



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

April 15, 2024

1. CALL TO ORDER

The meeting was called to order at 11:00 a.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 to add an item under new business: call a special meeting on April 23 at 3:00 p.m. Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously approved the agenda as adjusted.

4. APPROVAL OF MINUTES

Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to approve the minutes of the April 2 regular meeting.

5. APPROVAL OF VOUCHERS

Commissioner Hale moved to approve voucher numbers 7382-7398 and 120504-120547 in the amount of \$360,372.28 from the maintenance fund, and invoice 891 in the amount of \$10,355.60 from the capital fund. Commissioner Haines seconded. Commissioner Hale asked about specific vouchers. Ms. Pottinger identified the franchise fees paid to the cities of Shoreline and Lake Forest Park. The motion passed unanimously.

6. OLD BUSINESS

- a. **Fircrest Campus Project Updates.** Ms. Pottinger provided an update. The Department of Social and Health Services (DSHS) and the District have agreed in principle on the final Memorandum of Understanding (MOU). She and DSHS have discussed options for payments under the Water System Extension Agreement (WSEA). There was a general discussion of the project. She will present the MOU and WSEA to the Board for approval after DSHS signs the final forms of both agreements.
- b. **Highlands Utility District Interlocal Utility Services Agreement.** Ms. Pottinger stated that she is nearing final agreement with Highlands Utility District (HUD) on the

Interlocal. The agreement would allow the District to back up HUD when their employees are on vacation, at HUD's expense.

7. NEW BUSINESS

- a. **Per Diem Rate Approval.** ACTION: Upon motion by Commissioner Ricker, seconded by Commissioner Haines, the Board approved the motion for a \$135/day per diem rate for attending out of state conferences.
- b. **Special Meeting on Tuesday, April 23.** Ms. Pottinger identified four specific business items that require approval prior to the next regular meeting on May 7. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to hold a special meeting on Tuesday, April 23 at 3:00 p.m. The agenda will include these four business items.

8. DIRECTORS' AND MANAGER'S REPORTS

a. **Director of Finance**

Ms. Shosten is working on completing financial reports to be submitted to the State Auditors Office in the coming month.

b. **Director of Operations and Engineering**

Mr. Woody reported:

- The bid opening for CIP 2024.02 - 3.7 MG reservoir roof recoating was last week.
- A second bid opening is scheduled for 41st Street to Beach Water Main installation Project. Both project contracts are expected to be on the agenda for the April 23 special meeting.
- He is working on a contract with PACE engineering to design a project to address water lines that have had a number of recent main breaks in one neighborhood. The contract with PACE is expected to be on the April 23 meeting agenda.
- One of our WSEA projects is nearly ready to close. The developer has requested a latecomer agreement for the project. This project is expected to be on the April 23 special meeting agenda.
- He provided an update on CIP 2021.04 Beach Drive Creek Crossing boring project.
- CIP 2022.04 3rd Ave NE Water Main Installation Project: he is coordinating with the City of Shoreline regarding other projects in the vicinity.
- CIP 2022.03 6th Ave NE Project: right of way permit application was submitted recently and expects to put the project out to bid once it is received.
- Mr. Woody discussed the multiple road closures in the area.

c. **District Manager**

Ms. Pottinger reported:

- No updates on the Seattle Public Utilities (SPU) contract negotiations.
- SPU has not yet responded to the District questions regarding the Tolt Project.
- The District will be hosting hearing tests for employees on April 29.
- She attended the memorial service for Rick Driftmier, a long-time consultant.
- She is working on the cell tower leases and subleases.

9. LEGAL REPORT None.

10. **EXECUTIVE SESSION.** None.

11. **COMMISSIONER REPORTS**

- Commissioner Hale reported on the recent Chamber of Commerce event at Shoreline City Hall.

12. **EXECUTIVE SESSION.** None.

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

14. **NEXT MEETINGS**

- Special meeting of Board of Commissioners, Tuesday, April 23, at 3:00 p.m.
- Regular meeting of Board of Commissioners, Tuesday, May 7, at 3:00 p.m.

15. **CONCLUSION**

Commissioner Hale concluded the meeting at 11:55 a.m.

Commissioner Patricia M. Hale

Commissioner Charlotte Haines

Commissioner Ron Ricker