



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

September 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 Charlotte Haines, Secretary

Commissioner Patricia M. Hale, Vice President

Staff and Consultants

Diane Pottinger, District Manager

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 Ricker, the Board voted unanimously to approve the agenda as presented.

4. APPROVAL OF MINUTES

Commissioner Haines requested a minor change in the minutes of the August 14 regular meeting. Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to approve the minutes of the August 14 regular meeting as corrected.

5. APPROVAL OF VOUCHERS

Ms. Pottinger made two corrections on the voucher summary sheets. Commissioner Haines moved to approve voucher numbers 7136-7150 and 119884-119896 in the amount of \$398,791.61 from the maintenance fund and voucher number 833-834 in the amount of \$303,237.38, from the capital fund. Commissioner Ricker seconded and the motion passed unanimously.

6. OLD BUSINESS

- a. **Fircrest Campus Projects.** Ms. Pottinger provided an update. There is a proposal to use the southeast portion of the campus for affordable housing. Per discussions with Shoreline Fire Department, the City of Shoreline currently has a disproportionately large share of affordable housing compared to other cities in King County. Any development of the campus for affordable housing should be the responsibility of a larger audience than the City of Shoreline residents. Mr. Woody shared that a recent flow test of the Fircrest system revealed the existing fire flow at the south end of the Fircrest Campus was

barely 50% of what is required to obtain Fire Dept approval for a building permit. There was an extended discussion.

7. NEW BUSINESS

None.

8. DIRECTORS' AND MANAGER'S REPORTS

a. Finance Director.

Ms. Shosten was absent today.

b. Director of Operations and Engineering

Mr. Woody reported:

- Shoreline East, 299-unit development at NE 188th ST & 8th Ave NE, was reported in the *Daily Journal of Commerce*. The District does not currently have a WSEA with this property.
- Beach Drive Creek Crossing (CIP 2021-04): The Project design is near completion, but the District is still working with the City of Lake Forest Park on the Right of Way permit.
- 18th Ave NE & NE 168th St Water Main Installation (CIP 2022-02): The Project construction is essentially complete in advance of students reporting to school tomorrow.
- 3rd Ave NE Water Main Replacement (CIP 2022-04): The Project construction is nearly complete, and testing was conducted today.
- 2.0 MG Reservoir Improvements (CIP 2021-01): The warranty items are scheduled to be repaired later this month.

c. District Manager

Ms. Pottinger reported:

- The Board should expect to see several capital project close outs in the coming weeks.
- FCS Group is requesting an additional up to \$10,000 for its consultation on the SPU contract negotiations.
- The Highlands Utility District submitted a draft agreement for the District serving as HUD's on-call operations and maintenance services for their system. Staff will review and present a recommended version for Board approval.
- Saturday is "Picnic in the Park" in Lake Forest Park and the District will have a booth and staff present. Commissioners are welcome to show up and help answer questions in the booth.
- The final Savvy Gardener class will be September 14 and there are 40 registrants as of today.
- She and Mr. Woody are working with DEA on an amendment to the water system plan. The public hearing is tentatively scheduled for October 3 at the beginning of the Board's regular meeting.
- SPU and the wholesale purveyors met with SPU the end of August to discuss stranded costs. Following the presentation by SPU, the wholesale purveyors met onsite to discuss several contract related items.

- She will ask the Board to review the Board Room Use Agreement at the next meeting as several organizations would like to rent out the facility. There was a general discussion about the appropriate terms for use including whether to charge a user fee.

9. LEGAL REPORT

None.

10. COMMISSIONER REPORTS

- Commissioner Hale asked about the upcoming WASWD conference.
- Commissioner Ricker stated that the Board should start to schedule the District Manager performance review process to begin in October.

11. EXECUTIVE SESSION

None.

12. NEXT MEETING

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

13. CONCLUSION

Commissioner Ricker concluded the meeting at 4:20 p.m.

Commissioner Ron Ricker

Commissioner Patricia M. Hale

Commissioner Charlotte Haines