



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

August 1, 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 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 Ricker, 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 July 18 regular meeting as presented.

### 5. APPROVAL OF VOUCHERS

The commissioners agreed to defer this item until after Item 7(c)-related to voucher no. 830. Commissioner Hale moved to approve voucher numbers 7105-7119 and 119801-119842 in the amount of \$208,186.91 from the maintenance fund and voucher number 822-830 in the amount of \$485,906.02, from the capital fund. Commissioner Haines seconded. Mr. Woody explained that included in the capital vouchers was the order for two F-150 trucks that the District has been waiting nine months to take delivery. The motion passed unanimously.

### 6. OLD BUSINESS

- a. **Fircrest Campus Projects.** Ms. Pottinger provided an update. She shared the substance of her ongoing discussions with DSHS, particularly the importance of installing a new, appropriately sized water main and reservoir before the rest of the project work. Mr. Woody indicated that he was in the process of coordinating for a Fire flow testing in the near future on a hydrant near the Department of Health building.

**7. NEW BUSINESS**

- a. **Customer Comments.** Mr. Woody shared a nice thank you note from a customer's young family member. District staff helped repair a leak in the customer's water service line.
- b. **Resolution 2023.08.24, approving change orders with B&B Utilities and Excavating (CIP 2022-02).** Mr. Woody provided some background. ACTION: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.
- c. **Voucher No. 830.** Mr. Woody shared that this voucher included the work completed to date, by B&B Utilities for CIP 2022.02.

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

a. **Finance Director.**

Ms. Shosten reported:

- She is analyzing water usage for the mid-year financial report. Water usage for the first 7 months of the year is significantly higher than the usage for same time period in 2022.
- She will present the mid-year financial report at the August 14 meeting.

b. **Director of Operations and Engineering**

Mr. Woody reported on current projects:

- Replace Water mains along NE 148<sup>th</sup> and 152<sup>nd</sup> Streets (CIP 2022-03): Work is progressing.
- Paramount Apts. WSEA: The water line was installed, testing will be tomorrow and the line will be operable within the next week.
- Beach Drive Creek Crossing (CIP 2021-04): 90% drawings have been completed and are currently being reviewed. The City of Lake Forest Park is requesting an entire street overlay for the full length of the project, including the 75 year old bridge.
- Bothell Way Crossing (CIP 2022-01): 50% drawings are complete. Trees complicate the proposed alignment and alternative locations are being considered.
- His staff is working on equipping the two new F-150 trucks with toolboxes.
- He will follow up with the paint contractor regarding the possible warranty issues with the 3.7 MG reservoir painting. The project was completed in 2015.

c. **District Manager**

Ms. Pottinger reported:

- She discussed several scheduled meetings on the commissioners' calendar.
- The summer Staff potluck will be on August 23 from 11:30 am to 1:00 pm at the maintenance facility.
- After discussing with commissioners, there was a preference to change the September 19 regular Board meeting to September 18. Ms. Pottinger will draft a resolution for the Board's consideration at the next meeting.
- District staff will undertake cyber security training, starting in the next couple weeks.
- She reported on the status on the Capital Projects Advisory Review Board review of the new bid limits bill that was passed this past legislative session.

- Ms. Pottinger approached the City of Shoreline about starting franchise agreement negotiations in the near future.

**9. LEGAL REPORT**

No report.

**10. COMMISSIONER REPORTS**

- Commissioner Haines reported on planning meetings for the North City Jazz Walk, which is set for August 15.
- Commissioner Hale offered to attend upcoming community events on behalf of the District. She has a potential conflict with an upcoming Board meeting. She shared a *Seattle Times* article about PFAS.

**11. EXECUTIVE SESSIONS**

None.

**12. NEXT MEETING**

The next regular meeting will be on Monday, August 14, 2023, at 3:00 p.m.

**13. CONCLUSION**

Commissioner Ricker concluded the meeting at 4:09 p.m.

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Commissioner Ron Ricker

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines