



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

December 6, 2022

The meeting was called to order at 3:00 p.m. by Board Vice President Ricker. All persons attended in person, except for any who joined by telephone as noted (*).

Commissioners Present

Commissioner Ron Ricker, Vice President

Commissioner Charlotte Haines, Secretary

Commissioner Absent

Commissioner Patty Hale

Staff and Consultants

Diane Pottinger, District Manager

Max Woody, Director Operations & Engineering

Barbara Shosten, Director of Finance

Toby Bigger*, Senior Field Inspector

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 November 15 regular meeting and the November 22 special meeting. Commissioner Ricker seconded the motion, which passed unanimously.

APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 6838-6854 and 119198-119249 in the amount of \$258,040.58 from the maintenance fund and voucher numbers 751-755 in the amount of \$52,019.53 from the capital fund. Commissioner Ricker seconded the motion. The motion passed unanimously.

OLD BUSINESS

None.

NEW BUSINESS

- a. **Resolution 2022.12.42, Approving Small Works Roster.** *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution.
- b. **Resolution 2022.12.43, Relating to Procurement of Engineering Services.** *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution.
- c. **WASWD Retrospective Rating Committee Ballot.** Ms. Pottinger explained that four people have applied to serve in the four open positions on the committee. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board directed the District Manager to vote in favor of the four applicants.
- d. **Department of Ecology: Water Rights Application.** Ms. Pottinger stated that DOE should at a minimum correct the denial letter, which misstates the application date. The Board concurred.

MANAGER REPORTS

a. **Finance Manager.** Ms. Shosten reported that she continues to work on the budget and the audit. She expects the next special meeting will take approximately 3 hours to review the budget in detail.

b. **Project Status and Operations Reports**

Mr. Woody provided an update. Highlights included:

- There are several capital projects in design that are requiring considerable amounts of his time.
- Earlier in the day, he, Perry Greene, District's IT consultant and other staff, participated in a mandatory walk through for five companies considering submitting a bid on the camera and security system project at the administrative and maintenance and pump station. A number of questions were raised during the walk through that he expects to address this week and get back to each company. He hopes that the Board can award the contract at its first meeting in January.
- He showed photos of the District's facilities after the recent winter storm. Two trees were knocked down and will have to be replaced at the District's Administration Office along the street.
- Water shutoffs did not occur at the end of November in the aftermath of the storm and power outages.

c. **District Manager**

District Manager Pottinger updated the Board as follows:

- The tree lighting event went well and received a good write up in *SAN*.
- She is working on the District newsletter, which will be sent out following the budget meeting next week.
- SPU Purveyor contract negotiating meeting will be next Monday at Coal Creek.
- She assembled a binder of interlocal and franchise agreements.
- She reported on a WSEA and reimbursement agreement discussion that she and Max had recently.

LEGAL REPORT

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

COMMISSIONER REPORTS

- Commissioner Haines also reported on the tree lighting ceremony.

Excused Absence for Commissioner Hale: Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to excuse Commissioner Hale's absence from today's meeting.

Commissioner Ricker concluded the meeting at 4:01 p.m.

The next special meeting, to discuss the budget, will be Tuesday, December 14 at noon.
The next regular meeting of the Board will be on Tuesday, December 20, at 3:00 p.m.

Commissioner Patricia M. Hale

Commissioner Ron Ricker

Commissioner Charlotte Haines