

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

October 3, 2022

A regular meeting of the Board of Commissioners of the Northshore Utility District was held remotely through video conferencing and in-person. The meeting was called to order by Commissioner Bruce Gardiner, Board President at 5:30 p.m. on October 3, 2022. Commissioners Thomas Mortimer, Trudy Rolla, Suzanne Greathouse and Matt Breyse were present. Also present were Al Nelson, General Manager; Amanda Campbell, Administrative Services Manager; Stephen Dennehy, Engineering Director; Ethan Maiefski, Maintenance and Operations Director; Craig Schmollinger, Finance Director; and Eric Delfel, Engineering Consultant.

(1). CALL TO ORDER

(2). CHANGES TO THE AGENDA

Commissioner Gardiner called for changes to the agenda

(a). Item (7) Executive Session to be held to discuss personnel matters.

Commissioner Breyse moved to approve changes to the agenda. Commissioner Greathouse seconded the motion which passed 5-0.

(3). PUBLIC

No public comments were received by Monday, October 3, 2022, as advertised on the District's website.

(4). CONSENT AGENDA

Commissioner Breyse moved to approve the consent agenda consisting of the

following: (a). Minutes: Regular Meeting Minutes September 12, 2022.

(b). Disbursements for September 2022:

US Bank Depository Account	\$46,195.63
US Bank Payroll	\$439,355.13
King County Maintenance thru Wire Transfer	\$268,096.92
Petty Cash Fund	\$1,094.17
King County Maintenance thru Warrants (first half of month)	\$1,770,858.80
King County Maintenance thru Warrants (second half of month)	\$323,457.91

Commissioner Greathouse seconded the motion, which passed 5-0.

(5). REPORTS

(a). Engineering Report

Stephen Dennehy, Engineering Director presented the Engineering Report to the Board.

Commissioner Breyse inquired if there was information on occupancy rates in our high-density housing areas.

(b). General Manager (GM), Al Nelson, and Administrative Services Manager (ASM), Amanda Campbell Report

GM reported on the following:

- Shoreline Fire Department (SFD) Request: SFD agreed to purchase Northshore Utility District's (NUD) inventory of repair parts for Northshore Fire Department's (NSF) fire engine fleet, now being serviced by SFD. SFD requested to purchase the parts at actual cost without applied overhead. The Board directed staff to sell parts at actual cost with no overhead.
- Washington Association of Sewer and Water District's (WASWD) Fall Conference: District attendees were Commissioner Gardiner, Al Nelson, Stephen Dennehy and Aparna Khanal. Mr. Dennehy and Ms. Khanal presented at the conference, which was well received by all those in attendance.
- NEMCo Third Quarter Budget Review Meeting: Meeting was held on September 21st, in which an update was provided regarding Emergency Management initiatives and actions. The Budget portion of the meeting was rescheduled to October 5th.
- Kenmore Heritage Society (KHS) Photo Contest: The District participated in the KHS event in which three employee were allotted up to four hours to participate in the weeklong event. All photos taken are considered property of the District. Potential proceeds would be submitted as a donation to Mary's place on behalf of the District.
- Bothell/Kenmore Chamber of Commerce Fly Away 5K Sponsorship: The District made a \$500.00 sponsorship to the Bothell/Kenmore Chamber of Commerce Fly Away 5K and an employee and their daughter participated in the event on September 24, 2022.
- Seattle Public Utilities (SPU) Tolt Watershed and Treatment Plant Tour: SPU offered to accommodate up to 25 District employees for a Tolt Watershed tour, scheduled on October 25, 2022. Commissioner Greathouse, Gardiner and Mortimer expressed interest in attending.
- Credit Card Fees – Create a Finance Sub-Committee: Commissioner Breyse and Commissioner Greathouse volunteered as Finance sub-committee members to analyze impacts of credit card transaction fees.
- Personnel Consultant (Aperture EQ): The GM and ASM met with a leadership consultant to obtain scope and fee for 2023 budget.
- Employee Halloween Event: A potluck, costume and pumpkin carving event is scheduled to occur on Monday, October 31st.
- Elements In-Person Training held on the 9/21-22: Elements Novotx is the District's new asset management software system. Staff was provided close-out training on its functionality and use.
- Alderwood Water and Wastewater District (AWWD) Salary Survey Status: AWWD

completed a salary survey, conducted by Cabot Dow Associates, Inc, and is currently in labor negotiations. NUD historically matches AWWD's salaries as deemed appropriate. AWWD approved a 5.1% salary increase for its employees effective October 10, 2022. AWWD's current labor contract has a 5% Cost of Living Adjustment (COLA) cap. AWWD and NUD apply annual COLA on January 1st of each year. COLA's are established based on June to June 12 month period, which is 10.1% for AWWD this last year.

Ethan Maiefski, M&O Director, provided an update on the pressure spike event on September 20, 2022 in the 446 Zone.

ASM reported on the following:

- Flu Shot Clinic: Offered on September 19, 2022, and 18 employees were scheduled.
- Recruitment Update:
 - Utility Worker: The District received 83 applicants within the first week of the job posting.
 - Senior Engineer: A conditional offer has been extended to an experience candidate.
 - Fleet Mechanic: There has been ongoing efforts to fill an upcoming vacancy due to an upcoming retirement.
- KnowB4 Training: New online security training has been emailed to all District staff.
- Long Term Disability Coverage: Notification of a delayed withdrawal from employee's paychecks, due to a lack of communication from our LTD vendor. Amanda will follow up with General Counsel for options to present to the Board.

(c). Board of Commissioners Report

No Board reports.

(6). UPCOMING EVENTS

(a). Safety Training

The September safety training will be held on Wednesday, October 26, 2022, 8:00-9:00 a.m.

(b). Employee Luncheon

The Halloween Potluck will be held on October 31, 2022, 11:30 a.m. -1:00 p.m.

(7). EXECUTIVE SESSION

At 6:18 p.m. the Board moved into Executive Session for 15 minutes to discuss personnel matters pursuant to RCW 42.30.110(1)(g).

The regular session resumed at 6:26 p.m.

The Board provided direction to Amanda Campbell, Administrative Services Manager, to amend Al Nelson's contract terms to reflect a 7.5% flat contribution to his 457 Deferred Compensation Account, effective January 1, 2022.

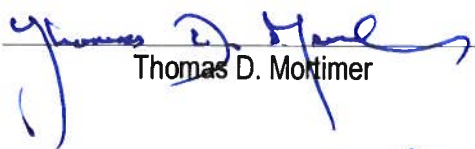
The meeting was adjourned at 6:28 p.m.



Matthew J. Breysse



D. Bruce Gardiner



Thomas D. Mortimer



Trudy C. Rolla



Suzanne Greathouse