



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

May 19, 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 Charlotte Haines  
Commissioner Patricia Hale  
Commissioner Ron Ricker

#### **Staff and Consultants**

Diane Pottinger, District Manager  
Barb Shosten, Finance Director  
Max Woody, Director of Operations/Engineering  
Joe Bennett, District Counsel

### **2. PUBLIC COMMENT:** None.

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

Ms. Pottinger requested the addition of an executive session under Item 11. **ACTION:** Commissioner Hale moved to approve the amended to the agenda. Commissioner Ricker seconded and the Board unanimously approved the amended agenda.

### **4. APPROVAL OF MINUTES**

Commissioners Haines and Hale requested some minor edits, which Ms. Pottinger incorporated. Upon motion by Commissioner Hale and second by Commissioner Ricker, the Board voted to approve the corrected minutes of the May 5 regular Board meeting.

### **5. APPROVAL OF VOUCHERS**

Commissioner Hale moved to approve voucher numbers 8140 to 8154 and 122389 to 122416 in the amount of \$155,575.95 from the maintenance fund, and voucher numbers 1083-1085 in the amount of \$163,572.45 from the capital fund. Commissioner Haines seconded. Mr. Woody and Ms. Shosten answered commissioners' questions about specific invoices. The motion passed unanimously.

### **6. OLD BUSINESS:** None.

### **7. NEW BUSINESS:**

- a. **Compliments from a ratepayer about a District employee.** Mr. Woody reported that Thomas Brown received a compliment for explaining the leak adjustment process to a ratepayer.
- b. **City of Shoreline Hamlin Splash Park Water Main Replacement.** Mr. Woody explained that the City is working on construction of a water park on top of an existing

District water line in Hamlin Park. The District and City will coordinate on relocating the water line. The District will take the lead on the design, and the City will perform the work. Mr. Woody and Ms. Pottinger will work with David Evans and Associates on a contract which will be brought back to the Board for ratification.

- c. **Washington Association of Sewer and Water Districts (WASWD) Government Relations Committee Meeting.** Ms. Pottinger noted that WASWD has requested that only one representative from each member district attend tomorrow's committee meeting. Commissioner Haines offered to attend and the other commissioners concurred.

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

### a. **Director of Finance Report**

Ms. Shosten reported:

- The State Auditor's Office (SAO) audit is going well.

### b. **Director of Operations and Engineering**

Mr. Woody reported:

- 6<sup>th</sup> Ave NE & NE 145<sup>th</sup> ST Connection Project (CIP 2026-05): Washington State Department of Transportation (WSDOT) has advised that additional traffic control and night work were needed for the project after the District had already awarded the contract. Mr. Woody shared that the additional traffic control and night work will require a contract change order, which will be brought back to the Board for ratification.
- 37<sup>th</sup> & 38<sup>th</sup> Ave NE (CIP 2025-03) project in Lake Forest Park: He expects that bid packet will go out to bid in June.
- He will join the next Board meeting via conference call.

### c. **District Manager**

Ms. Pottinger reported:

- She has been following up with contractors for final paperwork for completed projects.
- She attended the WASWD general managers meeting. The focus was on improving district websites.
- Contractors are cleaning and inspecting the water reservoirs this week.
- She attended a meeting with Chamber of Commerce Economic Development Committee, which had City of Shoreline staff discuss their Community Emergency Response Team (CERT) and the updating of the building permit process.
- Applications have been received for the new administrative position.

9. **LEGAL REPORT**: Mr. Bennett reported that he requested a meeting of the WASWD attorneys' group to discuss the recent appellate case, *West v. Burien City Council*.

## 10. **COMMISSIONER REPORTS**

- Commissioner Haines reported on neighborhood concern about development along 10<sup>th</sup> Avenue. She expects that current residents will be severely impacted by high density development with no additional parking. Several commissioners and staff noted the upsurge of on-street parking adjacent to light rail stations.

**11. EXECUTIVE SESSION: *ACTION:*** Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to go into executive session to discuss potential litigation and legal risk with Mr. Bennett for 20 minutes. The executive session started at 4:09 p.m. At 4:29 p.m., the Board extended for 15 minutes. At 4:44 p.m., the Board returned to open session. No action was taken.

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

**13. NEXT MEETING**

- Regular Board meeting on Tuesday, June 2 at 3:00 p.m.

**14. UPCOMING EVENTS**

- Savvy Gardener Class, Wednesday, June 3 @ 6:30 p.m.

**15. CONCLUSION**

Commissioner Ricker concluded the meeting at 4:45 p.m.

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Commissioner Ron Ricker

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines