



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

January 7, 2025

### **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 Attorney

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

### **3. ELECTION OF OFFICERS**

Commissioner Haines moved the following slate of officers: President – Patricia Hale, Vice President – Ron Ricker, and Secretary – Charlotte Haines. Commissioner Ricker seconded and the motion passed unanimously.

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

Commissioner Haines moved approval of the agenda as presented. Commissioner Ricker seconded and the motion passed unanimously.

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

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

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

Commissioner Haines moved to approve voucher numbers 7658-7671 and 121185-121229 in the amount of \$195,813.96 from the maintenance fund and voucher numbers 953-959 for \$50,286.11 from the capital fund. Mr. Woody answered questions from Commissioners Hale and Haines about specific questions. Commissioner Ricker seconded. The motion passed unanimously.

### **7. OLD BUSINESS:** None.

### **8. NEW BUSINESS.**

- a. **Resolution 2025.01.01, Amending Tile 3 of NCWD Code.** Ms. Pottinger provided background. Commissioners asked questions and suggested one change. ACTION:

Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution with the one change to Title 3.

- b. **Resolution 2025.01.02, Relating to Procurement of Engineering Services.** Ms. Pottinger provided background and an updated list of firms that responded and submitted all required paperwork to be included in the roster. ACTION: Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously adopted the resolution.
- c. **Resolution 2025.01.03, Relating to Establishment of Small Works Roster.** Ms. Pottinger provided background. Commissioners asked questions. ACTION: Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board unanimously adopted the resolution.
- d. **Resolution 2025.01.04, Approving Amendment No. 9 of the Contract with SecurComputing for IT Services.** Ms. Pottinger provided background on the consultant's rates. She answered Commissioner Ricker's question about the District's usage of IT services. ACTION: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.

## 9. DIRECTORS' AND MANAGER'S REPORTS

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

Ms. Shosten:

- Reported that the new (0.6) administrative position has gone out for advertisement and changes in the job description.

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

Mr. Woody:

- Provided an update on the 6<sup>th</sup> Avenue NE, NE 168<sup>th</sup> St Water Main Replacement Project (CIP 2022-03): Contractor has until January 15 to complete the contract compliance requirements.
- Reported that the 41<sup>st</sup> to Beach Drive Project (CIP 2022-01) required an archaeological study, which was completed. A traffic control plan will be submitted to King County Parks for approval as the project impacts the Burke Gilman Trail.
- Reported that no appeal was received on the critical area determination for the Beach Drive Creek Crossing (CIP 2021-04) Project.
- Shared that the North City Apartments (WSEA 2023.04.15) - Alta project across the street will involve road closures this weekend.
- Discussed the lane restrictions on NE 145<sup>th</sup> St.
- Staff determined that of 732 samples only eight service connections included galvanized pipes on both sides (District and customer) of the meter. Reported that he and another District employee attempted to contact in person each of the customers but was only successful with half of them. The District will replace its galvanized service lines in the coming years and educate customers about the composition of their lines.

### c. **District Manager**

Ms. Pottinger:

- Reported that she rejected Sound Transit's request to modify the easements required by the Water System Extension Agreement (WSEA 2017-01).

- Reported on utility management training for AWWA that she is helping to coordinate.
- Shared the District is currently reviewing the draft DSHS comprehensive plan for Fircrest.
- Reported on an interview she participated in earlier today along with three other districts and former director of Washington Association of Sewer and Water Districts. The interview was with the William D. Ruckelhaus Center specific to Water Use Efficiency. One of the outcomes was how utilities calculate non-revenue water and sharing data with other water providers as a resource. She stated that this is a way for water agencies to help each other.
- She will call in for the next Board meeting on January 21.

**10. LEGAL REPORT:** Mr. Bennett will co-present at a WASWD webinar on January 14 at 1:00 p.m. The topic: First Amendment Auditors – Be Prepared.

**11. COMMISSIONER REPORTS**

- Commissioner Hale shared recent news articles relating to water and utilities. She asked about a recent customer water outage. Mr. Woody reported that there was a water line break that was repaired.

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

**13. NEXT MEETING**

- Regular meeting of Board of Commissioners, Tuesday, January 21, 2025, at 3:00 p.m.

**14. CONCLUSION**

Commissioner Hale concluded the meeting at 4:55 p.m.

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines

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Commissioner Ron Ricker