



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

November 4, 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 October 21, 2025 regular Board meeting.

5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7954 to 7967 and 121920 to 121955 in the amount of \$409,118.93 from the maintenance fund, and voucher numbers 1038 to 1042 in the amount of \$15,306.76 from the capital fund. Commissioner Ricker seconded. Commissioner Hale asked about the status of the refund from Seattle Public Utilities. The motion passed unanimously.

6. OLD BUSINESS: None.

7. NEW BUSINESS:

a. **Resolution 2025.11.33, Acknowledging Completion of WSEA for North City Apartments and Acceptance of Bill of Sale and Easement.** Mr. Woody explained the items in the bill of sale and the combined easement. **ACTION:** Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution. The commissioners then signed the resolution.

b. **Resolution 2025.11.34, Adopting Policy for Small and Attractive Items.** Ms. Shosten explained that this is a best practice, recommended by the State Auditor's Office (SAO).

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

c. **Resolution 2025.11.35, Updating Section 7.05 of the District Personnel Manual.** Ms. Pottinger explained that the update clarifies the existing overtime policy with employees' different work weeks (five 8-hour days or four 10-hour days). **ACTION:** Upon motion by Commissioner Hale and second by Commissioner Ricker, the Board unanimously adopted the resolution. The commissioners then signed the resolution.

d. **Resolution 2025.11.36, Approving Amendment to Contract with DEA, Inc.** Mr. Woody explained that the District needs to extend watermain a bit farther south than had just been replaced as part of the 6th Ave NE/NE 168th St project. DEA designed the original portion of the project. **ACTION:** Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution. The commissioners then signed the resolution.

8. DIRECTORS' AND MANAGER'S REPORTS

a. Director of Finance Report

Ms. Shosten:

- Reported that the SAO completed the financial audit and will schedule an exist conference after the accountability audit is completed.
- Commented that it was the most cooperative and efficient financial audit that she has experienced as the District's Director of Finance.
- Previewed her presentation for November 20 special meeting on cost of service and rate setting. The connection charge study would be completed in early 2026.

b. Director of Operations and Engineering

Mr. Woody reported:

- Beach Drive Project: the work is complete.
- Provided an update on the District's cross-connection control program. He expects to bring updated program as an agenda item for approval at the November 18 meeting.
- 41st to Beach Drive Project (CIP 2021.04): permit closeouts from City of Lake Forest Park and King County Parks are still pending.
- Commissioners asked questions. The Board requested a staff presentation about multiple buildings served by one meter and a discussion. Mr. Woody will bring back the item at a future meeting.

c. District Manager

Ms. Pottinger:

- Reported on a refund of some print charges for the District's recent newsletter.
- King County staff asked the District to defer discussion or decision on a possible annexation until January or later.
- Sound Transit is working on a draft betterment agreement for the portion that we have agreed to share as a 50/50 split. They expect to have the draft agreement to the District prior to the end of the year for approval.
- She will attend the next week Operating Board Meeting and invited the commissioners to join her in the Board room.

9. LEGAL REPORT: Mr. Bennett reported that WASWD has drafted a letter to the State Attorney General, commenting on the proposed updated model rules for agencies responding to Public Records Act requests. The deadline for comment is November 6. He will work with Ms. Pottinger to complete the letter.

Mr. Bennett also requested a special meeting on Tuesday, November 18 at 2:00 p.m., prior to the regular Board meeting scheduled for 3:00 p.m. The only agenda item will be an executive session to discuss the performance of a District employee.

ACTION: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to hold a special meeting on Tuesday, November 18 at 2:00 p.m. The sole agenda item will be an executive session to discuss the performance of a District employee pursuant to RCW 42.30.110(1)(g).

10. COMMISSIONER REPORTS

- Commissioner Hale reported on the good turnout for the Savvy Gardener class. She recommended the District share its video and summary of the recent project with WASWD. Ms. Pottinger stated that she will submit the same materials for a public relations award to the Pacific Northwest Section of the American Waterworks Association.

11. EXECUTIVE SESSION. Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted to go into executive session for 10 minutes to review a District employee pursuant to RCW 42.30.110(1)(g). The executive session started at 4:03 p.m. and concluded at 4:13 p.m.

12. WORDS FOR THE GOOD OF THE ORDER: Commissioner Ricker reported that Ballinger Way will re-open on Friday. Mr. Woody reminded everyone that the District office will be closed for Veteran's Day on Tuesday, November 11.

13. NEXT MEETINGS

- Special Board meeting on Tuesday, November 18, 2025 at 2:00 p.m.
- Regular Board meeting on Tuesday, November 18, 2025 at 3:00 p.m.
- Special Board meeting on Thursday, November 20, 2025 at 10:00 a.m.

14. CONCLUSION

Commissioner Hale concluded the meeting at 4:19 p.m.

Commissioner Patricia M. Hale

Commissioner Charlotte Haines

Commissioner Ron Ricker