



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

August 2, 2022

The meeting was called to order at 3:00 p.m. by Board President Patricia Hale. All persons attended in person, except for those who joined by telephone as noted (\*).

### 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

### 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. There were no members of the public present in person or by phone.

### APPROVAL AND/OR ADJUSTMENTS TO AGENDA

District Manager Pottinger requested two additions under new business: (1) Updates on Valeria property management; and (2) Second August Board meeting date. Commissioner Haines moved to approve the agenda as amended and Commissioner Ricker seconded the motion. The motion passed unanimously.

### APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes for the July 19, 2022, regular meeting and Commissioner Ricker seconded the motion. The motion passed unanimously.

### APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 6723-6735 and 118895-118923 in the amount of \$261,878.70 from the maintenance fund and voucher numbers 725-729 in the amount of \$125,308.67 from the capital fund. Commissioner Ricker seconded the motion. Staff answered questions about particular invoices. The motion passed unanimously.

### OLD BUSINESS

None.

### NEW BUSINESS

- a. **Thank you from customer.** Ms. Pottinger shared a customer thank you card, complimenting the District for promptly processing a water leak adjustment and stating: "It restored my faith in mankind."
- b. **Resolution 2022.08.28, approving a WSEA with Buddha Jewel Monastery.** Mr. Woody gave the background of this development. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board adopted the resolution unanimously.
- c. **Resolution 2022.08.29, approving amendment to KPG contract.** Mr. Woody explained the need for an alternative design and conceptual design for a creek crossing on Beach Drive. *ACTION:* Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board adopted the resolution unanimously.
- d. **Resolution 2022.08.30, approving a contract with MurraySmith for alternative analysis for CPI 2022.01.** Mr. Woody explained the background and the need for the alternative analysis, specifically alternatives to boring to provide a secondary water supply to the northern portion of Sheraton Beach community. *ACTION:* Upon motion by Commissioner Hale and second by Commissioner Haines, the Board adopted the resolution unanimously.

- e. **Resolution 2022.08.31, approving a contract with BHC Consultants for design, construction and as-built services for the water main installation on 18<sup>th</sup> Ave NE (CPI 2022.02).** There was an extensive discussion of the project. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board adopted the resolution unanimously.
- f. **Update on Valera Property.** Ms. Pottinger explained that the District was unable to agree on a contract with the previously identified property management firm. She will negotiate a contract with the District's next choice, Sagen Group. *ACTION:* Upon motion by Commissioner Hale, and second by Commissioner Ricker the Board approved the selection of Sagen Group as property management consultant, and authorized Ms. Pottinger to sign a contract with the approval of Mr. Bennett.

The Sagen Group has recommended a market rate of \$1,750 per month. The property manager has received an application to rent the property at a market rate that rate. The leasing of the District's property requires a public hearing per RCW 57.08.120 with published notice. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to schedule the public hearing for Friday, August 19 at 8:30 a.m.

- g. **Resetting Date for Second August Meeting of the Board.** The Board's regular meetings are generally held on the first and third Tuesday of each month at 3:00 p.m. The Board originally scheduled the second August meeting for Monday, August 15 due to the North City Jazz Walk on August 16. However, the event organizers canceled the Jazz Walk for 2022. Ms. Pottinger recommended the next Board meeting be rescheduled to the ordinary third Tuesday. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to reschedule the next Board meeting for Tuesday, August 16 at 3:00 p.m.

## **MANAGER REPORTS**

### **a. Finance Manager**

Ms. Shosten reported on the interview process for the open position. She expects an offer to be extended to the preferred candidate next week. She is beginning work on the 2023 District budget. Two challenges are accounting for inflation and higher than expected development in the District.

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

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

- CIP 2012-09 Maintenance Facility Phase III Construction: Faber Construction is making good progress and expects to complete the project in early August.
- CIP 2021-05 Project 131A NE 200<sup>th</sup> Street Water Main Installation Project:
- CIP 2021-01 2.0 MG Reservoir Improvement Project: Exterior painting will start this week and should be completed within two weeks. Commissioners asked questions.

### **c. Operations Report**

Mr. Woody reported as follows:

- He plans to renegotiate the current uniform contract with Cintas, offering more uniform options for staff.
- He reported on PSERN and the additional equipment he hopes to procure for the District.
- The District's surplus vehicle will be sold at auction on August 18 at Murphy's Auto Auction.

### **d. District Manager**

District Manager Pottinger updated the Board as follows:

- SPU Operating Board meeting will be online this week. The Purveyor meeting to discuss contract changes will be held next Monday at Coal Creek next week.
- City of Shoreline and SFD asked the District if it wanted to join in a claim against the contractor responsible for a recent trench collapse.
- Trench training with SFD will be scheduled for the fourth quarter of 2022.
- The District received two public records requests in the past week.

**COMMISSIONER REPORTS**

None.

**LEGAL REPORT**

None.

Commissioner Hale concluded the meeting at 4:16 p.m.

The next regular meeting of the Board will be on Tuesday, August 16, 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