



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

August 16, 2022

The meeting was called to order at 3:00 p.m. by Board President Patricia Hale. All persons attended in person, except for any 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

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 August 2, 2022, regular meeting and Commissioner Hale seconded the motion. The motion passed unanimously.

APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 6736-6748 and 118924-118971 in the amount of \$134,478.47 from the maintenance fund and voucher number 730 in the amount of \$2,573.00 from the capital fund. Commissioner Ricker seconded the motion. Mr. Woody answered a question about particular invoices. The motion passed unanimously.

OLD BUSINESS

None.

NEW BUSINESS

- a. **Question About Water Service.** Ms. Pottinger shared an inquiry from a property owner asking if the District could provide water service to his property instead of his current water provider as well as her initial response. After discussion, the Board suggested that Ms. Pottinger to advise the property owner to make the request directly to his current water provider.
- b. **How NCWD is Handling Development.** Ms. Pottinger shared the PowerPoint that she first presented to Shoreline Rotary at last week's meeting. Commissioners appreciated the presentation and asked questions. A general discussion followed.

MANAGER REPORTS

a. **Finance Manager**

Ms. Shosten reported on the new hire. She noted that increased development will help mitigate the impact of higher inflation on rates. She continues to work on the 2023 District budget.

b. **Project Status Report**

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

- Maintenance Facility Phase III Construction (CIP 2012-09): Faber Construction completed the work. The facility will be ready for the staff lunch tomorrow.
- NE 200th Street Water Main Installation Project (CIP 2021-05): He expects the project will start in September and the pre-construction meeting will be held in the next few weeks.
- 2.0 MG Reservoir Improvement Project (CIP 2021-01): The coating and painting of the tank should be finished this week.

c. Operations Report

Mr. Woody reported as follows:

- The summer staff lunch at the maintenance facility will also be an open house for staff and commissioners to see the newly completed bay.
- He relocated his office to the administrative building.
- He will be providing an update on the vehicle replacement schedule at an upcoming Board meeting.
- He is renegotiating the uniform contract with Cintas and working on additional options for work shirts. He will bring samples to the next meeting.

d. District Manager

District Manager Pottinger updated the Board as follows:

- The L&I Retrospective Rating Program reported the District received a refund of approximately \$14,000.
- Sound Transit mailed a check to the District on July 28, but the District has yet to receive it. The District will not install the multiple water meters until the check is received.
- Staff will work on a booth for Celebrate Shoreline on Saturday, August 20 at Cromwell Park. Commissioners are welcome to attend.
- She reminded that there will be a public hearing on the proposed lease on Friday, August 19 at 8:30 a.m.

COMMISSIONER REPORTS

- Commissioner Ricker reported on the SPU Operating Board contract negotiation meeting. He stated that the meetings are going well, and the purveyors are mastering the learning curve.
- Commissioner Hale noted the newly installed No Parking signs adjacent to the driveway exit. She asked about the WASWD conference.

LEGAL REPORT

None.

Commissioner Hale concluded the meeting at 4:20 p.m.

Next special meeting of the Board: Friday, August 19, 2022 at 8:30 a.m.

Next regular meeting of the Board: Tuesday, September 6, 2022 at 3:00 p.m.

Both meetings will be held at the District's Office with an option to participate by telephone.

Commissioner Patricia M. Hale

Commissioner Ron Ricker

Commissioner Charlotte Haines