



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

December 19, 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 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

2. PUBLIC COMMENT

None.

3. OATH OF OFFICE

Mr. Bennett administered the ceremonial oath of office for Commissioner Ricker, who also signed a written oath of office that was notarized.

4. APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously approved the agenda as presented.

5. APPROVAL OF MINUTES

Commissioner Hale requested that the meeting minutes, to the extent possible, avoid acronyms. Commissioner Haines requested one minor correction to the December 5 meeting minutes.

ACTION: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to approve the minutes of the December 5 regular meeting as corrected and the minutes of the December 8 special meeting as presented.

6. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7246-7263 and 120189-120224 in the amount of \$273,419.20 from the maintenance fund and voucher numbers 865-868 in the amount of \$47,012.17, from the capital fund. Commissioner Hale asked questions about specific vouchers, and then seconded the motion, which passed unanimously.

7. OLD BUSINESS

- a. **Firecrest Update.** Ms. Pottinger reported increased activity from DSHS, which is looking to advertise the Nursing Facility in the spring and begin construction in the summer. The overall transfer of the water system on the Firecrest Campus will be done in phases. The

District will be working on the Memorandum of Understanding with the Department of Social and Health Services which we hope to layout how the connection charges over the transition period.

8. NEW BUSINESS

- a. **District Water Supply Contingency Plan.** Ms. Pottinger explained that at its September 18 regular meeting, the Board activated the District's water shortage contingency plan (WSCP) based on a similar action taken by SPU. Seattle Public Utilities (SPU) and the District asked customers to voluntarily reduce their water use beginning September 21. On December 11, SPU deactivated their WSCP as there no longer is a concern of water shortage based on rain and snow fall. She recommended the Board deactivate the District's WSCP. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to deactivate the District's WSCP.
- b. **Resolution 2023.12.39, approving WSEA with Shoreline East Apartments LLC.** Mr. Woody provided background. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.
- c. **Resolution 2023.12.40, approving Amendment No. 7 to SecurComputing Contract.** Ms. Pottinger explained the annual amendment includes a slight increase in the consultant's hourly rates. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution as corrected.
- d. **Resolution 2023.12.41, setting regular Board meeting dates for 2024.** Ms. Pottinger showed the proposed Board meeting calendar for 2024 including Operating Board meetings and conferences. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.
- e. **Resolution 2023.12.42, approving new Appendix 3A to the North City Water District Code.** Mr. Woody and Ms. Shosten explained that most of the changes in Appendix 3A are District updated the fee to fully recover District costs for staff time. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.

8. DIRECTORS' AND MANAGER'S REPORTS

a. Finance Director

Ms. Shosten reported that the State Auditor's Office (SAO) audit is in full swing and may last through March. This year includes both a financial and accountability audit. A focus in past years has been developing appropriate policies to foster accountability.

b. Director of Operations and Engineering

Mr. Woody reported:

- Crews repaired a watermain break on December 11 on 15th Ave NE. He was grateful for the cooperation and assistance from the City of Lake Forst Park Police Department, Shoreline Fire Department and the City of Shoreline all of whom assisted with traffic control on the major arterial. Water was back on before midnight to approximately 12 customers.
- He is working with SFD on installation of the antenna on the SFD roof as part of the District's Flexnet system.
- He expects to submit to both the Cities of Lake Forest Park and Shoreline for permits on four capital projects later this month and in January.

c. District Manager

Ms. Pottinger reported:

- The watermain break received attention on *NextDoor.com*.
- She expects to upgrade the District's water shortage contingency plan in 2024.
- She and Mr. Woody met with the consulting engineering team working on the Sound Transit Bus Rapid Transit project on NE 145th St and State Route 522.
- The Capital Projects Advisory Review Board has completed their recommendations to the Washington State Legislature. They recommended to raised the bid limits for in-house work by agency employees but other items Substitute House Bill 1621 were recommended to wait for implementation. Getting modifications to the bill will require getting a sponsor and passing it in this short legislative session, otherwise, it will go into affect as passed with out a waiting period.
- Ms. Pottinger had forwarded the District's approach for the lead service line project to the Department of Health (DOH) prior to beginning collecting field data. DOH had commented that the District had a thoughtful approach. Sampling is expected to begin on the customer side inspection after the first of the year. .

9. **LEGAL REPORT**. Mr. Bennett reported that he will present at the January 27 WASWD Commissioners workshop. His topic will be fiscal responsibilities, policies for sound fiscal management and preventing fraud.

10. **COMMISSIONER REPORTS**

- Commissioner Haines thanked staff for acknowledging her birthday.
- Commissioner Hale reported on a consumer class action settlement. She commended the District for continuing its membership in the Shoreline Chamber of Commerce. The Chamber has been very proactive and making a difference for local businesses and community members. Judi Gladstone announced her upcoming retirement as WASWD Executive Director at a recent WASWD Board meeting.
- Commissioner Ricker reported on the SPU contract negotiations meetings that he and Ms. Pottinger had attended last week. Stranded costs is one of the major discussion topics.

11. **EXECUTIVE SESSION**. None.

12. **NEXT MEETING**

The next regular meeting will be on Tuesday, January 2, 2024 at 3:00 p.m.

13. **CONCLUSION**

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

Commissioner Ron Ricker

Commissioner Patricia M. Hale

Commissioner Charlotte Haines