



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

November 1, 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
Toby Biggers,* Utility Worker
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 Ricker and second by Commissioner Hale, the Board voted unanimously to approve the agenda as amended.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes for the October 18, 2022, regular meeting and Commissioner Ricker seconded the motion, which passed unanimously.

APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 6805-6820 and 119124-119164 in the amount of \$179,822.36 from the maintenance fund and voucher numbers 743-746 in the amount of \$49,048.71 from the capital fund. Commissioner Ricker seconded the motion. Ms. Pottinger answered a question about a particular invoice. The motion passed unanimously.

OLD BUSINESS

- a. **Personnel Manual Update—Chapters 3, 4, 7 and 8:** Ms. Pottinger walked through the changes from the current version of the chapters. Commissioners asked questions and proposed some edits. Ms. Pottinger will make the requested changes and have a clean version of the final Personnel Manual to the Board for review and approval at a future meeting.

NEW BUSINESS

- a. **RFP for Alarm System and Security Camera System.** Mr. Woody shared the bid packet, the notice that will be published in the *Daily Journal of Commerce* and the proposed schedule/ Commissioners asked questions.
- b. **Resolution 2022.11.40, approving contract with KPG Psomas for design, bid documents, permitting and construction design.** Mr. Woody provided some background. ACTION: Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board unanimously adopted the resolution.

MANAGER REPORTS

- a. **Director of Finance report.** Ms. Shosten reported that this month, she and her staff will take over all remaining finance functions that the District Manager had taken over on an interim basis. The SAO audit commenced with a request for information. Finally, the administrative building lobby reopened to the public on November 1st.

b. Director of Operations/Project status reports

Mr. Woody provided an update. Highlights included:

- Staff has prepared the lobby and Boardroom for the public reopening. The janitorial service will now regularly service the entire building on a twice weekly basis.
- The uniform order has not been delivered but is expected to be done later this month.
- There are multiple development and District Capital projects in design phase.

c. District Manager report

District Manager Pottinger updated the Board as follows:

- She shared follow up letters to property owners that need to sign a joint easement as part of a District project.
- She will be on vacation from December 19 through 23.
- She discussed the updated Board meeting agenda format and asked the Board for feedback. After discussion, the Board agreed to continue to try out the format over the next few meetings.

LEGAL REPORT

Mr. Bennett emailed a copy of his recent presentation on prevailing wages and the Puget Sound Nutrient General Permit to all commissioners and the District Manager. The presentation focuses on what to do when state agencies overreach.

COMMISSIONER REPORTS

- Commissioner Haines: No report.
- Commissioner Ricker reported on his recent meetings including the SPU purveyors' contract negotiations meeting.
- Commissioner Hale reported on the Shoreline Chamber of Commerce meeting.

EXECUTIVE SESSION

The Board went into executive session for 20 minutes to discuss the performance of a public employee pursuant to RCW 42.30.110(1)(g). Present were the three commissioners, Ms. Pottinger and Mr. Bennett. The executive session started at 4:32 p.m. and concluded at 4:52 p.m.

START TIME FOR NOVEMBER 15 MEETING

Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted 3-0 to move up the start time for the November 15 meeting to 2:00 p.m. and the first item of business will be an executive session pursuant to RCW 42.30.110(1)(g).

Commissioner Hale concluded the meeting at 4:55 p.m.

The next regular meeting of the Board will be on Tuesday, November 15, 2022, at 2:00 p.m. at the District's Office with an option to participate by telephone.

Commissioner Patricia M. Hale

Commissioner Ron Ricker

Commissioner Charlotte Haines