



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

June 21, 2022

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

Commissioners

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

Staff and Consultants

Diane Pottinger, District Manager
Max Woody, Director Operations & Engineering
Barbara Shosten, Director of Finance
Joe Bennett, District Attorney (via telephone)

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 June 7, 2022, regular meeting and Commissioner Ricker seconded the motion. The motion passed unanimously.

APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 6682-6696, 118772-118800 in the amount of \$150,041.67 from the maintenance fund and voucher numbers 718-719 in the amount of \$509.44 from the capital fund. Commissioners asked questions about specific invoices. Commissioner Ricker seconded the motion. The motion passed unanimously.

OLD BUSINESS

None.

NEW BUSINESS

- a. **Resolution 2022.06.24, Approving PSERN End User Service Level Agreement.** Mr. Woody explained the background and recommended approval. *ACTION:* Upon motion by Commissioner Ricker and second by Commissioner Haines, the resolution was unanimously adopted.
- b. **Enduris Board of Directors Ballot.** Three Board positions are up for election. The current incumbent is running unopposed in each of the three positions. *ACTION:* Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board voted unanimously to approve the slate of candidates presented. Ms. Pottinger will forward the completed ballot to Enduris.

MANAGER REPORTS

a. **Finance Manager**

Ms. Shosten reported that she expects to advertise for the open office position this week. She also explained the reorganization of the three levels of administrative employees and examples of the job functions at each level. Commissioners asked questions, including staffing for community events such as Celebrate Shoreline and Lake Forest Park Farms Market.

b. Project Status Report

Mr. Woody provided an update on capital projects. As an initial matter, he reported that a window on a District vehicle was broken overnight this past weekend. It did not appear to be theft-related as no items were removed from inside. Project highlights included:

- 25th Ave NE Water Main replacement (CIP 2021.02): The majority of the work should be completed by the end of the week; only minor work remains.
- Maintenance Facility Phase III Construction Contract (CIP 2012.09): The Contract's Project Manager reported that they are waiting for siding to arrive so most construction work is on hold this week. A neighbor requested that the facility's exterior lighting be activated by motion detector instead of on from dusk to dawn

c. Operations Report

Mr. Woody reported as follows:

- He reported that the National ACE conference was excellent and he found the asset management training particularly valuable.

d. District Manager

District Manager Pottinger updated the Board as follows:

- She shared the latest about the Sprint and T-Mobile cell tower leases.
- She reported on the June 13 SPU purveyors meeting that she and Commissioner attended. She explained some of the challenges and different priorities among certain purveyors. At the end of the meeting, each participant was asked to share its priorities for the new contract. Commissioner Ricker also shared his concerns with the current status of the contract negotiations.
- Matt Everett's retirement party is June 28 at Highline Water District.
- More than 50 people have registered for the District's Savvy Gardener class.
- The District's Bothell Way Crossing project RFQs are due this Friday.
- Section IV meets virtually on June 27.

COMMISSIONER REPORTS

- Commissioner Ricker: no report.
- Commissioner Hale: asked that the District's website be updated so that it states the same number of District customers as in the recent newsletter.
- Commissioner Haines: no report.

LEGAL REPORT

Mr. Bennett provided an update on the Westwater prevailing wage appeal. The form contribution agreement has been finalized and he will forward to Ms. Pottinger for signature.

Commissioner Hale concluded the meeting at 4:32 p.m.

The next regular meeting of the Board will be on July 5, 2022, at 3:00 p.m. at the District's Office with an option to participate by telephone.

Commissioner Patricia M. Hale

Commissioner Ron Ricker

Commissioner Charlotte Haines