



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

June 18, 2024

1. CALL TO ORDER

The meeting was called to order at 3:01 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
Toby Bigger,* Senior Inspector
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 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 June 4 regular meeting.

5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7448-7464 and 120673-120701 in the amount of \$133,860.80 from the maintenance fund, and invoice 900-901 in the amount of \$4,913.55 from the capital fund. Commissioner Ricker seconded. Mr. Woody and Ms. Pottinger provided additional information about specific vouchers in response to email questions from Commissioner Haines and Hale. The motion passed unanimously.

6. OLD BUSINESS. None.

8. NEW BUSINESS

- a. Resolution 2024.06.18, approving Water Service Extension Agreement (WSEA) with Shoreline School District (SSD). Ms. Pottinger explained that SSD has not yet signed the WSEA but intends to sign later this week. Typically, the Board does not approve WSEA's until after the developer signs and pays remaining fees owing. Ms. Pottinger suggested that the Board authorize her to sign the WSEA after receiving SSD's signature and payment and the Board can formally adopt the resolution at the next meeting.
ACTION: Upon motion by Commissioner Hale and second by Commissioner Haines, the

Board unanimously authorized Ms. Pottinger to sign the WSEA on behalf of the District upon received of signature and payment from SSD.

- b. **Purchase Order 17879 North End Truck.** Mr. Woody provided background on the dump truck replacement. He requested Board approval of a dump truck bed for the new dump truck through the State DES contract in the amount of \$70,217.63, including tax. ACTION: Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to approve the purchase through the DES contract.

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

a. **Director of Finance**

Ms. Shosten reported:

- She received one customer comment on the new four-day work week in the administrative building.

b. **Director of Operations and Engineering**

Mr. Woody reported:

- He attended the Lake Forest Park event and the District booth had approximately 130 visitors. Visitors enjoyed the 3D map on loan from King County and the sample emergency preparedness kits that were distributed
- He attended the American Water Works Association (AWWA) annual conference and exposition (ACE) in California last week.
- He will report on ongoing projects at the next Board meeting.
- He answered commissioner questions about the District's capital projects map.

c. **District Manager**

Ms. Pottinger reported:

- She shared comments from customers about last week's Savvy Gardener class. Over 50 attended.
- She is working with other staff on gathering asbuilts and contracts past development projects.
- WASWD Legislator Year Rep. Davina Duerr and Northshore Utility District will host the presentation event next month.

10. **LEGAL REPORT** Mr. Bennett reported on the status of contract negotiations with Department of Social and Health Services (DSHS) regarding Fircrest, and Highlands Utility District (HUD). He sent his final comments to both agencies.

11. **COMMISSIONER REPORTS**

- Commissioner Haines commended about the great speaker at the Savvy Gardener class that she attended with Commissioner Hale. She also attended the Section IV meeting last night.
- Commissioner Hale reported on the SPU Cedar River watershed tour. Both the Cedar River and Tolt watershed have satisfactory water levels. She also reported on the Shoreline Chamber of Commerce meeting.

12. **EXECUTIVE SESSION.** None.

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

14. **NEXT MEETING**

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

15. **CONCLUSION**

Commissioner Hale concluded the meeting at 4:13 p.m.

Commissioner Patricia M. Hale

Commissioner Charlotte Haines

Commissioner Ron Ricker