



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

November 19, 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.

#### **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  
Paulyne Perez, Utility Office Supervisor

### **2. PUBLIC COMMENT** None.

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

Ms. Pottinger requested items 13 Upcoming Events have the date of December 7, 2024, be added to the agenda. Upon motion by Commissioner Ricker and second by Commissioner Hale, the Board unanimously approved the agenda as adjusted.

### **4. APPROVAL OF MINUTES**

Ms. Pottinger identified an edit on the November 4, meeting minutes which had been pointed out by two commissioners. Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to approve the corrected minutes of the November 4 special meeting and the minutes from the November 5 regular meeting.

### **5. APPROVAL OF VOUCHERS**

Commissioner Haines moved to approve voucher numbers 7612-7627 and 121084-121116 in the amount of \$188,329.12 from the maintenance fund and voucher number 940 for \$5,685.60 from the capital fund. Commissioner Hale seconded. Ms. Pottinger answered a question about a specific voucher. The motion passed unanimously.

### **6. OLD BUSINESS.**

The commissioners asked Ms. Pottinger to let them know when the ribbon cutting event at Fircrest would be rescheduled to. She said she would.

### **7. NEW BUSINESS.**

- a. **Budget** Director of Finance Barb Shosten lead the discussion walking through the District's 2025 budget. The presentation included the revenue requirement, the budget at a glance for both the operating revenues and the operation costs. Mr. Woody shared his

comments on the vehicle replacement account and Ms. Pottinger discussed the upcoming 10-year capital budget. After considerable discussion, the Board was pleased with what they had seen and asked staff to bring back the resolutions for the 2025 budget, the rate increase, and the proposed staff cost of living adjustment.

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

a. **Director of Finance Report**

Ms. Shosten:

- Reported that the SAO exit conference will be tomorrow. She asked the Commissioners to have a representative attend. Commissioner Ricker agreed.

b. **Director of Operations and Engineering**

Mr. Woody:

- Shared the new dump truck should arrive prior to the end of the year.
- 6<sup>th</sup> Avenue NE and NE 168<sup>th</sup> St Project (CIP 2022.03): Bid package was posted on the builders' exchange and advertised in the Daily Journal of Commerce. He shared he had just completed an addendum to the project.

c. **District Manager**

Ms. Pottinger:

- She hoped to bring back the updated Fircrest WSEA and the MOU to the next Board meeting.
- SPU purveyors will be having a contract discussion following the next Board meeting.

9. **LEGAL REPORT** None.

10. **COMMISSIONER REPORTS** None

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

12. **NEXT MEETING**

- Regular meeting of Board of Commissioners, Tuesday, December 5, 2024, at 3:00 p.m.

13. **CONCLUSION**

Commissioner Hale concluded the meeting at 5:26 p.m.

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines

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Commissioner Ron Ricker