



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

June 7, 2022

The meeting was called to order in at 3:00 p.m. by Board President Patricia Hale. Except as noted, all persons attended in person.

### Commissioners Participating

Commissioner Patricia Hale, President  
Commissioner Ron Ricker, Vice President  
Commissioner Charlotte Haines, Secretary

### Staff and Consultants Participating

Diane Pottinger, District Manager  
Max Woody, Director Operations & Engineering  
Barbara Shosten, Director of Finance  
Toby Biggers, Utility Worker (via telephone)  
Zach Douglas, Utility Worker  
Joe Bennett, District Attorney

### PUBLIC COMMENT

Members of the public were welcome to participate in person or via the telephone conference call. The dial-in number was posted at the drive-up window at the District administrative offices and posted with the agenda on the District website. No members of the public were present.

### APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Commissioner Haines moved to approve the agenda and Commissioner Ricker seconded the motion. The motion passed unanimously.

### APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes for the May 17, 2022, regular meeting and Commissioner Ricker seconded the motion. The motion passed unanimously.

### APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 6668-6681 and 118702-118771 in the amount of \$276,336.92 and voucher numbers 710-717 in the amount of \$340,974.41 from the maintenance fund. Commissioners asked questions about specific invoices. Commissioner Ricker seconded the motion. The motion passed unanimously.

### OLD BUSINESS

- a. **Introduction of New Employee, Zach Douglas.** Mr. Douglas started five weeks ago as a Utility Worker 1. He is a native of Edmonds and graduate of Meadowdale High School. He previously worked for a fire protection company, a lumber company and as a mechanic. Commissioners welcomed Mr. Douglas.
- b. **Resolution 2022.06.21, Approving Updates to Sections 1, 2, 5 and 6 of Personnel Manual.** Ms. Pottinger noted one change to Section 2.02 since original agenda packet. There were also changes replacing "Finance Manager" with "Director of Finance." Juneteenth was also added as recommended at the previous board meeting. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker, the resolution was unanimously adopted.

### NEW BUSINESS

- a. **Resolution 2022.06.22, Approving WSEA with Sunrise 12.** Mr. Woody reported that there are 13 units in six stories for a new structure on NE 145<sup>th</sup> Street. *ACTION:* Upon motion by Commissioner Ricker and second by Commissioner Haines, the resolution was unanimously adopted.
- b. **Resolution 2022.06.23, Declaring Certain District Property to be Surplus and Authorizing Disposal.** Mr. Woody explained that Unit #18 is an aging truck that needs major repairs, the cost of which exceeds the value of the truck. He discussed possible replacement vehicles, including an electric vehicle. At this point in EV technology, an EV truck is best suited for stop and go driving as opposed to towing. Commissioner Ricker questioned

whether a new EV will experience maintenance or performance issues. ACTION: Upon motion by Commissioner Ricker and second by Commissioner Haines, the resolution was unanimously adopted.

- c. **Bothell Way Crossing RFQ for Engineering Services.** The submittal deadline is June 17. Mr. Woody, Ms. Pottinger and Commissioner Ricker will review and score the submittals and expect to bring forth a consulting firm in early July.

## **MANAGER REPORTS**

a. **Finance Manager**

Ms. Shosten reported on the SAO audit update. She explained the differences between a financial and accountability audit. She discussed internal controls. She hopes to advertise for one of the open office position by the end of June.

b. **Project Status Report**

Mr. Woody provided an update. Highlights included:

- 25<sup>th</sup> Ave NE Water Main replacement (CIP 2021-02): The new main line is in place. Service connection work is proceeding.
- Maintenance facility Phase III Construction Contract (CIP 2012.09): Project is underway. The roof and supports are in place.
- 2.0 MG Reservoir Improvements (CIP 2021.01). Waiting for three dry days in a row to coat and paint the exterior.
- Sound Transit NE 145<sup>th</sup> St Station. Mr. Biggers reported that line and hydrants are in place, and it is taking time to schedule tie-in work with WSDOT and Sound Transit.

c. **Operations Report**

Mr. Woody reported as follows:

- He expects a stream of new WSEA's for Board approval as new residential development continues within the District's boundaries. He identified on a District map the proposed developments and some of the issues involved.
- He continues to work with the Fire Department and stressed the need for increased fire flow in some areas related to the new Light Rail Stations.
- He reported on the status of radios and base station of the Puget Sound Emergency Ratio Network (PSERN) as well as the different options to join the network. He is unsure if the agreements have changed since discussing it with the Board last October but hopes to have the agreement for Board approval in the near future.
- He will be attending the ACE conference next week.
- He thanked Mr. Biggers for his help assembling the WSEA packet for today's Board meeting.

d. **District Manager**

District Manager Pottinger updated the Board as follows:

- She and Mr. Woody met with DSHS last week regarding the Fircrest water plan and the proposed capital improvements. DSHS also contacted the District and asked for input on its funding request to the Legislature this coming month.
- District will participate in online safety training in July.
- June 13 SPU purveyors will be meeting to discuss the contract changes at Coal Creek.
- June 22 retirement event for Matt Everett at Highline.
- She provided an update to the Sprint and T-Mobile cell tower leases.

## **COMMISSIONER REPORTS**

- Commissioner Ricker: no report.
- Commissioner Hale: reported on several meetings including re Fircrest, Shoreline affordable housing.
- Commissioner Haines: no report.

## **LEGAL REPORT**

Mr. Bennett reported on last week's Zoom meeting with attorneys for other WASWD members. Topics included the utility tax, the Westwater prevailing wage appeal and the PSNGP litigation involving some districts and DOE.

Commissioner Hale concluded the meeting at 4:42 p.m.

The next regular meeting of the Board will be on June 21, 2022, at 3:00 p.m. at the District's Office with an option to participate by telephone.

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Commissioner Patricia M. Hale

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Commissioner Ron Ricker

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Commissioner Charlotte Haines