



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

October 1, 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  
Toby Bigger,\* Senior Inspector

### 2. PUBLIC COMMENT None.

### 3. APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously approved the agenda as presented.

### 4. APPROVAL OF MINUTES

Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to approve the minutes of the September 17 regular meeting as corrected.

### 5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7563-7579 and 120950-120988 in the amount of \$224,469.69 from the maintenance fund and voucher numbers 928-932 for \$56,352.58 from the capital fund. Commissioner Ricker seconded. Mr. Woody shared information about specific invoices. The motion passed unanimously.

### 6. OLD BUSINESS. None.

### 7. NEW BUSINESS. None.

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

#### a. **Director of Finance Report**

Ms. Shosten:

- Will share the results of the costs of service analysis at the next Board meeting.
- She asked commissioners for input as to which customers should she review impacts of the proposed cost of service rates.

**b. Director of Operations and Engineering**

Mr. Woody:

- Showed the District's GPS unit for helping with locating District assets for the GIS system. He and staff met with the District's contractor earlier today to help develop a the first year of a long term plan to upgrade the District's GIS. Mr. Bigger shared he believes the updated system will be an asset to the District but there is a staff learning curve. Staff are excited about the expected benefits of the updated system and the potential different District programs it can be tied to.
- Reported a vehicle collision broke a fire hydrant southeast of the Shoreline North Light rails station
- Delivery of the District's new 10-yard dump truck has been delayed until October.
- Beach Drive Creek Crossing Project (CIP 2021-04): He has had recent discussions with the consulting engineers and the City of Lake Forest Park.
- He shared discussions with other districts at WASWD about inspecting and reporting lead service lines.

**c. District Manager**

Ms. Pottinger:

- Asked for feedback from commissioners who attended the WASWD session that she presented with Mr. Woody and Mr. Bennett.
- The City of Shoreline is close to adopting its new comprehensive plan and she had offered minor comments to the Planning Commission.
- She previewed the upcoming SPU Operating Board meeting. She shared a letter from Andrew Lee of SPU, seeking a one-year extension of the contract pending ongoing negotiations. This will be a topic at a future Board meeting.
- She reported that the lead service line inspection report is now complete and expects to submit it to the state of Washington today or tomorrow. She will post information to the website and include in the next District newsletter.

9. **LEGAL REPORT** Mr. Bennett provided an update on contract negotiations with DSHS. He also discussed the presentation with Mr. Woody and Ms. Pottinger at the WASWD conference. He will be on vacation from October 5 – 19.

10. **COMMISSIONER REPORTS**

- Commissioner Hale reported on two particularly valuable sessions at the WASWD conference: cyber security and solar panels at district facilities. Mr. Woody responded that the decant facility would be a possible option for solar panels that he can look into next year.

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

12. **NEXT MEETING**

- Regular meeting of Board of Commissioners, Tuesday, October 15, 2024, at 3:00 p.m.

13. **CONCLUSION**

Commissioner Hale concluded the meeting at 4:33 p.m.

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines

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Commissioner Ron Ricker