

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

March 18, 2024

A regular meeting of the Board of Commissioners of the Northshore Utility District was held in-person. The meeting was called to order by Commissioner Suzanne Greathouse, Board President at 5:30 p.m. on March 18, 2024, Commissioners Thomas Mortimer, Trudy Rolla, Bruce Gardiner, and Matt Breysse were present. Also present were Amanda Campbell, General Manager; Ethan Maiefski, Assistant General Manager; Tom Vane, Maintenance & Operations Director; Craig Schmollinger, Finance Director; and Brenda Smith, Executive Assistant.

(1). CALL TO ORDER

(2). CHANGES TO THE AGENDA

Commissioner Greathouse called for changes to the agenda.

There were no changes to the agenda.

(3). PUBLIC

No public comments were received by Monday, March 18, 2024, as advertised on the District's website.

(4). CONSENT AGENDA

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

(a). Minutes: Regular Meeting Minutes for February 20, 2024.

(b). Disbursements for February 2024:

US Bank Depository Account	\$36,236.27
US Bank Payroll	\$739,054.83
King County Maintenance thru Wire Transfer	\$55,898.31
Payments from Petty Cash	\$10,969.90
King County Maintenance thru Warrants (first half of month)	\$2,454,938.14
King County Maintenance thru Warrants (second half of month)	\$353,467.23

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

(5). OLD BUSINESS

There was no old business reported to the Board.

(6). NEW BUSINESS

(a). Authorization to Purchase – 2024 Toyota Rav4 Hybrid SUV and Surplus a 1999 Chevy Lumina Sedan

Staff are seeking authorization to purchase a 2024 Toyota Rav4 Hybrid SUV, and surplus a 1999 Chevy Lumina Sedan. This new SUV will replace the current 1999 Chevy Lumina Sedan (Truck 62), which is approximately 25 years old, has 92,624 miles and is well beyond its useful service life and if approved will be sent to auction.

The Toyota Rav4 Hybrid SUV will be purchased under the State Contract pricing, from Bud Clary Toyota in Yakima, for \$34,951.85, including tax.

Commissioner Gardiner moved to authorize the General Manager to purchase a 2024 Toyota Rav4 Hybrid SUV in the amount of \$34,951.85, and surplus a 1999 Chevy Lumina Sedan, along with authorizing minor adjustments in purchase price amounts to the noted vendor within the General Manager's signature authority level. Commissioner Rolla seconded the motion, which passed 5-0.

(b). Authorization to Purchase – 2024 Toyota Rav4 Hybrid SUV and Surplus a 2003 Chevy Trailblazer SUV

Staff are seeking authorization to purchase a 2024 Toyota Rav4 Hybrid SUV, and surplus a 2003 Chevy Trailblazer SUV. This new SUV will replace the current 2003 Chevy Trailblazer SUV (Truck 72), which is approximately 21 years old, has 147,070 miles and is well beyond its useful service life and if approved will be sent to auction.

The Toyota Rav4 Hybrid SUV will be purchased under the State Contract pricing, from Bud Clary Toyota in Yakima, for \$34,951.85, including tax.

Commissioner Breyse moved to authorize the General Manager to purchase a 2024 Toyota Rav4 Hybrid SUV in the amount of \$34,951.85, and surplus a 2003 Chevy Trailblazer SUV, along with authorizing minor adjustments in purchase price amounts to the noted vendor within the General Manager's signature authority level. Commissioner Rolla seconded the motion, which passed 5-0.

(7). DISCUSSION / INFORMATIONAL

There were no discussion or information items reported.

(8). REPORTS

(a). Finance Report

Craig Schmollinger, Finance Director, presented the Finance report to the Board.

Vendor for Billing Print/Mailing Services – Signing a new vendor for billing print and mailing services – OSG. A savings of \$4,500. Was negotiated for the implementation costs (\$2,500. Compared to \$7,000.) The new service will go live after the current Flow Newsletter runs through all cycles.

2024 Proposed Rate Adjustment – Worked through the financial modeling of water & sewer services to land on a proposed rate adjustment as discussed at the March 4, 2024, Board meeting.

2024 Rate Resolution – Progress is being made on the review and update to the 2024 Rate Resolution. This document will be presented to the Board on April 1, 2024, as a first reading.

Low Income Discount Program (LIDP) – The annual recertification process has been completed for the LIDP. This was the first recertification process that has been completed in the last 5 years.

Seattle Public Utilities (SPU) – Completed annual Moss Adams (Audit agency for SPU) SPU audit certification process for wholesale services to Northshore Utility District.

Extreme Heat Law Reporting – The extreme heat law reporting for 2023 has been completed. One customer was unlocked during August 2023 during a heat advisory window and a customer received a charitable donation plus personal payment to remain unlocked after the extreme heat event concluded.

(b). Maintenance and Operations Report

Tom Vane, Maintenance and Operations (M&O) Director presented the M&O report to the Board.

The SPU survey has been completed and submitted. M&O Director Vane expressed his appreciation of Xiuxia Liu, IT GIS Coordinator, for her assistance with the survey data.

(c). Assistant General Manager/General Manager Report

Ethan Maiefski, Assistant General Manager (AGM), presented the AGM report to the Board.

Staff Update:

- Engineering Director – A conditional offer was made to a candidate. A background and reference check will need to be completed.
- HR Generalist Interviews – Interviews have been completed and three finalists are scheduled to meet with the General Manager.
- Construction Inspector – Cody Gray started at the District new Construction Inspector on March 4, 2024.

Amanda Campbell, General Manager (GM), presented the GM report to the Board.

Scheduling Time at the District – When scheduling time at District headquarters, the Board of Commissioners will need to contact Brenda Smith, Executive Assistant, or Amanda Campbell, GM.

Employee Awards Luncheon – The Employee Awards Luncheon is all set to move forward. A huge thank you to the Legacy Group for laying carpeting and painting the Northshore and Tolt rooms so quickly so the Awards Luncheon could be held. The Legacy Group has been an

amazing company to work with.

Building A Remodel Project:

- Ali Schulz, Project Manager for Gray and Osborne, Inc. will be transitioning to another project this month. Ali did an exceptional job managing this project with the best interest of the District in mind.
- We have notified the General Contractor that the District is starting to implement Liquidated Damages for the Building A Remodel Project.
- The Northshore and Tolt room still have remediation outstanding from the roof leaks.
- The panels (accordion wall) located in the Northshore/Tolt rooms were damaged by the contractor. The temporary walls were drilled into the panels and a repair is being coordinated.

NEMCo – GM Campbell completed an annual evaluation, on behalf of the District, for the current NEMCo Emergency Manager, Kevin Lowery.

Temporary Water Meter – Brenda Smith, Executive Assistant, presented information regarding the annual request from Northlake Lutheran Church (NLLC) for a temporary water meter. The Board approved the use of a temporary water meter and the General Public Benefit Rate (GPBR) for water applied to their community garden in 2024.

The Board gave direction to staff to provide a temporary water meter to NLLC and to bill under the GPBR for 2024.

Woodinville Water District (WWD) – A meeting in April has been planned with WWD and NUD to collaborate regarding processes and procedures.

190th Culvert Project – A meeting was held with the City of Kenmore regarding the 190th Culvert Project and the financial responsibilities of this project. The City requested financial support for this project, which NUD rejected.

(d). Board of Commissioners Report

Commissioner Mortimer expressed his appreciation for the great job JoDean Sharp, Senior HR Generalist, did in establishing an HRA/VEBA benefit program for staff.

Commissioner Mortimer requested that a meeting be set up for the Board IT Subcommittee. Brenda Smith, Executive Assistant, will work with the IT Manager to set up this meeting.

Commissioner Breysse requested an update regarding the City of Kirkland's MOU. Staff reported there is a meeting set up with the City in May to continue discussions based on this document.

(9). UPCOMING EVENTS

(a). Employee Awards Luncheon

The Employee Awards Luncheon will be held on Thursday, March 21, 2024, 11:30-1:30, District offices closed during this time.

(b). Safety Training

The Safety Training will be held on Wednesday, March 27, 2024, 8:00-9:00 a.m. The topic will be "Hazard Communication: Chemicals in the Workplace".

(c). WASWD 2024 Spring Conference

The 2024 WASWD Spring Conference is being held at the Tulalip Resort Conference Center April 16-18, 2024.

(10). EXECUTIVE SESSION

No Executive Session was held.

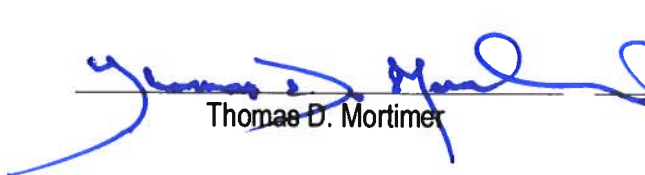
The meeting was adjourned at 6:14 p.m.



Matthew J. Breysse



D. Bruce Gardiner



Thomas D. Mortimer



Trudy C. Rolla



Suzanne Greathouse