



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

August 4, 2026

1. CALL TO ORDER

The meeting was called to order at 3:06 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
Toby Bigger,* Senior Inspector
Joe Bennett, District Counsel

2. PUBLIC COMMENT: None.

3. APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Commissioner Hale moved for approval, Commissioner Ricker seconded and the Board approved the agenda.

4. APPROVAL OF MINUTES

Ms. Pottinger made minor corrections to the draft minutes of the July 16 special meeting and July 21 regular meeting. Commissioner Hale moved approval of the corrected minutes of the July 16 special meeting and the July 21 regular meeting. Commissioner Haines seconded and the Board approved the minutes of both meetings.

5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 8212 to 8226 and 122569 to 122605 in the amount of \$341,921.24 from the maintenance fund, and voucher numbers 1102-1107 in the amount of \$135,760.36. from the capital fund. Commissioner Ricker seconded. Commissioners asked questions about particular invoices. The motion passed unanimously.

6. OLD BUSINESS: None.

7. NEW BUSINESS:

- a. **Resolution 2026.08,26, Updating Section 3 of the District Personnel Manual.** Ms. Pottinger provided background and answered questions. ACTION: Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously adopted the resolution.

- b. **Resolution 2026.08.27, Updating Section 7.09 of the District Personnel Manual.** Ms. Pottinger and Mr. Woody provided background. ACTION: Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously adopted the resolution.
- c. **Resolution 2026.08.28, Amending the District's 2026 Wage Matrix.** Ms. Pottinger provided background. ACTION: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.

8. DIRECTORS' AND MANAGER'S REPORTS

a. Director of Finance Report

Ms. Shosten:

- Gave a brief update on water revenue year to date.
- Announced she intends to retire by the end of the first quarter of 2027.

b. Director of Operations and Engineering

Mr. Woody reported:

- Shared a thank you note from a customer for Christian Eley for clearing weeds from two water meters.
- 37th – 38th Ave Water Main Replacement Project (CIP 2024-03): The project has gone out to bid. The bid opening will be on August 20. The engineer's estimate is \$1.3 million. He expects to bring a contract for board approval in early September.
- He recapped a staff training on emergency preparedness.
- GIS update: The Field Staff met with the consultant and discussed the plan to finish the update within the year.
- He discussed the exterior maintenance needs at the administrative building with expectations to have several contracts out around the first of the year.
- He congratulated two employees for passing their next Water Distribution Maintenance (WDM) certification levels.
- He provided an update on the warranty work for the Beach Drive/McAleer Creek Boring Project.(CIP 2021-04).

c. District Manager

Ms. Pottinger reported:

- The North City Jazz Walk will be next Tuesday and the Board Room will be one of the music venues.
- District employees will staff an informational booth at the Celebrate Shoreline event on Saturday, August 15.
- She is working on several easement issues at the moment.
- She will be on vacation the last week of August.
- Commissioners have been registered for the Washington Association of Water and Sewer District (WASWD) fall conference next month.

9. LEGAL REPORT: None.

10. COMMISSIONER REPORTS:

- **Commissioner Haines** completed her cyber security training. She reported on the most recent Seattle Public Utilities (SPU) operating board meeting.
- **Commissioner Hale** shared customer feedback on the District's annual water quality report. She attended the State Auditor's Office (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 30 minutes to discuss potential litigation with Mr. Bennett pursuant to RCW 42.30.110(1)(i). The executive session started at 4:28 p.m. At 4:58 p.m., the Board extended for 20 minutes. The executive session concluded at 5:18 p.m.

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

13. NEXT MEETING

- Regular Board meeting on Tuesday, August 18 at 3:00 p.m.

14. UPCOMING EVENTS:

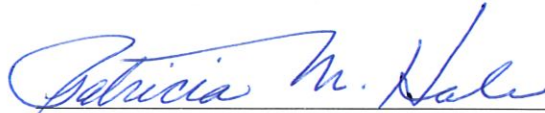
- North City Jazz Walk, Tuesday, August 11, 2026
- Celebrate Shoreline, Saturday, August 15, 2026.

15. CONCLUSION

Commissioner Ricker concluded the meeting at 5:19 p.m.



Commissioner Ron Ricker



Commissioner Patricia M. Hale



Commissioner Charlotte Haines