



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

December 3, 2024

### **1. CALL TO ORDER**

The meeting was called to order at 2:02 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 Robert Bigger,\* Senior Inspector  
Joe Bennett, District Attorney

**2. EXECUTIVE SESSION:** The Board went into executive session for 60 minutes to discuss the performance of a public employee pursuant to RCW 42.30.110(1)(g). The executive session started at 2:02 p.m. and concluded at 3:02 p.m. The Board returned to open session.

**3. PUBLIC COMMENT** None.

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

Ms. Pottinger requested removal of items 7.a. and 7.b. from the agenda. Mr. Bennett proposed a second executive session pursuant to RCW 42.30.110(1)(g) at the end of the meeting. Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously approved the agenda as adjusted.

### **5. APPROVAL OF MINUTES**

Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to approve the minutes of the November 18 special meeting and November 19 regular meeting.

### **6. APPROVAL OF VOUCHERS**

Commissioner Ricker moved to approve voucher numbers 7628-7642 and 121117-121153 in the amount of \$311,191.58 from the maintenance fund and voucher numbers 941-947 for \$75,166.24 from the capital fund. Commissioner Haines seconded. Mr. Woody answered questions about a specific voucher. The motion passed unanimously.

**7. OLD BUSINESS.** None.

## 8. NEW BUSINESS.

- a. **Resolution 2024.12.33, setting meeting dates and times for Board of Commissioners 2025 regular meetings.** Ms. Pottinger proposed that all regular meetings could be scheduled on first and third Tuesdays of each month except for the second regular meeting of September, which will be held on Monday, September 15 at 10:00 a.m. ACTION: Upon motion by Commissioner Hale and second by Commissioner Ricker, the Board unanimously adopted the resolution.
- b. **Resolution 2024.12.34, adopting 2025 Operating Budget, Wage Matrix and 2025-2034 Capital Budget.** Ms. Shosten stated that each commissioner will receive a copy of the annual budget book. ACTION: Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution.
- c. **Resolution 2024.12.35, amending and superseding Appendix 3A to the District Code.** Ms. Pottinger explained the changes to Appendix 3A from the prior version. ACTION: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.
- d. **Hazard Mitigation Plan.** Ms. Pottinger reported that King County would like the District to approve its hazard mitigation plan by the end of January. Ms. Pottinger will ask the Board to review and ultimately approve the plan at one or both of its regular meetings in January.

## 9. DIRECTORS' AND MANAGER'S REPORTS

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

Ms. Shosten:

- Reported on the SAO exit conference. The audit was clean with no audit findings. She hopes that next year's audit will start in August.

### b. **Director of Operations and Engineering**

Mr. Woody:

- Reported on the new dump truck that was delivered last week.
- He obtained quotes for a drop-down projector screen and sound system upgrades for the Board room. Installation would be in January-February.
- 6<sup>th</sup> Ave NE and NE 168<sup>th</sup> St Water Main Replacement Project (CIP 2022-03): Bid opening is tomorrow, and he expects multiple bidders.
- Several staff volunteered to help with the North City tree lighting event this upcoming weekend.
- City Light power was disrupted temporarily after the recent windstorm. Backup generators prevented any loss of power to District facilities.

### c. **District Manager**

Ms. Pottinger:

- Stated that the number of galvanized water service lines was less than initially reported last month. Staff will work with the Cities to coordinate these replacements during city overlay projects going forward.

- Reminded commissioners that the all-staff offsite meeting will be this Thursday. The office will close early that day.
- The draft SPU contract will be reviewed on the December 12, 2024 at Coal Creek Utility District.
- She offered to serve again on the Seattle Operating Board as the representative of medium sized purveyors.
- She will be on vacation the week of December 16 and miss December 17 meeting.

**10. LEGAL REPORT** Mr. Bennett reported that he will relocate his office from Edmonds to Seattle effective January 1.

**11. COMMISSIONER REPORTS**

- Commissioner Haines reported on her efforts with the tree lighting event. She encouraged other commissioners to attend. She also reported on the recent Shoreline Planning Commission meeting, which was well attended. The meeting focused on a proposed rezone and the comprehensive plan update.
- Commissioner Hale noted that SPU also relied on backup generators during the windstorm.

**12. EXECUTIVE SESSION:** Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board voted to go into executive session for 15 minutes to discuss the performance of a public employee pursuant to RCW 42.30.110(1)(g). The executive session started at 4:39 p.m. and concluded at 4:54 p.m.

**13. WORDS FOR THE GOOD OF THE ORDER.** Ms. Pottinger reported that the District will adopt two-factor identification for all technology devices.

**14. NEXT MEETING**

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

**15. CONCLUSION**

Commissioner Hale concluded the meeting at 4:59 p.m.

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines

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Commissioner Ron Ricker