



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

October 15, 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

### 2. PUBLIC COMMENT None.

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

Ms. Pottinger requested item 7a be removed from the agenda until a later meeting. Upon motion by Commissioner Hale and second by Commissioner Ricker, the Board unanimously approved the agenda as adjusted.

### 4. APPROVAL OF MINUTES

Commissioner Hale pointed out a correction to the minutes. Upon motion by Commissioner Ricker and second by Commissioner Hale, the Board voted unanimously to approve the minutes of the October 1 regular meeting as corrected.

### 5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7580-7596 and 120988-121022 in the amount of \$469,514.87 from the maintenance fund and voucher numbers 933-934 for \$1,839.98 from the capital fund. Commissioner Ricker seconded. Commissioner Hale had comments on specific vouchers. 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:

- Shared that the Cost of Service Analysis, originally planned for in 2024, will need to be postponed and completed concurrently with the Connection Fee Study in

early 2025. The 2025 budget will be presented in late November and early December of this year.

**b. Director of Operations and Engineering**

Mr. Woody:

- Share that our newest employee, Christian Eley, has been with the District now for one year and had recently passed his Water Distribution Manager Level 1 exam.
- ShakeMonitor status (CIP 2024-03), the new monitors had recently been installed and are currently “learning the ground movement in their specific areas” for the next several weeks before they will be officially ready for service. Depending on how these devices go, the District may consider installing similar devices at the 2.0 MG reservoir, Admin bldg., and the shop for in the future.
- Emergency water filling station training is scheduled for Thursday this week at the 3.7 MG Reservoir site.
- Great Washington Shakeout earthquake drill on Thursday morning. He hopes that next year we can participate with other agencies across the state.
- Discussed different options for improving both the audio and video options in board room that can be used for both board meetings and large gatherings.
- Shared a broken hydrant meter that he has on display in the Board room. He hopes to share it with contractors to remind them that they need to protect in the cold weather.

**c. District Manager**

Ms. Pottinger:

- Shared that the Water System Extension Agreement (WSEA) with Fircrest is nearly complete and she would like to propose that the Board call a special meeting later this week to sign the agreement.

*ACTION:* Commissioner Hale made a motion to call a special meeting of the Board of Commissioners on Thursday, October 17 at 11:00 am. The sole item of business will be consideration and possible approval of a WSEA with DSHS for the Fircrest Hospital facility and Laundry. Commissioner Ricker seconded the motion. It passed unanimously.

- Shared that the District had submitted the lead service line information to the State on October 3. She is in the process of posting the information as to what we learned on our website. She wanted to recognize Mike Oberstadt, Harold Berge, Max Woody and Toby Bigger as well as herself that did work on this project.
- She, along with Max and Toby, are working with Sound Transit to close out the Lynnwood Link WSEA.
- She expected to bring back a draft of the District’s Hazard Mitigation Plan for the Board to review at the first meeting in December.

9. **LEGAL REPORT** None.

10. **COMMISSIONER REPORTS**

- Commissioner Ricker discussed the status of the SPU contract negotiations and that we reached a pretty good milestone at our meeting earlier this month.
- Commissioner Haines None.

- Commissioner Hale had questions about the new waterfront park in Lake Forest Park. She shared some paperwork as to how others in the state of Washington and western United States were handling their lead service line inventories.

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

12. **NEXT MEETING**

- Special meeting of Board of Commissioners, Thursday, October 17, 2024, at 11:00 a.m.

13. **CONCLUSION**

Commissioner Hale concluded the meeting at 4:44 p.m.

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines

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Commissioner Ron Ricker