



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

March 21, 2023

The meeting was called to order at 3:02 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 Patricia M. 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
Toby Bigger*, Senior Field Inspector

PUBLIC COMMENT

None.

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Ms. Pottinger pointed out a spelling correction on the agenda. Upon motion by Commissioner Hale and second by Commissioner Ricker, the Board voted unanimously to approve the corrected agenda.

APPROVAL OF MINUTES

Commissioner Haines moved to approve the March 7 regular meeting minutes. Commissioner Hale seconded, and the motion passed unanimously.

APPROVAL OF VOUCHERS

Commissioner Hale moved to approve voucher numbers 6956-6972 and 119467-119483 in the amount of \$190,098.83 from the maintenance fund and voucher numbers 785-788 in the amount of \$46,165.15 from the capital fund. Commissioner Haines seconded the motion. Commissioner Hale asked about a utility locate invoice. Staff explained WA811 charges about \$1 per locate for their coordination work. The motion passed unanimously to approve the vouchers.

OLD BUSINESS

None.

NEW BUSINESS

- a. **February 7, 2023 Joint Meeting with Northshore Fire Department Meeting Minutes.** NFD Board approved minutes of the recent joint meeting. Ms. Pottinger reported that the NFD Chief acknowledged that the Fire District will coordinate review and approval of minutes of future meetings.

- b. **2023.03.12 Approving a WSEA with ACG Kinect Shoreline Owner LLC.** Mr. Woody provided an overview and recommended Board approval. ACTION: Upon motion of Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.
- c. **2023.03.13 Approving the Design, Permitting, Bid Documents, Public Outreach and Bid Support Services with Consor for CIP 2022-01.** Mr. Woody gave a high-level description of the project. ACTION: Upon motion of Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.
- d. **Potential to Host After Hours Shoreline Chamber of Commer Event.** The Shoreline Chamber of Commerce asked if the District would be willing to host an after-hours event in May or June. Commissioners gave staff direction to host a non-alcoholic event on May 24.

MANAGER REPORTS

- a. **Director of Finance report.** Ms. Shosten suggested the District hire an assistant to the District Manager. There is one budgeted position that has not been filled. She envisions an entry level position that would report to the District Manager and help take tasks off her plate, so she is freed up to devote more time to higher level tasks. Ms. Shosten will work with Ms. Pottinger on a job description for the new position.
- b. **Director of Operations/Project Status report.**
Mr. Woody provided an update. Highlights included:
 - CIP 2023-01 New Alarm and Security Camera System: The new alarm and key card system have been implemented and is working well.
 - CIP 2021-01 2.0 MG Reservoir Improvement: He had a follow up meeting with the contractor about the reservoir coating project.
 - He provided an update on the open and upcoming District projects.
- c. **District Manager report.**
District Manager Pottinger reported that :
 - Advertising has gone out for the Savvy Gardener classes.
 - She testified to the Legislature today on HB 1621, sponsored by Representative Ryu, regarding in-house public works bid limits.
 - She participated in SPU contract negotiations and CIP review.
 - She coordinated with the commissioners about the April WASWD conference.

LEGAL REPORT

None.

COMMISSIONER REPORTS

- Commissioner Haines attended last week's North City Business Association meeting regarding Jazz Walk meeting and planning is well underway.
- Commissioner Hale asked about the artist regarding his sketches of the reservoir tank. There was a general discussion about where to place the framed art. She and Ms. Pottinger will follow up with the artist. She attended the WASWD Section IV meeting, which focused on the King County comprehensive plan.

- Commissioner Ricker reported on the recent Shoreline City Council retreat, which was positive. Shoreline welcomed comments from him and Ms. Pottinger who also attended. The Council favors first floor commercial/retail for new multi-story, multifamily buildings. He also reported on the SPU contract negotiating meeting.

EXECUTIVE SESSION

The Board went into executive session for 30 minutes to discuss potential litigation and legal risk pursuant to RCW 42.30.110(1)(i). The executive session started at 4:45 p.m. At 5:15 p.m. the Board extended for 20 minutes. The executive session concluded at 5:35 p.m.

The Board took no action.

Commissioner Ricker concluded the meeting at 5:37 p.m.

The next regular meeting of the Board will be on Tuesday, April 4, 2023, at 3:00 p.m.

Commissioner Ron Ricker

Commissioner Patricia M. Hale

Commissioner Charlotte Haines