



## MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

May 1, 2023

### **1. CALL TO ORDER**

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 or Zoom 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  
Relaena Sindelar,\* Sindelar Communications

### **2. PUBLIC COMMENT**

None.

### **3. APPROVAL AND/OR ADJUSTMENTS TO AGENDA**

District Manager Pottinger requested two changes: (1) take Item 7.f. Public Outreach first after agenda approval; and (2) take Item 11 Executive Session second after agenda approval. Upon motion by Commissioner Hale and second by Commissioner Haines, the Board voted unanimously to approve the agenda as amended.

**7.f. Public Outreach.** Ms. Sindelar presented. She suggested that commissioners focus on the District's core message and use that to craft a short public statement or "elevator pitch." She encouraged the District to consider what is most important to ratepayers. She asked commissioners to give this topic some thought and be prepared to discuss at a future meeting.

*ACTION:* Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously voted to hold a special Board meeting on Thursday, May 18 at 1:00 p.m. to further discuss public outreach with Ms. Sindelar.

### **11. EXECUTIVE SESSION**

The Board went into executive session to discuss potential litigation with Mr. Bennett pursuant to RCW 42.30.110(1)(i) for 10 minutes. The executive session commenced at 3:35 p.m. and concluded at 3:45 p.m. The Board returned to open session.

### **4. APPROVAL OF MINUTES**

Ms. Pottinger identified two corrections that had been made to the minutes. Commissioner

Haines moved to approve the April 18 regular meeting minutes as corrected. Commissioner Hale seconded, and the motion passed unanimously.

#### **5. APPROVAL OF VOUCHERS**

Commissioner Haines moved to approve voucher numbers 7006-7021 and 119573-119612 in the amount of \$182,387.70 from the maintenance fund and voucher number 793-798 in the amount of \$47,351.38, from the capital fund. Commissioner Hale seconded the motion.

Commissioner Ricker left the meeting at 3:45 p.m. to attend to a personal matter.

#### **6. OLD BUSINESS**

None.

#### **7. NEW BUSINESS**

- a. **Customer Letter.** Ms. Pottinger shared a letter from a customer taking issue with water conservation measures when the City of Shoreline has permitted high density multifamily developments. Commissioners encouraged Ms. Pottinger to draft a response for publication on the District's website and social media posts.
- b. **Resolution 2023.04.15, approving WSEA with North City Apartments.** Mr. Woody gave some background. *ACTION:* Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously adopted the resolution.
- c. **Resolution 2023.05.16, approving updated Retrospective Rating Agreement with WASWD.** Ms. Pottinger explained the history of the Retrospective Program and the District's participation over the years. The updated agreement was approved by the WASWD Board and voted on at the semi-annual conference in April. Each district must approve and sign by mid-June to remain within the Retrospective Rating program. *ACTION:* Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously adopted the resolution.
- d. **Resolution 2023.05.17, acknowledging completion of WSEA with Shoreline School District for North City Elementary School and accepting bill of sale and easement.** Ms. Pottinger explained that the District will be closing several WSEA's over the coming Board meetings. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.

Commissioner Ricker rejoined the meeting at 4:26 p.m.

- e. **SPU Wheeling Agreement – 2023 Review.** Ms. Pottinger gave an overview of the SPU Northwestern Subregional water system which includes SPU, Olympic View Water and Sewer District and North City Water District. Per the Agreement, the three parties are to review the wheeling rate every five years. She highlighted key provisions of the existing wheeling agreement and discussed how they have changed over the past 10 years. Commissioners asked questions and agree that the proposed rate for the 2023-2028 period should remain at \$0.07/ccf.
- f. See above.
- g. **Watershed Sponsor.** Ms. Pottinger had reached out several years ago to participate as a Watershed Sponsor for the Lake Washington/Cedar/Sammamish Watershed but had missed the opportunity at that time. The program is currently updating their partnership

and asked if the District wanted to participate at this time. After discussion with the Board, Ms. Pottinger will reach out to participate with the program at this time.

## **8. DIRECTORS' AND MANAGER'S REPORTS**

### **a. Director of Finance.**

Ms. Shosten reported that she was continuing to work on the financial statements and would be submitting them later this month.

### **b. Director of Operations and Engineering**

Mr. Woody shared that he was working on several capital projects that he expected to be soliciting bids from the Small Works Roster in the coming weeks. He reported that three staff members would be attending the PNWS-AWWA conference later this week. Mr. Woody also reported that Toby Bigger, Jesse Foss and Jon Nichols had recently received their Cross Connection and Control Certifications. Jesse Foss had also received his Water Distribution Manager IV certification. The Board wanted to send their congratulations to the staff.

### **c. District Manager**

Ms. Pottinger reported she had signed the District up to participate in the Lake Forest Park Garden Tour and Market in June. She and Mr. Woody were working on getting an easement for the Bothell Way Crossing project as well as providing review comments later this month to ST for the NE 145<sup>th</sup> Street/SR 523 projects.

## **9. LEGAL REPORT**

None.

## **10. COMMISSIONER REPORTS**

- Commissioner Haines reported on the North City Business Association's recent meeting and the upcoming Jazz Walk.
- Commissioner Hale reported on the ribbon cutting event at the Shoreline Community College at the new Small Business Development Center. This location and the one in Spokane were the only two in the state and very new.
- Commissioner Ricker had no report at this time.

## **12. NEXT MEETING**

The next regular meeting will be on Tuesday, May 16, 2023, at 3:00 p.m.

The next special meeting will be on Thursday, May 18, 2023, at 1:00 p.m.

## **13. CONCLUSION**

Commissioner Ricker concluded the meeting at 5:12 p.m.

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Commissioner Ron Ricker

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines