

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

April 15, 2024

A regular meeting of the Board of Commissioners of the Northshore Utility District was held in-person with video conferencing available. The meeting was called to order by Commissioner Suzanne Greathouse, Board President at 5:30 p.m. on April 15, 2024, Commissioners Thomas Mortimer, Trudy Rolla, Bruce Gardiner, and Matt Breyse were present. Also present were Amanda Campbell, General Manager; Ethan Maiefski, Assistant General Manager/Interim Engineering Director; Tom Vane, Maintenance & Operations Director; Eric Delfel, Engineering Consultant; Jayne L. Freeman, Legal Counsel, and Brenda Smith, Executive Assistant.

**(1). CALL TO ORDER**

**(2) PUBLIC**

No public comments were received by Monday, April 15, 2024, as advertised on the District's website.

**(3). CHANGES TO THE AGENDA**

Commissioner Greathouse called for changes to the agenda.

There were no changes to the agenda.

**(4). CONSENT AGENDA**

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

(a). Minutes: Regular Meeting Minutes for March 18, 2024

(b). Disbursements for March 2024:

US Bank Depository Account	\$642.35
US Bank Payroll	\$692,262.27
King County Maintenance thru Wire Transfer	\$296,582.27
Payments from Petty Cash	\$30.00
King County Maintenance thru Warrants (first half of month)	\$2,098,397.41
King County Maintenance thru Warrants (second half of month)	\$777,256.78

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

**(5). EXECUTIVE SESSION**

At 5:30 p.m. the Board moved into Executive Session for 20 minutes for a discussion with legal counsel regarding current or potential litigation (RCW 42.30.110(1)(i)). The Board came out of Executive Session

at 5:50 p.m.

The regular session resumed at 5:50 p.m.

## **(6). OLD BUSINESS**

There was no old business reported to the Board.

## **(7). NEW BUSINESS**

### **(a). Proposed Board of Commissioner Handbook (First Reading)**

On November 6, 2023, staff discussed the desire to create a Board of Commissioner Handbook to provide a reference document that defined the roles and responsibilities of the Board of Commissioners, as well as identify structure surrounding protocols and decorum with staff. A Board sub-committee was established, and Commissioner Greathouse and Commissioner Rolla volunteered to participate.

Staff collected numerous board handbooks from neighboring water & sewer districts and the sub-committee met on December 29, 2023, to review and select components that were relevant to the District. Those suggestions were compiled into an initial draft where additional sub-committee meetings were held on February 20<sup>th</sup> and March 18<sup>th</sup>, 2024, to finalize this proposal for first reading.

A walk-on version of the draft Board of Commissioner Handbook was provided. This version provided suggested edits by Commissioner Gardiner and Commissioner Mortimer. The Board reviewed and discussed each suggested edit.

Commissioner Mortimer moved to review and discuss the proposed Board of Commissioner Handbook and move to second reading. Commissioner Rolla seconded the motion, which passed 5-0.

The Board gave direction to staff to bring back the handbook draft with revisions to the Board meeting to be held on Monday, May 6, 2024, the edited revised version for second reading.

### **(b). Building A Improvement Project (C1813 – Phase 2) Additional Furnishing & Flooring Purchase**

On April 17, 2023, the Board of Commissioners approved the purchase of furnishings and flooring from The Legacy Group as part of the Building A improvement Project (C1813). At the time, it was not realized that 7 offices (11 workstations) were excluded from the original scope of the project. It was also identified that areas of flooring and lighting updates had also been excluded, leaving the building to have inconsistent updates in high traffic areas.

To remedy this original omission, staff coordinated with The Legacy Group to provide a quote to include furnishing the 7 identified offices (impacting 11 employees) and new flooring in the lunchroom, IT office fleet offices, as well as other common spaces previously excluded in the original scope of the project.

Staff is requesting authorization from the Board to proceed with the purchase and installation of

the furnishings and flooring from The Legacy Group in the amount of \$153,700.14, with an initial 50% deposit to be made to The Legacy Group at the time of the order and the remainder to be invoiced upon delivery and installation. Payment will be made from the existing fund balance. A future budget amendment will likely be needed for this project (C1813) once finalized figures for lighting are available and to close out this project.

Commissioner Gardiner moved to authorize the General Manager to proceed with the purchase and installation of furnishings and flooring from The Legacy Group in the amount of \$153,700.14, through the cooperative purchase contract from OMNIA Partners, along with authorizing minor adjustments in purchase price amounts to the noted vendor, within the General Manager's signature authority. Commissioner Breyse seconded the motion, which passed 5-0.

(c). Authorization to Purchase Badger Water Meters

Staff is seeking authorization to purchase 120 Badger 1" water meters. Ninety-eight water meters will be used for the 30 Degrees Townhome Project and the remainder meters will replenish District inventory. Current lead times are reported to be 3-4 months from the order date. The total including tax is \$37,644.76.

Commissioner Breyse moved to authorize the purchase of 120 1" Badger water meters in the amount of \$37,644.76. Commissioner Rolla seconded the motion, which passed 5-0.

## **(8). INFORMATIONAL / DISCUSSION**

(a). Interlocal Agreement (ILA) for City of Kirkland Goat Hill Storm Drainage Improvements, Phase I Project (C2208)

An ILA project that will be starting construction in April/May of 2024 in conjunction with the City of Kirkland and moving forward, District staff will proactively keep the Board informed regarding updates on ILA projects.

At a previous Board meeting on September 18, 2023, the Board authorized District staff to enter into an ILA with the City of Kirkland for the construction of the City's Goat Hill Storm Drainage Improvements, Phase I Project. The City's improvements will impact District water and sewer facilities located in the area, requiring approximately 36 water service replacements and modifications to sanitary sewer manholes.

Recently, the City opened bids for the project and awarded the contract to OMA Construction, Inc. For the District's portion of the project, the engineer's estimate was \$276,811.00 and OMA's bid amount is \$216,378.00, both figures include sales tax. In addition to the direct construction costs related to the District's work, the District will pay a proportional share to the City for costs related to the District's works, the District will pay a proportional share to the City for shared construction costs (mobilization, traffic control, surveying, erosion control, and construction management) that are common to both the City's and District's work. The total current estimated District costs based on the OMA's bid amount for both direct and shared construction costs is \$272,061.00. Details of this breakdown are included in the ILA Cost Estimate Summary. The budget sheet is also updated to reflect this amount.

At the end of the project, considering any quantity variations and change orders, the District's proportional share of the project will be recalculated based on the actual final construction costs with an established proportional share calculation formula as indicated in the ILA Cost Estimate Summary. The final shared costs will then be recalculated and final payments, or credits, to the city will be made at completion.

Commissioner Greathouse asked if there was collaboration with the City of Kirkland for the refunds that are due back to the District. AGM/Interim Engineering Director Maiefski reported that the process is being refined to ensure that the District's interests are protected.

## **(9). REPORTS**

### **(a). Finance Report**

Amanda Campbell, General Manager, presented the Quarterly Finance report to the Board.

Commissioner Breyse communicated that he felt that the Board should have been allotted more time to review, edit and approve the 2024 Rate Resolution. General Manager Campbell stated that the original timeline presented to the Board allowed for an extra meeting, but during the presentation of the rate analysis findings, the Board removed one of the dates from the timeline and it wasn't realized by Staff or the Board at the time, what the impact would have been. Staff will be more diligent in 2025 to ensure that meetings do not get removed from the timeline.

Finance Director Craig Schmollinger has continued to work with the King County Finance Division regarding the Banking services the District uses (US Bank). US Bank is the main bank the King County uses, and for the District would need to receive an exemption to change to a new financial institution.

To continue to enhance communication between the M&O Department and the Finance Department, Finance employees will be completing field visits with M&O employees to gain knowledge of common tasks. Khanh Nguyen, Customer Service Technician, will be the first team member to receive this opportunity.

### **(b). Maintenance and Operations Report**

Tom Vane, M&O Director, presented the M&O report to the Board.

Brian Taylor, Senior Fleet Mechanic, has completed his EVT II certification.

Commissioner Breyse requested an update be brought back to the Board regarding the solar panels system production comparative for the solar panels located on the roof of Building B.

M&O Director Vane reported that a meeting was held with Evergreen Hospital regarding a leak issue on the backside of the hospital.

### **(c). Assistant General Manager and General Manager Report**

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

Staffing Update – Gail Hilderbrand started at the District on Wednesday, April 10, 2024, in the HR Department as a parttime HR Generalist. Catherine Forrest will start at the District on Monday, April 22, 2024, as the new Engineering Director.

WCIA Property Appraisal – M&O Director Vane and AGM Maiefski worked with WCIA's property appraiser by providing access to all the District structures for appraisal review.

Public Records and Emoji's – AGM Maiefski reported at the last District staff meeting that all District employees were informed not to use emoji's in external or internal emails, texts, or teams' messages.

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

Door Tag Pilot Program – District staff have been discussing the possibility of a pilot program to eliminate the door tags processes but wanted to receive board direction prior to developing the pilot.

The Board gave direction to staff to bring back to the Board a draft pilot program.

Building A Remodel Project Update – The remodel project is nearing completion with an extensive punch list in process. Discussions surrounding the roof are still in process, but we are making progress towards a solution.

(d). Board of Commissioners Report

Commissioner Mortimer provided to the Board a written letter regarding a potential conflict of interest notice/request for waiver based on being retained by the City of Bellevue for the purpose of assessing whether the City should partner with Seattle Public Utilities and other former E. King County Regional Water Association members in the development of two pending Surface and Groundwater applications.

**(10). UPCOMING EVENTS**

(a). WASWD 2024 Spring Conference

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

(b). Safety Training

The Safety Training will be held on Wednesday, April 24, 2024, 8:00-9:00 a.m. The topic will be "Environmental Health & Safety".


(c). Staff Appreciation Breakfast

The Staff Appreciation Breakfast will be held on Thursday, June 27, 2024, 7:30-9:00 a.m.

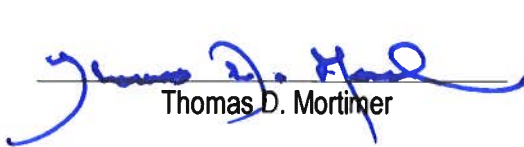
The meeting was adjourned at 7:41 p.m.



Matthew J. Breysse



D. Bruce Gardiner



Thomas D. Mortimer



Trudy C. Rolla



Suzanne Greathouse