



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

July 5, 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 Hale and second by Commissioner Haines, the Board voted unanimously to approve the agenda as presented.

4. APPROVAL OF MINUTES

Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to approve the minutes of the June 20 regular meeting as presented.

5. APPROVAL OF VOUCHERS

Commissioner Hale asked about two invoices. Commissioner Haines moved to approve voucher numbers 7072-7087 and 119733-119768 in the amount of \$165,497.20 from the maintenance fund and voucher number 816-817 in the amount of \$5,142.17, from the capital fund. Commissioner Ricker seconded and the motion passed unanimously.

6. OLD BUSINESS

- a. **Firecrest Campus Projects.** Ms. Pottinger provided an update. She sent three emails since mid-May to DSHS about next steps but has yet to receive a response. The Board will continue to keep this as an agenda item.

7. NEW BUSINESS

- a. **Resolution 2023.07.22, approving contract with B&B Utilities & Excavating LLC for NE 152nd and 148th ST Water Main Replacement Project (CIP 2022-23).** Mr. Woody summarized the project. He reported there was one bid and B&B's bid was within the

engineer's estimate. *ACTION*: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.

- b. Proposed Changes to Title 3 of the District Code.** Ms. Pottinger explained the background, and that the proposed changes are in response to the new extreme heat law. There was an extended discussion. Ms. Pottinger will bring back a resolution for Board review and approval at the July 18 Board meeting.

8. DIRECTORS' AND MANAGER'S REPORTS

a. Finance Director.

Ms. Shosten reported:

- CARES Act payroll withholding began as of July 1.
- She complimented Paulyne Perez on her excellent work on inventory and work orders.
- She provided an update on the search to fill the open administrative position.
- She will present a mid-year financial report (budget to actual) at an August meeting.

b. Director of Operations and Engineering

Mr. Woody provided an update. Highlights included:

- He and his crew assisted with quarterly inventory.
- He shared photos of the tree root that caused a watermain break on June 10.
- He provided an update on the search for an open Utility Worker 1 position.
- He updated the Board on current projects.
- He and the District Manager met with Highlands Utility District.

c. District Manager

Ms. Pottinger reported:

- She further reported on the meeting with Highlands Utility District.
- The District had no L&I claims this past year, which should help with our Retrospective Rating Pool refund.
- The next SPU Operating Board meeting will be tomorrow July 6.
- Shoreline Fire Department will conduct first aid and CPR training at the District on July 19.

9. LEGAL REPORT

Mr. Bennett encouraged WASWD, AWC and WAPUDA to work together to request the Legislature to clarify and modify the extreme heat law next session.

10. COMMISSIONER REPORTS

- Commissioner Hale reported on the presentation of WASWD Legislator of the Year Award to Rep. Ryu. She also attended a workshop on franchise agreements.

11. EXECUTIVE SESSIONS

None.

12. NEXT MEETING

The next regular meeting will be on Tuesday, July 18, 2023, at 3:00 p.m.

13. CONCLUSION

Commissioner Ricker concluded the meeting at 4:40 p.m.

Commissioner Ron Ricker

Commissioner Patricia M. Hale

Commissioner Charlotte Haines