



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

October 7, 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. 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 September 15, 2025 regular Board meeting.

5. APPROVAL OF VOUCHERS

Commissioner Ricker moved to approve voucher numbers 7925 to 7939 and 121850 to 121889 in the amount of \$436,266.93 from the maintenance fund, and voucher numbers 1028 to 1032 in the amount of \$175,063.95 from the capital fund. Commissioner Hale commented on one invoice. Commissioner Haines seconded the motion. The motion passed unanimously.

6. OLD BUSINESS:

a. **Resolution 2025.09.30**, acknowledging completion of Briarcrest Elementary School Water System Extension Agreement (WSEA), Accepting Bill of Sale and Easement.

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

7. NEW BUSINESS:

a. **WASWD Retro Committee Nominations.** Ms. Pottinger asked if any commissioners wished to be nominated for a position on the Retrospective Rating Committee. None were interested. Commissioners directed Ms. Pottinger to vote for the five incumbent committee members.

b. **Potential Annexation Discussion.** Ms. Pottinger identified an area that is currently served by the District, but not within the District's corporate boundaries. There was a general discussion among commissioners and staff about the annexation process.

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

a. **Director of Finance Report**

Ms. Shosten:

- Provided an update of State Auditor's Office (SAO) audits which are currently ongoing (financial and accountability).
- She is working well with the SAO team and is hopeful that both audits will be completed well before year end.
- The SAO noted the District's fraud prevention update for commissioners.
- The District Manager proposed a special meeting for the cost-of-service study, connection charge and rate presentation and discussion on November 20.

ACTION: Commissioner Hale moved for a special meeting on Thursday, November 20 at 10:00 a.m. for a budget workshop also including cost-of-service, connection charge and rate setting. Commissioner Haines seconded and the motion passed unanimously.

b. **Director of Operations and Engineering**

Mr. Woody reported:

- The recent WASWD conference was instructive and helpful.
- He is working with Ms. Pottinger to finalize a new contract completion date of November 30, 2025 with the consulting engineers for WSEA work.
- Consor's cross connection control program update has been extended to December 31.
- There have been overnight parking issues and expect to have more going forward. There was a general discussion about fencing and other options for the administrative building parking lot. He expects to bring back this topic for several meetings before proposing a final solution.
- Beach Drive Creek Crossing project (CIP 2021-04): The boring work has been completed. Pressure testing and chlorination will be this week. Paving is scheduled for later this month.
- 6th Avenue NE and NE 168th Street Water Main Replacement Project (CIP 2022.03): The project is winding down and the contractor is working on cleaning up specific areas.
- There is potential for another project on 6th Ave NE south of the project area that he is working on at this time and expects to bring back to the Board in the near future.

c. **District Manager**

Ms. Pottinger:

- Identified several WSEA projects that she is working on as they need to be closed out.
- She is working on an update to the personnel manual, which she will ask for Board review at the October 21 meeting.

- She also reported on the Seattle Public Utilities (SPU) site visit at Landsburg Dam that she went on last week with Commissioner Ricker. Not all purveyors have signed the new water supply contracts but she has not heard that anyone will not be signing. There was a discussion of the upcoming SPU refund of overcharges.

9. LEGAL REPORT: Mr. Bennett reported on efforts to obtain signatures from all four property owners on a joint utility easement for the District. Two of the signatures have been received, but two area still outstanding. Mr. Woody has spoken to one of the non-signers and we expect a follow up letter may be necessary for the second property owner. He also reported on the WASWD conference and the discussion with the Director of the Department of Ecology, Casey Sixkiller.

10. COMMISSIONER REPORTS

- Commissioner Ricker reported on the SPU Landsburg site visit.
- Commissioner Hale asked about the schedule for upcoming events. She will be out of town for the second Board meeting in December.

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

12. NEXT MEETING

- Regular Board meeting on Tuesday, October 21, 2025 at 3:00 p.m.

13. CONCLUSION

Commissioner Hale concluded the meeting at 4:36 p.m.

Commissioner Patricia M. Hale

Commissioner Charlotte Haines

Commissioner Ron Ricker