



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

February 6, 2024

1. CALL TO ORDER

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

Commissioners Present

Commissioner Patricia Hale, President
Commissioner Ron Ricker, 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. APPROVAL AND/OR ADJUSTMENTS TO AGENDA

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

4. APPROVAL OF MINUTES

Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board voted unanimously to approve the minutes of the January 16 regular meeting.

5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7298-7314 and 120289-120346 in the amount of \$381,049.07 from the maintenance fund and voucher numbers 875-879 in the amount of \$21,102.75, from the capital fund. Commissioner Ricker seconded. Commissioners Haines and Hale asked questions about specific vouchers. The motion passed unanimously.

6. OLD BUSINESS

None.

7. NEW BUSINESS

- a. **Approval of Conference Expenses in Accordance with District Code.** Pursuant to District Code 2.02.040, Commissioner Hale moved approval of per diem and lodging expenses for the night before the start of the WASWD Spring Conference in April. Commissioner Ricker seconded and the motion passed unanimously.
- b. **Letter of Support for SPU grant application for wildfire management.** Ms. Pottinger explained the background of the support letter. No Board action was required.
- c. **Highland Utility District Interlocal Agreement.** Ms. Pottinger explained that Highlands Utility District (HUD) requested that NCWD serve as backup water utility

provider and submitted a proposed interlocal agreement. She, the Director of Operations and Engineering and Mr. Bennett reviewed and provided input and sent their comments to the draft agreement for HUD's consideration. She expects to bring forth the final agreement in the coming months.

- d. **Lead Service Line Inventory.** Mr. Woody provided an update. One of the employees involved in the project has left the District's employment last week. He will be working with a retired employee who has helped the District on a part-time basis, and will devote more consistent staff time to this project. There was an incident with a concerned property owner that staff was able to resolve amicably. Going forward, staff will send a written notice to owners prior to inspecting customer service lines for lead. Mr. Woody thanked Ms. Shosten for creating a data base.

8. **DIRECTORS' AND MANAGER'S REPORTS**

a. **Finance Director**

Ms. Shosten provided an update on the SAO audits and the additional time it has taken this year compared to past audits. She expects the exit conference will be held by the end of this month.

b. **Director of Operations and Engineering**

Mr. Woody:

- Provided an update with current and upcoming projects.
- He obtained quotes for security gates at the District's Administration property, but suggested more open landscaping would cut down on illegal camping or overnight parking at the site.
- He has contacted an engineering consultant about installation of an earthquake shake monitor on some district facilities and expects to bring back a capital project for this work at the next meeting.

c. **District Manager**

Ms. Pottinger reported:

- Some staff members attended an asset management training session last week and enjoyed meeting others in the industry whom are at various levels of implementing asset management.
- Discussed the status of SPU contract negotiations.
- The amendment to the District's WSP was approved by both King County and the Department of Health. No comments were received from either City of Lake Forest Park or City of Shoreline. One comment was received by the Department of Ecology.
- She is working on an Memorandum of Understanding (MOU) with DSHS about the Fircrest water system. She and Mr. Woody would be providing feedback on a draft water system extension agreement with DSHS for their new hospital project.
- There will be an executive session as part of the February 20 Board meeting.
- Joint meetings with Northshore Fire Department (tonight) and Shoreline Fire Department (Feb 8) to discuss items of mutual interest.
- Provided a Legislative update on SB6167.

9. **LEGAL REPORT.** Mr. Bennett briefed the Board on the status of a joint easement that two of six property owners have yet to sign.

10. **COMMISSIONER REPORTS**

- Commissioner Ricker commented on the status of SPU contract negotiations.
- Commissioner Hale participated in King County's online emergency preparedness training.
- Commissioner Haines reported on the WASWD commissioners' workshop. She commended Mr. Bennett's presentation on fraud detection and prevention.

11. **EXECUTIVE SESSION.** None.

12. **WORDS FOR THE GOOD OF THE ORDER.** Ms. Pottinger outlined the agenda and timeline for the joint meeting with Northshore Fire Department at 5:00 p.m. this evening.

13. **NEXT MEETINGS**

- Joint meeting with Northshore Fire Department, Tuesday, February 6 at 5:00 p.m.
- Joint meeting with Shoreline Fire Department, Thursday, February 8 at 5:00 p.m.
- Regular meeting of Board of Commissioners, Tuesday, February 20, at 3:00 p.m.

14. **CONCLUSION**

Commissioner Hale concluded the meeting at 4:20 p.m.

Commissioner Patricia M. Hale

Commissioner Charlotte Haines

Commissioner Ron Ricker