



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

May 20, 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 Hale, the Board voted unanimously to approve minutes of the May 6 regular Board meeting.

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

Commissioner Haines moved to approve voucher numbers 7795 – 7809 and 121533 -121566 and 992-998 in the amount of \$156,627.21 from the maintenance fund, and voucher number 999 in the amount of \$241,343.68 from the capital fund. Commissioner Ricker seconded. Mr. Woody answered questions from Commissioners Hale about certain vouchers. The motion passed unanimously.

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

- a. **Seattle Wholesale Contract Negotiations.** Ms. Pottinger reported on the proposed contract extension including extension terms, right to amend, stranded costs and true ups. Commissioners asked questions. She will submit review comments on the draft contract, if any, next week.

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

- a. **Resolution 2025.05.15, Increasing Monthly Contributions for Employee Health Care.** Washington Health Care Authority has increased premiums. Ms. Pottinger explained the background and the proposed increase from \$1,700 to \$1,800 per month. This is the first

increase in the monthly contribution three years. ACTION: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.

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

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

Ms. Shosten reported:

- The District has been a very strong financial position for the last several years, partly due to no increases in the wholesale rates from Seattle Public Utilities.
- Office staff are catching up after completing the financial report.

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

Mr. Woody's report:

- New blinds were installed in the Board room that better filter sunlight, which helps with video presentations.
- 6<sup>th</sup> Avenue NE (CIP 2022-03) project: construction is progressing well.
- Beach Drive boring (CIP 2021-04) project: six contractors have requested plans. The bid opening will be the morning of June 3.
- 41<sup>st</sup> to Beach Drive (CIP 2022-01) project: King County Parks agreed to change the indemnity provision in the special use permit, and he expects to receive the signed permit soon. The contractor is ready to proceed.
- A long time developer in this community, has requested to cancel a water system extension agreement, due to slow permitting of projects by the City of Shoreline.
- He shared his priorities for the additional work he is proposing to do by the landscaping contractor at different facilities.

### **c. District Manager**

Ms. Pottinger reported:

- The most recent newsletter has been mailed to all District residents.
- 20 people have signed up for the June 4 Savvy Gardener class.
- She gave updates on water easements from Shoreline School District (SSD) and Sound Transit that were required as part of the water system extension agreement. The next step is recording easements.
- Staff have discussed changes to the personnel manual. Proposed changes will be submitted to the Board for review and approval.
- Sound Transit will soon open bids for bus rapid transit construction in Kenmore.

**9. LEGAL REPORT**: Mr. Bennett reported on a hiccup with the Shoreline School District's recording of a water easement.

## **10. COMMISSIONER REPORTS**

- Commissioner Haines reported that the May Savvy Gardener class was well attended and well received. She said the class meets a community need and reflects well on the District. She offered to help with the June Savvy Gardener class.
- Commissioner Hale reported on the recent meeting of Section IV of the Washington Association of Sewer and Water Districts (WASWD).

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

12. **NEXT MEETING**

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

13. **UPCOMING EVENT**

- Savvy Gardener Class. Wednesday, June 4, 2025 at 6:30 p.m.

14. **CONCLUSION**

Commissioner Hale concluded the meeting at 4:24 p.m.

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines

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Commissioner Ron Ricker