



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

November 7, 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
Barb Shosten, Director of Finance
Max Woody, Director Operations & Engineering
Joe Bennett, District Counsel
Toby Bigger,* Senior Field Inspector
Jesse Foss, Utility Worker 5
Megan Kirkpatrick, Utility Worker 1

2. PUBLIC COMMENT

None.

3. APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Mr. Woody requested two additions to the minutes: (a) explanation of new AED, and (b) introduction of new employee. Upon motion by Commissioner Hale and second by Commissioner Haines, the Board voted unanimously to approve the agenda as revised.

- a. **New AED.** Mr. Foss showed the commissioners and the other attendees the new AED in the Board room and its features. There was a general discussion about training to use the AED. There is an accompanying video that can be shown at future Board meeting. Staff is receiving training in shifts.
- b. **New Employee.** Mr. Woody welcomed Megan Kirkpatrick as Utility Worker 1 (limited duration) for the next 12 months. Her job will focus on lead service line inspections an inventory as well as regular meter inspections. She previously worked in maintenance as a merchant marine.

4. APPROVAL OF MINUTES

Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to approve the minutes of the October 17 regular meeting.

5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7198-7212 and 120060-120116 in the amount of \$328,531.59 from the maintenance fund and voucher numbers 856-858 in the amount

of \$219,527.07, from the capital fund. Commissioner Hale asked questions about particular invoices. Commissioner Hale seconded the motion, which passed unanimously.

6. **OLD BUSINESS**

a. Fircrest Campus Project Updates. Ms. Pottinger provided an update. Mr. Woody reported on his discussions with DSHS for a recent pre-application meeting he attended. The District has received plans for review but we have not a signed WSEA for any water system improvements on the campus.

7. **NEW BUSINESS**

a. Resolution 2023.11.31, authorizing antenna site lease with Shoreline Fire Department. Mr. Woody explained the need for a third antenna. Ms. Pottinger obtained the Fire Chief's approval of the antenna site lease. After the District approves the lease, the Fire District Board will approve it. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Hale, the Board unanimously adopted the resolution.

b. Resolution 2023.11.32, approving contract with Sensus for third antenna at SFD Station #65. Mr. Woody explained the background as to why the District needs a third station for the flexnet system. *ACTION:* Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously adopted the resolution.

c. Resolution 2023.11.33, approving consulting contract with Lynne Danielson. Ms. Pottinger explained the need for this consulting contract as it relates to the SPU contract negotiations and the Olympic View Water and Sewer District had also approved the same contract with Ms. Danielson. *ACTION:* Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously adopted the resolution.

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

a. **Finance Director**

Ms. Shosten reported:

- 2024 Budget presentation will be at the November 21 meeting. She highlighted some of the cost increases that have incurred in 2023.

b. **Director of Operations and Engineering**

Mr. Woody reported:

- There was an increased number of water main breaks and patching this past year.
- He is working on three capital project closeouts he hopes to be bringing to the Board in the near future.
- The Field staff have installed signage in parking lots to discourage non-District parking and any illegal activity.

c. **District Manager**

Ms. Pottinger reported:

- The next SPU contract negotiations will be on November 15, 29 and December 14 in person at Mercer Island. There is a fourth negotiation scheduled for the morning before the 1:00 pm Operating Board meeting on December 7.
- December 8 will be the end of year all-staff meeting.

9. **LEGAL REPORT**. Mr. Bennett reported on two class action lawsuits involving PFAS against two chemical manufacturers. He recommended the Board authorize him to file notices opting out of both class action lawsuits. ***ACTION***: Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to authorize Mr. Bennett to file opt out notices.

10. **COMMISSIONER REPORTS**

- Commissioner Hale shared a Tolt watershed trivia sheet she had from the tour earlier this fall. She also reported on the frequency of motor vehicle accidents on 15th Ave NE. She has recently concluded her term as advisor to the WASWD Board President.
- Commissioner Haines reported on the planning for the December 2 holiday tree lighting event. The staff have been looking at the tree lights this week to make sure they are all working.

11. **EXECUTIVE SESSION**. President Ricker announced that the Board would go into executive session at 4:20 p.m. to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 30 minutes. At 4:50 p.m., the Board extended the executive session for 25 minutes. The executive session concluded at 5:15 p.m.

The Board took a short break.

12. **NEXT MEETING**

The next regular meeting will be on Tuesday, November 21, 2023 at 2:00 p.m.

13. **CONCLUSION**

Commissioner Ricker concluded the meeting at 5:19 p.m.

Commissioner Ron Ricker

Commissioner Patricia M. Hale

Commissioner Charlotte Haines