North City WATER DISTRICT

# MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

July 21, 2026

## 1. CALL TO ORDER

The meeting was called to order at 3:01 p.m. by President Ron Ricker. All persons attended in person, except for any who joined by telephone as noted (*).

| **Commissioners Present** | **Staff and Consultants** |
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| Commissioner Charlotte Haines | Diane Pottinger, District Manager |
| Commissioner Patricia Hale | Barb Shosten, Director of Finance |
| Commissioner Ron Ricker | Max Woody, Director of Operations/Engineering |
| | Joe Bennett, District Counsel |

## 2. PUBLIC COMMENT: None.

## 3. APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Ms. Pottinger requested addition of an executive session to discuss potential litigation with Mr. Bennett. Commissioner Ricker moved approval, Commissioner Haines seconded and the Board approved the adjusted agenda.

## 4. APPROVAL OF MINUTES

Commissioner Haines moved approval of the July 7 minutes. Commissioner Ricker seconded and the Board approved the minutes.

## 5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 8198 to 8211 and 122538 to 122568 in the amount of $415,663,49 from the maintenance fund, and voucher numbers 1100-1101 in the amount of $6,248.85. from the capital fund. Commissioner Hale seconded. Mr. Woody discussed the invoice for water tank inspections. The motion passed unanimously.

## 6. OLD BUSINESS: None.

## 7. NEW BUSINESS:

**a. Resolution 2026.07.24, Approving Contract with ESRI for GIS-related services.** Mr. Woody provided background. The one-year contract should be sufficient to complete the GIS project. *ACTION*: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.

b. **Resolution 2026.07.25, Amending Contract with David Evans & Associates, Inc. (DEA).** Mr. Woody provided background. *ACTION*: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.

c. **Update of Personnel Manual**. Ms. Pottinger discussed her proposed updates to Sections 3 and 7 of the Personnel Manual. She is receiving input from staff and Enduris. She hopes to have proposed revisions for the Board's consideration at the August 4 meeting.

d. **Seattle Public Utilities (SPU) Rate Increase Options**. SPU has asked each purveyor to state which of the three proposed options it prefers. The Board directed Ms. Pottinger to communicate to SPU the District's preference for option 3.

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

**a. Director of Finance Report**

Ms. Shosten:

- The State Auditor's Office (SAO) exit conference on July 16 was positive and SAO confirmed another clean audit.
- She will present the mid-year financial report next month.

**b. Director of Operations and Engineering**

Mr. Woody reported:

- District Employee Bob Heivilin celebrated his 36th year work anniversary.
- He provided an update on the Beach Drive NE Water Main Creek Crossing (CIP 2021.04) warranty items.
- 37th – 38th Ave BE Water Main Replacement Project (CIP 2024-03): The project will go out for advertisement next week in the Daily Journal of Commerce and the bid opening will be August 18.

**c. District Manager**

Ms. Pottinger reported:

- All staff lunch will be August 19 at the maintenance facility starting at 11:30 a.m.
- The annual staff dinner will be December 11 with the venue to be finalized.
- Annual hearing tests for staff and elected officials will be conducted in early September in the morning.

**9. LEGAL REPORT**: None.

**10. COMMISSIONER REPORTS**:

- **Commissioner Haines** completed her cyber security training. She reported on the most recent SPU Operating Board meeting.
- **Commissioner Hale** shared customer feedback on the District's annual water quality report. She attended the SAO exit conference and complimented staff on another successful audit. She reported on the recent Shoreline Chamber of Commerce meeting. She attended the Section IV meeting via Zoom.

**11. EXECUTIVE SESSION**: *ACTION*: Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted to go into executive session for 15 minutes to discuss potential litigation with Mr. Bennett pursuant to RCW 42.30.110(1)(i). The executive session started at 4:03 p.m. At 4:18 p.m., the Board extended for 25 minutes. The executive session concluded at 4:43 p.m.

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

**13. NEXT MEETING**

- Regular Board meeting on Tuesday, August 4 at 3:00 p.m.

**14. UPCOMING EVENTS**: None.

**15. CONCLUSION**

Commissioner Ricker concluded the meeting at 4:44 p.m.

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Commissioner Ron Ricker

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines