



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

April 2, 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  
Charlotte Haines, Secretary

#### **Staff and Consultants**

Diane Pottinger, District Manager  
Barb Shosten, Director of Finance Commissioner  
Max Woody, Director Operations & Engineering  
Joe Bennett, District Counsel  
Toby Bigger,\* Senior Field Inspector

### **2. PUBLIC COMMENT**

None.

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

Commissioner Haines requested a correction to the agenda showing the correct date and time of the next regular Board meeting. Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously approved the corrected 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 March 19 regular meeting.

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

Commissioner Haines moved to approve voucher numbers 7366-7381 and 120466-120503 in the amount of \$298,696.18, all from the maintenance fund. Commissioner Ricker seconded. Commissioner Hale asked about specific vouchers. The motion passed unanimously.

### **6. OLD BUSINESS**

- a. **Fircrest Campus Project Updates.** Ms. Pottinger was pleased to report that the Department of Social and Health Services (DSHS) and the District have agreed in principle on the final Memorandum of Understanding (MOU). She also expects to receive a proposed Waster System Extension Agreement (WSEA) from DSHS later this week for the 120-bed hospital and laundry facility project. She expects both documents will be on the April 15 or May 7 meeting agenda for Board approval.
- b. **Resolution 2024.03.07, approving on-call engineering services contract with BHC Consultants LLC.** Ms. Pottinger reported that after extensive negotiation, BHC has agreed to an updated on-call consulting agreement with the District for three types of

consulting work. *ACTION*: Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board unanimously approved the corrected resolution.

## 7. NEW BUSINESS

- a. **Enduris - Board of Directors, Application for Nominations.** None of the commissioners expressed interest in running for a Board position.
- b. **Resolution 2024.04.09, approving purchase of Peterbilt truck cab and chassis under the State Department of Enterprise Services (DES) contract.** Mr. Woody explained that the District's existing dump truck is 27 years old and needs to be replaced. The old truck will be auctioned after a new truck has been received. This will be the first phase of a two-phase custom truck build. Commissioners asked questions. *ACTION*: Upon motion by Commissioner Haines and second by Commissioner Ricker the Board unanimously approved the corrected resolution.
- c. **Resolution 2024.04.10, ratifying task order and approving contract with Evergreen Coating Engineers LLC.** Mr. Woody explained the background. Evergreen Coating will be under contract to assist with bidding on the project and inspecting the work done by the contractor that is hired. The contractor will pressure wash the entire 3.7 MG reservoir and repaint the dome top of the tank. *ACTION*: Upon motion by Commissioner Haines and second by Commissioner Hale the Board unanimously approved the resolution.
- d. **Informed Consent for Inslee Best.** Ms. Pottinger explained that the Inslee Best law firm is representing the purveyors' negotiating group on the Seattle Public Utilities (SPU) water contract. The firm requires all participating purveyors to sign the informed consent letter, waiving any potential conflict of interest arising from the purveyors' differing positions on one particular contract issue. *ACTION*: Upon motion by Commissioner Haines and second by Commissioner Ricker the Board unanimously approved the informed consent letter and directed the District Manager to sign the letter on the District's behalf.
- e. **Potential Change of Administrative Office Hours.** Ms. Pottinger explained that staff has expressed interest in closing the office on Fridays and allowing staff flexibility to work shortened schedule on Fridays, potentially work remotely one day per week or working four 10-hour days depending on the individual. Ms. Shosten shared that Friday is the slowest day of the week for customer visits and telephone calls. She noted that electronic payments have doubled since 2019. Management proposes implementing the new flex schedule on a trial basis through year end. Commissioners encouraged plenty of notice to customers. Management will prepare a written policy for Board approval, along with a draft newsletter article explaining the change and other examples of public notification.

## 8. DIRECTORS' AND MANAGER'S REPORTS

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

Ms. Shosten reported:

- The State Auditor Office (SAO) exit conference was held on March 25.
- The next SAO audit will begin in September.
- She expects to begin a study to update the District's connection charge in the near future.

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

Mr. Woody reported:

- He is working with a consultant to update the form Water System Extension Agreement (WSEA). One of the changes he will be proposing is adjusting the timing of payment of the WSEA fee.
- The bid opening for the 3.7 MG reservoir roof recoating project will be next week.
- The 41st to Beach Drive Connection project Small Works package will be sent out this week. He expects to select a contractor for the project and bring it back to the Board at one of the next two board meetings.
- He expects to submit a right of way application to the City of Shoreline for the 6<sup>th</sup> Avenue project this week.
- He will work with PACE engineering to design a project to address water lines that have had the most main breaks in the past few years. This proactive project might prevent future main breaks and save the District money. He envisions this type of project as an annual project, repairing water mains that have had main breaks.

**c. District Manager**

Ms. Pottinger:

- Submitted comments on Sound Transit’s design drawings for the NE 145<sup>th</sup> Street portion of the BRT project.
- Summarized her recent meeting with Sindelar Communications.
- Shared the agenda for the Washington Association of Sewer and Water Districts (WASWD) spring conference.
- Has nearly completed the American Water Works Association (AWWA) benchmarking survey.

9. **LEGAL REPORT.** Mr. Bennett reported on a presentation he gave about so-called “First Amendment Auditors.” He described how this issue has impacted government entities. He sent his presentation materials and handouts to Ms. Pottinger.

10. **EXECUTIVE SESSION.** None.

11. **COMMISSIONER REPORTS**

- Commissioner Hale reported on a proposed large multifamily development. She reported on the North City Neighborhood Association meeting that she recently attended. Parking enforcement was a major topic and several representatives from the City and Police Department were in attendance.
- Commissioner Haines also attended the Neighborhood Association meeting.

12. **EXECUTIVE SESSION.** None.

13. **WORDS FOR THE GOOD OF THE ORDER.** None.

14. **NEXT MEETING**

- Regular meeting of Board of Commissioners, Monday, April 15, at 11:00 a.m.

15. **CONCLUSION**

Commissioner Hale concluded the meeting at 5:02 p.m.

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines

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Commissioner Ron Ricker