



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

June 3, 2025

1. CALL TO ORDER

The meeting was called to order at 3:08 p.m. by Board Vice President Ron Ricker. All persons attended in person, except for any who joined by telephone as noted (*).

Commissioners Present

Commissioner Patricia M. 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 May 20 regular Board meeting.

5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7810 - 7825 and 121567 - 121600 in the amount of \$169,712.07 from the maintenance fund, and voucher numbers 1000 - 1004 in the amount of \$17,116.90 from the capital fund. Commissioner Ricker seconded. Staff included in the packet that check number 121570 had been skipped and as such, unused. Mr. Woody provided details on certain vouchers. The motion passed unanimously.

6. OLD BUSINESS: None.

7. NEW BUSINESS:

- a. **Resolution 2025.06.16, Approving contract with Consor to update District's cross connection control program (CCCP).** Mr. Woody provided background. **ACTION:** Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution. Ms. Pottinger will have the contract signed using docusign.
- b. **DRAFT Resolution 2025.06.XX.** The Board considered a draft resolution expressing

appreciation for former Commissioner Larry Schoonmaker. The Board welcomed the idea. Mr. Bennett will revise the resolution and submit a final version for Board review and approval at the June 17 Board meeting.

8. DIRECTORS' AND MANAGER'S REPORTS

a. Director of Finance Report

Ms. Shosten reported:

- She is monitoring water usage, and the long-term forecast is for a cool, dry summer.

b. Director of Operations and Engineering

Mr. Woody's report:

- Beach Drive Creek Crossing project (CIP 2021-04): The bid opening had occurred this morning. There were four bids received, and the apparent low bidder was under the engineer's estimate. Mr. Woody expects to bring this contract back to the Board for approval at the following meeting.
- 6th Avenue NE and NE 168th Street Water Main Replacement project (CIP 2022-03): the main line was installed and passed the pressure test. Water quality sampling will be next week prior to services being added to the new main.
- GIS upgrade: He shared that the higher resolution aerial photography that the district had been getting from King County every other year aerial photography adds significant detail. He and Inspector Bigger will attend a user meeting at Skagit County PUD tomorrow morning.
- The managers will be working on updates to the form water system extension agreement (WSEA) later this year.
- He is working on a request for proposal (RFP) for telemetry system project.

c. District Manager

Ms. Pottinger reported:

- She had received notification from King County that the Districts Hazard Mitigation Plan met the review of FEMA. King County has asked that the district have the Board of Commissioners approve the plan so that it can be adopted in the final plan for King County.
- The property manager of the district's rental property will do a market analysis and make a recommendation about any potential changes in rent.
- She had discussions with Sound Transit with regards to the cost-sharing proposal for the Sound Transit Bus Rapid Transit project on State Route 523.
- She found additional surplus electronic/computer items that had been left off the surplus resolution last month and will prepare a surplus resolution for the Board's consideration at the next meeting.
- Approximately 40 people are currently registered for tomorrow's Savvy Gardener class.

9. LEGAL REPORT: Mr. Bennett reported on the upcoming trial in *Lake Stevens Sewer District v. City of Lake Stevens*, which is set to begin next week.

10. COMMISSIONER REPORTS

- Commissioner Haines will attend and help with set up for the Savvy Gardener class.

- Commissioner Hale asked about staffing for the information booth at the Lake Forest Park garden tour. She complimented the exterior landscaping.

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

12. NEXT MEETING

- Regular Board meeting on Tuesday, June 17, 2025 at 3:00 p.m.

13. UPCOMING EVENT

- Savvy Gardener Class. Wednesday, June 4, 2025 at 6:30 p.m.
- ACE Conference in Denver, June 8-11.

14. CONCLUSION

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

Commissioner Patricia M. Hale

Commissioner Charlotte Haines

Commissioner Ron Ricker