



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

August 19, 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 of 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 Ricker, the Board voted approved the minutes of the August 4 regular Board meeting.

5. APPROVAL OF VOUCHERS

Commissioner Ricker moved to approve voucher numbers 7884 - 7896 and 121740 - 121767 in the amount of \$166,230.79 from the maintenance fund, and voucher numbers 1017-1018 in the amount of \$139,299.08 from the capital fund. Mr. Woody and Ms. Pottinger answered questions about particular invoices. Commissioner Haines seconded and the motion passed.

6. OLD BUSINESS:

None.

7. NEW BUSINESS:

a. **Customer Comment.** Mr. Woody shared a customer comment, complimenting one of the District's newest employees for clearing bushes around a meter. Mr. Woody was pleased by his staff's high level customer service.

8. DIRECTORS AND MANAGER'S REPORTS

a. Director of Finance Report

Ms. Shosten reported she will be starting her connection and cost of service analysis in the near future.

b. Director of Operations and Engineering

Mr. Woody reported on current projects:

- 6th Ave NE/NE 168th St project (CIP 2022-03): Work is completed on the 6th Avenue portion of the project, and the contractor is now working on the NE 168th St part of the project. The project is nearing completion.
- 41st to Beach Drive project (CIP 2022-01): Water lines have been installed, and the project should wrap up in two weeks. The construction work went much more quickly than design and permitting.
- Beach Drive Creek Crossing project (CIP 2021-04): Temporary services will not be necessary. He expects to be able to invite the commissioners to do a site visit in September to see the bore project.
- District employees Bob Heivilin and Mike Oberstadt both recently marked their 35th year anniversaries working for the District. There is an article about both in the upcoming newsletter. Commissioners commented on how much the District and its customers have benefited from Bob's and Mike's long and faithful service.

c. District Manager

Ms. Pottinger reported:

- The District's third quarter newsletter is in final draft form. She gave a copy to each commissioner and asked for any comments by the following day.
- August 20 will be the annual summer staff meeting, which includes a potluck lunch.
- FEMA has approved the District's hazard mitigation plan as part of King County's plan. King County will officially approve the plan in November.
- She continues to work with Commissioner Ricker on the SPU contract negotiations.
- She asked about commissioner availability to attend an all-staff meeting on December 11.
- The North City Jazz Walk on August 12 went well and was well attended. She thanked all volunteers for their help.

9. LEGAL REPORT:

Mr. Bennett reported he has two client Board meetings on September 2 and hopes he will be able to attend both meetings in person.

10. COMMISSIONER REPORTS

- Commissioner Hale noted that WASWD has had three conferences in eastern Washington. She asked a general question about the voucher process and revenues.
- Commissioner Haines asked questions about upcoming community events.

11. EXECUTIVE SESSION:

Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to go into executive session for 20 minutes to discuss potential litigation and legal risk with Mr. Bennett pursuant to RCW 42.30.110(1)(I). The Board went into executive session at 3:47 pm. At

4:07 pm, the Board extended the executive session to an additional 10 minutes. The Board returned to the regular meeting at 4:17 pm.

11. **WORDS FOR THE GOOD OF THE ORDER:**

Looking at calendar, the Board discussed changing the start time of the September 15 meeting.

ACTION: Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to change the start time of the September 15 meeting to 11:00 a.m.

12. **NEXT MEETING**

- Regular Board meeting on Tuesday, September 2, 2025, at 3:00 p.m.

13. **CONCLUSION**

Commissioner Hale concluded the meeting at 4:22 p.m.

Commissioner Patricia M. Hale

Commissioner Charlotte Haines

Commissioner Ron Ricker