



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

January 6, 2026

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

The meeting was called to order at 3:00 p.m. by President Patricia Hale. All persons attended in person, except for any who joined by telephone as noted (\*).

#### **Commissioners Present**

Commissioner Patricia Hale  
Commissioner Ron Ricker  
Commissioner Charlotte Haines

#### **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. OATH OF OFFICE:** Commissioner Hale took the oath of office.

### **4. ELECTION OF OFFICERS**

Commissioner Ricker moved the following slate of officers for 2026: President – Ron Ricker, Vice President – Patricia Hale, and Secretary – Charlotte Haines. Commissioner Haines seconded and the motion passed unanimously.

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

Ms. Pottinger requested an addition of Item 9.f., resolution approving water system extension agreement (WSEA) with Department of Health. Commissioner Haines moved approval of the updated agenda. Commissioner Ricker seconded and the motion passed unanimously.

### **6. APPROVAL OF MINUTES**

The Board considered minutes of the December 12 special meeting and December 16 regular meeting. Commissioner Hale noted a needed correction in the December 12 minutes. Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted to approve the minutes of December 12 meeting as corrected, and the December 16 meeting as presented. Commissioner Hale abstained.

### **7. APPROVAL OF VOUCHERS**

Commissioner Ricker moved to approve voucher numbers 8011 to 8024 and 122064 to 122106 in the amount of \$320,048.05 from the maintenance fund, and voucher numbers 1051-1052 in the amount of \$24,564.00 from the capital fund. Commissioner Haines seconded. Commissioner Hale asked about specific vouchers. The motion passed unanimously.

8. **OLD BUSINESS:** None.

9. **NEW BUSINESS:**

a. **Conflict of Interest – Commissioners.** Commissioners submitted their completed and signed conflict of interest forms.

b. **Resolution 2026.01.01, Adopting the Updated Cross Connection Control Program.**

Mr. Woody summarized the District's work with Consor updating the plan. **ACTION:** Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution. Commissioners signed the resolution.

c. **Resolution 2026.01.02, Approving Additional Scope of Work and Increased Costs for Contract with David Evans and Associates (DEA).** Mr. Woody explained DEA has assisted in updating the District's form WSEA. The additional work exceeded the original contract amount. **ACTION:** Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution. Commissioners signed the resolution.

d. **Resolution 2026.01.03, Retaining RH2 Engineers to Update the District's Emergency Response Plan (ERP).** Ms. Pottinger provided background. RH2 has significant experience working on the District's prior ERPs. **ACTION:** Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution. Commissioners signed the resolution.

e. **Resolution 2026.01.04, Amending and Superseding Appendix 1A of District Code.** Ms. Pottinger explained that the amendment updates the District's planning documents. **ACTION:** Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution. Commissioners signed the resolution.

f. **Resolution 2026.01.05, Approving Water System Extension Agreement with Department of Health for the South Laboratory Addition.** **ACTION:** Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution. Commissioners signed the resolution.

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

a. **Director of Finance Report**

Ms. Shosten reported:

- The increased health care premium for employees has taken effect.
- Commissioners will receive W-2 forms online and via mail.
- She described a positive interaction with a customer whose water stopped running over the holidays and District staff were able to help.

b. **Director of Operations and Engineering**

Mr. Woody reported:

- **6<sup>th</sup> Avenue NE Water Main Replacement Project (CIP 2022.03):** work is mainly completed and project closeout in progress.
- **Beach Drive Creek Crossing Project (CIP 2021-04):** the contractor needs to complete prevailing wage affidavits.
- **3<sup>rd</sup> Ave NE South Water Main Extension Project (CIP 2022.04):** He is in discussion with Sound Transit for a right of entry so he can prepare a scope of work for a small works roster project.

- NE 155<sup>th</sup> Street Water Main Replacement (CIP 2025.01): he will meet with the City of Shoreline regarding comments on the permit application.
- 6<sup>th</sup> Ave NE & NE 145<sup>th</sup> St Connection (CIP 2022.03): right of way application submitted to the City of Shoreline.
- He is seeking a permit from Shoreline to remove the District's holiday lights on the street light poles.

**c. District Manager**

Ms. Pottinger:

- Shared the news from Seattle Public Utilities (SPU) regarding the connection charge refund they expect to send to all the purveyors by the end of February as the final five purveyors signed the new SPU water contract.
- Will include the new IT consultant contract on the January 20 meeting agenda.
- Described the District's program for tagging "small and attractive items." Mr. Woody showed an example of the asset tag on a laptop computer.
- Asked commissioners who wants to attend upcoming spring educational conferences.
- SPU Operating Board in-person meetings will be held at Mercer Island Community Center in 2026.

**11. LEGAL REPORT:** Mr. Bennett provided an update on the lawsuit between Lake Stevens Sewer District and the City of Lake Stevens. LSSD won at superior court and the case is now pending before the Court of Appeals.

**12. COMMISSIONER REPORTS**

- Commissioner Ricker discussed an article in the *Seattle Times* about excess water supply in California during heavy rains.

**13. EXECUTIVE SESSION:** Upon motion by Commissioner Hale and second by Commissioner Haines, the Board went into executive session for 15 minutes to discuss potential litigation with Mr. Bennett pursuant to RCW 42.30. The executive session started at 4:36 p.m. and concluded 4:51 p.m.

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

**15. NEXT MEETING**

- Regular Board meeting on Tuesday, January 20, 2026 at 3:00 p.m.

**16. CONCLUSION**

Commissioner Hale concluded the meeting at 4:53 p.m.

---

Commissioner Ron Ricker

---

Commissioner Patricia M. Hale

---

Commissioner Charlotte Haines