



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

November 5, 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
Toby Bigger,* Senior Inspector

2. PUBLIC COMMENT None.

3. APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Ms. Pottinger requested items 6.a. and 6.b. be removed from the agenda until November 19 when she expects to receive both documents from DSHS. Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously approved the agenda as adjusted.

4. APPROVAL OF MINUTES

Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to approve the minutes of the October 15 regular meeting and October 17 special meeting.

5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7597-7611 and 122023-121083 in the amount of \$367,363.85 from the maintenance fund and voucher numbers 935-939 for \$22,788.84 from the capital fund. Commissioner Hale seconded. Mr. Woody answered questions about a specific voucher. The motion passed unanimously.

6. OLD BUSINESS. None.

7. NEW BUSINESS.

- a. **Resolution 2024.11.32, approving amendment to consulting contract with David Evans and Associates, Inc.** Ms. Pottinger reported that she made a correction from an earlier resolution on this project. Commissioners asked questions about the contract.

ACTION: Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution.

- b. **SPU Contract Extension.** Ms. Pottinger reported that SPU has asked all wholesale

purveyors for a contract extension agreement which will allow discussions to continue through January 2026. SPU has provided a signed agreement for the District to approve and sign. *ACTION:* Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board approved the short-term contract extension with SPU.

- c. **WASWD Retrospective Rating Program – Ballot.** *ACTION:* Upon motion by Commissioner Hale and second by Commissioner Haines the Board voted for reappointment of the current retro committee members.
- d. **WASWD Sections III and IV Request for Contributions.** Ms. Pottinger shared a letter from WASWD and provided background. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board approved a contribution of \$1,000 for the technical support initiative.

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

a. **Director of Finance Report**

Ms. Shosten:

- Reported on the upcoming SAO exit conference. She will present the 2025 budget at the next meeting.
- The office will be closed on Wednesday before Thanksgiving.

b. **Director of Operations and Engineering**

Mr. Woody:

- Reported on options for updating the AV system for the Board room. Cost proposals came in high. He did a follow-up solicitation for other local vendors for a more modest upgrade, which resulted in a \$10,000 proposal. Commissioners supported the approach.
- 6th Avenue NE and NE 168th St Project (CIP 2022.03): Bid package will be ready for advertising in the next two weeks and a bid opening in early December. The engineer's estimate is \$1.7 million for this phase of the project.
- 41st Avenue Project (CIP 2022.01): He is coordinating with King County Parks with regards to their trail in the area.
- Beach Drive Creek Crossing Project (CIP 2021.04): The District has completed the SEPA checklist, and the City of Lake Forest Park has issued a DNS for this project. The two-week review period should start tomorrow when the DNS will be published.

c. **District Manager**

Ms. Pottinger:

- Reported on a claim for damages that resulted in a lawsuit. Enduris has hired an attorney to defend the District.
- Confirmed the IT consultant will update commissioners' computers next week.
- Reminded the commissioners that the Annual All Staff meeting will be on Thursday, December 5. More information about the meeting will be forthcoming.
- On Wednesday, November 13 at 11:00 a.m., DSHS will host a ground-breaking ceremony at the new Fircrest facility. She encouraged commissioners to attend.

9. **LEGAL REPORT** Mr. Bennett reported on his follow-up with property owners that have not yet responded to the joint easement. He also reported on the WASWD attorney group

meeting earlier today. He cautioned staff or commissioners participating in Zoom meetings to be careful about the AI transcription setting.

10. **COMMISSIONER REPORTS**

- Commissioner Hale reported on graffiti on a Seattle Public Utility property she had recently seen occur. There was also a discussion about graffiti at another district.

11. **EXECUTIVE SESSION**

Upon motion by Commissioner Ricker and second by Commissioner Hale, the Board voted to go into executive session for 10 minutes to discuss the performance of a public employee pursuant to RCW 42.30.110(1)(g). The executive session started at 4:40 p.m. and concluded at 4:50 p.m.

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

13. **NEXT MEETING**

- Regular meeting of Board of Commissioners, Tuesday, November 19, 2024, at 3:00 p.m.

14. **CONCLUSION**

Commissioner Hale concluded the meeting at 4:54 p.m.

Commissioner Patricia M. Hale

Commissioner Charlotte Haines

Commissioner Ron Ricker