



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

March 19, 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

### **2. PUBLIC COMMENT**

None.

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

Ms. Pottinger requested removing Item 7.b. from the agenda. 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 Ricker and second by Commissioner Haines, the Board voted unanimously to approve the minutes of the February 6 and February 8 special meetings and the March 5 regular meeting.

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

Commissioner Haines moved to approve voucher numbers 7349-7365 and 120430-120465 in the amount of \$171,670.66 from the maintenance fund and voucher number 890 from the capital fund in the amount of \$2,175.35. Commissioner Ricker seconded. Commissioner Hale asked about specific vouchers. The motion passed unanimously.

### **6. OLD BUSINESS**

- a. **Fircrest Campus Project Updates.** Ms. Pottinger reported on her negotiations with DSHS about the MOU for the Fircrest campus water system and WSEA for the hospital and laundry facility. She discussed the revised MOU proposed by DSHS and is working with Mr. Bennett on final comments. She welcomed comments and questions from the commissioners.

## 7. **NEW BUSINESS**

- a. **Resolution 2024.03.06, Updating Section 5.04 of the Personnel Manual.** Ms. Pottinger explained the adjustment to the paid holiday leave vacation policy in the manual. Commissioners requested one minor modification. ACTION: Upon motion by Commissioner Haines and second by Commissioner Ricker the Board unanimously approved the resolution, based on the modified update to the personnel manual.
- b. **Resolution 2024.03.07.** Deferred until April 2 regular meeting.
- c. **Resolution 2024.03.08, approving a contract with DEA, Inc. for on-call engineering services.** Ms. Pottinger shared that it had been some time since we had adopted our on call engineering contracts and was now bringing one of them to the Board for review. ACTION: Upon motion by Commissioner Hale and second by Commissioner Ricker the Board unanimously approved the corrected resolution.

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

### a. **Director of Finance**

Ms. Shosten reported:

- The SAO exit conference will be on March 25. Commissioner Hale will attend.
- She is working on the financial statements for 2023.
- She will be starting a connection charge study once she is completed with the financial statements.

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

Mr. Woody reported:

- There were two small main leaks last week.
- He attended the recent utility coordination meeting with City of Shoreline. They discussed a number of different projects citywide. He shared the District's projects with those in attendance at the meeting. , Sound Transit would be focusing on the traffic restrictions and construction work on NE 185<sup>th</sup> Streets in the near future.
- LFP approved the right of way permit on the 41<sup>st</sup> Ave NE to Beach Drive project so it should be going out to bid soon.

### c. **District Manager**

Ms. Pottinger reported:

- She is coordinating the District's review comments for Sound Transit's 100% design drawings for its NE 145<sup>th</sup> St. bus rapid transit project in the City of Shoreline. It would likely be another year before the plans for the part that goes through the City of Lake Forest Park are complete.
- SPU Wholesale Purveyors contract negotiation discussion will be meeting in person on Thursday.
- She will be submitting comments on the wholesale CIP to SPU on behalf of all the purveyors following this meeting.
- CPARB SHB 1621 Review committee will continue to meet to discuss the definition of Prudent Utility Management and what it means to cities, PUD, Fire Districts as well as Water and Sewer Districts.
- The Public Works Board (PWB) is looking at funding for utility locates for public projects that focus on restoring fish habitat. There is one project in that they have identified within the District's boundaries along Bothell Way that may be impacted.

- The SPU Operating Board will meet at the District on April 4 at 1:00 p.m.
- She asked the preferred start time for the April 15 regular meeting.  
ACTION: Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to start its Monday, April 15 meeting at 11:00 a.m.

9. **LEGAL REPORT.** Mr. Bennett reported that the District is near agreement with an engineering consultant on a new on-call contract.

10. **EXECUTIVE SESSION.** None.

11. **COMMISSIONER REPORTS**

- Commissioner Hale reported on the March Shoreline Chamber of Commerce meeting that she and Commissioner Haines had attended. The speaker was the Shoreline Schools Superintendent. She attended last night's WASWD's Section IV meeting. The Speaker was from King County who discussed the County's update to their Hazard Mitigation Plan. She also attended a public hearing about the Fircrest campus Master Development Plan.
- Commissioner Ricker reported on the WASWD Government Relations Committee legislative recap. The committee expects the Legislature next session will focus on possible changes to the Growth Management Act. Districts need to be aware of the possible implications.
- Commissioner Haines attended the Chamber of Commerce meeting.

12. **EXECUTIVE SESSION.** None.

13. **WORDS FOR THE GOOD OF THE ORDER.** Commissioners and staff had a general discussion about the challenges of growth.

14. **NEXT MEETING**

- Regular meeting of Board of Commissioners, Tuesday, April 2, at 3:00 p.m.

15. **CONCLUSION**

Commissioner Hale concluded the meeting at 4:25 p.m.

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines

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Commissioner Ron Ricker