



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

June 2, 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 to reverse the sequence of agenda items 7.c. and 7.d. Commissioner Hale moved approval with that change. Commissioner Haines seconded and the Board unanimously approved the adjusted agenda.

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

Commissioners Haines requested one correction and moved approval of the May 19 minutes as corrected. Commissioner Ricker seconded and the Board voted to approve the corrected minutes.

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

Commissioner Hale moved to approve voucher numbers 8155 to 8168 and 122417 to 122455 in the amount of \$181,025.11 from the maintenance fund, and voucher numbers 1087-1089 in the amount of \$31,485.91 from the capital fund. Commissioner Haines seconded. Ms. Pottinger and Ms. Shosten answered commissioners' questions about specific invoices. The motion passed unanimously.

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

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

a. **New Retrospective Rating Program Agreement.** Ms. Pottinger reported that the retrospective rating program of the Washington Association of Water & Sewer Districts (WASWD) requested that participating districts approve a new administrative service agreement. **ACTION:** Upon motion by Commissioner Hale and second by Commissioner

Haines, the Board voted unanimously to approve the new agreement and authorized Commissioner Ricker to sign as Board President.

- b. Resolution 2026.06.18, Approving Contract with David Evans & Associates (DEA) for the Hamlin Spray Park (CIP 2026.06).** Mr. Woody provided background. *ACTION:* Upon motion by Commissioner Hale and second by Commissioner Haines, the Board voted unanimously to adopt the resolution.
- c. Resolution 2026.06.19, Approving Change Order #1 to Contract for CIP 2026.05 (6<sup>th</sup> Ave NE to NE 145<sup>th</sup> watermain connection).** Mr. Woody explained the background. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker the Board voted unanimously to adopt the resolution.
- d. Voucher 1086.** Ms. Pottinger provided background. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Hale the Board voted unanimously to approve the voucher.
- e. Resolution 2026.06.20, Declaring Certain District Personal Property as Surplus.** Mr. Woody provided background. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Hale the Board voted unanimously to adopt the resolution.
- f. Resolution 2026.06.21, Approving Contract with PACE Engineers for CIP 2024.03 37<sup>th</sup> Ave Water Main Replacement.** Mr. Woody explained the delay due to permitting. The amendment allows PACE to complete its work on the bid package. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker the Board voted unanimously to adopt the resolution.
- g. New District Backflow Flier.** Ms. Pottinger shared a draft of a new District flier that explains the importance of backflow devices. Mr. Woody proposed having the water quality staff make a presentation at a future Board meeting. The 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 and completion of the field work is expected next week.
- The entrance conference is tomorrow.

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

Mr. Woody reported:

- 37<sup>th</sup> & 38<sup>th</sup> Ave NE Watermain Replacement Project (CIP 2024.03) in Lake Forest Park: He expects that bid packet will go out to bid later this month.
- Communications with the City staff about the upcoming soccer World Cup will present traffic problems in Shoreline, particularly adjacent to light rail stations.
- He summarized the ongoing landscaping maintenance at the Maintenance Building property

### **c. District Manager**

Ms. Pottinger reported:

- The next Savvy Gardener class is tomorrow. 30 people have registered.
- The Shoreline State of the City breakfast is on Thursday, June 4.

- She is working on the District’s risk and resiliency evaluation which is to be completed later this month.
- She gave an update on the DSHS Fircrest expansion project.
- She gave an update on the NE 20<sup>th</sup> Street joint easement.
- The District is interviewing for the executive assistant position.

**9. LEGAL REPORT:** Mr. Bennett reported (a) City of Everett adopted a utility tax on wholesale water against the opposition of WASWD and Everett’s wholesale water customers; (b) he attended the appellate argument in the *Lake Stevens Sewer District vs. City of Lake Stevens* case. The District won at the trial court and the court of appeals judges appeared skeptical of the city’s argument.

**10. COMMISSIONER REPORTS**

- Commissioner Hale will miss the July 7 Board meeting. She also provided an update on the Shoreline Chamber of Commerce.

**11. EXCUTIVE 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 10 minutes pursuant to RCW 42.30.110(1)(i). The executive session started at 4:09 p.m. At 4:19 p.m., the Board extended for 5 minutes. At 4:24 p.m., the Board returned to open session. No action was taken.

**12. WORDS FOR THE GOOD OF THE ORDER:** Ms. Pottinger asked if any commissioners want to attend the Tolt River Watershed tour. She also talked about HRA/VEBA accounts.

**13. NEXT MEETING**

- Regular Board meeting on Tuesday, June 16 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 4:33 p.m.

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Commissioner Ron Ricker

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Commissioner Patricia Hale

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Commissioner Charlotte Haines