



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

December 5, 2023

1. CALL TO ORDER

The meeting was called to order at 3:00 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 Charlotte Haines,* Secretary

Commissioner Absent

Commissioner Patricia Hale, Vice President

Staff and Consultants

Diane Pottinger, District Manager
Barb Shosten, Finance Manager
Max Woody, Director Operations/Engineering
Joe Bennett, District Counsel

2. PUBLIC COMMENT

None.

Commissioner Haines stated that she gives Ms. Pottinger authority to sign resolutions and meeting minutes on her behalf.

3. APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Ms. Pottinger distributed updated exhibits or attachments to some of the resolutions, but requested no adjustments to the agenda. Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously approved the agenda as presented.

4. APPROVAL OF MINUTES

Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to approve the minutes of the November 21 regular meeting.

5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7229-7245 and 120150-120188 in the amount of \$192,806.84 from the maintenance fund and voucher numbers 862-864 in the amount of \$20,428.89, from the capital fund. Commissioner Ricker seconded the motion, which passed unanimously.

6. OLD BUSINESS

None.

7. NEW BUSINESS

- a. **Resolution 2023.12.35, declaring certain property surplus.** Mr. Woody provided background. Ms. Pottinger provided an additional page of surplus items for Exhibit A to the resolution. *ACTION*: Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution.

- b. **Resolution 2023.12.36, establishing small works roster.** Ms. Pottinger explained the advertisement for the roster was published in the *Daily Journal of Commerce (DJC)*. ACTION: Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board unanimously adopted the resolution.
- c. **Resolution 2023.12.37, establishing 2024 engineering roster.** Ms. Pottinger explained the roster advertisement was also published in *DJC*. ACTION: Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution.
- d. **Resolution 2023.12.38, approving increase in scope of work for KPG/Psomas to include construction inspection services.** Ms. Pottinger and Mr. Woody explained the need for the increased scope of work ACTION: Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution.
- e. **Board Room Use.** Ms. Pottinger shared a memo with the Board of proposed policies for future Board room use. She compared meeting room use policies from other government agencies in the area. She proposed the District use the existing meeting use form and require \$100 deposit for a proposed use on February 3 or 4 for a single rental and see review if any changes are necessary. ACTION: Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously approved the Board room use request.

8. DIRECTORS' AND MANAGER'S REPORTS

a. **Finance Director**

Ms. Shosten reported that the SAO audit has started. She is working on responding to extensive information requests.

b. **Director of Operations and Engineering**

Mr. Woody reported:

- The new meter reading base station at Shoreline Fire District Station No 65 installation is scheduled for next week.
- Pressure testing for the Sound Transit fire suppression system is being coordinated with the Shoreline Fire Department. The testing will be in phases.
- There will be a WSEA for Board approval at an upcoming meeting. The development is a seven story, 298-unit apartment complex in the northwest portion of the District.

c. **District Manager**

Ms. Pottinger reported:

- Annual staff meeting will be this Friday, December 8.
- Capital Projects Review Board has its last meeting today. Proposed bid limits are \$75,000 and \$150,000 for in-housework similar to cities.
- The District volunteered for a cyber audit with the SAO which has also started.
- The tree lighting event on December 2 was a success and she received many positive comments. She thanked commissioners for attending.
- She reviewed highlights of the Board's calendar for 2024, especially the SPU contract negotiations.
- WASWD commissioner workshop is scheduled for Saturday, January 27.

- She is working with Mr. Bennett on right of entry agreements to inspect properties for lead service lines for those properties that the District cannot inspect from the meter box.
 - Shoreline City Councilmember Doris McConnell and Lake Forest Park Mayor Jeff Johnson will conclude their tenures this month.
 - Ms. Pottinger will join the December 19 Board meeting via conference call.
9. **LEGAL REPORT.** Mr. Bennett reported that opt out notices for the two PFAS class action lawsuits have been sent. He is working with staff on dealing with a commercial customer that filed for bankruptcy. He confirmed that December 19 will be the date for swearing in Commissioner Ricker for his new term. Mr. Bennett will join the January 2 Board meeting via conference call.
10. **COMMISSIONER REPORTS**
- Commissioner Haines also reported on the tree lighting event.
 - Commissioner Ricker reported that the SPU contract negotiations and Operating Board meetings on December 7 and 14.
11. **EXECUTIVE SESSION.** None.
12. **NEXT MEETING**
The next regular meeting will be on Tuesday, December 19, 2023 at 3:00 p.m.
13. **CONCLUSION**
Commissioner Ricker concluded the meeting at 4:07 p.m.

Commissioner Ron Ricker

Commissioner Patricia M. Hale

Commissioner Charlotte Haines