



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

April 15, 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  
Toby Bigger,\* Senior Inspector  
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 minutes of the following meetings: (a) March 27 joint special meeting with Shoreline and Northshore Fire Departments and (b) April 1 regular Board meeting.

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

Commissioner Ricker moved to approve voucher numbers 7764 – 7779 and 121454 -121491 in the amount of \$338,296.04 from the maintenance fund, and voucher numbers 983-985 in the amount of \$3,002.12 from the capital fund. Commissioner Haines seconded. Commissioner Hale asked about particular invoices. The motion passed unanimously.

### **6. OLD BUSINESS:** None.

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

#### **a. Resolution 2025.04.12, Amending and Superseding Titles 1 and 4 of the District Code.**

**Code.** Mr. Bennett explained the proposed changes to Title 1, Administration. Ms. Pottinger explained the proposed changes to Title 4, Construction. **ACTION:** Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution.

#### **b. Resolution 2025.04.13, Approving Contracts with Natural Concept Landscaping Co.**

Mr. Woody explained the background. Two contractors showed up for the mandatory site meeting, but only one contractor submitted a bid. The bid is 3.24% higher than the contract that had expired. **ACTION:** Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution.

c. **Discussion of DRAFT Resolution 2025.05.15, Updating Section 4.14 of the District's Personnel Manual.** Ms. Pottinger provided the background. The Board discussed and asked questions. This will be discussed at the District staff meeting tomorrow.

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

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

Ms. Shosten reported:

- She has suspended the search to fill the vacant office position. She determined that the existing staff with some backup by the management support position can share the duties of that position.

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

Mr. Woody's report:

- The 6<sup>th</sup> Avenue NE/NE 155<sup>th</sup> St (CIP 2022-03) project has not yet started due to delayed delivery of materials, but the contractor expects to start next week. The contractor has begun staging and notifying neighbors.
- The Beach Drive Creek Crossing (CIP 2021-04) project is still awaiting the right of way permit, which is expected any day from the City of Lake Forest Park.
- 41<sup>st</sup> to Beach Drive (CIP 2022-01) project: King County Parks has issued a special use permit, now just awaiting the right of way permit.
- He recognized employees who achieved work anniversary milestones in the past few weeks.
- He met with Budget Blinds about replacing existing blinds in the Board room.
- District surplus properties has received multiple auction bids and will be closing on Thursday this week. Funds from these sales will go back into the vehicle fund.

### **c. District Manager**

Ms. Pottinger reported:

- She discussed the upcoming WASWD Spring Conference. Commissioner plan to leave on Monday, April 28.
- She received comments from other members of the Operating Board which she correlated and submitted to SPU regarding the wholesale CIP. An inperson meeting will be held on April 24 at King County Water District 125.
- She reviewed the status of the SPU contract negotiating and a final contract should be available for review shortly.

## **9. LEGAL REPORT:** Mr. Bennett reported on a recent substantial rate hike by a city for its wholesale customer.

## **10. COMMISSIONER REPORTS**

- Commissioner Hale shared recent news in the local media about low snowpack and the impact on water supply statewide. She recently attended the public meeting on the Fircrest Department of Natural Resources rezone on the Southwest Corner of the property. There was

a general discussion of the project. She commended staff on the Savvy Gardener class. The new AV system in the Board conference room was well received.

**11. EXECUTIVE SESSION:** Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to go into executive session for 15 minutes to discuss potential litigation with Mr. Bennett pursuant to RCW 42.30.110(1)(i) and RCW 42.30.110(1)(g) personnel. The executive session started at 4:40 p.m. At 4:55 p.m., the Board extended for 15 minutes. The Board concluded the executive session at 5:10 p.m. and returned to open session.

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

**13. NEXT MEETING**

- Regular Board meeting on Tuesday, May 6, 2025 at 3:00 p.m.

**14. UPCOMING EVENT**

- Savvy Gardener Class. Tuesday, May 13, 2025 at 6:30 p.m.

**15. CONCLUSION**

Commissioner Hale concluded the meeting at 5:11 p.m.

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines

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Commissioner Ron Ricker