



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

November 18, 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  
Max Woody, Director Operations & Engineering  
Joe Bennett, District Attorney

### **2. PUBLIC COMMENT:** None.

### **3. APPROVAL AND/OR ADJUSTMENTS TO AGENDA**

Ms. Pottinger asked to add an Item 7.C. - vote for Washington Association of Sewer and Water Districts (WASWD) retrospective rating committee. Commissioner Ricker moved approval of the updated agenda. Commissioner Haines seconded and the motion passed unanimously.

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

Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board voted unanimously to approve minutes of the November 4, 2025 regular Board meeting.

### **5. APPROVAL OF VOUCHERS**

Commissioner Hale moved to approve voucher numbers 7968 to 7982 and 121956 to 121988 in the amount of \$190,833.29 from the maintenance fund, and voucher numbers 1043 to 1046 in the amount of \$304,942.86 from the capital fund. Commissioner Haines seconded. Commissioners Hale and Haines asked about particular invoices. The motion passed unanimously.

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

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

a. **Resolution 2025.11.37, Amending District Code, Title 5, Chapter 2 – Certificates of Water Availability.** Ms. Pottinger and Mr. Woody explained the background and the need for the Code update. **ACTION:** Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution. Commissioners signed the resolution.

b. **Resolution 2025.11.38, Acknowledging Cancellation of Water System Extension Agreement (WSEA) for ION 149<sup>th</sup> St Development, and Authorizing Refund to Developer.** Mr. Woody provided background. **ACTION:** Upon motion by Commissioner

Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution. Commissioners signed the resolution.

c. **WASWD Retrospective Rating Committee Ballot.** *ACTION:* Commissioner Hale moved that the District vote for the five candidates who currently serve on the committee. Commissioner Haines seconded and the motion passed.

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

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

Ms. Shosten did not attend the meeting as she is preparing for the budget workshop on Thursday. Ms. Pottinger reported that the State Auditor's Office (SAO) exit conference is tomorrow at 11:00 a.m.

*ACTION:* Upon motion by Commissioner Hale and second by Commissioner Ricker, the Board voted unanimously to hold a special meeting on Wednesday, November 19 at 11:00 a.m., with the sole agenda item: SAO exit conference.

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

Mr. Woody reported:

- He is working with staff on an update of the WSEA form. He is also considering possible Code changes with regards to some changes in the updated WSEA.
- 200<sup>th</sup> Place & 15<sup>th</sup> Ave Project: This is a new project that just occurred. This is a leaking galvanized line. He expects to have a project out to bid early in 2026 to replace the galvanized line.
- 6<sup>th</sup> Ave NE to NE 145<sup>th</sup> St Connection Project: He is working with utilities in the area regarding some conflicts, then will submit for permits. Permits are needed from WSDOT and City of Shoreline. The District will patch the road as part of the project. Sound Transit will overlay the road after it completes its own work in the vicinity later in 2026.
- The North City Apartments Owner, LP project that was recently completed development will be called Alta Norra Apartments. Mr. Woody shared an article from *Daily Journal of Commerce* about the project.

### **c. District Manager**

Ms. Pottinger:

- Shared the District's small works roster and engineering roster, both recently published in the *Daily Journal of Commerce*.

**9. LEGAL REPORT:** Mr. Bennett reported that he worked with Ms. Pottinger on her letter to the State Attorney General, commenting on the proposed updated model rules for agencies responding to Public Records Act requests. He also attended a public hearing and commented on the proposed model rules.

## **10. COMMISSIONER REPORTS**

- Commissioner Hale reported on a customer's positive comments about the District and contractor's work on the 6<sup>th</sup> Ave NE/NE 168<sup>th</sup> St Project (CIP 2022-01), which the customer characterized as smooth with clear signage and consideration to neighbors. She

attended the Fire Department's disaster preparedness presentation. She also attended cyber security training sponsored by the Chamber of Commerce.

- All commissioners plan to attend the WASWD commissioner workshop in January.

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

**12. NEXT MEETINGS**

- Special Board meeting (SAO exit conference) on Wednesday, November 19 at 11:00 a.m.
- Special Board meeting (budget workshop) on Thursday, November 20 at 10:00 a.m.
- Regular Board meeting on Tuesday, December 2 at 3:00 p.m.

**13. CONCLUSION**

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

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines

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Commissioner Ron Ricker