



## MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

July 5, 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  
(via telephone)  
Barbara Shosten, Director of Finance  
Joe Bennett, District Attorney  
Mike Oberstadt, Operations Lead

### 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.

Mr. Oberstadt reported on yesterday's fatal trench collapse in west Shoreline, outside of the District's boundaries. This was a private side sewer replacement project and no District staff or contractors were involved. At the request of the Shoreline Fire Department Monday afternoon, Mr. Oberstadt and Thomas Brown used the District's vactor truck to assist with recovery efforts. Commissioners and Ms. Pottinger complimented Mr. Oberstadt and Mr. Brown for providing assistance and representing the District.

### 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 21, 2022, regular meeting and Commissioner Ricker seconded the motion. The motion passed unanimously.

### APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 6697-6709, 118801-118835 in the amount of \$200,498.06 from the maintenance fund and voucher numbers 720-724 in the amount of \$499,303.11 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. **Customer Compliment.** Ms. Pottinger shared a thank you from a customer for Mr. Brown's rapid response to an afterhours call.

b. **Property Management Options for Future Pump Station.** Ms. Pottinger and Mr. Woody reported on their interviews with three potential vendors. A property manager is needed to market and lease the property, screen tenants, collect rents, and repair or contract for repairs of the property. Mr. Woody estimated the repairs should be less than \$5,000. Two of the three submitted proposed contracts. The Board asked that we receive some references before making a final decision.

## **MANAGER REPORTS**

### **a. Finance Manager**

Ms. Shosten reported on the recruiting process. The District received a significant number of responses from one online recruiting service and she is waiting for responses from the other platforms that the District used to advertise. They expect to start the interviewing process soon.

### **b. Project Status Report**

Mr. Woody provided an update on capital projects. Project highlights included:

- 25<sup>th</sup> Ave NE Water Main replacement (CIP 2021-02): The work has been completed and has been fully paid subject to retainage.
- 2.0 MG Reservoir: The flexnet equipment is scheduled to be installed next week. The painting of the exterior of the reservoir will be occurring in late July or early August, depending on the weather..
- Bothell Way Crossing Project: He is working with MurraySmith on a contract, which when finalized will be submitted to the Board.

### **c. Operations Report**

Mr. Woody reported as follows:

- He reported that the ACE conference was excellent, and he found the asset management training particularly valuable.
- He expects to bring forward some proposals for uniforms in one of the upcoming board meetings.
- A former employee, Harold Berge, will be returning to work on a part-time basis primarily to help get the meters upgraded for the flexnet project

### **d. District Manager**

District Manager Pottinger updated the Board as follows:

- T-Mobile accepted in principle the District's proposed 4<sup>th</sup> lease amendment. She will be bringing it back to the Board in the near future.
- SPU is completing it's the Lake Forest Park Reservoir covering project and has offered to give staff tours next Thursday. Commissioners are welcome to attend.
- Cascadia emergency response training is for next week.

## **COMMISSIONER REPORTS**

- Commissioner Ricker: reported on the selection committee for engineering on the Bothell Way Crossing project and he enjoyed the experience.
- Commissioner Haines: no report at this time.
- Commissioner Hale: reported on the Section IV meeting.

## **LEGAL REPORT**

Mr. Bennett reported that the District sent its contribution per a signed contribution agreement for the Westwater – L&I prevailing wage litigation.

Commissioner Hale concluded the meeting at 4:31 p.m.

The next regular meeting of the Board will be on July 19, 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