



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

May 16, 2023

1. CALL TO ORDER

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 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
Toby Bigger,* Senior Field Inspector (phone)
Sam Douglas, KPG Psomas
Diana Worthen,* KPG Psomas (Zoom)

MEMBER OF THE PUBLIC

Larry Schoonmaker, resident

2. SEPA Public Hearing

District Manager Diane Pottinger reported that she provided notice to the public and directly to several agencies and neighboring jurisdictions. She had received no comments prior to the meeting. Commissioner Ricker opened the public hearing at 3:01 p.m. No one spoke to the matter. Commissioner Ricker then closed the public hearing at 3:02 p.m.

3. PUBLIC COMMENT

None.

4. APPROVAL AND/OR ADJUSTMENTS TO AGENDA

District Manager Pottinger requested one change: move Item 8.a., CIP 2021-04 Beach Drive Crossing Project update, first after Item 4. agenda approval. Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to approve the adjusted agenda.

- 8.a. CIP 2021-04: Beach Drive Creek Crossing Project.** Sam Douglas provided background. Due to City of Lake Forest Park requirements, the project will involve horizontal directional drilling (HDD). A site survey was completed in 2022. KPG submitted 50% design drawings to the District and the City for review. Diana Worthen explained the HDD design and the construction process. Commissioners asked questions. She estimated the construction timeline for HDD will be 2-6 weeks. Mr. Douglas shared the project schedule

and next steps. He projects 90% design completion in June/early July and construction to begin in late summer/fall. He previewed estimated construction costs. Based on borings, other information and the need for double the length of pipe, the current cost estimate is substantially higher than the original cost estimate. The commissioners and staff thanked Mr. Douglas and Ms. Worthen for their informative presentation.

5. APPROVAL OF MINUTES

Commissioner Haines moved to approve the May 1 regular meeting minutes. Commissioner Hale seconded and the motion passed unanimously.

6. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7022-7038 and 119613-119646 in the amount of \$128,766.36 from the maintenance fund and voucher numbers 799-802 in the amount of \$87,140.51, from the capital fund. Commissioner Hale seconded the motion and asked about a couple of invoices. The motion passed unanimously.

7. OLD BUSINESS

None.

8. NEW BUSINESS

- b. Resolution 2023.05.18, accepting WSEA with Shoreline School District-Aldercrest Campus Project.** Ms. Pottinger stated that staff is prioritizing closeouts of old WSEAs. She expects to close another WSEA with SSD for Kellogg Middle School in the near future. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.
- c. PNWS-AWWA Excellence in Communication Award.** Ms. Pottinger reported that NCWD was one of two utilities who received the award at last week's conference. The District has also received compliments for its website and the history of the District series of articles. She will share this news on the website and the *Shoreline Area News*.
- d. Lead Service Line Project.** This will be a focus of the District's public outreach in 2023, on the website, educational articles and booths at community events. One aspect is helping customers to identify the material of their water service lines. There was an extended discussion about the best way to proceed.

9. DIRECTORS' AND MANAGER'S REPORTS

a. Finance Director.

Ms. Shosten reported:

- Financial statements will be submitted to the State by the end of the month.
- With regards to capital projects, they are budgeted over a multi-year period and adjusted as more information becomes available. Annually, the CIP budget is reviewed and if higher costs cannot be accommodated by redistributing projects, capital reserves could be used or the Board might need to approve a rate increase.

b. Director of Operations and Engineering

Mr. Woody provided an update. Highlights included:

- He noted two employee anniversaries today.

- Three employees passed their cross-connection training and one employee received WDM4 certifications.
- He provided updates on several capital improvement projects.

c. District Manager

Ms. Pottinger reported:

- HB 1621 was amended to allow time for committee review. Ms. Pottinger will be one of three special district representatives sharing the district perspective with the committee at a few meetings during the remainder of 2023.
- She is in the process of submitting the District's review comments for Sound Transit's NE 145th St/SR 522 project.
- She reported on the DSHS meeting about Fircrest the previous day. She has requested an interlocal agreement from DSHS as they look to do improvements on the campus and get out of the water business. There was an extended discussion.
- The Department of Retirement Services will make a presentation at tomorrow's staff meeting.

10. LEGAL REPORT

None.

11. COMMISSIONER REPORTS

- Commissioner Haines will be attending the State of the City breakfast in June. She and Commissioner Hale attend the Chamber of Commerce luncheon.
- Commissioner Hale reported on the WASWD executive board meeting and the Chamber of Commerce luncheon. Celebrate Shoreline is on August 18.
- Commissioner Ricker had not report at this time.

12. NEXT MEETING

Next special meeting: Thursday, May 18, 2023, at 1:00 p.m.

Next regular meeting: Tuesday, June 6, 2023 at 3:00 p.m.

13. CONCLUSION

Commissioner Ricker concluded the meeting at 5:09 p.m.

Commissioner Ron Ricker

Commissioner Patricia M. Hale

Commissioner Charlotte Haines