



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

June 17, 2025

1. CALL TO ORDER

The meeting was called to order at 3:04 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 Hale 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 June 3 regular Board meeting.

5. APPROVAL OF VOUCHERS

Ms. Pottinger shared a revised and corrected voucher summary sheet. Commissioner Haines moved to approve voucher numbers 7826 - 7841 and 121601 - 121635 in the amount of \$140,896.03 from the maintenance fund, and voucher numbers 1005-1006 in the amount of \$324,792.23 from the capital fund. Commissioner Hale seconded. The motion passed unanimously.

6. OLD BUSINESS: None.

7. NEW BUSINESS:

a. **Enduris Ballot**: Ms. Pottinger shared the nominees for the Enduris Board of Directors, positions 1, 3 and 4. ACTION: Commissioner Hale moved approval of the three nominees and authorizing the District Manager to complete the District's ballot. Commissioner Haines seconded and the motion passed unanimously.

b. **Resolution 2025.06.17, Expressing Appreciation for the Life and Service of Former Commissioner Larry Schoonmaker**. ACTION: Commissioner Haines moved approval. Commissioner Ricker seconded and it was unanimously adopted. Ms. Pottinger stated that

there are duplicate originals of the resolution, both of which need commissioners to sign.

c. **Resolution 2025.06.18, acknowledging cancellation of the water system extension agreement for Sunrise 12 and refunding the deposit.** Mr. Woody provided background. ACTION: Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board unanimously adopted the resolution.

d. **Resolution 2025.06.19, adopting the NCWD Plan Annex to the updated King County Hazard Mitigation Plan.** Ms. Pottinger provided background. Commissioners asked questions. ACTION: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.

e. **Resolution 2025.06.20, declaring certain District personal property surplus.** Ms. Pottinger provided background. ACTION: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.

f. **Resolution 2025.06.21, approving contract with Ryatt Construction LLC (CIP 2021.04).** Mr. Woody provided background. 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:

- The annual usage report to SPU for 2024 was corrected based on the discovery of a defective meter. The additional payment due will be included in vouchers for the next Board meeting.
- She will be working on the Connection Charge and Cost of Service studies as well as the mid-year report, over the next couple months.

b. Director of Operations and Engineering

Mr. Woody's report:

- He and Jon Nichols attended the Lake Forest Park Garden Fair. 155 attendees visited the District's booth over several hours. Several visitors provided unsolicited, positive comments about the District, including:
 - "When you call the District, you are always able to talk to a person."
 - "I appreciate that the District's water is fluoridated."
 - Several attendees appreciated the *Savvy Gardener* classes.
 - A former Lake Forest Park Water District employee shared that she enjoyed working with our District Manager.
- He recommended the District attend again next year. Commissioners appreciated the good feedback from the customer outreach event.
- **Beach Drive Creek Crossing project (CIP 2021-04):** The contract was approved earlier in the meeting, and he will schedule a pre-construction conference in the next few weeks.
- **6th Avenue NE, NE 168th St Water Main Replacement project (CIP 2022-03):** service lines are being connected to the new water main.
- **41st to Beach Drive Water Main Installation Project (CIP 2022-04):** construction is expected to start in 6-8 weeks.
- **Cross Connection Control Plan:** He is meeting with the consultant who will help update the plan that was last updated in 2012. He expects to be submitting the plan to

the Department of Health this fall, for their approval before coming back to the Board for final adoption.

- He will remotely attend the July 1 Board meeting and will miss the July 15 meeting.

c. District Manager

Ms. Pottinger reported:

- The property manager of the rental property completed a market analysis and recommends a rent increase.
- She is working with Mr. Bennett on updating the District's standard form contracts.
- Commissioner Ricker asked about the potential applicability of artificial intelligence (AI) to supervisory control and data acquisition (SCADA).
- She reported on the recent ACE conference in Denver.
- The District office will be closed on July 3 in observance of Independence Day but will be open on June 19 as staff have that day as a floating holiday.

9. LEGAL REPORT: Mr. Bennett requested a future executive session to discuss potential litigation.

10. COMMISSIONER REPORTS

- Commissioner Haines reported on Shoreline's State of the City breakfast. She found the substance was repetitive of last year's presentation and there was no update on capital projects.
- Commissioner Hale also commented on the State of the City presentation. There will be a ribbon cutting ceremony and grand opening for Kinect Shoreline apartments on June 25 hosted by the Chamber of Commerce. This was one of the larger recent developments in the District.
- Commissioner Ricker reported on the last night's WASWD Section IV meeting.

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

12. NEXT MEETING

- Regular Board meeting on Tuesday, July 1, 2025 at 3:00 p.m.

13. CONCLUSION

Commissioner Hale concluded the meeting at 4:44 p.m.

Commissioner Patricia M. Hale

Commissioner Charlotte Haines

Commissioner Ron Ricker