



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

May 21, 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**

Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously approved the corrected agenda.

### **4. APPROVAL OF MINUTES**

Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to approve the minutes of the May 7 regular meeting.

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

Commissioner Ricker moved to approve voucher numbers 7415-7430 and 120602-120629 in the amount of \$199,316.34 from the maintenance fund, and invoice 895-898 in the amount of \$19,582.85 from the capital fund. Commissioner Hale seconded. Mr. Woody and Ms. Pottinger provided additional information about specific vouchers. The motion passed unanimously.

### **6. OLD BUSINESS.** None.

- a. **Fircrest Campus Projects.** Ms. Pottinger and Mr. Woody provided an update on the ongoing discussion for the water system extension agreement for the 120-bed nursing facility and laundry.

### **7. NEW BUSINESS**

- a. **Highland Utility District Interlocal Agreement for Utility Services.** Ms. Pottinger and Mr. Woody discussed the latest draft and how the agreement would impact the District. She will work with Mr. Bennett to finalize the agreement for Board approval in June.

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

a. **Director of Finance**

Ms. Shosten reported: Financial statements will be completed next week.

b. **Director of Operations and Engineering**

Mr. Woody reported:

- The 41<sup>st</sup> to Beach Drive project (CIP 2022-01) was awarded. After discussions with the Sheraton Beach Club in April, he reached out to an arborist to look at options for the crossing and how they might impact the trees.
- The Beach Drive Creek Crossing project (CIP 2021-04) is still awaiting approval of a Right of Way Permit. He has had recent discussions with Lake Forest Park about bridge paving that he will be discussing with the Attorney.
- The 6<sup>th</sup> Avenue Project (CIP 2022-03) is waiting for City of Shoreline to complete its review. He said the City's transportation mobility staff were looking at the plans as there are many American Disability Act (ADA) ramps that were required as a part of the project.
- He met with Varius just prior to the Board meeting to discuss the timing of the Shake Monitor Project (CIP 2024-01). They hoped to have the project completed later this summer.

c. **District Manager**

Ms. Pottinger reported:

- She attended today's Chamber of Commerce economic development committee meeting to discuss utilities with their members. They had several questions to discuss about how to work with the City of Shoreline more effectively. Representatives from Seattle Public Utilities were also in attendance.
- SPU Contract negotiations team will meet next week.
- She had met with Sound Transit – Lynnwood Link and discussed the need for an increased deposit. She is also reviewing Sound Transit water main easements at both stations.
- Staff will meet with the Department of Health next week to complete a sanitary survey.

9. **LEGAL REPORT** None.

10. **COMMISSIONER REPORTS**

- Commissioner Hale reported on last night's Section IV meeting. She shared a newspaper article about cyber-attacks on smaller government agencies.
- Commissioner Ricker will attend the SPU Contract Discussions meeting next week.

11. **EXECUTIVE SESSION**. Commissioner Hale announced an executive session for 20 minutes to discuss potential litigation and legal risk with Mr. Bennett pursuant to RCW 42.30.110(1)(i). The executive session started at 3:49 p.m. At 4:09 p.m. the Board extended for 20 minutes. The executive concluded at 4:29 p.m.

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

13. **NEXT MEETING**

- Regular meeting of the Board of Commissioners, Tuesday, June 4, at 3:00 p.m.

14. **CONCLUSION**

Commissioner Hale concluded the meeting at 4:31 p.m.

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines

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Commissioner Ron Ricker