



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

April 7, 2026

### 1. CALL TO ORDER

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

#### Commissioners Present

Commissioner Patricia Hale  
Commissioner Charlotte Haines

#### Absent

Commissioner Ron Ricker

#### Staff and Consultants

Diane Pottinger, District Manager  
Max Woody, Director of Operations/Engineering  
Joe Bennett, District Attorney

### 2. PUBLIC COMMENT: None.

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

ACTION: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to grant Commissioner Ricker an excused absence from today's meeting. With that action, the Board considered the meeting agenda.

ACTION: Commissioner Haines moved approval of the agenda as presented. Commissioner Hale seconded and the Board unanimously approved.

### 4. APPROVAL OF MINUTES

Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted to approve the minutes of the March 17 regular meeting.

### 5. APPROVAL OF MINOR ADJUSTMENT TO PURCHASE PRICE IN RESOLUTION

**20206.12.40**. Mr. Woody explained that there was an adjustment of \$481.46 to the purchase price due to miscommunication with the vendor about all options that the District wanted as part of a new vehicle purchase. ACTION: Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously approved the minor adjustment.

### 6. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 8097 to 8109 and 122264 to 122315 in the amount of \$284,617.36 from the maintenance fund, and voucher numbers 1067 – 1075 in the amount of \$89,745.43 from the capital fund. Commissioner Hale seconded. The motion passed unanimously.

### 7. OLD BUSINESS: None.

**8. NEW BUSINESS:**

- a. **Nominations for Enduris Board.** The commissioners declined to seek nomination.
- b. **Resolution 2026.04.12, Updating District's Fire flow Analysis Charge.** Ms. Pottinger provided background. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously approved the resolution.
- c. **Resolution 2026.04.13, Amending Appendix 3A of District Code.** Ms. Pottinger provided background. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously approved the resolution.
- d. **Resolution 2026.04.14, Approving a Water Service Extension Agreement (WSEA) with Sierra Grove – Adamant Homes.** Mr. Woody provided background. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously approved the resolution.
- e. **Resolution 2026.04.15, Approving Contract with Consor for Engineering Design Services (CIP 2026.04).** Ms. Pottinger and Mr. Woody provided background. *ACTION:* Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously approved the resolution.
- f. **Resolution 2026.04.16, Approving Contract with WSB Excavation & Utilities, LLC (CIP 2026.03, Phase 3).** Mr. Woody provided background. He expects the preconstruction meeting will be next week. *ACTION:* Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously approved the resolution

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

**a. Director of Finance Report**

Ms. Pottinger reported for Ms. Shosten:

- Financial reports were completed and sent to the State Auditor's Office (SAO).

**b. Director of Operations and Engineering**

Mr. Woody:

- Reported on the annual utility coordination meeting with City of Shoreline and other utilities. He summarized key District projects at the meeting.
- Reported on the NE 155<sup>th</sup> Avenue Project: He is working with DEA to resubmit permits to the City of Shoreline for the project. The resubmittal is made more complicated by required ADA mitigation.
- He expects to go out for bid soon on the 37<sup>th</sup> & 38<sup>th</sup> Avenues NE project in Lake Forest Park.
- City of Shoreline hired an emergency manager and held its first emergency management meeting of the year last week. The upcoming World Cup games in Seattle were the focus of that meeting.
- The two employees who presented at the Lake Forest Park Elementary School Science Fair last month reported that the District's participation was well received. Ms. Pottinger added this will be included in next District newsletter.

**c. District Manager**

Ms. Pottinger:

- Reported that BHC Consultants updated their rates for the first time in three years.

- Attended two meetings with Sound Transit related to the ongoing projects.
- There is a waiting list for the April 15 Savvy Gardener class, as all 65 spots have been reserved. Parking may be a challenge for later arrivals.
- She is in the processing of identifying District property that is surplus.

**10. LEGAL REPORT:** None.

**11. COMMISSIONER REPORTS**

- Commissioner Haines attended the recent Seattle Public Utilities (SPU) Operating Board meeting.
- Commissioner Hale attended both the Operating Board and a hearing at Shoreline City Hall about the proposed Fircrest rezone.

**12. EXCUTIVE SESSION:** None.

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

**14. NEXT MEETING**

- Regular Board meeting on Monday, April 20 at 10:00 a.m.

**15. UPCOMING EVENTS**

- Savvy Gardener Class, Wednesday, April 15 at 6:30 p.m.
- Washington Association of Sewer and Water Districts (WASWD) Spring Conference, April 21-23 at Three Rivers Conference Center in Kennewick.

**16. CONCLUSION**

Commissioner Hale concluded the meeting at 4:25 p.m.

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Commissioner Ron Ricker

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines