



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

March 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 of Operations/Engineering

### 2. PUBLIC COMMENT: None.

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

Commissioner Haines moved approval of the agenda. Commissioner Hale 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 minutes of the February 17 regular meeting.

### 5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 8069 to 8083 and 122205 to 122236 in the amount of \$273,003.92 from the maintenance fund, and voucher numbers 1063-1064 in the amount of \$10,785.82 from the capital fund. Commissioner Hale asked about a specific invoice. Following an answer by staff, Commissioner Ricker seconded the motion and the motion passed unanimously.

### 6. OLD BUSINESS: None.

### 7. NEW BUSINESS: None.

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

#### a. Director of Finance Report

Ms. Shosten reported:

- The District has received the refund payment from Seattle Public Utilities (SPU) in February. She has consulted with the State Auditor's Office (SAO) about the proper way to report the refund. She is consulting with the Department of Revenue also about reporting the refund.

- She continues to work on the 2025 financial statements.

**b. Director of Operations and Engineering**

Mr. Woody reported:

- He has reached out to Consor to help with both the review of a Seattle Public Utilities water main project in the southeastern portion of the City and provide upsizing of a watermain in the same neighborhood. Given that the District has water mains along the northern boundary of SPU's project area that are scheduled to be upsized, both utilities thought it would be best to only disrupt the neighborhood once. He expects to bring back a resolution for board approval at the next meeting.
- He reminded the Board that he has been working with PACE Engineers since 2024 to design a water main project on 37<sup>th</sup> and 38<sup>th</sup> Avenues NE in Lake Forest Park. These mains have a high number of water main breaks compared to other areas in our system. The pipes are also some of the oldest pipes installed in 1952. He is hoping for a permit from the City soon and will be posting the project with the Daily Journal of Commerce following getting the permit.
- He expects to soon receive the two new Silverado Trucks he ordered at the end of last year. Both trucks will need to be fully outfitted with lights, toolboxes, District logo etc. He also expects to have the new F-550 Cab and Chassis Truck ready this month, but it will need to have the box set up for how the crew will use the truck. Look for a resolution for completing this truck at the next Board meeting.

**c. District Manager**

Ms. Pottinger reported:

- The Effective Utility Management training she and two other staff attended last week.
- She expects to have a draft of the newsletter to the Board for review later this week.
- She reminded the Board that the District is getting a new phone system.
- She expects to bring forth the Budget book at the next meeting.
- Lastly, she spoke about getting a signature on an easement on a private roadway.

**9. LEGAL REPORT:** None.

**10. COMMISSIONER REPORTS**

- Commissioner Hale reported on the Shoreline Fire Department's Push In event for their new hook and ladder truck that she attended. She also reported on last week's ribbon cutting event for the Sound Transit project in Kenmore that she and Commissioner Ricker attended.

**11. EXECUTIVE SESSION:** None.

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

**13. NEXT MEETING**

- Joint Meeting with Shoreline Fire Department Regional Fire Authority, Thursday, March 12 @ 5:30 p.m.
- Regular Board meeting on Tuesday, March 17 at 3:00 p.m.

**14. CONCLUSION**

Commissioner Ricker concluded the meeting at 3:47 p.m.

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Commissioner Ron Ricker

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Commissioner Patricia Hale

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Commissioner Charlotte Haines