

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

May 5, 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 May 5, 2025. Commissioners Bruce Gardiner, Trudy Rolla, and Suzanne Greathouse were present. Commissioner Breyse had an excused absence. Also present were Amanda Campbell, General Manager; Ethan Maiefski, Assistant General Manager; Tom Vane, Maintenance & Operations Director; Rebecca Chen, Finance Director; Catherine Forrest, Engineering Director; JoDean Sharp, HR Manager; Mike Vermeulen, IT Manager; Nancy Ozoa, Executive Assistant; and Evan Chinn, Legal Counsel.

**(1). CALL TO ORDER**

Commissioner Mortimer noted that Commissioner Breyse had given proxy to Commissioner Mortimer.

**(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 Greathouse moved to approve the consent agenda consisting of the following:

- (a). Minutes: Regular Meeting Minutes for September 22, 2022, March 17, 2025, April 7, 2025, and April 21, 2025, and Special Meeting Minutes for March 13, 2025, and April 17, 2025.
- (b). Board Acceptance of Developer Extension Project and Transfer Bill of Sale

**Resolution No. 2025-05-01**

A RESOLUTION of the Northshore Utility District Board of Commissioners to accept the Developer Extension Agreement and construction of certain sewer and water system improvements for the Hiatt Springs Townhomes development project that have been installed by Hiatt Spring LLC, in the vicinity of 7718 NE 192nd St, 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 \$154,152.41 for the sewer system improvements and \$118,933.75 for the water improvements.

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

**(5). OLD BUSINESS**

There was no old business reported.

**(6). NEW BUSINESS**

(a). Employee Handbook Revision "Exchange Time"

The General Manager is seeking approval to amend the Employee Handbook – Comp Time (pg. 39) as follows:

As part of the General Manager Contract development, there was a legal concern voiced regarding the use of "Compensatory Time" as it relates to exempt staff. Though the hour for hour accrual has no cash value, and is capped at 240 hours, utilizing the same verbiage as non-exempt staff poses an unnecessary risk as being perceived as hours worked, which violates wage and hour laws.

The Office of Financial Management has coined an hour for hour benefit for overtime-exempt employees as "Exchange Time."

In coordination with our labor attorney, staff have proposed an edit to the Employee Handbook for Board review and approval.

Commissioner Greathouse commended General Manager Campbell in updating the document.

Commissioner Greathouse moved to approve the revision of the Employee Handbook relating to Compensatory Time and incorporate new language on Exchange Time for exempt staff as proposed. Commissioner Gardiner seconded the motion, which passed 5-0.

(b). Windows Server, SQL Server, and Office 365 Annual Purchase

NUD utilizes Microsoft's Windows Server, SQL Server, and Office 365 products as part of its ongoing business operations.

This purchase is year 3 of a 3-year agreement (2023-2026) and will renew annually at the date of signature. The term for this agreement is June 1, 2025, to May 25, 2026. Additional licensing for Microsoft Power Automate (\$1,170.72) was added after budget estimates were submitted and is why the requested amount exceeds the budget.

Commissioner Gardiner moved to authorize the General Manager to sign the attached Windows Server, SQL Server, and Office 365 renewal, in the amount of \$68,014.89. Commissioner Greathouse seconded the motion, which passed 5-0.

(c). C1611 – City of Kirkland – 100<sup>th</sup> Ave NE Corridor Improvements – PRV Replacement – Upgraded Parts

On August 6, 2018, the Board approved an interlocal Agreement (ILA) with the City of Kirkland for the relocation of District facilities that are impacted by the City's 100th Ave Corridor Improvements Project. Construction on District facilities started in the fall of 2023 and is **now approximately 90% complete**.

As part of the project, an existing Pressure Reducing Valve (PRV) station was designed to be rehabilitated with new valves and piping. However, the design did not take into account a different flange bolt pattern on the upstream piping and appurtenances that are required due to the higher static pressures in the area.

District Staff worked with the City and the Construction Management Consultant, KBA, to issue Design Plan Change #056.2 (DPC) to revise the upstream materials with the correct flange bolt pattern. OMA submitted a Force Account (FA) sheet for the change, based on their tracked time and effort and for the cost of the material change. KBA and NUD Staff reviewed the submitted FA sheet and met with OMA staff to negotiate the final change order price.

District Staff concurs with the City's prepared CO amount and requests that the Board authorize the General Manager to execute the document on behalf of the District.

Commissioner Greathouse inquired about the root cause of the change order. Following in-depth discussion regarding the different flange bolt patterns on different pressure valves, the Commissioners agreed they would authorize the change order in order to maintain progress, with the understanding that the District would investigate and potentially seek reimbursement from the firm responsible for the added cost.

Commissioner Gardiner moved to authorize the General Manager to execute the City of Kirkland's Change Order for the PRV Rehabilitation on behalf of the District in the total amount of \$33,915.17. Commissioner Rolla seconded the motion, which passed 5-0.

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

There was no discussion or information reported.

## **(8). DEPARTMENT UPDATES**

### **(a). Engineering Update**

*Engineering Director Forrest presented the Engineering Update to the Board.*

Updated Water Model – Gray and Osborne (G&O)'s Eric Delfel will join the next meeting on May 19, 2025, where an agreement with G&O for the Water Model Update will be presented.

Commissioner Mortimer asked if there will also be discussion of the sewer plan, which Engineering Director Forrest affirmed there would be.

Commissioner Gardiner requested confirmation that the District normally goes out to bid for consultants every

3 years. Staff will research and follow up with the Board on the District's contract engineer process.

Purchasing / Procurement Manual – Staff is working on updating the Engineering portion of the purchasing/procurement manual to move forward with an update to our list of consultants and our on-call Engineering firm.

(b). Finance Update

*Finance Director Chen presented the Finance Update to the Board.*

Customer Web Portal Improvement – Finance Director Chen shared that a long-term issue impacting the customer web portal was corrected through a partnership with IT and our vendor.

Commissioner Gardiner inquired if this was related to the mailing of the billing statement, reported previously, and Finance Director Chen reported it was unrelated. That issue was caused by human error, which is being mitigated by updating a Standard Operating Procedure.

Commissioner Gardiner further inquired if the 5% early pay discount has been eliminated, and if there had been any feedback. Finance Director Chen responded that there has been very little feedback thus far, but the team has established talking points to address incoming calls.

Commissioner Rolla inquired how customer payment withdrawals (ACH) would be impacted, specifically if a customer has set payment to meet the early pay discount. Finance Director Chen replied that staff will not be changing payment withdrawal dates.

(c). IT Update

*IT Manager Vermeulen presented the IT Update to the Board.*

CISA Contact Resignation – The District's cyber security contact at Cybersecurity & Infrastructure Security Agency (CISA) has resigned and a replacement has not yet been identified.

Server Upgrade – Soliciting bids for extra power for the servers at the disaster recovery site.

Backup Systems – IT Manager Vermeulen is in conversation with vendors on backup systems for the new servers.

(d). M&O Update

*M&O Director Vane presented the M&O Update to the Board.*

Hydro Excavator has Arrived in Kent – Jet Truck has October ETA. Waiting to hear from Ford on Lightnings.

Visit to Velocity Marine for Lowest Bid Visit for Pontoon – The District plans to add a pontoon to the existing pontoon boat.

Personnel Update – Fleet and Facilities Supervisor Skylstad has retired, and Trent Vanhulle is temporarily filling the role. Jake Toycen has been named the new Water Quality Coordinator. Four seasonal employees will be onboarding, with start dates on May 6, 12, 19 and June 23. The District hosted the WWCPA class and Utility Worker Dylan Barstad and Maintenance Aides Bornwell Peresuh and Jaden Breakfield attended.

61st Ave Sidewalk Project – The District has started replacing water services in advance of the joint City/District ILA project starting.

Sewer Discharge – Sewer Discharge occurred on April 26, 2025, at 12300 blk of 116<sup>th</sup> Ave. The discharge occurred from a cleanout and caused approximately 100 gallons to be discharged. The District worked with the City of Kirkland, Department of Ecology and King County Public Health.

Leak Investigation – Leak investigation at 8200 blk of NE 115<sup>th</sup> Pl. Tee was leaking and scheduled for the next day. 36 homes experienced a temporary shutdown.

Safety Update – It has been 87 days since the last injury.

(f). General Manager Updates

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

Duckling Rescue - Construction Inspector II Willie Anderson rescued 12 ducklings on Bothell Way.

Staffing Update – Jamie Lamb, former Utility Supervisor, has been named Construction Manager. Jake Toycen has been named Water Quality Coordinator.

Commissioner Gardiner requested verification that Water Quality Coordinator Toycen will require certifications. AGM Maiefski affirmed that certifications would be required.

SPU/CIP Workshop – AGM Maiefski and GM Campbell attended an SPU/CIP workshop in SeaTac. It was a valuable exercise to attend, and SPU has been refining their estimation processes, which were helpful to participate in.

Commissioner Mortimer inquired about the emergency well project. GM Campbell updated that everything had been transferred to a new company, but it should be a seamless transition. Commissioner Mortimer asked about timing for the test well. AGM Maiefski responded that it is expected to be in 1 year, depending on demand for drillers.

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

Fall WASWD Conference – WASWD's fall conference is scheduled to take place in Spokane September 16-18. Any commissioners who are interested in attending should contact Executive Assistant Nancy Ozoa.

Rate Notification Letter - GM Campbell requested feedback on the 2025 rate notification letter that was previously emailed. Commissioner Greathouse, Mortimer and Rolla provided feedback and Commissioner Gardiner agreed to review it by the following day.

Memorial Day Closure – District offices will be closed Monday, May 26 for Memorial Day.

**(9). BOARD OF COMMISSIONER REPORT**

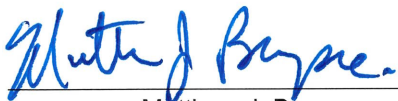
**(10). EXECUTIVE SESSION**

The Board moved into an Executive Session at 6:20pm for 22 minutes to discuss Performance of a Public Employee (RCW 42.30.110(1)(g)).

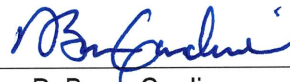
The regular session resumed at 6:42 p.m.

Commissioner Mortimer made a motion for the Board to approve the employment agreement between the District and General Manager Ethan Maiefski, effective May 6, 2025. Commissioner Greathouse seconded the motion, which passed 5-0.

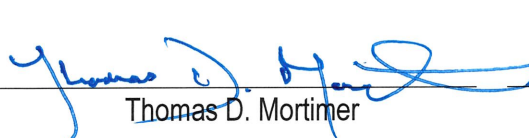
The meeting was adjourned at 6:44 p.m.



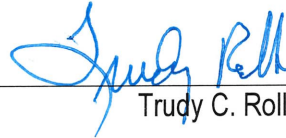
Matthew J. Breyse



D. Bruce Gardiner



Thomas D. Mortimer



Trudy C. Rolla



Suzanne Greathouse