



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

May 7, 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
Bill Reynolds, PACE Engineering
Bob Gregg,* WZL Enterprises LLC

2. PUBLIC COMMENT

None.

3. APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Ms. Pottinger provided an updated agenda. Upon motion by Commissioner Ricker and second by Commissioner Haines, 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 15 regular meeting and April 23 special meeting.

5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7399-7414 and 120548-120601 in the amount of \$244,266.22 from the maintenance fund, and invoice 892 -894 in the amount of \$36,189.07 from the capital fund. Commissioner Ricker seconded. Commissioner Hale asked about specific vouchers. The motion passed unanimously.

6. OLD BUSINESS. None.

7. NEW BUSINESS

- a. **Resolution 2024.05.13, Approving the Contract with PACE Engineers for Design and Permitting and Bidding Support for water main replacement 37th and 38th Ave NE Project (CPI 2024.03).** Mr. Woody introduced the topic. The project will have two phases. The current main was installed in 1952 and needs replacement. Mr. Reynolds looks forward to working with District staff. ACTION: Upon motion by Commissioner

- Ricker and second by Commissioner Hale, the Board unanimously adopted the resolution.
- b. **Resolution 2024.05.14, Acknowledging Completion of WSEA for Paramount Apartments and Accepting Bill of Sale.** *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution.
 - c. **Resolution 2024.05.15, Identifying Possible Latecomer Agreement and Setting Time and Date for Public Hearing.** Ms. Pottinger explained the process for latecomer agreements. If approved, Ms. Pottinger will contact all benefited property owners and the developer about a public hearing at the June 4 regular Board meeting. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution.
 - d. **2023 Consumer Confidence Report.** Ms. Pottinger discussed the report, which she will distribute to members of the Shoreline and Lake Forest Park city councils. *ACTION:* Upon motion by Commissioner Ricker and second by Commissioner Hale, the Board unanimously approved the report.
 - e. **Temporary Change in District Office Hours.** Ms. Pottinger stated that she is ready to list the new office hours on the website. Office hours will be: 7:30 a.m. to 5:00 p.m. on Monday, Tuesday and Thursday, and 8:30 a.m. to 5:00 p.m. on Wednesday. Commissioners asked that staff to make regular reports on how the change is working. *ACTION:* Upon motion by Commissioner Ricker and second by Commissioner Hale, the Board unanimously approved the temporary change in office hours.

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

a. **Director of Finance**

Ms. Shosten reported:

- She is working on completing financial reports.
- She will provide a mid-year report in August. She expects the drought conditions will result in less customer water usage. This will impact the District's revenues.

b. **Director of Operations and Engineering**

Mr. Woody reported:

- He attended the PNWS-AWWA conference in Spokane last week, which included informative sessions on public projects and employee retention.
- One of the sessions he attended was on lead and copper service line replacement. The session illustrated that the District's approach is effective.
- He discussed the 41st Street to Beach Drive project that impacts the Sheridan Beach neighborhood.

c. **District Manager**

Ms. Pottinger reported:

- She attended both the WASWD and PNWS-AWWA conferences.
- She shared that she attended several great sessions about a major water main break in Portland, a new reservoir and pressure zone on Queen Anne Hill in Seattle, and Operator Training shortages and how they are being met across the tri-state region.
- She participated in the WASWD Managers' meeting. Topics included the updated MRSC Small Works roster which the District may look at adopting.

- She provided an update on the Capital Projects Advisory Review Board, which met today regarding Substitute House Bill 1621 which raised the bid limits for governments.
 - No update on SPU contract negotiations.
 - Another district is proposing to increase the latecomer connection charge window from 15 to 20 years as part of the proposed items to be introduced in the 2025 legislative session.
9. **LEGAL REPORT** Mr. Bennett shared highlights of last week’s WASWD attorneys’ group meeting. Topics included PFAS litigation, EPA policy decision not to enforce CERCLA liability against public water systems. He also will work with WASWD on a training seminar for district staff members on how to deal with so called “First Amendment Auditors.”
10. **EXECUTIVE SESSION**. None.
11. **COMMISSIONER REPORTS**
- Commissioner Hale will attend the Shoreline Chamber of Commerce luncheon tomorrow. She attended a dedication of the Cedar (Science/Engineering/Manufacturing) building at Shoreline Community College. The Savvy Gardener meeting will be held here on May 14.
 - Commissioner Haines will attend the SPU Operating Board meeting this week.
12. **EXECUTIVE SESSION**. None.
13. **WORDS FOR THE GOOD OF THE ORDER**. None.
14. **NEXT MEETINGS**
- Regular meeting of Board of Commissioners, Tuesday, May 21, at 3:00 p.m.
15. **CONCLUSION**
Commissioner Hale concluded the meeting at 4:55 p.m.

Commissioner Patricia M. Hale

Commissioner Charlotte Haines

Commissioner Ron Ricker