



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

September 15, 2025

### **1. CALL TO ORDER**

The meeting was called to order at 10:02 a.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**

Ms. Pottinger requested an agenda adjustment to take Mr. Woody's report out of order at the beginning of the meeting prior to approval of minutes. Commissioner Haines moved approval of the agenda as adjusted. Commissioner Ricker seconded and the motion passed unanimously.

### **4. APPROVAL OF MINUTES**

Commissioner Haines noted a minor correction. Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to approve minutes of the corrected September 2, 2025 regular Board meeting.

#### **a5. APPROVAL OF VOUCHERS**

Commissioner Haines moved to approve voucher numbers 7911 to 7924 and 121811 to 121849 in the amount of \$612,091.72 from the maintenance fund, and voucher number 1024 to 1027 in the amount of \$395,396.88 from the capital fund. Commissioner Ricker seconded. Mr. Woody answered questions about specific vouchers. The motion passed unanimously.

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

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

a. **Resolution 2025,09.29, approving amendment No. 10 to IT contract with SecurComputing.** Ms. Pottinger provided background and described the new software products that are included in the new amended contract. **ACTION:** Upon motion by Commissioner Haines and second by Commissioner Ricker, the resolution was unanimously adopted.

b. **Resolution 2025.09.30, acknowledging completion of Briar Crest Elementary Water System Extension Agreement (WSEA)**. Commissioner Ricker noted an incorrect address on the easement. Ms. Pottinger will point out this error to Shoreline School District and request a corrected easement. The Board took no action.

c. **Resolution, 2025.09.31, approving First Amendment to the Water Contract with City of Seattle**. Ms. Pottinger summarized the lengthy negotiations with Seattle Public Utilities (SPU) over the past four years. She highlighted some of the more significant changes from the prior contract that had been prepared by Attorney Eric Frimodt. She and Commissioner Ricker had expanded by Mr. Frimodt had prepared in a different color and noted that final contract reflects specific changes that our District was very interested in seeing be made. Commissioner Hale thanked Commissioner Ricker and Ms. Pottinger for their good work and the excellent write-up. **ACTION:** Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution and authorized Commissioner Hale to sign the First Amendment to the City of Seattle contract on behalf of the District.

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

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

Ms. Shosten:

- The State Auditor's Office (SAO) started its audit.

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

Mr. Woody reported:

- **Beach Drive Creek Crossing (CIP 2021-04) project:** The boring work was delayed one week. Mr. Woody summarized the work to be performed and shared the drawing of the process that was included in a previous newsletter. He expects the work will commence on Thursday of this week. State legislators and city staff as well as the District commissioners have been invited to attend. A video will be posted to the District website following the site visit
- **6<sup>th</sup> Ave NE/NE 168<sup>th</sup> Street Water Main Replacement (CIP 2022-03) project:** Work is progressing and starting to wind down. The contractor still has to come back and clean up both areas before the project is completed.
- **41<sup>st</sup> to Beach Drive Watermain Installation (CIP 2022-01) project:** Construction is completed and staff are in the process of closing out.
- Consor has been working updating the District's cross connection control program since June and expects to have a draft for District staff to review soon. They will be recommending some changes in the District's standards with respect to new non-residential and commercial accounts.

### **c. District Manager**

Ms. Pottinger:

- Thanked commissioners for responding to the last-minute cancellation of the Savvy Gardener class, which has been re-scheduled to late October.
- She is looking to hire an administrative employee to assist the District Manager and the Director of Operations and Engineering.

- She talked about the need for annexations of areas where the District currently supplies water to customers. This will require approval of the King County Boundary Review Board. There was a general discussion of the process.

**9. LEGAL REPORT:** Mr. Bennett reported that he is waiting for responses to his letters to two of four property owners that jointly own a private road, asking that they sign a joint utility easement for the District.

**10. COMMISSIONER REPORTS**

- Commissioner Hale discussed the completed renovation of a local business. She also asked about the schedule for upcoming events.

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

**12. NEXT MEETING**

- Regular Board meeting on Tuesday, October 7, 2025 at 3:00 p.m.

**13. UPCOMING EVENT**

- WASWD Fall Conference, Spokane, WA, September 16-18, 2025
- Savvy Gardener class, October 29, 2025 at 6:30 p.m. (Rescheduled date)

**14. CONCLUSION**

Commissioner Hale concluded the meeting at 11:36 a.m.

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines

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Commissioner Ron Ricker