



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

November 21, 2023

1. CALL TO ORDER

The meeting was called to order at 2:00 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 Patricia Hale, Vice President
Commissioner Charlotte Haines, Secretary

Staff and Consultants

Diane Pottinger, District Manager
Barb Shosten, Finance Manager
Max Woody, Director Operations & Engineering
Joe Bennett, District Counsel
Paulyne Perez, Utility Office Supervisor

2. PUBLIC COMMENT

None.

3. APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Ms. Pottinger presented an updated agenda, with new business, including the budget workshop and budget resolution which was moved to the end of the meeting. Upon motion by Commissioner Haines and second by Commissioner Hale, the Board approved the revised agenda 3-0.

4. APPROVAL OF MINUTES

Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to approve the minutes of the November 7 regular meeting.

5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7213-7228 and 120117 - 120149 in the amount of \$177,605.70 from the maintenance fund and voucher numbers 859 - 861 in the amount of \$7,563.93, from the capital fund. Commissioners Haines and Hale asked questions about particular invoices. Commissioner Hale seconded the motion, which passed unanimously.

6. OLD BUSINESS

- a. **Fircrest Campus Project Updates.** Ms. Pottinger provided an update. One of the key issues is to ensure that Fircrest's old water system is that should not be connected to the District's system. The District will be treating the Department of Social and Health Services the same as we do other developers, the water system needs to meet the District's current standards at the time of connection. The District envisions two separate agreements with DSHS: (1) WSEA, and (2) MOU regarding time frame and sequencing

of the Fircrest development. Lakewood Water District's MOU with DSHS for the Western Hospital Campus may serve as a model for the Fircrest Campus.

7. DIRECTORS' AND MANAGER'S REPORTS

a. Finance Director

Ms. Shosten deferred her report to the workshop on the operating and capital budgets.

b. Director of Operations and Engineering

Mr. Woody reported:

- Staff replaced parking lot lights and pressure washed generators since the last meeting.
- Two new hires are both off to a good start.

c. District Manager

Ms. Pottinger:

- Provided an update on CPARB.
- The District is currently going out for its Engineering and Small Works Rosters and expects to bring forth both those rosters at a meeting in December.
- Thanked comms for input on newsletter.
- NCBA Holiday Tree Lighting Event is Saturday, December 2.
- Staff dinner is Friday, December 8.

8. LEGAL REPORT. Mr. Bennett provided an update on the two class action lawsuits that the Board decided to opt out of. He recommended that the Board revise its action to authorize both the District Manager and District counsel to prepare and file the opt out notices.

ACTION: Upon motion of Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to modify its action at the November 7 meeting and authorize both the District Manager and the District Attorney to prepare, file and deliver opt out notices in the two class action lawsuits.

9. COMMISSIONER REPORTS

- Commissioner Haines reported on her work with the upcoming NCBA tree lighting.
- Commissioner Hale reported on a recent City of Shoreline presentation on its storm water system. The presenters stated the City expects an additional 30,000 residents by 2035.

10. EXECUTIVE SESSION. President Ricker announced that the Board would go into executive session at 2:50 p.m. to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 15 minutes. At 3:05 p.m., the Board extended the executive session for 25 minutes. The executive session concluded at 3:30 p.m.

Mr. Bennett was excused from the rest of the meeting.

11. NEW BUSINESS

a. Operating and Capital Budget Workshop.

Director of Finance Barb Shosten presented an overview of the District's Budget. The

presentation included a review of the Operating Costs, the Capital Accounts Budget for the next 20 years, and the Operating Revenues required to meet the needs of both budgets. She pointed out that the District can do all that we want to do with the 4% rate increase this year and the next several years. Ms. Shosten answered several questions that were brought up in the presentation.

b. Resolution 2023.11.34, Adopting the District's 2024 Operating Budget, 2024 Wage Matrix and the 2024-2035 Capital Budget.

ACTION: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution

- c. **District's 4th Quarter Newsletter.** Ms. Pottinger reviewed the draft newsletter which the Board had previously been given copies, and pointed out the couple of edits which she had made. Given no additional comments were made, she will be sending it to the printer for distribution in early December.

12. NEXT MEETING

The next regular meeting will be on Tuesday, December 5, 2023 at 3:00 p.m.

13. CONCLUSION

Commissioner Ricker concluded the meeting at 5:07 p.m.

Commissioner Ron Ricker

Commissioner Patricia M. Hale

Commissioner Charlotte Haines