



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

October 6, 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 three changes: (a) moving old business item 6.e., Resolution 2026.10.34, to new business item 7.a.; (b) adding old business item 6.f., Fircrest easement; and (c) adding new business item 7.b., possible special board meeting. Commissioner Hale moved approval, Commissioner Haines seconded and the Board approved the agenda as adjusted.

4. APPROVAL OF MINUTES

Commissioner Hale moved approval of the minutes of the September 15 regular a Board meeting. Commissioner Haines seconded and the Board unanimously approved.

5. APPROVAL OF VOUCHERS

Commissioner Hale moved to approve voucher numbers 122715 to 122759 in the amount of \$93,006.15 from the maintenance fund, and voucher numbers 1121-1127 in the amount of \$29,937.86. from the capital fund. Commissioner Haines seconded. Commissioners asked questions about particular invoices. The motion passed unanimously.

6. OLD BUSINESS:

- a. **Resolution 2026.10.31, declaring certain property surplus.** Ms. Pottinger stated that staff found an additional computer docking station that was added to the resolution bringing the total surplus to 3 stations. ACTION: Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously approved the resolution.
- b. **Resolution 2026.10.32, approving additional work for water line relocation project at Hamlin Park.** Mr. Woody provided background. ACTION: Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously approved the resolution.

c. **Resolution 2026.10.33, approving relocation of water service lines at Hamlin Park.**

Mr. Woody and Ms. Pottinger provided background. The District's contractor for the Hamlin Park water line relocation project declined to do this additional work. The City's contractor, FORMA Construction, can perform the work with no additional charges for mobilization and demobilization. ACTION: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously approved the resolution.

d. **Voucher1120.** The voucher is for FORMA Construction for \$122,758.76 from the capital fund. This voucher relates to the work approved by Resolution 2026.10.33. ACTION: Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously approved the resolution.

e. **Holiday tree lighting update.** Commissioner Haines reported on the kickoff meeting for the event. There was a general discussion.

f. **Fircrest Easement.** The Department of Social and Health Services (DSHS) requested a 50-year easement instead of a permanent easement that runs with the land. The Board had an extended discussion. Commissioners were not comfortable with the request, which is inconsistent with the Water System Extension Agreement (WSEA), which was signed by DSHS and the Department of Natural Resources (DNR) among others. The 50-year easement is also inconsistent with the District's standard practice. No commissioner moved to approve the request, effectively denying the request.

7. **NEW BUSINESS:**

a. **Resolution 2026.10.34, Approving contract with David Evans and Associates for assistance with District easements.** Ms. Pottinger provided background. ACTION: Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously approved the resolution.

b. **Possible Special Meeting.** Board President Ricker stated that he will call a special meeting to review and approve the relocation agreement with the City of Shoreline for Hamlin Park when the agreement is finalized. He asked for other commissioners' availability. Commissioners are available on October 7 at 3:00 p.m. or October 8 at 10 a.m. Commissioner Ricker will notify the commissioners of the date and time of the special meeting.

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

a. **Director of Finance Report:**

Ms. Shosten reported:

- She is working on the updated connection charge and new two-year water rates based on cost of service. She will present to the Board for approval by year end.
- She discussed her succession plan.

b. **Director of Operations and Engineering**

Mr. Woody reported:

- He identified two vehicles needing replacement. He expects to make a proposal for the Board's approval by year end.
- 37th & 38th Ave Water Main Replacement Project (CIP 2024.03): Preconstruction meeting scheduled for next week. He will bring back an extension of the engineering consultant contract for Board approval.

- Hamlin Park: He had provided to the city their seven-day notice that it is the District's contractor's intent to start next week. He is waiting for permit issuance from the City of Shoreline.
- Beach Drive Creek Crossing Project (CIP 2021-04): Contractor expects to repave per the contract by the end of October.

c. District Manager

Ms. Pottinger reported:

- Newsletter was mailed and should be delivered this week.
- She asked commissioners to submit any reimbursement requests from the Washington Association of Sewer & Water Districts (WASWD) fall conference.

9. **LEGAL REPORT**: Mr. Bennett reported on his presentation on the Open Public Meetings Act at the WASWD conference.

10. **COMMISSIONER REPORTS**:

- **Commissioner Hale** reported that the WASWD conference was well done and she appreciated that the public utilities districts' association joined portions of the conference.
- **Commissioner Haines** reported that the WASWD conference program was geared to newer members.
- **Commissioner Ricker** reported that he appreciated the number of new attendees at the conference.

11. **EXECUTIVE SESSION**: None.

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

13. **NEXT MEETING**

- Special Board meeting either Wednesday, October 7 or Thursday, October 8
- Regular Board meeting on Tuesday, October 20 at 3:00 p.m.

14. **UPCOMING EVENTS**: None.

15. **CONCLUSION**

Commissioner Ricker concluded the meeting at 4:54 p.m.

Commissioner Ron Ricker

Commissioner Patricia Hale

Commissioner Charlotte Haines