 2.0 Reservoir**

The RFP for this project will go out tomorrow to the District's small works roster. The bid opening is scheduled for March 3.

Mr. Woody also reported on other District business.

• **Sale of Surplus Vehicle and Replacement Plan**

The District's surplus truck sold at auction on February 10, 2022, for \$14,250. The District has plans to replace several fleet vehicles this year. This may be challenging due to supply issues in the new and used vehicle markets. Mr. Woody is investigating the best options for vehicle purchasing and will report back to the board at a future meeting.

• **Security Concerns**

Mr. Woody updated the Board on District security concerns at the North City/Denny Clouse Pump Station. Mr. Woody has added several cameras to provide better surveillance of the site and field crews continue to monitor District locations regularly. Mr. Woody will be working with the District Manager on an RFP for upgrades to the District security systems.

**c. District Manager**

District Manager Diane Pottinger updated the Board on several items.

- **Q1 Newsletter** –Ms. Pottinger is working with the District's communication consultant on a draft of the Q1 newsletter that she will share with the Board soon.

- **Chapter 6<sup>th</sup> of the 90<sup>th</sup> Year Blog** – The District communication consultant is working on the blog post on the decade from 1972-1981 which will be posted soon.
- **Security Camera Upgrades** – Ms. Pottinger and Mr. Woody will be drafting an RFP for upgrading the District’s security systems.

**COMMISSIONER REPORTS**

Commissioner Hale reported on her attendance at the WASWD Section IV meeting. The Legislature is considering a bill to change the elections for commissioner from odd years to even years to boost voter turnout. Additionally, there were updates on SB 5604 – Concerning Contractor Licensing Laws in Public Works and Prevailing Wage Statutes.

Commissioner Ricker had no report at this time.

Commissioner Haines had no report at this time.

**LEGAL REPORT**

None at this time.

Board President Patty Hale called a brief recess at 4:11 p.m. and requested that the Board resume in executive session at 4:15 p.m. for an estimated 15 minutes.

**EXECUTIVE SESSION**

The Board resumed the meeting in executive session at 4:17 p.m. for 15 minutes to discuss the performance evaluation of a District employee per RCW 42.30.110(1) (g). The commissioners, Mr. Bennett, and Ms. Pottinger were present. At 4:32 p.m. the executive session was extended for an additional 10 minutes. The executive session concluded at 4:52 p.m.

**ADJOURN**

The meeting resumed in public session at 4:53 p.m. No action was taken. There being no further business, Board President Patricia Hale concluded the meeting at 4:55 p.m.

The next regular meeting of the Board will be on March 1, 2022, at 3:00 p.m. This meeting will be held via conference call.

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Patricia M. Hale

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Ron Ricker

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Charlotte Haines