



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

June 16, 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
Max Woody*, Director of Operations/Engineering
Bob Heivilin, Utility Worker V/Water Quality
Joe Bennett, District Counsel

2. PUBLIC COMMENT: None.

3. APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Ms. Pottinger asked to take Item 7.a. after approval of the agenda. Commissioner Hale moved with approval, Commissioner Haines seconded and the Board unanimously approved the adjusted agenda.

4. APPROVAL OF MINUTES

Ms. Pottinger made some corrections to the draft minutes. Commissioners Hale moved approval of the June 2 minutes as corrected. Commissioner Haines seconded and the Board voted to approve the corrected minutes.

5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 8169 to 8183 and 122456 to 122488 in the amount of \$138,640.18 from the maintenance fund, and voucher numbers 1090-1092 in the amount of \$29,568.04 from the capital fund. Commissioner Hale seconded. The motion passed unanimously.

6. OLD BUSINESS: None.

7. NEW BUSINESS:

a. **Draft NCWD Backflow Flier and Presentation.** Bob Heivilin presented, as a follow-up to the discussion at the last Board meeting, examples of different backflow devices used in business and large multi-family complexes. He gave examples of different settings where each type of device is used and answered questions. Mr. Woody suggested edits to the Business Backflow flier. Commissioners thanked Mr. Heivilin for his presentation.

8. DIRECTORS' AND MANAGER'S REPORTS

a. Director of Finance Report

Ms. Pottinger reported for Ms. Shosten:

- The State Auditor's Office (SAO) expect to complete the audit field work this week.

b. Director of Operations and Engineering

Mr. Woody reported:

- 37th & 38th Ave's NE Water Main Replacement Project (CIP 2024.03) in Lake Forest Park: He still expects that bid packet will go out to bid this month with an estimated award date in August.
- City of Shoreline Hamlin Spray Park Water Main Relocation Project (CIP 2026.06): He received 100% design drawings from Scott Christensen and shared with the City. He confirmed that the City will pay for materials and installation of the relocated District water line.
- Staff took delivery of the new service truck, which includes additional text along the vehicle truck bed in addition to a logo. He will ask commissioners for feedback.

c. District Manager

Ms. Pottinger reported:

- District staff lunch is on Wednesday, August 19 at the Maintenance Building at 11:30 a.m.
- District all staff dinner meeting will be on Friday, December 11.
- She is finalizing the District's risk and resiliency report and expects to finish it next week.
- She deferred filling the vacant executive assistant position until later this year.
- She encouraged commissioners to complete cyber security training in compliance with the American Water Infrastructure Act.
- She provided an update on her dealings with Sound Transit Bus Rapid Transit project

9. LEGAL REPORT: Mr. Bennett provided an update on the joint easement on 22nd Ave NE.

He offered to present on the Open Public Meetings Act at the Washington Association of Sewer and Water Districts (WASWD) fall conference. Commissioners asked questions.

10. COMMISSIONER REPORTS

- Commissioner Haines asked about the District's role in the North City Business Association's tree lighting event. Ms. Pottinger will report back in July.
- Commissioner Hale asked about the Tolt watershed tour and why the recent WASWD Section 4 meeting was set for 1:00 p.m. instead of 7:00 p.m. Ms. Pottinger will follow up.

11. EXCUTIVE SESSION: None.

12. WORDS FOR THE GOOD OF THE ORDER: Ms. Pottinger welcomes and values commissioner questions.

13. NEXT MEETING

- Regular Board meeting on Tuesday, July 7 at 3:00 p.m.

14. UPCOMING EVENTS

- Lake Forest Park Garden Tour and Art Market, Saturday, June 20 at 9:00 a.m. The District will have a booth at the event.

15. CONCLUSION

Commissioner Ricker concluded the meeting at 4:41 p.m.

Commissioner Ron Ricker

Commissioner Patricia M. Hale

Commissioner Charlotte Haines