



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

July 1, 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 June 17 regular Board meeting.

5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7842 - 7855 and 121636 - 121668 in the amount of \$635,938.22 from the maintenance fund, and voucher numbers 1007-1010 in the amount of \$2,779.37 from the capital fund. Commissioner Ricker seconded. Ms. Pottinger answered questions about specific invoices. The motion passed unanimously.

6. OLD BUSINESS: None.

7. NEW BUSINESS:

a. **Resolution 2025.07.22**, approving one additional year of Advantage Program with ESRI. Mr. Woody explained that this is for the District's GIS system. **ACTION:**

Commissioner Haines moved approval. Commissioner Ricker seconded and it was unanimously adopted.

b. **Resolution 2025.07.23**, authorizing Amendment No. 3 to Lease Agreement for District Property located at 18353 – 9th Ave NE. Ms. Pottinger that the amendment includes a rent increase based on a market analysis by the property managers. **ACTION:** Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted

the resolution.

c. **Resolution 2025.07.24, amending contract with B&B Utilities and Excavating LLC (CIP 2022-01)**. Mr. Woody provided background. Commissioners asked questions.

ACTION: Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board unanimously adopted the resolution.

8. DIRECTORS' AND MANAGER'S REPORTS

a. Director of Finance Report

Ms. Shosten plans to present the midyear financial report at the August 5 meeting.

b. Director of Operations and Engineering

Mr. Woody's report:

- 41st to Beach Drive project (CIP 2022-01): he expects to hold the preconstruction conference on July 14.
- Beach Drive Creek Crossing project (CIP 2021-04): The pre-construction conference with the contractor was last week. He expects construction will start in the next few weeks.
- 6th Avenue NE, NE 168th St project (CIP 2022-03): all service lines have been connected, now the contractor would be working on connecting the fire hydrants.
- He expects to have construction signage on all current construction project sites that includes a QR code for members of the public to get additional information about District projects.

c. District Manager

Ms. Pottinger reported:

- She received notice from the State Department of Health, accepting the District's lead service line inventory.
- She expects design work to begin over the next two weeks with Sound Transit Bus Rapid Transit along SR 522 for the betterments portion of the project.
- The WASWD fall conference is September 15-18 in Spokane. She asked commissioners to start planning their travel.

9. LEGAL REPORT: Mr. Bennett requested a tentative date for a future executive session to discuss potential litigation. The tentative date is August 19.

10. COMMISSIONER REPORTS

- Commissioner Ricker shared a recent *Seattle Times* article about the City of Cle Elum filing for bankruptcy. He recommended the article as a cautionary story.
- Commissioner Haines reported on her recent cyber security training.
- Commissioner Hale reported on a spam email. She commended the District's new bike racks, which were funded by a grant from City of Shoreline.

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

12. NEXT MEETING

- Regular Board meeting on Tuesday, July 15, 2025 at 3:00 p.m.

13. CONCLUSION

Commissioner Hale concluded the meeting at 4:10 p.m.

Commissioner Patricia M. Hale

Commissioner Charlotte Haines

Commissioner Ron Ricker