



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

February 3, 2026

1. CALL TO ORDER

The meeting was called to order at 3:00 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: None.

3. APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Ms. Pottinger requested two additions and two corrections, and one additional resolution for approval. Commissioner Hale moved approval of the amended agenda. Commissioner Haines seconded and the Board unanimously approved.

4. APPROVAL OF MINUTES

Upon motion by Commissioner Hale and second by Commissioner Haines, the Board voted to approve the corrected minutes of the January 20 regular meeting.

5. APPROVAL OF VOUCHERS

Commissioner Hale moved to approve voucher numbers 8040 to 8053 and 122139 to 122174 in the amount of \$262,618.33 from the maintenance fund, and voucher numbers 1056-1060 in the amount of \$21,257.84 from the capital fund. Commissioner Hale asked about a specific invoice. Commissioner Haines seconded. The motion passed unanimously.

6. OLD BUSINESS: None.

7. NEW BUSINESS:

a. **Compliments from Customer and the Executive Director of the Public Works Board (PWB).** Mr. Woody shared a customer compliment about employee Thomas Brown, who replaced an old meter and demonstrated excellent customer service skills. Ms. Pottinger also shared an email from the Public Works Board thanking her and the commissioners for attending the PWB's legislative day via Zoom.

b. **Resolution 2026.02.08, Amending and Superseding Titles 2 and 3 of District Code.**

Ms. Pottinger stated that she made all the changes and corrections requested by the Board.

ACTION: Upon motion by Commissioner Hale and second by Commissioner Haines the Board unanimously adopted the resolution. Commissioners signed the resolution.

c. **Resolution 2026.02.09, Approving Engineering Contract with Wes Yost (CIP 2026-02).** Mr. Woody explained the resolution allows for engineering design for the emergency replacement of 200 lineal feet of 2-inch galvanized pipe. **ACTION:** Upon motion by Commissioner Hale and second by Commissioner Haines the Board unanimously adopted the resolution. Commissioners signed the resolution.

d. **Resolution 2026.01.10, Formally Approving Salary Adjustment for District Manager.** **ACTION:** Upon motion by Commissioner Haines and second by Commissioner Hale the Board unanimously adopted the resolution. Commissioners signed the resolution.

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

a. **Director of Finance Report**

Ms. Shosten clarified that the District should not accept ACH transfers unless they are preapproved because direct deposits to the District's bank accounts bypasses controls related to cash receipts. The issue came up when another agency made payment by ACH transfer without permission from or notice to the District.

b. **Director of Operations and Engineering**

Mr. Woody reported:

- He expects to receive a water system extension agreement (WSEA) from the owner of a new development.
- He received comments from City of Shoreline and Washington State Department of Transportation (WSDOT) regarding the 6th Avenue Project. WSDOT raised the need for a temporary franchise agreement. Ms. Pottinger shared her thoughts about franchise agreement consolidation and the state's desire to have a separate agreement for each roadway.

c. **District Manager**

Ms. Pottinger reported:

- On Thursday, the Seattle Public Utilities (SPU) Operating Board will have a celebration for the new contract at noon before the 1:00 p.m. meeting. She coordinated with commissioners about transportation to and from the meeting.
- She mentioned the effective utility management training event at Alderwood Water & Wastewater District on February 25.
- She reported on the SPU Operating Board Conservation Committee. She asked for commissioners' input on the committee's survey about priorities. She noted that the District has already implemented many of the best conservation practices.
- She and Mr. Woody met with City of Mountlake Terrace to discuss the two emergency connections between the utilities and how we expect to improve the connections as part of this year's telemetry upgrade project.

9. **LEGAL REPORT:** Mr. Bennett reported on his presentation to the Washington Association of Sewer and Water Districts (WASWD) commissioners' workshop. He also provided an update on the remaining missing signature on a joint easement. He will be on vacation the week of February 9.

10. COMMISSIONER REPORTS

- Commissioner Haines reported on a meeting at the Shoreline Senior Center.
- Commissioner Ricker reported on the WASWD commissioners' workshop. He was heartened by how many new commissioners attended.
- Commissioner Hale liked most of the sessions at the WASWD workshop. She will be on vacation in late October and early November.

13. EXECUTIVE SESSION: None.

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

15. NEXT MEETING

- Regular Board meeting on Tuesday, February 17, 2026 at 3:00 p.m.

16. CONCLUSION

Commissioner Ricker concluded the meeting at 4:24 p.m.

Commissioner Ron Ricker

Commissioner Patricia Hale

Commissioner Charlotte Haines