



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

September 3, 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
Bob Heivilin, Utility Worker 5
Mike Oberstadt, Utility Lead

Also Present

Jason Mosebar and Erik Ongstad from Sensus.

2. PUBLIC COMMENT None.

3. APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Ms. Pottinger proposed taking Item 7.b. before approval of minutes. Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board unanimously approved the updated agenda.

7. b. Sensus Advanced Metering Infrastructure Agreement.

Representatives of Sensus explained the proposed agreement. Sensus is flexible as to the term (1 - 5 years) and welcomes any comments or suggestions to the agreement. Staff identified some issues with past performance. Commissioners asked questions. No action was taken.

4. APPROVAL OF MINUTES

Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to approve the minutes of the August 20 regular meeting.

5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7531-7546 and 120871-120917 in the amount of \$602,828.41 from the maintenance fund and voucher numbers 918-924 for \$313,583.05 from the capital fund. Commissioner Hale seconded. Staff answered questions from Commissioners Haines and Hale about specific invoices. The motion passed unanimously.

6. **OLD BUSINESS.** None.

7. **NEW BUSINESS**

- a. **Acknowledgement of Receipt of Claim for Damages.** The Board of Commissioners acknowledged receipt of a claim for damages from WZL Enterprises, LLC.
- c. **WASWD Retrospective Rating Committee Nominations.** Four committee positions are up for election and each participating district may nominate two people – including one nominee from the member district -- to fill the positions.

ACTION: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board nominated Curt Brees and Kelly Boswell to serve on the WASWD retro committee.

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

a. **Director of Finance Report**

Ms. Shosten:

- Shared her feedback last year to the State Auditor's Office (SAO) regarding timeliness of the audit. She requested this year's audit start in September.
- Received no further feedback from customers about the administrative building office hours.
- Continues to work on cost-of-service analysis.

b. **Director of Operations and Engineering**

Mr. Woody reported that:

- He and Jesse Foss did fire hydrant training last week with local fire stations. Training included prevention of water hammers.
- He provided an update on dealing with vendors and contractors.

c. **District Manager**

Ms. Pottinger:

- Reported on the third quarter newsletter and how staff decided the topic.
- She also shared that she was working to come up with a reasonable cost to share in a new project with Sound Transit on SR 522.

9. **LEGAL REPORT** None.

10. **EXECUTIVE SESSION**

Upon motion by Commissioner Haines and second by Commissioner Hale, the Board went into executive session for 10 minutes to discuss pending or potential litigation and legal risk with Mr. Bennett pursuant to RCW 42.30.110(1)(i). The executive session began at 4:11 p.m. and concluded at 4:21 p.m.

11. **COMMISSIONER REPORTS**

- None

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

13. **NEXT MEETING**

- Regular meeting of Board of Commissioners, Tuesday, September 17, 2024, at 3:00 p.m.

14. **CONCLUSION**

Commissioner Hale concluded the meeting at 4:24 p.m.

Commissioner Patricia M. Hale

Commissioner Charlotte Haines

Commissioner Ron Ricker