



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

October 3, 2023

### **1. CALL TO ORDER**

The meeting was called to order at 3:00 p.m. by Board Vice President Patricia Hale. 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  
Barb Shosten\*, Finance Manager  
Max Woody, Director Operations & Engineering  
Joe Bennett, District Counsel  
Rodney Langer, David Evans & Associates

### **2. SEPA PUBLIC HEARING**

Commissioner Hale opened the public hearing regarding the District's Amendment #2 to the District's Water System Plan with no members of the public present. District Manager Pottinger shared that she had received no comments from any agency specific to the SEPA. Commissioner Hale then closed the public hearing.

### **3. PUBLIC COMMENT**

None.

### **4. APPROVAL AND/OR ADJUSTMENTS TO AGENDA**

Ms. Pottinger proposed taking Item 7(a) after approval of the agenda and adding Item 8(b). Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board voted unanimously to approve the agenda as revised.

**7.a. Resolution 2023.10.28, approving District Water System Plan Amendment No. 2.** Mr. Langer explained that this is a focused amendment: (1) revising the executive summary, (2) updating the project list to remove completed projects and reschedule other projects, and (3) updating project costs. Upon approval the amendment will be submitted to the King County, Shoreline and Lake Forest Park. Commissioner Hale asked about project start years as identified in Table 6-2. **ACTION:** Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously adopted the resolution.

### **5. APPROVAL OF MINUTES**

Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to approve the minutes of the September 5 regular meeting as corrected. Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to approve the minutes of the September 18 regular meeting as presented.

Mr. Langer left the meeting at 3:25 p.m.

## 6. **APPROVAL OF VOUCHERS**

Commissioner Haines moved to approve voucher numbers 7167-7181 and 119990-120018 in the amount of \$117,948.44 from the maintenance fund and voucher number 848-851 in the amount of \$271,084.47, from the capital fund. Commissioner Hale asked questions about a particular invoice which was answered by Mr. Woody. Commissioner Ricker seconded the motion, which passed unanimously.

## 7. **OLD BUSINESS**

- b. Fircrest Campus Project Updates.** Ms. Pottinger and Mr. Woody met with Fircrest and DSHS employees regarding the different projects proposed on campus. Ms. Pottinger provided an update. She discussed District standards and the need for DSHS to provide for adequate water storage and fire flow on site. There will be a meeting at the District with DSHS, Department of Natural Resources and the Department of Health and other agencies next Monday at 1:00 p.m.

## 8. **NEW BUSINESS**

- a. King County Regional Hazard Mitigation Plan.** Ms. Pottinger explained the background. Commissioners concurred with Ms. Pottinger's approach and approved participation in the regional plan.
- b. WASWD Retro Program – Election of Officers.** Ms. Pottinger shared the ballot for the Retro program. There are six candidates for five positions. *ACTION:* Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board voted unanimously for the following candidates to the Retro Program Board: Amira, Erickson, Ramsdell, West and Williams. Ms. Pottinger will submit the District's completed ballot to WASWD.

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

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

Ms. Shosten reported as follows:

- Explaining how the CIP budget compares to the Comp Plan estimated expenses.
- She has yet to hear from the SAO about the annual audit schedule.
- Effective October 1, employees can elect to use a Roth IRA for deferred compensation.

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

Mr. Woody reported:

- 2.0 MG Reservoir Improvements (CIP 2021-01): Contractor will clean the residue from the exterior of the 2.0 reservoir and coat with a sealant. That should complete the project.
- 15<sup>th</sup> Ave watermain break repairs: He received two estimates and one was substantially lower for repairing the pavement and sidewalk and the contractor can do the work now.
- He has hired a new employee who is expected to start October 16.
- He discussed issues with overnight parking at the administrative building. He will look at enhanced security options and bring them back to the Board for discussion.

**c. District Manager**

Ms. Pottinger reported:

- The District received notice of class actions lawsuits re PFAS. Mr. Bennett will review and report back.
- The District had zero workers comp claims for the past three years.
- Sound Transit NE 145<sup>th</sup> St/SR 522 BRT Project (WSEA 2022.12.44): Work may impact adjacent District water lines. She is having discussions with Sound Transit.
- SPU is offering tours of the Tolt River facilities on Thursday. Commissioner Hale and Mr. Woody will be attending in addition to Ms. Pottinger.
- She discussed the dates of the upcoming SPU contract negotiation meetings.
- She may work remotely for a few days each week in the next few weeks.

**10. LEGAL REPORT.** No.

**11. COMMISSIONER REPORTS**

- Commissioner Hale reported on the emergency preparedness “build a bag” event at the Shoreline Senior Center. Seventy people attended.

**12. NEXT MEETING**

The next regular meeting will be on Tuesday, October 17, 2023, at 3:00 p.m.

**13. CONCLUSION**

Commissioner Hale concluded the meeting at 4:35 p.m.

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Commissioner Ron Ricker

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines