



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

August 14, 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 Haines and second by Commissioner Hale, 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 August 1 regular meeting as presented.

### 5. APPROVAL OF VOUCHERS

Ms. Pottinger made two corrections on the voucher summary sheets. Commissioner Haines moved to approve voucher numbers 7120-7135 and 119843-119881 in the amount of \$497,654.99 from the maintenance fund and voucher number 831-832 in the amount of \$32,086.95, from the capital fund. Commissioner Ricker seconded and the motion passed unanimously.

### 6. OLD BUSINESS

None.

### 7. NEW BUSINESS

- a. **Resolution 2023.08.25, Updating Resolution 2022.12.47, rescheduling Board meeting from September 19 to September 18, 2023.** *ACTION:* Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously adopted the resolution.
- b. **Resolution 2023.08.26, Ratifying change orders for alarm contract (CIP 2023-01).**  
Ms. Pottinger explained the additional change order that staff approved as part of the

contract. ***ACTION:*** Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution

- c. **Mid-Year Financial Report.** Ms. Shosten provided a one page handout of the year to date budget report. Total revenues are up 1.3% compared to what was budgeted. The 2023 budget was prepared using 2019 (the last full year before the Covid pandemic) water usage. Irrigation revenues are also up 25.8%. Total costs including additions to net reserves are up 1.3%. Administrative costs are up 1.3% compared to what was budgeted. Commissioners asked questions but found the handout easy to understand.

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

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

Ms. Shosten had nothing further to report.

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

Mr. Woody reported on current projects:

- 18<sup>th</sup> Ave NE & NE 168<sup>th</sup> St WM installation (CIP 2022-02): The project is near completion with stripping on the new pavement outstanding.
- WSEA 2022.07.25 Paramount Apts. The Developer has installed the new 12" diameter water main and completed the hydrostatic disinfected testing last week and the test passed.
- He was not satisfied with the applicants for the open utility worker position and will re-advertise the position.
- Alarm System and Security Camera Contract (CIP 2023-01): Security cameras are in place and the District will post notices of the presence of cameras.

### c. **District Manager**

Ms. Pottinger reported:

- LMG Security sent to Perry, a security test email. In turn, Perry sent it to all the employees and commissioners to take the security test. She asked that the commissioners also take the security test.
- She is working with the communications consultant to finalize the District 3<sup>rd</sup> quarter newsletter.
- The 2023 North City Jazz Walk is tomorrow evening.
- Saturday, August 19 is Celebrate Shoreline. She invited commissioners to participate in the District information booth.
- The staff summer potluck will be on August 23 from 11:30 am to 1:00 pm at the maintenance facility.
- She provided an update with the contract status with ATT/Crown Castle monopole at the District's 3.7 MG reservoir site.. The District is entitled to 50% of the rental revenue from a sublease with Dish Network.
- SPU water contract will be meeting for a presentation by SPU on Wednesday, August 30. The following day, the purveyors will be meeting at Coal Creek at 10:00 am to discuss what we learned the day prior.

## 9. **LEGAL REPORT**

Mr. Bennett shared a notice from a public utility district to its customers explaining the PUD's procedure for responding to a customer reconnection request under the new extreme

heat law. He compared that to the District's policy.

**10. COMMISSIONER REPORTS**

- Commissioner Haines reported on the recent meeting North City Jazz Walk Committee meeting. There was a general discussion of the District's preparation for tomorrow's event.
- Commissioner Hale reported on the recent Chamber of Commerce meeting. She also reported that Shoreline FD sent two employees to Maui to assist with fire response. One of the contributing factors to the Maui fire was the failure of adequate water to fire hydrants. Shre reminded everyone that the WASWD Section IV meeting is canceled next week.
- Commissioner Ricker reported on the WASWD Government Relations Committee last week.

**11. EXECUTIVE SESSIONS**

None.

**12. NEXT MEETING**

The next regular meeting will be on Tuesday, September 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