



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

September 6, 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 Hale requested moving up the attorney's report to right after voucher approval. With that change and upon motion by Commissioner Hale and second by Commissioner Ricker, the Board voted unanimously to approve the agenda as amended.

### APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes for the August 16, 2022, regular meeting and Commissioner Ricker seconded the motion, which passed unanimously. Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously approved minutes of the Board's special meeting of August 19.

### APPROVAL OF VOUCHERS

Commissioner Ricker moved to approve voucher numbers 6749-6761 and 118973-119023 in the amount of \$404,371.24 from the maintenance fund and voucher numbers 731-736 in the amount of \$241,854.64 from the capital fund. Commissioner Haines seconded the motion. Staff answered questions about particular invoices. The motion passed unanimously.

### LEGAL REPORT

Mr. Bennett thanked all present for signing and sending a sympathy card after his father passed away three weeks ago.

### OLD BUSINESS

None.

### NEW BUSINESS

- a. **Comments from a resident.** Ms. Pottinger shared her email trail with a resident within the District's corporate boundaries who requested to become a NCWD customer.
- b. **Resolution 2022.09.33, approving contract with DEA, Inc.** Mr. Woody gave the background for the District's need for design, permit and as-built services as part of a water main replacement project. Commissioners asked questions. ACTION: Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board adopted the resolution unanimously.
- c. **Resolution 2022.09.34, declaring certain District property surplus.** Ms. Pottinger provided background and answered questions. ACTION: Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board adopted the resolution unanimously.

- d. **Resolution 2022.09.35, approving Fourth Amendment to Communications Site Lease with T-Mobile.** Ms. Pottinger summarized the negotiations and recommended the Board approve this fourth amendment to the base lease. ***ACTION:*** Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board adopted the resolution unanimously.

### **MANAGER REPORTS**

a. **Finance Manager**

Ms. Shosten reported on her plans to close out the remaining open water system extension agreements. She also noted that there was a 9% increase in the Enduris insurance premium. Ms. Shosten reported that the warmer weather had increased water sales this past month but that the overall revenues were slightly down from what was in the budget. She expects to review the usage to determine if there are any impacts or changes in base usage due to COVID. Ms. Shosten is expecting to bring forth the vehicle replacement fund discussion at the next board meeting which will be the first of several different components of the next years budget.

b. **Project Status and Operations Reports**

Mr. Woody provided an update on capital projects and operations. Highlights included:

- NE 200<sup>th</sup> Street Water Main Installation Project (CIP 2021.05): Notice to proceed was given and work should commence this week.
- Sample uniforms shirts, jackets and hats arrived from Cintas for staff to select from.
- There was a residential service leak on Sunday and is being repaired. He will forward the claim to Enduris.
- He reported on a customer inquiry about finding wood debris in a line. Commissioners asked several questions. Mr. Woody will discuss with the crew tomorrow morning.
- He spoke of the different pre application meetings he had been attending recently. He was seeing some development going on at different locations due to the projects that were part of the voter approved Park Bonds.

c. **District Manager**

District Manager Pottinger updated the Board as follows:

- The District newsletter was delivered to the post office today.
- She will speak at Lake Forest Park Rotary next month.
- She and Mr. Woody met with Chief Cowan to discuss the SFD's facility needs.
- She is working on sections of the Personnel Manual regarding phones and uniforms.
- At Sunday's Farmers Market, the District will have an information booth. Two staff will attend and commissioners are welcome to stop by.
- SPU purveyors are meeting next Monday at Coal Creek Utility District to discuss financial sections of the SPU Contract. Commissioners are welcome to attend.
- She mentioned how great last weeks SPU purveyor field trip to Landsburg dam and the fish hatchery.
- She reviewed details about commissioner attendance at the fall WASWD meeting later this month.

### **COMMISSIONER REPORTS**

- Commissioner Ricker commented on the recent SPU fish hatchery tour and that he would like to go back when the fish were running in the river.
- Commissioner Hale spoke of the different voter approved park bond projects in the District's service area.

Commissioner Hale concluded the meeting at 4:39 p.m.

The next regular meeting of the Board will be on Tuesday, September 20, 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