



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

January 2, 2024

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

### **Commissioners Present**

Commissioner Ronald Ricker, President  
Commissioner Patricia M. Hale, Vice President  
Commissioner Charlotte Haines\*, Secretary

### **Staff and Consultants**

Diane Pottinger, District Manager  
Barbara Shosten, Director of Finance  
Max Woody, Director Operations & Engineering

### **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. There were no members of the public present in person or by phone.

### **ELECTION OF OFFICERS**

Commissioner Haines moved the following slate of officers: President – Hale, Vice President – Ricker, and Secretary – Charlotte Haines. Commissioner Ricker seconded and the motion passed unanimously. Commissioner Hale presided over the remainder of the meeting.

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

Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to approve the agenda as amended. Commissioner Haines stated that she gives Ms. Pottinger authority to sign vouchers and meeting minutes on her behalf.

### **APPROVAL OF MINUTES**

Commissioner Haines moved to approve the December 16 minutes as presented and the December 19 minutes. Commissioner Ricker seconded and the motion passed unanimously.

### **APPROVAL OF VOUCHERS**

Commissioner Ricker moved to approve voucher numbers 7642-7280 and 120225-120261 in the amount of \$252,224.37 from the maintenance fund and voucher numbers 869-872 in the amount of \$12,951.12 from the capital fund. Commissioner Haines seconded the motion. Commissioners Haines and Hale asked questions about separate invoices. The motion passed unanimously.

### **OLD BUSINESS**

None.

## **MANAGER REPORTS**

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

Ms. Shosten reported that she was still busy with the SAO audit. Some of the more recent questions have been focused on compliance and regulatory issues.

### **b. Director of Operations/Project Status Report**

Mr. Woody provided an update. Highlights included:

- Staff will be taking the tree down from the reservoir following January 5, following an inspection/repair/replacement of the lights.
- The 3<sup>rd</sup> meter reading base station was installed and is currently operational. He expects to have more information about that at an upcoming board meeting.
- He is working on getting quotes to install fences at the District office to secure the parking lot as we have had issues in 2023 with after hour activities on the site. Staff safety is particularly important.

### **c. District Manager**

District Manager Pottinger updated the Board as follows:

- The joint meeting with Shoreline Fire Department will be at SFD's Board room on February 1 at 5:00 p.m. She asked commissioners to share any requested agenda items. The joint meeting with Shoreline Fire Department will be at Northshore FD's Board room on February 6 at 5:00 p.m. She asked commissioners to share any requested agenda items.
- There is no SPU meeting this month. Contract negotiations are planned for next week.
- Ms. Pottinger would not attend the next Board meeting.

## **LEGAL REPORT**

None

## **COMMISSIONER REPORTS**

- Commissioner Haines - none
- Commissioner Ricker - none
- Commissioner Hale – Reported on the opening of the new tool library in Shoreline and a SEPA notice for the Fircrest Campus and future projects onsite.

Commissioner Hale concluded the meeting at 4:22 p.m.

The next regular meeting of the Board will be on Tuesday, January 16, 2024, at 3:00 p.m.

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Commissioner Patty Hale

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Commissioner Ron Ricker

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Commissioner Charlotte Haines