

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

March 3, 2025

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 Thomas Mortimer, Board President, at 5:30 p.m. on March 3, 2025. Commissioners Suzanne Greathouse, Trudy Rolla, Matt Breyse and Bruce Gardiner were present. Also present were Amanda Campbell, General Manager; Ethan Maiefski, Assistant General Manager; Tom Vane, Maintenance & Operations Director; Catherine Forrest, Engineering Director; Rebecca Chen, Finance Director; JoDean Sharp, HR Manager; Evan Chinn, Legal Counsel, and Brenda Smith, Executive Assistant.

(1). CALL TO ORDER

(2). CHANGES TO THE AGENDA

Commissioner Mortimer called for changes to the agenda.

There were no changes to the agenda.

(3). PUBLIC

Pat Sutherland, an employee of the District, attended the Board meeting for observation.

(4). CONSENT AGENDA

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

- (a). Minutes: Regular Meeting Minutes for January 21, 2025, and February 3, 2025.
- (b). Board Acceptance of Developer Extension Projects and Transfer of Bill of Sale

Resolution No. 2025-03-02

RESOLUTION of the Northshore Utility District Board of Commissioners to accept the Developer Extension Agreement and construction of certain **water** system improvements for the **Bothell High School Modular Placement** development project that has been installed by **Northshore School District**, in the vicinity of **18125 92nd Ave NE** 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 **\$37,815.63** for the water system improvements.

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

(5). OLD BUSINESS

There was no old business reported.

At 5:31 p.m. the Executive Session was moved to begin after new business.

(6). NEW BUSINESS

- (a). Special Local Connection Charge Resolution for 120/89 Sewer Main Ext Project

Resolution No. 2025-03-01

A RESOLUTION of the Northshore Utility District Board of Commissioners to establish sewer Special Local Connection Charges (SLCC) for the 120/89 Sewer Main Extension Project and Repeal Resolution No. 2016-05-01.

Commissioner Rolla asked Engineering Director Forrest if the Engineering Department would be communicating with District property owners about this program. Engineering Director Forrest reported that a letter will be drafted and brought back to the Board of Commissioners at a future Board meeting.

Commissioner Rolla moved to appeal Resolution No. 2016-05-01 and approve Resolution No. 2025-03-01. Commissioner Greathouse seconded the motion, which passed 5-0.

- (b). City of Kenmore 61st Ave Improvements/NUD Project (C2404)

The City of Kenmore is proposing to construct sidewalk and storm drainage improvements on 61st Ave NE between NE 190th St and NE 205th St. The Kenmore improvements will require the District's water main, fire hydrants, and services to be relocated for a portion of the project corridor. Also, the overlay will require iron adjustments.

Staff requested an initial scope and fee proposal from the City's design consultant, KPFF Consulting Engineers, for a preliminary design review and conflict analysis of the project. Staff reviewed the initial fee amount and level of effort to determine the impact to NUD's facilities created by the City's project. The initial proposal/agreement was \$11,006 and was executed by the General Manager.

Following KPFF's initial review which determined that water main, hydrants, and services needed to be relocated, District Staff requested a more detailed scope and fee from KPFF to complete the design with specifications and prepare bid documents for the project. Staff have reviewed the final scope and fee proposal and recommends that the Board of Commissioners approve a contract amendment with KPFF in the amount not to exceed an additional \$20,728 for a total of \$31,734.

Commissioner Gardiner moved to authorize the General Manager to execute a contract amendment to KPFF Consulting Engineers for an additional amount of \$20,728.00 for preparation of bidding documents and other services. Commissioner Breyse seconded the motion, which passed 5-0.

- (c). Interlocal Agreement (ILA) for City of Kenmore 61st Ave Improvements/NUD Project (C2404)

The City of Kenmore is proposing to construct sidewalk and storm drainage improvements on 61st Ave NE between NE 190th St and NE 205th St. The Kenmore improvements will require the District's water main, fire hydrants, and services to be relocated for a portion of the project corridor. Also, the overlay will require iron adjustments.

The City and District are in the final design phase (separately) for the project, with construction anticipated to begin in June 2025. The District's construction costs are estimated to be approximately \$300,000 with an additional \$80,000 to deliver/manage.

The District and City of Kenmore staff have met on several occasions and believe an agreement between both agencies to partner on the project provides benefit to the public. To achieve this goal, an Interlocal Agreement (ILA) will be required between the two agencies. District staff and legal counsel have reviewed the draft ILA. Currently, the draft ILA language is pending legal review by the City. Without an ILA, the District will be required to conduct its own bidding process, obtain additional permits, and manage the waterline relocation before the City project begins.

If an ILA is approved by the District and City, all construction costs for the project will be paid directly by the City to the contractor, with reimbursement to the City by the District. Staff will update the Board periodically regarding the status of the project, including bid results and progress.

Commissioner Rolla asked if the Board would be reviewing at a future Board of Commissioners meeting the ILA after the City of Kenmore reviews the document. Engineering Director Forrest reported that she will bring it back to the Board if there are significant changes to the document.

General Manager Campbell commended Engineering Director Forrest for her work on this project, and that time is of the essence regarding completion of the ILA.

Commissioner Gardiner moved to direct Staff to finalize an ILA with the City of Kenmore for the construction of the District's facilities impacted by the City's 61st Ave Improvements Project; and authorize the General Manager to execute the ILA on behalf of the District if an equitable agreement can be reached. Commissioner Breyse seconded the motion, which passed 5-0.

(d). Authorization to Bid – Contract C0948; Lakewood Villa Water and Sewer Improvement Project

Contract C0948; Lakewood Villa Water and Sewer Improvement Project includes the replacement of approximately 500 LF of watermain and appurtenances, the installation of a new 4" meter and vault, and the installation of one sewer manhole and side sewer, together with asphalt restoration.

District Staff and Gray & Osborne, Inc. are working on the final design and permitting for the project and anticipate bidding this spring and construction to begin in the summer of 2025. The engineer's estimate for the total construction contract is approximately \$500,000.

Staff request authorization to proceed with the bidding phase of Contract C0948; Lakewood Villa Water and Sewer Improvement Project once the final documents are prepared.

Commissioner Greathouse moved to authorize Staff to proceed with the bidding phase for Contract C0948, Lakewood Villa Water and Sewer Improvement Project. Commissioner Rolla seconded the motion, which passed 5-0.

(7). EXECUTIVE SESSION

At 5:49 p.m. the Board moved into Executive Session for 11 minutes to discuss performance of a public employee (RCW 42.30.110(1)(g)). The executive session ended at 6:00 p.m.

The regular session resumed at 6:00 p.m.

Lou Novack, District customer arrived at the Board meeting at 6:01 for observation of the Education Session regarding the Districts Emergency Response Plan.

(8). DISCUSSION / INFORMATIONAL

(a). Education Session – Emergency Response Plan, Presented by Ethan Maiefski, Assistant General Manager

Assistant General Manager (AGM) Maiefski provided an update regarding the District Emergency Response Plan. The Board asked questions and provided feedback regarding the plan. The Board expressed their appreciation for the thorough presentation by AGM Maiefski.

Lou Novack left the meeting at 6:31 p.m.

(b). General Manager Update

General Manager (GM) Campbell presented the GM update to the Board.

City of Kenmore – The interim City Manager of the City of Kenmore is Stephanie Lucash.

Ziply – The District has been paid \$27,913.63 for the water main break damage that was caused by Ziply.

Puget Sound Energy (PSE) 451 Easement – The PSE 451 Easement has been signed.

Spectrum 457 – The District is evaluating whether to continue to pay the participating fees for employees for the Spectrum 457 plan. There are 59 accounts, with 38 active employees. The District assumes \$13,000 a year in cost for the administration of the program. With the addition of the State DRS DCP plan, staff is looking to make both plans equitable in benefit, which would mean to cease paying fees to Spectrum directly.

General Manager (GM) Interviews – The next round of GM interviews will start on May 5th and will not be completed until May 6th. Commissioner Mortimer requested to deliberate as to what candidates move forward to the Board of Commissioner meeting to be held on Monday, March 17th.

The Board requested a break at 6:36 p.m.

The regular meeting resumed at 6:40 p.m.

- (c). Harassment, Discrimination, and Retaliation Prevention for Northshore Utility District Board Members – Raising the Bar 2025, Presented by Evan Chinn, Partner, Summit Law Group

Evan Chinn, Legal Counsel, presented objectives and a roadmap for the following.

- Strategies to Raise the Bar on professionalism in the Board of Commissioner (BOC) role.
- Knowledge of Northshore Utility District BOC Handbook and related Northshore policies and expectations of Staff.
- Basic knowledge of employment laws related to harassment and discrimination.
- Guidance on navigating Staff/public with limited risk.

(10). BOARD OF COMMISSIONER REPORT

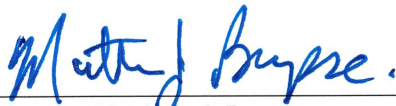
There were no reports by the Board.

(11). UPCOMING EVENTS

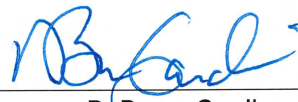
- (a). Employee Awards Luncheon

The Employee Awards Luncheon is scheduled for Thursday, February 27, 2025, 11:30 a.m. to 1:30 p.m. District headquarters will be closed for this event from 11:15 a.m. to 1:45 p.m.

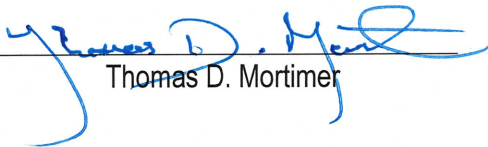
The meeting was adjourned at 7:38 p.m.



Matthew J. Breyse



D. Bruce Gardiner



Thomas D. Mortimer



Trudy C. Rolla



Suzanne Greathouse