



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

January 20, 2026

1. CALL TO ORDER

The meeting was called to order at 3:03 p.m. by President Ron Ricker. All persons attended in person, except for any who joined by telephone as noted (*).

Commissioners Present

Commissioner Ron Ricker
Commissioner Patricia Hale
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:** There was a discussion about the advisability of having a swearing in and oath of office for the President of the Board. The Board consensus was to limit oaths of office to commissioners at the beginning of their new term.

3. APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Commissioner Hale moved approval of the agenda. Commissioner Haines seconded and the motion passed unanimously.

4. APPROVAL OF MINUTES

Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted to approve the minutes of January 6 regular meeting as presented.

5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 8025 to 8039 and 122107 to 122138 in the amount of \$298,461.71 from the maintenance fund, and voucher numbers 1053-1055 in the amount of \$6,152.96 from the capital fund. Commissioner Hale asked about two specific invoices. Commissioner Haines seconded. The motion passed unanimously.

6. OLD BUSINESS: None.

7. NEW BUSINESS:

a. **Resolution 2026.01.06, Approving Amendment to SecurComputing IT Contract.** Ms. Pottinger provided background. *ACTION:* Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously adopted the resolution. Commissioners signed the resolution.

b. **Resolution 2026.01.07, Updating District Policy on Small and Attractive Items.** Ms. Pottinger used a template policy provided by the State Auditor's Office (SAO) and modified

it for the District's needs. Commissioner Hale suggested a minor edit of the policy. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution as modified. Commissioners signed the resolution.

c. **Joint Meeting with Shoreline and Northshore Fire Departments on March 12.** Ms. Pottinger stated that the joint meeting will be noticed as a special Board meeting. *ACTION:* Upon motion by Commissioner Hale and second by Commissioner Haines, the Board voted unanimously to hold a special meeting of the Board of Commissioners on Thursday, March 12 at 5:30 p.m. The sole agenda item will be a joint meeting with the neighboring fire departments.

d. **Resolution 2026.01.08, Amending and Superseding Titles 2 and 3 of District Code.** Ms. Pottinger explained the proposed Code changes. Commissioners asked questions and suggested additional changes and clarifications. Ms. Pottinger will make further revisions and bring back for Board review and approval.

8. DIRECTORS' AND MANAGER'S REPORTS

a. Director of Finance Report

Ms. Shosten reported:

- She is working on final year-end financial reports.
- Commissioners will soon receive IRS Form-1095 and VEBA statements.

b. Director of Operations and Engineering

Mr. Woody reported:

- Status of open projects.
- There will be a pre-construction meeting scheduled for this week with DOH at Fircrest and a pre-planning meeting with the Sound Transit Bus Rapid Transit project.

c. District Manager

Ms. Pottinger reported:

- On February 5 the Seattle Public Utilities (SPU) Operating Board will have a celebration for the new contract at noon before the 1:00 p.m. meeting.
- King County Health Department asked if the District would be willing to serve as a measles vaccination site in February. The Board declined. Ms. Pottinger will suggest an alternative site.
- She is working on the Water Facilities Inventory (WFI) and discussed the population forecast for the District.
- There is a meeting with local legislators in Olympia next week regarding the Public Works Trust Fund.
- She will ask for employee volunteers to attend this year's Lake Forest Park Elementary School Science Fair.

9. LEGAL REPORT: Mr. Bennett provided an update on the Water System Extension Agreement (WSEA) with the Department of Health (DOH) for a portion of the Fircrest property. He was negotiating minor changes to the District's form WSEA with DOH and DOH has already signed the WSEA. He and Ms. Pottinger recommend Board approval.

ACTION: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously approved the modified WSEA and authorized Ms. Pottinger to sign it on behalf of the District.

10. COMMISSIONER REPORTS

- Commissioner Haines will attend a meeting at the Senior Center later this week.

13. EXECUTIVE SESSION: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board went into executive session for 5 minutes to discuss the performance of public employee pursuant to RCW 42.30.110(1)(g). The executive session started at 4:11 p.m. and concluded at 4:16 p.m. The Board returned to open session.

ACTION: Upon motion by Commissioner Hale and second by Commissioner Hale, the Board voted unanimously to approve a three percent (3.0%) wage increase for the District Manager, which is the same increase budgeted and approved for all employees. Ms. Pottinger will prepare a formal resolution for the Board's approval at the next meeting.

14. WORDS FOR THE GOOD OF THE ORDER: Commissioners discussed the increased amount of preparation time necessary to prepare for Board meetings.

15. NEXT MEETING

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

16. CONCLUSION

Commissioner Ricker concluded the meeting at 4:22 p.m.

Commissioner Ron Ricker

Commissioner Patricia Hale

Commissioner Charlotte Haines