



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

February 21, 2023

The meeting was called to order at 3:00 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

Max Woody, Director Operations & Engineering
Barbara Shosten, Director of Finance
Matt Hendricks, District Attorney
Erika Schuyler, Consor Engineers
Toby Bigger,* Senior Field Inspector

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

Commissioner Haines moved to approve the February 7 regular meeting minutes as corrected, and the minutes of the February 9 special meeting as presented. Commissioner Hale seconded and the motion passed unanimously.

APPROVAL OF VOUCHERS

Commissioner Hale moved to approve voucher numbers 6923-6939 and 119396-119430 in the amount of \$172,144.42 from the maintenance fund and voucher numbers 777-781 in the amount of \$27,379.89 from the capital fund. Commissioner Haines seconded the motion. Commissioner Hale asked a question about a particular invoice. The motion passed unanimously.

OLD BUSINESS

- a. **Bothell Way Crossing Project Update.** Mr. Woody reported on the status of the project along with Erika Schuyler with Consor Engineering. Ms. Schuyler discussed the alternatives analysis for the project and thought process on determining the preferred alternative that was the most cost-effective and will be the easiest to construct. The project is currently approximately 10% designed with a current estimated schedule to start construction in April or May of 2024.

NEW BUSINESS

- a. **Resolution 2023.02.10, approving and ratifying change orders to contracts with Washington Alarm, Inc. (CIP 2023.01).** Mr. Woody provided background and answered questions. *ACTION*: Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously adopted the resolution.

- b. **Resolution 2023.02.11, acknowledging the completion and acceptance of water main installation on NE 200th St (CIP 2012.05).** Mr. Woody explained the background and answered commissioner questions. *ACTION*: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.

MANAGER REPORTS

- a. **Director of Finance.** Ms. Shosten reported on providing assistance for commissioners to access emails related to District business.

- b. **Director of Operations/Project Status Reports**
Mr. Woody provided an update. Highlights included:
 - Discussion of water break on February 14, 2023.
 - Discussion of Kirkland Fire Department using District facilities for training and benefits that such access provides to the community at large.
 - Discussion of update/transition to new security company that is anticipated to be more cost effective and provide better customer service.

- c. **District Manager**
District Manager Pottinger is on vacation and had no report.

LEGAL REPORT

None.

COMMISSIONER REPORTS

- Commissioner Haines - No report

- Commissioner Hale reported on a customer who does pencil sketches of the District water tower and other facilities and possibility of displaying some of the prints at the District. A presentation of the artwork was made to the Commissioners.

Commissioner Hale also asked about attendance for the AWWA conference in Kennewick and raised an issue raised at the Section IV meeting regarding proposals for increased densities around transit facilities and possible impacts to utilities that increased densities will have.

- Commissioner Ricker – No report

EXECUTIVE SESSION

None.

Commissioner Ricker concluded the meeting at 4:33 p.m.

The next regular meeting of the Board will be on Tuesday, March 7, 2023, at 3:00 p.m.

Commissioner Ron Ricker

Commissioner Patricia M. Hale

Commissioner Charlotte Haines