



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

November 15, 2022

The meeting was called to order at 2:06 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

EXECUTIVE SESSION

The commissioners went into executive session until 3:00 p.m. to discuss the performance of a public employee pursuant to RCW 42.30.110(1)(g).

After a short break, the Board returned to open session at 3:03 p.m.

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.

APPROVAL OF MINUTES

Ms. Shosten made corrections to the list of approved vouchers both for the current meeting and the November 1 meeting. Commissioner Haines made a motion to approve the corrected minutes for the November 1, 2022, regular meeting and Commissioner Ricker seconded the motion, which passed unanimously.

APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 6821-6837 and 119165-119197 in the amount of \$383,044.94 from the maintenance fund and voucher numbers 747-750 in the amount of \$179,318.00 from the capital fund. Commissioner Ricker seconded the motion. Commissioner Hale asked about a particular invoice. The motion passed unanimously.

OLD BUSINESS

- a. **Resolution 2022.11.41, Approving Personnel Manual Updates to Chapters 3, 4, 7 and 8.**
ACTION: Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution.

NEW BUSINESS

- a. **Section 4 Consulting Services.** Ms. Pottinger shared a letter from WASWD Section IV Director suggesting a \$1,000 contribution by each district for consulting engineer services to Section 4. *ACTION:* Upon motion by Commissioner Ricker and second by Commissioner Haines, authorizing the expenditure.

MANAGER REPORTS

- a. **Finance Manager.** Ms. Shosten reported on her work on the O&M budget and the process she expects to use going forward. She will be doing a cost-of-service study in 2023. She explained that the District will use a CPI of 9% for 2022 Budget.

b. Project Status and Operations Reports

Mr. Woody provided an update. Highlights included:

- M&O staff repaired three water main breaks this past week which were likely the result of the temperature change and increase in rainfall. He showed photos of the three repairs. He commended staff for their hard work, sometimes late at night.
- He will work with City of Shoreline staff to confirm that the roadways were not damaged.
- He participated in pre-construction meeting for a new development.
- He explained how the meter transceiver unit (MXU) functions.

c. District Manager

District Manager Pottinger updated the Board as follows:

- She reported on her recent presentation to Rotary, which was well received.
- She is pleased that the Personnel Manual has now been updated.
- The all-staff meeting will be on December 16.
- State Representatives Duerr and Kloba and State Senator Stanford, all from Legislative District 1, will meet with NCWD staff at the new maintenance building at 1:00 p.m. on November 22. Commissioners are welcome to attend.
- She asked for input on the new agenda format and everyone shared positive feedback.
- Staff is not ready to recommend re-opening the Board room for public use at this time.

LEGAL REPORT

Mr. Bennett provided an update on the prevailing wage dispute between Westwater and the Department of Labor and Industries.

COMMISSIONER REPORTS

- Commissioner Hale reported on the recent presentation from King County Councilmember Dembowski at the Chamber of Commerce meeting.
- Commissioner Ricker reported on the WASWD Governmental Affairs Committee meeting, which focused on biosolids.
- Commissioner Haines attended a meeting with Representative Ryu on the future of Fircrest.

EXECUTIVE SESSION

The Board went into executive session at 4:25 p.m. to discuss potential litigation with Mr. Bennett for 25 minutes pursuant to RCW 42.30.110(1)(i). The executive session ended at 4:50 p.m.

The Board discussed the schedule for upcoming meetings. Commissioner Hale stated that she intended to call a special meeting next week, likely at 2:30 on Tuesday, November 22.

Commissioner Hale concluded the meeting at 4:54 p.m.

The next regular meeting of the Board will be on Tuesday, December 6, 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