



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

February 20, 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, Director of Finance
Max Woody, Director Operations & Engineering
Joe Bennett,* District Counsel
Dan Ervin, Varius Inc.

2. PUBLIC COMMENT

None.

3. APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Ms. Pottinger requested taking agenda Item 7.a. after approval of the agenda. Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board unanimously approved the adjusted agenda.

7. NEW BUSINESS

- a. **Resolution 2024.02.01, retaining Varius Inc. to implement shake monitoring for District facilities (CIP 2024-01).** Mr. Ervin from Varius Inc. addressed the Board. He gave a detailed presentation about the earthquake monitoring system that the District will be having installed and answered questions. **ACTION:** Upon motion by Commissioner Haines and second by Commissioner Hale the Board unanimously approved the resolution.

4. APPROVAL OF MINUTES

Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to approve the minutes of the February 6 regular meeting.

5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7315-7332 and 120347-120385 in the amount of \$236,498.64 from the maintenance fund and voucher numbers 880-882 from the capital fund in the amount of \$20,184.98. Commissioner Ricker seconded. Commissioner Hale asked about specific vouchers. The motion passed unanimously.

6. OLD BUSINESS

- a. **Fircrest Campus Update.** Ms. Pottinger reported on her discussions with DSHS about the form of the WSEA for the first of several projects expected on the campus. Both sides are making progress and also working on a Memorandum of Understanding to layout the groundwork for future improvements to the site. Ms. Pottinger and Mr. Covey, DSHS, have a Teams meeting scheduled for tomorrow morning to work on both documents.

7. NEW BUSINESS

- b. **Resolution 2024.02.02, completion and acceptance of CIP 2022-03.** Mr. Woody stated that all final paperwork was received last week and the project is ready for close out. ACTION: Upon motion by Commissioner Ricker and second by Commissioner Haines the Board unanimously approved the resolution.
- c. **Resolution 2024.02.03, completion and acceptance of CIP 2022-04.** Ms. Woody explained the background. ACTION: Upon motion by Commissioner Ricker and second by Commissioner Haines the Board unanimously approved the resolution.
- d. **Board Room Use Policy – Review and Approval.** Ms. Pottinger identified changes to the existing boardroom use policies. Mr. Woody explained how the new security systems made it easier for the first Board room use for an afterhours event. Commissioners asked questions and suggested additional changes to the application documents. ACTION: Upon motion by Commissioner Haines and second by Commissioner Ricker the Board unanimously approved the updated policy.

8. DIRECTORS' AND MANAGER'S REPORTS

a. **Finance Director**

Ms. Shosten reported that the District has decided not to hire an executive assistant as the existing staff have been able to cover the tasks of that previous position. The greater personnel need is operational support in the office. She also provided an update on the SAO audit. The SAO expects the exit conference will be in March.

b. **Director of Operations and Engineering**

Mr. Woody:

- Made additional comments on the negotiations with DSHS about Fircrest.
- Provided an update on the lead service line inspections.
- Sound Transit's 3.3-mile fire line will be tested by turning it on in the near future.

c. **District Manager**

Ms. Pottinger:

- Shared that she is working with the Fire Departments on the meeting minutes for both Board meetings earlier this month. She expects to have them for approval at the next Board meeting.
- Provided an update on the joint easement that was missing two of six signatures. All property owners have now signed the easement and it has been recorded at the County.
- SPU contract negotiations meetings in February have been canceled. The next meeting will be sometime in February.
- SB 6167 passed the Senate and the House held a committee hearing today.

- She expects to send the first quarter newsletter to the printer on Friday.
 - Provided an update on an upcoming North City Business Association event.
9. **LEGAL REPORT.** Mr. Bennett reported that the 3M class action administrator sent notice of a March 1 deadline to revoke the “opt out” status. Revocation of the opt out makes no sense for the District, which will receive no portion of the settlement.
10. **EXECUTIVE SESSION.** Commissioner Hale announced an executive session for five minutes to discuss potential litigation and legal risk with Mr. Bennett pursuant to RCW 42.30.110(1)(i). The executive session started at 4:37 p.m. and concluded at 4:42 p.m. The Board returned to open session and took no action.
11. **COMMISSIONER REPORTS**
- Commissioner Ricker – none
 - Commissioner Haines – none
 - Commissioner Hale – She shared some recent history about the Cedar River water main that was in a recent Seattle Times article. She also spoke about a recent emergency training the completed with the Shoreline Fire Department and a Chamber of Commerce networking event.
12. **WORDS FOR THE GOOD OF THE ORDER.**
13. **NEXT MEETING**
- Regular meeting of Board of Commissioners, Tuesday, March 5, at 3:00 p.m.
14. **CONCLUSION**
Commissioner Hale concluded the meeting at 4:51 p.m.

Commissioner Patricia M. Hale

Commissioner Charlotte Haines

Commissioner Ron Ricker