



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

January 21, 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. APPROVAL AND/OR ADJUSTMENTS TO AGENDA

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

4. APPROVAL OF MINUTES

Commissioner Haines and Commissioner Hale noted corrections to the minutes. Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to approve the minutes of the January 7 regular meeting as corrected.

5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7672-7686 and 121230-121263 in the amount of \$269,432.63 from the maintenance fund and voucher numbers 960-964 for \$33,182.94 from the capital fund. Commissioners Hale asked about the audio services invoice. Commissioner Ricker seconded. The motion passed unanimously.

6. OLD BUSINESS: None.

- a. **WASWD Section IV Interlocal Agreement.** Ms. Pottinger provided background. **ACTION:** Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution.
- b. **2006 - 24th Ave NE Project: Joint Easement Update.** Mr. Bennett explained that two property owners out of eleven have failed to sign the joint easement despite multiple communications. Mr. Woody suggested his staff could hand deliver to the two remaining property owners. Commissioners concurred with that approach.

7. NEW BUSINESS.

- a. Resolution 2025.01.05, Approving Expanded Scope of Work with Psomas for Beach Drive Project.** Mr. Woody provided background. ACTION: Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution.
- b. Conflict of Interest Forms.** Commissioners completed their annual conflict of interest forms. Staff will continue to maintain a file of each commissioner's completed forms.

8. DIRECTORS' AND MANAGER'S REPORTS

a. Director of Finance Report

Ms. Shosten reported:

- She is working on close out for 2024 expenses.
- The search continues for the right candidate to fill the open administrative position.

b. Director of Operations and Engineering

Mr. Woody:

- Expects to submit the 6th Avenue project (CIP 2022-03) contract for Board approval at the February 4 meeting.
- Provided an update on the Beach Drive Creek Crossing project (CIP 2021-04). City of Lake Forest Park has given us comments on our ROW permit submittal. Psomas is working on our reply and should have it resubmitted next week.
- Provided an update on the 41st to Beach Connection (Bothell Way Crossing) project (CIP 2022-01) Traffic control plan will be submitted to King County Parks for approval.
- Reported that he is coordinating the 19th Avenue water line replacement project (CIP 2024-04) with the City of Shoreline's ADA sidewalk project. He expects construction will start this spring/summer before the City of Shoreline's project in this same area. Reported he heard back from WSDOT on the traffic control plan for Ballinger Way as part of this project.

c. District Manager

Ms. Pottinger:

- Asked commissioners to review the District's hazard mitigation plan. She hopes to submit the final plan for Board approval at a February Board meeting and once approved to King County.
- Made arrangements for commissioners attending the WASWD Spring Conference.
- Reported on the SEPA for the City of Shoreline NE 148th Street pedestrian bridge project. She noted that the SEPA should reference the District's water line.
- Reported on her dealings with Sound Transit on easement issues.
- She provided comments about the Fircrest water system plan.

10. LEGAL REPORT: Mr. Bennett reported on his presentation at the WASWD webinar on First Amendment Auditors on January 14. He will present on the same topic at the WASWD Spring Conference.

11. COMMISSIONER REPORTS

- Commissioner Hale reminded commissioners: (1) WASWD Commissioners Workshop on Saturday, January 25; (2) Election form F-1 is due to the Public Disclosure Commission by April 15. She asked questions of staff.

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

13. NEXT MEETING

- Regular meeting of Board of Commissioners, Tuesday, February 4, 2025, at 3:00 p.m.

14. CONCLUSION

Commissioner Hale concluded the meeting at 4:13 p.m.

Commissioner Patricia M. Hale

Commissioner Charlotte Haines

Commissioner Ron Ricker