



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

June 20, 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 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 Counsel

### 2. PUBLIC COMMENT

None.

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

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

### 4. APPROVAL OF MINUTES

Commissioner Haines requested two corrections to the minutes of the June 6 meeting. Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to approve the minutes of the June 6 regular meeting as corrected.

### 5. APPROVAL OF VOUCHERS

Commissioner Hale moved to approve voucher numbers 7055-7071 and 119701-119732 in the amount of \$270,649.65 from the maintenance fund and voucher number 812-815 in the amount of \$25,568.12, from the capital fund. Commissioner Haines seconded the motion and asked about two invoices. The motion passed unanimously.

### 6. OLD BUSINESS

- a. **Fircrest Campus Project.** Ms. Pottinger provided an update. She sent an email to DSHS on June 8 identifying the many different projects on the campus and requesting an update. An interlocal agreement with DSHS will take substantial work as they work to transition turning over the campus water system to the District.

### 7. NEW BUSINESS

- a. **Enduris Board of Directors Vote.** There are two positions on the Enduris Board of Directors. Two incumbent directors (Matt Schanz and Kelly Williquette) are running for

- re-election unopposed. *ACTION*: Upon motion by Commissioner Haines and second by Commissioner Hale the Board voted unanimously to approve Mr. Schanz and Mr. Williquette. Ms. Pottinger will communicate the District's votes to Enduris.
- b. **Per Diem Rate for Out of State Conferences.** Ms. Pottinger asked that the Board affirm the standard per diem rate of \$135 for 2023 out of state conferences. She suggested updating the rate next year based on inflation. *ACTION*: Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board confirmed and ratified the \$135 per diem rate for out of state conferences in 2023.
- c. **Resolution 2023.06.19, approving contract with B&B Utilities & Excavating LLLC for 3<sup>rd</sup> Ave NE North Phase (CIP 2023-04).** Mr. Woody reported there were two bids and B&B was the lowest responsive and responsible bidder. *ACTION*: Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously adopted the resolution.
- d. **Resolution 2023.06.20, authorizing Amendment #1 to Lease for 18353 – 9<sup>th</sup> Ave NE.** Mr. Bennett explained that he drafted the resolution and the amendment to the lease agreement. *ACTION*: Upon motion by Commissioner Ricker and second by Commissioner Hale, the Board unanimously adopted the resolution.
- e. **Resolution 2023.06.21, acknowledging completion of WSEA for Shoreline School District – Kellogg Middle School—and acceptance of bill of sale and easement.** *ACTION*: Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously adopted the resolution.

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

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

Ms. Shosten reported that the District's financial statements had been submitted in May. The new Washington Cares Act will take into affect beginning in July and she expects to be working with staff over the next couple weeks to implement the program at the District.

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

Mr. Woody provided an update. Highlights included:

- Tomorrow there will be a training session at the pump station for all staff to make sure everyone knows how to set up the emergency water filling station at the 3.7 MG reservoir.
- Crews repaired a water main break on June 10 near the Crest Theater. A large root pushing on the pipe appeared to be the likely cause of the break.
- The water plans for the Paramount Apts WSEA were updated and a preconstruction meeting was held last week and the water main work started yesterday.
- There is a walk through for the NE 152<sup>nd</sup> and 148<sup>th</sup> Streets Small Works Water Main replacement project tomorrow. June 28 is the bid opening with a goal that it should come to the Board for award in July.

### c. **District Manager**

Ms. Pottinger reported:

- Representative Ryu was selected WASWD Legislator of the Year. The District will host the presentation ceremony at the Maintenance Facility on Thursday, June 29.
- The next SPU contract negotiation session will be July 13.

- She is on the Capital Projects Advisory Review Board committee that will draft a report on SHB 1621, which raised the bid limits for public works projects.
- She and Mr. Woody participated in a meeting with SPU, Sound Transit and SDOT as part of the NE 145<sup>th</sup> Street/SR 522 BRT project specifically to address abandoning two SPU hydrants and connecting new hydrants in the same area to North City Water District line.
- Tomorrow she will meet with Highlands Sewer District about the potential for the District to provide back up services to their new Utility District.
- She received correspondence from customers regarding the Consumer Confidence report and past due bills. She will be responding to both customers.
- She reported on Saturday's Lake Forest Park Garden Tour & Market. Several staff and commissioners worked at the District's information booth. Some changes will be made to the service line display before our next event.

**9. LEGAL REPORT**

Mr. Bennett reported on last week's joint WASWD-AWC-WAPUDA workshop on the implementation of the new law restricting water disconnects and requiring restoration of water service during extreme heat events (HB 1329). District staff members and some commissioners also attended. There was an extended discussion. This will be an agenda item for the July 5 meeting.

**10. COMMISSIONER REPORTS**

- Commissioner Hale reported on the recent Shoreline Chamber of Commerce meeting, the Shoreline State of the City breakfast that she and Commissioner Haines attended along with the City of Shoreline's Juneteenth celebration.

**11. EXECUTIVE SESSIONS**

None.

**12. NEXT MEETING**

The next regular meeting will be on Tuesday, July 5, 2023, at 3:00 p.m.

**13. CONCLUSION**

Commissioner Ricker concluded the meeting at 4:30 p.m.

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Commissioner Ron Ricker

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines