



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

February 7, 2023

The meeting was called to order at 2:05 p.m. by Board President Ron Ricker. All persons attended in person, except for any who joined by telephone as noted (*).

Commissioners Present

Commissioner Ron Ricker, President
Commissioner Patty Hale, Vice President
Commissioner Charlotte Haines, Secretary

Staff and Consultants

Diane Pottinger, District Manager
Barbara Shosten, Director of Finance
Max Woody, Director Operations/Engineering
Joe Bennett, District Attorney

PUBLIC COMMENT

None.

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to approve the agenda.

APPROVAL OF MINUTES

Ms. Pottinger identified corrections to the draft minutes. Commissioner Hale moved to approve the January 17 regular meeting minutes as corrected. Commissioner Ricker seconded and the motion passed unanimously. Upon motion by Commissioner Hale and second by Commissioner Ricker, the Board approved the minutes of the January 18 special meeting as presented.

APPROVAL OF VOUCHERS

Commissioner Hale moved to approve voucher numbers 6906-6922 and 119345-119395 in the amount of \$529,416.45 from the maintenance fund and voucher numbers 770-776 in the amount of \$22,828.97 from the capital fund. Commissioner Haines seconded the motion. Commissioner Hale asked a question about a particular invoice. The motion passed unanimously.

OLD BUSINESS

None.

NEW BUSINESS

- a. **Resolution 2023.02.05, approving change of scope to RH2 contract (CIP 2022.04).**
Mr. Woody provided background and answered questions. ACTION: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.

- b. **Resolution 2023.02.06, approving Amendment No. 1 to Washington Alarm contract (CIP 2023.01).** Mr. Woody explained the need for the contract amendment. ACTION: Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously adopted the resolution.
- c. **Resolution 2023.02.07, acknowledging completion and acceptance of 25th Ave water main replacement (CIP 2021.02).** Mr. Woody explained the project has been completed and recommends the Board approve. ACTION: Upon motion by Commissioner Hale and second by Commissioner Ricker, the Board unanimously adopted the resolution.
- d. **Resolution 2023.02.08, acknowledging completion of Vintage Housing Development, Inc. WSEA and accepting bill of sale and easement.** ACTION: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.
- e. **Resolution 2023.02.09, approving contract with B&B Utilities and Excavating LLC for water main extension (CIP 2022.02).** Six firms submitted bids and the winning bid was significantly less than the engineer's estimate. Mr. Woody explained the project and noted the contractor is eager to begin ordering materials. The notice to proceed will likely be in June due to proximity to a middle school and high school. ACTION: Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously adopted the resolution.
- f. **Resolution 2023.02.010.** Withdrawn.

ACTION: Upon motion by Commissioner Hale and second by Commissioner Haines, the Board voted unanimously to (a) change the start time of the March 7 regular Board meeting back to 3:00 p.m.; and (b) rescind the Board's action at the January 17 meeting changing the March 7 meeting time to 9:00 a.m.

- g. **Savvy Gardener Classes for 2023.** Ms. Pottinger explained the plan for the various in person classes.
- h. **AWW Conferences – PNWS and ACE.** Ms. Pottinger asked commissioners which of the conferences they plan to attend.

MANAGER REPORTS

- a. **Director of Finance Report.**

Ms. Shosten reported that the office staff is working well together. She shared her recent discussions with the Department of Retirement Services (DRS) and their recent audit. Going forward, DRS audits will be every five years. There was a general discussion of PERS rules and retiring employees that was discussed during the exit conference. The State Auditor's Office (SAO) exit conference is Thursday, February 9 via Teams. Commissioner Hale plans to attend.
- b. **Director of Operations/Project Status Report.**

Mr. Woody provided an update. Highlights included:

 - Alarm System and Security Cameras (CIP 2023.01): He explained the options for security access keys and asked commissioners to decide their preferences by end of next week. He discussed the security and alarm installation schedule.
 - The first community meeting in the Board room since COVID will be February 16.
 - He and his staff are working on transitioning telemetry to wireless.

c. District Manager Report

District Manager Pottinger updated the Board as follows:

- One of the wireless tenants notified the District last April that they will be cancelling their lease in April 2023. A second carrier has provided notice that they will cancel their lease effective February 2024. She reported on inquiries from other potential cellular lease tenants.
- Sound Transit Bus Rapid Transit Project will be starting soon for the District. Preliminary reviews of the proposed bus lanes indicates there is likely to be a conflict with the proposed stormwater facilities and the District's existing water main.
- She reported on the SPU purveyors' committee and the contract negotiations.
- Ms. Pottinger reported on the District's Lead Service Line project.
- She will be on vacation from February 18 through March 4.

LEGAL REPORT

Mr. Bennett reported on his presentations at the recent WASWD Commissioner Workshop. He will be on vacation during the February 21 meeting and Matt Hendricks will attend in his place.

COMMISSIONER REPORTS

- Commissioner Hale reported on the WASWD retrospective rating committee meeting. There will be more meetings to finalize, and written agreements are due in June. She met a local artist that has done pencil drawings of the District's storage tank. He asked if the District would be willing to display some of his drawings on loan.
- Commissioner Haines attended the NCBA meeting about the summer North City Jazz Walk on Tuesday, August 15. The coordinators asked if the District would be interested in hosting this year. The other commissioners concurred that the District would like to host.

EXECUTIVE SESSION

The Board went into executive session for 20 minutes to discuss potential litigation and legal risk with Mr. Bennett pursuant to RCW 42.30.110(1)(i). The executive session started at 3:55 p.m. and concluded at 4:15 p.m.

The Board returned to open session without taking action.

Commissioner Ricker concluded the meeting at 4:17 p.m.

The next regular meeting of the Board will be on Tuesday, February 21, 2023, at 3:00 p.m.

Commissioner Ron Ricker

Commissioner Patricia M. Hale

Commissioner Charlotte Haines