



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

December 2, 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 Hale moved approval of the agenda. Commissioner Ricker seconded and the motion passed unanimously.

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

The Board considered minutes of the following meetings:

- November 18 special meeting
- November 18 regular meeting
- November 19 special meeting
- November 20 special meeting

Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to approve the minutes of all four meetings.

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

District Manager Pottinger pointed out a correction to the payroll amount on the summary vouchers page in the Board Packet. Commissioner Hale moved to approve voucher numbers 7983 to 7996 and 121989 to 122026 in the amount of \$387,876.68 from the maintenance fund, and voucher numbers 1047 in the amount of \$7,460.93 from the capital fund. Commissioner Haines seconded. Commissioners Hale asked about particular invoices. The motion passed unanimously.

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

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

- a. **Resolution 2025.12.39, Purchase of Two New Chevrolet Silverado Trucks under Statewide Purchasing Contract.** Mr. Woody explained the background. Both vehicles were

in the budget. The District saved money through the statewide purchasing contract. *ACTION:* Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board unanimously adopted the resolution. Commissioners signed the resolution.

b. **Resolution 2025.12.40, Purchasing One New Ford F-550 Truck through Statewide Contract.** The purchase is through the statewide contract as well. There was a discussion about making the District logo more prominent on District vehicles. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution. Commissioners signed the resolution.

c. **Resolution 2025.12.41, Adopting the 2026 Operating Budget, 2026 Wage Matrix, and 2026-35 Capital Budget.** Ms. Pottinger provided background. Several commissioners commented that the budget workshop last month was particularly helpful and thanked Ms. Shosten for her excellent presentation. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution. Commissioners signed the resolution.

d. **Resolution 2025.12.42, Amending and Superseding Appendix 3A of the District Code.** Ms. Pottinger provided background. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution. Commissioners signed the resolution.

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

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

Ms. Shosten reported:

- She is finishing the budget book and will have copies of the books for the Commissioners later this month.
- Commissioners appreciated her thorough answers to questions during the budget workshop.

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

Mr. Woody:

- Shared a *Daily Journal of Commerce* article about the construction of the new Fircrest nursing facility. District staff may begin setting meters for the new facilities by year-end.
- Noted that several employees marked work-year anniversaries.
- Reported that his staff is preparing for the North City tree lighting event on Saturday.

### c. **District Manager**

Ms. Pottinger:

- Reported that the block of rooms at the conference hotel for the WASWD spring conference in Richland is already sold out but she was working on different accommodations.
- Shared her work on the tree lighting event.
- Submitted the extreme heat report to the Department of Commerce for 2025.
- Reminded that the Seattle Public Utilities (SPU) Operating Board meets in person on Thursday at the Mercer Island Community Center and the Commissioners would be interested in the comments regarding the wholesale meters and future capital projects that will be discussed on Thursday.

- Will share a draft of the newsletter at the end of the meeting and invited commissioner comments by first thing in the morning.

**9. LEGAL REPORT:** Mr. Bennett reported that he attended the WASWD attorney group meeting last week. Topics included utility taxes, WASWD legislative priorities and contractor pushback on contractual indemnity provisions. He also provided an update on the lawsuit between the City of Lake Stevens and the Lake Stevens Sewer District.

**10. COMMISSIONER REPORTS**

- Commissioner Haines reported on her work on the tree lighting.
- Commissioner Hale asked how commissioner can assist with the tree lighting event. She also asked that commissioners and staff have a discussion at a meeting next year about the proper role of commissioners at public events. She also shared an online comment about paperless billing.

**11. EXECUTIVE SESSIONS**

Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to go into executive session for 5 minutes to discuss potential litigation with Mr. Bennett pursuant to RCW 42.30.110(1)(i). The executive session started at 4:39 p.m. and concluded at 4:44 p.m.

Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to go into second executive session for 20 minutes to evaluate the performance of a District employee pursuant to RCW 42.30.110(1)(g). The executive session started at 4:45 p.m. At 5:04 p.m., the Board agreed to extend it for 15 minutes. The executive session concluded at 5:20 p.m. and the Board returned to open session.

**12. WORDS FOR THE GOOD OF THE ORDER:** Commissioners reviewed the draft newsletter and shared comments.

**13. NEXT MEETINGS**

- Special all staff meeting on Friday, December 12 at 5:30 p.m. in Mukilteo.
- Regular Board meeting on Tuesday, December 16 at 3:00 p.m.

**14. CONCLUSION**

Commissioner Hale concluded the meeting at 5:27 p.m.

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines

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Commissioner Ron Ricker