



## MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

March 5, 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

### **2. PUBLIC COMMENT**

None.

### **3. APPROVAL AND/OR ADJUSTMENTS TO AGENDA**

Ms. Pottinger shared that Voucher 888 was updated from what was in the Board packet. Item 7c would have the updated voucher. Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously approved the adjusted agenda.

### **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 20 regular meeting.

### **5. APPROVAL OF VOUCHERS**

Commissioner Hale moved to approve voucher numbers 7333-7348 and 120386-120429 in the amount of \$302,696.37 from the maintenance fund and voucher numbers 883-886 from the capital fund in the amount of \$49,730.45. Commissioner Haines 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 the Department of Social and Health Services (DSHS) about the form of the water system extension agreement (WSEA) for the first of several projects expected on the campus. Both sides are making progress and also working on a Memorandum of Understanding (MOU) to lay out the groundwork for future improvements to the site. Ms. Pottinger and Mr. Covey, DSHS, met several times following the last board meeting and have made significant progress in getting a draft WSEA completed. The agreement is currently under review by DSHS attorneys. Additional work on the MOU is still needed. Commissioner Hale also reported that the following night, March 6 from 6:00 to 9:00 pm there would be a public hearing on the Fircrest Master Development Plan and their

Special Use Permits at the City of Shoreline Council Chambers using a hybrid format. She was planning on attending on behalf of the District.

## 7. **NEW BUSINESS**

- a. **Resolution 2024.03.04, completion and acceptance of CIP 2022-02, 18<sup>th</sup> Ave NE Water Main Installation.** Mr. Woody stated that all the final paperwork was received last week and the project is ready for close out. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously approved the resolution.
- b. **Resolution 2024.03.05, completion and acceptance of CIP 2023-01, Alarm System and Security Camera Systems.** Mr. Woody explained the background. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker the Board unanimously approved the resolution.
- c. Vouchers 887, 888, 889. Upon motion by Commissioner Haines and second by Commissioner Ricker the Board unanimously approved the three vouchers.
- d. Section 5.04 Holiday discussion. Ms. Pottinger discussed Board policy about vacations on Christmas Eve during some years depending on which day of the week Christmas fell. After District, the Board agreed it would be good to be consistent, regardless of the day of the week the holiday fell. They asked to bring back a resolution at the next meeting to reflect this change.

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

### a. **Finance Director**

Ms. Shosten reported the audit is continuing but nearly complete. She expects the exit conference will be in March.

### b. **Director of Operations and Engineering**

Mr. Woody reported that.

- He expects to issue a small works roster project for fixing the coating at the top of the 3.7 MG reservoir. The scope will include pressuring washing the entire tank and repainting the portion above the knuckle on the tank.
- He also discussed the two projects in the Sheraton Beach area and their permit status.
- Lastly, he spoke about a “See, Click, Fix” project that City of Shoreline had reached out to him about an area in the Ridgecrest neighborhood that belonged to the District. He reported that the District had called in the patches for permanent pavement repair, which he reported back to the City staff.

### 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.
- The King County 2025 Hazard Mitigation Plan development had started, and she would be joining the March meeting later this week.
- She and Mr. Woody were working on bringing forth two oncall engineering contracts with two consultants for the Board to approve at an upcoming meeting.

- Shre discussed the upcoming Chamber of Commerce meeting, hearing tests at the District office in April, upcoming conferences and the Operating Board meeting later this week.

9. **LEGAL REPORT.** none

10. **EXECUTIVE SESSION.** none

11. **COMMISSIONER REPORTS**

- Commissioner Ricker – none
- Commissioner Haines – none
- Commissioner Hale – She reported on a recent CPR training that she had been invited to attend that was sponsored by Dorey Monson’s widow.

12. **WORDS FOR THE GOOD OF THE ORDER.**

13. **NEXT MEETING**

- Regular meeting of Board of Commissioners, Tuesday, March 19, at 3:00 p.m.

14. **CONCLUSION**

Commissioner Hale concluded the meeting at 4:26 p.m.

---

Commissioner Patricia M. Hale

---

Commissioner Charlotte Haines

---

Commissioner Ron Ricker