



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

April 20, 2026

1. CALL TO ORDER

The meeting was called to order at 10:00 a.m. by Board 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

ACTION: Ms. Pottinger shared that she wanted to update the agenda with the Board. Commissioner Hale moved approval of the agenda as amended. Commissioner Haines seconded and the Board unanimously approved.

4. APPROVAL OF MINUTES

Commissioner Hale made a minor amendment to the March 12 special meeting minutes. Upon motion by Commissioner Hale and second by Commissioner Haines, the Board voted to approve the amended minutes of the March 12 special meeting and the April 7 regular meeting. The Board unanimously approved the motion.

5. APPROVAL OF MINOR ADJUSTMENT TO PURCHASE PRICE IN RESOLUTION

2026.12.39. Mr. Woody explained that there was an adjustment of \$203.07 to the purchase price due to an increase in sales tax. ACTION: Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously approved the minor adjustment.

6. APPROVAL OF VOUCHERS

Commissioner Hale moved to approve voucher numbers 8110 to 8124 and 122316 to 122346 in the amount of \$154,611.72 from the maintenance fund, and voucher numbers 1076 – 1079 in the amount of \$119,151.26 from the capital fund. Commissioner Haines seconded. The motion passed unanimously.

7. OLD BUSINESS: None.

8. NEW BUSINESS: None.

9. DIRECTORS' AND MANAGER'S REPORTS

a. Director of Finance Report

Ms. Shosten:

- Because the financial reports were submitted earlier this month, the State Auditor's Office has reached out and set up the 2025 audit to begin May 4 and is expected to be completed by the end of the month.

b. Director of Operations and Engineering

Mr. Woody:

- Reported on the radio roll call the first Wednesday of every month is working out well to get everyone use to the new PSERN radios. The staff will be continuing this into the future and may expand it. The District will be purchasing a new truck radio for the new box truck.
- 6th Ave NE and NE 145th Street Project (CIP 2026.05): The City's traffic control plan that has been used as part of the 145th Street Roundabout project can not be transferred to this project so that the contractor will be working on this. He can install the main in the City of Shoreline's street then it is likely he may have to shut down one or two nights to do the connection in the Washington State Department of Transportation's Right of Way on NE 145th Street.
- 37th & 38th Avenues NE Watermain Replacement project (CIP 2024.03): He has received the construction permit from the City and will be working on getting the rest of the project ready and out for bid hopefully soon.
- NE 155th Avenue Watermain Replacement project (CIP 2025.01): He is working with DEA to resubmit permits to the City of Shoreline for the project. The City will be doing an overlay shortly after the District's project.
- Tank Cleaning: He expects to be cleaning both the 3.7 MG and 2.0 MG tanks in May.

c. District Manager

Ms. Pottinger:

- Reported on the SPU CIP review comments that were submitted last week.
- Reported on the Savvy Gardener class the prior week that had 54 attendees.
- Shared a video of the proposed new tree lights that will be installed between now and the next holiday season. Staff will have the ability to change the sequencing color

10. LEGAL REPORT: None.

11. COMMISSIONER REPORTS

- Commissioner Haines shared her comments about the Savvy Gardener class.
- Commissioner Hale discussed the Lake Forest Park Policy academy class that she attended.

12. EXCUTIVE SESSION: None.

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

14. NEXT MEETING

- Regular Board meeting on Tuesday, May 5 at 10:00 a.m.

15. UPCOMING EVENTS

- Pacific Northwest Section of American Water Works (PNWS-AWWA) Spring Conference on May 6 -8 at the Tacoma Convention Center
- Savvy Gardener Class, Tuesday, May 12 at 6:30 p.m.

16. CONCLUSION

Commissioner Hale concluded the meeting at 10:48 a.m.

Commissioner Ron Ricker

Commissioner Patricia Hale

Commissioner Charlotte Haines