



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

February 18, 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  
Joe Bennett, District Attorney  
Toby Bigger,\* Senior Inspector

**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 February 4 regular meeting.

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

Commissioner Haines moved to approve voucher numbers 7702-7717 and 121299-121334 in the amount of \$167,120.53 from the maintenance fund. Commissioner Ricker seconded. Ms. Pottinger answered questions about particular vouchers. The motion passed unanimously.

**6. OLD BUSINESS:** None.

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

- a. **Sound Transit Assignment and Assumption of Utility Easement.** Ms. Pottinger explained the background. Several commissioners asked questions about one of the attachments to the easement. Mr. Bigger stated that he will verify the location of the fire hydrant and easement tomorrow. ACTION: Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously accepted the assignment of the utility easement from Sound Transit subject to staff's verification of the hydrant location.
- b. **Resolution 2025.02.07, Updating District Policies and Procedures re Public Use of Board Room.** Commissioner Hale suggested several stylistic changes. ACTION: Upon

motion by Commissioner Ricker and seconded by Commissioner Haines, the Board approved the updated policies and procedures as corrected.

- c. **How to Make a Public Records Request.** Ms. Pottinger shared the updated information form to be shared with members of the public wishing to make a public records request. Staff and commissioners will have access to the form.
- d. **Draft Hazard Mitigation Plan—Part 2.** Ms. Pottinger shared Part 2 of the draft hazard mitigation plan. BHC Consultants assisted with the GIS maps in the report. Commissioners commended the inclusion of the landslide, LiDAR and liquefaction maps. Ms. Pottinger will submit the draft to King County following the meeting.

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

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

Ms. Shosten reported:

- The District received over 200 applicants for the new administrative position. Staff have been reviewing the resumes and have shortlisted the list to ten.
- She hopes to complete the 2024 financial statements by the end of March.
- She will then work on the connection charge and cost of service rate studies.

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

Ms. Pottinger, shared Mr. Woody's report:

- He and Mike are working on landscaping and janitorial contracts and expect to include them for the Board's review at a March meeting.

### **c. District Manager**

Ms. Pottinger reported:

- She and staff are working with Sound Transit to finalize easements and the bills of sale. She has explained that the District will not deviate from the agreed form of easement or District standards.
- She attended a hearing on a new bill in Olympia (HB 1966) that is a variation to the Capital Projects Advisory Review Board (CPARB) discussions the past two years.
- The District's cell tower leases generate more income than several other local government agencies, many of which have sold their leases to a third party.

**10. LEGAL REPORT:** Mr. Bennett asked for input from commissioners on an upcoming WASWD presentation.

## **11. COMMISSIONER REPORTS**

- Commissioner Hale shared news reports about lessons learned from the recent California fires. She reported on the recent Section 4 meeting, which covered population growth estimates and costs of replacing failed septic systems.

**12. EXECUTIVE SESSION:** Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board went into executive session for 5 minutes to discuss potential litigation with Mr. Bennett. The executive session and 4:17 p.m. and concluded at 4:22 p.m. The Board took no action.

Mr. Bennett left the meeting.

**13. WORDS FOR THE GOOD OF THE ORDER:** Commissioners had a general discussion of issues affecting the District.

**14. NEXT MEETING**

- Regular meeting of Board of Commissioners, Tuesday, March 4, 2025, at 3:00 p.m.
- Joint Meeting with Shoreline Fire Department and Northshore Regional Fire Authority, a future date yet to be determined in March.

**15. CONCLUSION**

Commissioner Hale concluded the meeting at 4:33 p.m.

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines

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Commissioner Ron Ricker