



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

September 20, 2022

The meeting was called to order at 3:02 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 and Commissioner Ricker seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Commissioner Hale made a motion to approve the minutes for the September 6, 2022, regular meeting and Commissioner Haines seconded the motion, which passed unanimously.

APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 6762-6776 and 118972, 119024-119048 in the amount of \$560,243.81 from the maintenance fund and voucher numbers 737-739 in the amount of \$6,001.19 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. **Comments from a Customer.** Ms. Pottinger shared an email from a customer who complimented the District on the timely article on development in the District newsletter.

MANAGER REPORTS

a. **Finance Manager**

Ms. Shosten reported that Jennifer Johnson was hired as Utility Office Employee I. She previously worked for Washington State Health Care Authority. She moved \$1.4 million to capital fund from new development charges. She is still working with Max on the vehicle replacement fund and expects to update the Board on these different areas of the District finances later this year as part of next years budget.

b. **Project Status and Operations Reports**

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

- NE 200th Street Water Main Installation Project (CIP 2021.05): The contractor started on September 13 and should be substantially complete by the end of next week.
- He discussed two larger residential developments that are current in the planning stage. He expects to bring at least one WSEA for Board approval at the October 4 meeting.

- Cintas has offered the District a government discount rate for uniforms and logo shirts for meetings and conferences with a new three-year contract.
- He reported on the need to contract with an engineering firm to design a water main to connect two dead end mains adjacent to a City of Shoreline pedestrian path north of the Shoreline South Light Rail Station. This will improve both the water quality and fire flow in the area. He expects to bring back a contract at the following Board meeting for approval.

c. District Manager

District Manager Pottinger updated the Board as follows:

- A total of 78 people had registered for Thursday’s “Savvy Gardener” class.
- The City of Shoreline will be making an offer to a new city manager.
- SPU has asked the purveyors to extend the contract negotiations for one more year. She will add this an agenda item for Board approval at the October 4 meeting.
- The Highlands Homeowners Association Inc. intends to transfer its water utility to merge with Highlands Sewer District. She received a DNS from Highlands Inc. as part of the transfer/merger process.
- She worked with Mr. Bennett on responses to Sound Transit’s new relocation and WSEA and expects to send it back to Sound Transit later this week with comments.
- At this week’s staff meeting, she will discuss changes to date in the personnel manual and potential changes to two chapters of the Personnel Manual.

COMMISSIONER REPORTS

- Commissioner Hale proposed a budget workshop on December 13 with final budget approval at the regular Board meeting on December 20. She also reported that the public forum to hear from the City of Shoreline’s two police chief candidates tomorrow evening (via Zoom.)
- Commissioner Ricker reported on the SPU contract negotiation meeting at Coal Creek Utility District’s office earlier this month with the District Manager.
- Commissioner Haines had a question about expense reimbursement for the upcoming WASWD conference.

ACTION: Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to hold a special meeting on Tuesday, December 13 at 3:00 p.m. to discuss the budget.

LEGAL REPORT

Mr. Bennett provided an update on the Westwater/L&I prevailing wage dispute.

Commissioner Hale concluded the meeting at 4:02 p.m.

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