



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

March 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
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. 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 March 4 regular meeting.

5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7733 - 7747 and 121372 -121404 in the amount of \$145,366.63 from the maintenance fund, and voucher numbers 974-977 in the amount of \$18,104.27 from the capital fund. Commissioner Ricker seconded. The motion passed unanimously. Commissioner Hale asked about the landscaping contractor invoice.

6. OLD BUSINESS: None.

7. NEW BUSINESS: None.

8. DIRECTORS' AND MANAGER'S REPORTS

a. Director of Finance Report

Ms. Shosten reported:

- She is working with a temporary employment agency to fill the vacant office position.
- She is working on the 2024 financial statements.

b. Director of Operations and Engineering

Mr. Woody's report:

- He expects to hear from the King County on the special use permit for the 41st to Beach Drive (CIP 2022-01) project.
- 6th Avenue NE/NE 168th St Water Main Replacement project (CIP 2022-03): he expects the contractor to mobilize soon.
- There was discussion about recent incidents of graffiti at SPU's Foy Pump Station facility.
- He will attend the City of Shoreline's Utility Coordination meeting on Wednesday and will present on the District's current projects.
- The Board room speaker system has been installed and he is obtaining three quotes for blinds.

c. District Manager

Ms. Pottinger reported:

- She is working on reconciling electrical charges for the cellular company tenants.
- Staff is finalizing the bill of sale and project closeout with Sound Transit.
- Four Savvy Gardener classes have been scheduled for 2025. The first one will be on April 2.
- The Board's joint meeting with Fire Departments will be March 27. A draft agenda was included in the packet for the commissioners to review and offer comment. Commissioners thought it looked fine.
- Two staff will attend the Lake Forest Park Elementary science fair on March 25.
- Commissioners will receive updated computers in the next few weeks.
- She gave an update on the proposed Bus Rapid Transit Project along Bothell Way and the proposed Betterments joint project with Sound Transit.

9. LEGAL REPORT: Mr. Bennett stated that the final property owner committed to signing the joint easement for the 24th Ave Water Main Installation project and he expects to receive their notarized signature page this week. There is a cybersecurity presentation via Zoom on March 27. He will email commissioners and the management team with a meeting link for those wishing to join.

10. COMMISSIONER REPORTS

- Commissioner Hale asked about the WASWD spring conference schedule. Shoreline Schools advertised for sale of surplus real property. She also attended a seminar on the 2025 economic and housing forecast for Shoreline.

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

12. NEXT MEETINGS

- Joint meeting with both Shoreline and Northshore Fire Departments, Thursday, March 27, 2025 at 5:00 p.m.
- Regular Board meeting on Tuesday, April 1, 2025 at 3:00 p.m.

13. CONCLUSION

Commissioner Hale concluded the meeting at 3:46 p.m.

Commissioner Patricia M. Hale

Commissioner Charlotte Haines

Commissioner Ron Ricker