



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

February 4, 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

Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to approve the minutes of the January 21 regular meeting.

5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7687-7701 and 121264-121298 in the amount of \$303,792.29 from the maintenance fund and voucher numbers 965-969 for \$46,899.10 from the capital fund. Commissioner Ricker seconded. The motion passed unanimously.

6. OLD BUSINESS: Ms. Pottinger stated that Shoreline Fire Department is waiting to schedule the annual joint meeting the NCWD Board until after next week's election.

7. NEW BUSINESS.

- a. Resolution 2025.02.06, Approving Contract with WSB Excavation & Utilities, LLC. (CIP 2022.03).** Mr. Woody provided background. Commissioners asked questions. The contractor advised that they will need 6-8 weeks to procure materials for the project so the Notice to Proceed will occur at a later date. **ACTION:** Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution.
- b. Facility Use Agreement and Guidelines.** Ms. Pottinger shared a redline version of the

current agreement, showing staff's proposed changes. Board and staff had an extended discussion. This will be an agenda item for the February 18 Board meeting.

- c. **Draft Hazard Mitigation Plan.** Ms. Pottinger reported that starting in December 2023, the District participated in the regional King County updated hazard mitigation planning effort. The District's eligibility for potential FEMA funding requires adoption of a current hazard mitigation plan. The goal is to submit a draft plan to King County by the end of the month. She shared the first sections of the draft plan with the Board for its review and discussion. There was an extended discussion and commissioners asked questions.

8. DIRECTORS' AND MANAGER'S REPORTS

a. Director of Finance Report

Ms. Shosten reported:

- She is closing out year-end financials.
- The second advertisement for the new administrative position was released.

b. Director of Operations and Engineering

Mr. Woody reported:

- His newest employee achieved his Water Distribution Manager (WDM) 1 certification. More than half of his operations crew has achieved WDM 4 certification, the highest level available in the State of Washington.
- He is working on new shades and the drop down screen for the Board room.
- 24th Ave NE Joint Easement: staff hand delivered final letters to the two non-signers of this 2006 project.
- 3rd Avenue Project (CIP 2022-04): he met with City of Shoreline staff that are waiting for approval of the City's right of way plan. In the meantime, the District will modify its plans to coordinate with the City's work. RH2 will need to adjust its scope of work to complete the project.

c. District Manager

Ms. Pottinger reported:

- She and staff are working with Sound Transit to close out the Lynnwood Link project.
- She attended the Public Works Board (PWB) Open House meeting in Olympia last week. She thanked the Board for approving her service on the PWB.
- Lake Forest Park Elementary School asked the District to participate in its science fair. She will be checking in with staff to see if folks are available for this March event.

10. LEGAL REPORT: Mr. Bennett shared the address of his new office.

11. COMMISSIONER REPORTS

- Commissioner Haines reported that all three commissioners completed their PDC filings.
- Commissioner Hale reported on First Amendment Auditor training and recent news about employee turnover at municipal water agencies throughout the country. She also reported on the WASWD Commissioner Workshop.
- Commissioner Ricker shared recent news about water shortages in California. He also reported on questions he had from the Commissioner Workshop.

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

13. NEXT MEETING

- Regular meeting of Board of Commissioners, Tuesday, February 18, 2025, at 3:00 p.m.

14. CONCLUSION

Commissioner Hale concluded the meeting at 4:40 p.m.

Commissioner Patricia M. Hale

Commissioner Charlotte Haines

Commissioner Ron Ricker