

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
NORTHSHORE UTILITY DISTRICT**

June 1, 2020

A regular meeting of the Board of Commissioners of the Northshore Utility District was held remotely through video conferencing and called to order by Commissioner Thomas Mortimer at 5:34 p.m. on June 1, 2020. Commissioners Don Ellis, Matt Breysse, and Bruce Gardiner were present. Commissioner Rolla was absent. Also present were Al Nelson, General Manager; Steph Dennehy, Engineering Director; Steve Hamilton, Finance Director; Chip Shafer, IT Director; Kinnon Williams, Legal Counsel, and Brenda Smith, Executive Assistant.

Commissioner Mortimer reported that the Board of Commissioner meetings subject matter is no longer restricted to Necessary and Routine.

Al Nelson, General Manager reported that on May 29, 2020 Governor Inslee extended remote public meetings until June 17, 2020.

(1). CHANGES TO THE AGENDA

- (a). Item (5)(a) Management Team Performance Program; substitution of item #8.
- (b). Executive session to be held to cover personnel matters.

(2). PUBLIC

No public comments were received by Friday, May 29, 2020 as advertised on the District website.

(3). CONSENT AGENDA

Commissioner Ellis moved to approve the consent agenda consisting of the following:

- (a). The Board gave direction to the General Manager to sign all consent agenda documents on behalf of the Board of Commissioners due to the COVID-19 State of Emergency.
- (b). Minutes: Minutes of the May 18, 2020 Regular Board Meeting
- (c). Vouchers:

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	None
Disbursement Amount:	None

- (d). Electronic Transfers

Mid-month Payroll \$59,150.00

(e). Board Acceptance of Developer Extension Projects and Transfer of Bill of Sale

Resolution No. 2020-06-01

A RESOLUTION of the Northshore Utility District Board of Commissioners to accept the Developer Extension Agreement and construction of certain **sewer** system improvements for the **Dwell 80 Townhomes** development project that were installed by **XIN LONG LLC** in the vicinity of **17720 80th Ave NE, Kenmore** as complete; and to accept the transfer of ownership of these improvements from the developer to Northshore Utility District by **Bill of Sale** in the amount of **\$101,077.22**.

(f). Board Acceptance of Developer Extension Projects and Transfer of Bill of Sale

Resolution No. 2020-06-02

A RESOLUTION of the Northshore Utility District Board of Commissioners to accept the Developer Extension Agreement and construction of certain **water** system improvements for the **Dwell 80 Townhomes** development project that were installed by **XIN LONG LLC** in the vicinity of **17720 80th Ave NE, Kenmore** as complete; and to accept the transfer of ownership of these improvements from the developer to Northshore Utility District by **Bill of Sale** in the amount of **\$55,614.29**.

Commissioner Gardiner seconded the motion, which passed 4-0.

(4). OLD BUSINESS

(a). Policy and Procedure: Admin – 27; Use of Electronic Signatures – Second Reading

At the Board meeting held on Monday, May 18, 2020 the Board of Commissioners (BOC) made a motion to move proposed Policy and Procedure #27 – Electronic Signatures to second reading. Commissioner Gardiner expressed concerns of using electronic signatures versus wet signatures for service recognition certificates. Commissioner Mortimer proposed that wet signatures for this type of recognition continue to be used as it has in past practice to honor the recipients.

Commissioner Ellis moved to propose Policy and Procedure Admin #27 – Use of Electronic Signatures be moved to third reading and adoption provided the record shows that wet signatures continue to be used, when possible, for service recognition certificates. Commissioner Breyse seconded the motion, which passed 4-0.

(5). NEW BUSINESS

(a). Management Team Performance Program

Al Nelson, General Manager reported that due to the District phishing incident and COVID-19 which both have taken an immense amount of time and focus, the 2019-2020 work goals are still in process of completion. As a direct result many of the established 2019-2020 work goals have

been identified as incomplete. The goals will be provided to the BOC by Al Nelson via email. Members of the Board are encouraged to contact any member of the Management Team for questions and/or further explanation.

The Management Team performance program policy was revised on September 9, 2019. Al Nelson, General Manager proposes consideration for a 2020-2021 six-month goal plan focused on return-to-work and an implementation schedule of Districts new software platform. The six-month goal plan along with recommendations by July 1, 2020. In addition, the General Manager proposes re-establishing new work goal objectives in January of 2021. This schedule is contrary to the adopted resolution 2019-09-01, however, given the unique circumstances surrounding the unprecedented pandemic situation it appears to be manageable.

Commissioner Ellis moved to adopt a revised schedule of a six-month "management team" goal plan as proposed due to the pandemic situation.

(6). STAFF REPORTS

(a). Engineering Report

The Engineering report was prepared and included in the Board packet, without presentation or discussion.

(b). IT Report

The IT report was prepared and included in the Board packet, without presentation or discussion.

(c). General Manager Report

Al Nelson reported on the following:

COVID-19 – The District is still finalizing and implementing a back-to-work plan. Jeran Hurst, Facilities Maintenance Technician has moved into the position of a fulltime Onsite Safety Officer to aide in reinforcing practical practices as more staff return to the office. An Administrative Order is being prepared by the General Manager to go out to staff.

NEMCo – Provided update regarding status of NEMCo partners.

Summit Law – Update regarding attendance of a regarding COVID-19 Return-to-work Issues.

Civil Unrest – All staff received an email from the General Manager regarding employee support during this time of civil unrest. Commissioner Gardiner suggested that the District put into place possible security measures for District headquarters. Ethan Maiefski, Maintenance & Operations Director reported that he has moved to "Yellow Status" as a response measure. Two-man crews were sent out to complete random inspections of District facilities.

Villa Juanita – A failed jumper incident occurred on May 20, 2020, which caused an unanticipated three-hour water shutoff to customers – mitigation measures were promptly initiated and additional measures were taken to reduce the likelihood of a repeat occurrence in the future.

Employee Promotion – Steph Dennehy, Interim Engineering Director has been promoted to the fulltime Engineering Director.

WASWD – Hosting the 2020 Spring webinar series; Sign of the Times in June. Contact Brenda

Smith, Executive Assistant to be registered for a webinar.
Enhanced Customer Assistance Program – The General Manager stated that work is continuing towards further enhancement to the Districts Customer Assistance Programs. Kinnon Williams, Legal Counsel reminded the BOC that relief programs need to be built into the District's rate resolution. Commissioner Mortimer proposed program enhancements be completed and addressed prior to scheduling a rate resolution study session. In addition to a rate study session material are to be provided to the BOC a minimum of (1) week prior to it being presented to the Board. The rate resolution study session will likely be scheduled in July of 2020.

(d). Board of Commissioners Report

Commissioner Mortimer discussed the possibility of the District facilitating a drive through COVID-19 testing site. He spoke with the King County Public Health Department and was advised that during June 6th-12th a new drive through testing site is scheduled in the Bitter Lake area. Due to the testing in the North end being scheduled, Commissioner Mortimer has withdrawn his proposal to host a testing site at the District.

(7). EXECUTIVE SESSION

At 6:15 p.m. the Board moved into Executive Session for 11 minutes to discuss personnel matters pursuant to RCW 42.30.110(1)(g).

Regular session resumed at 6:26 p.m.

The meeting was adjourned at 6:27 p.m.


D.A. Ellis

D. Bruce Gardiner

Thomas D. Mortimer

Trudy C. Rolla

Matthew J. Breysse



ALAN G. NELSON
GENERAL MANAGER