



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

October 4, 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
(arrived at 3:08 pm)
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

Upon motion by Commissioner Haines 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 September 20, 2022, regular meeting and Commissioner Ricker seconded the motion, which passed unanimously.

APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 6777-6790 and 119049-119085 in the amount of \$275,201.47 from the maintenance fund and voucher numbers 740 in the amount of \$10,802.70 from the capital fund. Commissioner Ricker seconded the motion. Staff answered questions about particular invoices. The motion passed unanimously.

OLD BUSINESS

- a. **SPU Contract Extension Agreement.** Ms. Pottinger referenced a September 16 letter from SPU to Board President Hale. SPU proposed extending the periodic review and right to change certain terms and conditions in the 60-year contract through December 31, 2023. This will allow additional time to consider changes to improve the contract and ensure all the proposed changes are fully vetted. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously approved the extension agreement and authorized Commissioner Hale to sign for the District.

NEW BUSINESS

- a. **Resolution 2022.10.36, approving the purchase of two F-150 pickup trucks.** Mr. Woody explained the District's needs for two new trucks and his efforts to obtain reasonable price quotes using the statewide bid program. The 2022 budget includes funds to purchase these vehicles. The base price excluding tax was under the per vehicle budgeted amount. Commissioners asked questions. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously to adopt the resolution.

MANAGER REPORTS

a. **Finance Manager**

Ms. Shosten reported staff training within her department. She reminded the Board that she had discussed the vehicle replacement fund in recent board meetings and that the District did

have sufficient funds available in the account. Ms. Shosten reported that in November Ms. Pottinger will turn over work orders to finance staff for processing.

b. Project Status and Operations Reports

Mr. Woody provided an update. Highlights included:

- CIP 2021-05 NE 200th Street Water Main Installation Project: The project should be complete by the end of next week.
- He shared a news article from the Daily Journal of Commerce about a new 240-unit apartment development that requested a certificate of water availability. He expects to bring this WSEA (Kinect at Shoreline) for Board approval to a future meeting.
- He also discussed the City's new bike-pedestrian bridge project and his plans to coordinate the installation of future District extensions with the bridge work.

c. District Manager

District Manager Pottinger updated the Board as follows:

- She appreciated the opportunity to network and compare notes with other district managers at last week's WASWD conference.
- WASWD's General Manager's Committee will be discussing the implementation of the new service lines rules as part of the Lead and Copper issues with the Department of Health in November.
- City of Shoreline's Public Works Director announced his retirement which will be near the same time as that of the City Manager.

COMMISSIONER REPORTS

- Commissioner Haines attended the WASWD conference. She commented that some of the sessions were repetitive from prior conferences. She would like to see sessions on customer service at future conferences.
- Commissioner Ricker stated that the Friday sessions at the WASWD conference were particularly valuable.
- Commissioner Hale commented on the City's citizen satisfaction survey. She also reported on the WASWD conference. She appreciated the recent posting on social media focused on the newest employee.

LEGAL REPORT

Mr. Bennett also reported on the WASWD conference. He will present at the WASWD commissioners' workshop in January.

Commissioner Hale concluded the meeting at 4:09 p.m.

The next regular meeting of the Board will be on Tuesday, October 18, 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