



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

May 6, 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  
Jesse Foss,\* Water Utility Worker V  
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 Hale, the Board voted unanimously to approve minutes of the April 15 regular Board meeting.

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

Commissioner Haines moved to approve voucher numbers 7780 – 7794 and 121492 -121532 in the amount of \$187,008.66 from the maintenance fund, and voucher numbers 986-991 in the amount of \$17,824.34 from the capital fund. Commissioner Ricker seconded. Mr. Woody answered questions from Commissioners Haines and Hale about particular vouchers. The motion passed unanimously.

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

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

- a. **Water Use Efficiency Goals 2019-2028.** Ms. Pottinger explained that the District reports each spring to the State Department of Health, the water use efficiency of the prior year. She is recommending that the water use efficiency goals that were adopted in 2019 be readopted here in July. A public meeting on the topic will be held on July 15, during the regular Board of Commissioners meeting. Notice of the hearing will be advertised on the website, the upcoming newsletter and *Shoreline Area News*.

- b. **2024 Consumer Confidence Report**. Ms. Pottinger will send this to all customers.
- c. **Resolution 2025.04.14, Declaring Certain Property Surplus**. Ms. Pottinger explained that most of the surplus items are outdated computers, servers and electronics. **ACTION**: Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution.

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

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

Ms. Shosten reported:

- Financial statements for 2024 were submitted to the State Auditors.
- The District invested in Account Receivable software.

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

Mr. Woody's report:

- **6<sup>th</sup> Avenue NE and NE 168<sup>th</sup> Street Water Main Replacement project (CIP 2022-03)**: construction started three weeks ago.
- **Beach Drive Creek Crossing project (CIP 201-04)**: the right of way permit has been received, advertising will be next week and bid opening will be June 3 with a goal to award the contract later in June.
- **41<sup>st</sup> to Beach Drive project (CIP 2022-01)**: King County Parks special use permit has been received but the District has objected to the indemnity provision.
- The new landscaping contracts are in place.
- He is at the Pacific Northwest Section of AWWA conference in Boise this week.
- He met with a group of Girl Scouts at Ridgcrest Elementary School to discuss water conversation. The group asked excellent questions.

### **c. District Manager**

Ms. Pottinger reported:

- She sent invites to the commissioner to attend the Shoreline Chamber of Commerce lunch.
- The City of Shoreline's "Safety for All" presentation will be on May 7 at 7:00 p.m. at the Water District office hosted by the North City Neighborhood Association.
- An engineering consulting firm updated its rates as of March 1.
- She enjoyed the WASWD conference. The manager's meetings were valuable, particularly information sharing about dealing with delays and cancellations in federal grant funding.

**9. LEGAL REPORT**: Mr. Bennett reported on the recent meeting of the WASWD attorneys' group. Discussion topics included Public Records Act, auditors, legislative update and potential impact of higher tariffs on material costs for bid projects.

## **10. COMMISSIONER REPORTS**

- **Commissioner Haines** reported on the WASWD conference.
- **Commissioner Ricker** stated that it was one of the better conferences. He found the presentations on bonding and the SPU apprentice program were particularly valuable.

- Commissioner Hale reported on multiple conversations she had at the conference and events.

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

**12. NEXT MEETING**

- Regular Board meeting on Tuesday, May 20, 2025 at 3:00 p.m.

**13. UPCOMING EVENT**

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

**14. CONCLUSION**

Commissioner Hale concluded the meeting at 4:12 p.m.

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines

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Commissioner Ron Ricker