

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

July 1, 2019

A regular meeting of the Board of Commissioners of the Northshore Utility District was held at the District office and called to order by Commissioner Don Ellis at 5:30 p.m. on July 1, 2019. Commissioners Thomas Mortimer, Bruce Gardiner, Matt Breyse and Trudy Rolla were present. Also present were Al Nelson, General Manager; Steph Dennehy, Acting Engineering Director; Ethan Maiefski, Maintenance and Operations Director; Steve Hamilton, Finance Director; Chip Shafer, IT Director; Eric Delfel, Engineering Consultant, and Brenda Smith, Executive Assistant.

**CALL TO ORDER**

**CHANGES TO THE AGENDA**

**(1). PUBLIC**

None

**(2). CONSENT AGENDA**

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

(a). Minutes: Minutes of the June 17, 2019, Regular Meeting

(b). Vouchers:

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	1653386 – 1653446
Disbursement Amount:	\$229,523.86

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	None
Disbursement Amount:	None

Fund:	Construction (Water) Fund
Fund Number:	11-406-3510
Voucher Nos.:	None
Disbursement Amount:	None

(c). Electronic Transfers

Mid-month Payroll

\$61,000.00

- (d). Board Acceptance of Developer Extension Projects and Transfer of Bill of Sale

**Resolution No. 2019-07-01**

A RESOLUTION of the Northshore Utility District Board of Commissioners to accept the Developer Extension Agreement and construction of certain **water** system improvements for the **Lennar Totem Lake Apts Offsite** development project that were installed by **LMV Kirkland Holdings, LP** in the vicinity of **127 Totem Lake Blvd.** 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 **\$99,426.78**.

- (e). Board Acceptance of Developer Extension Projects and Transfer of Bill of Sale

**Resolution No. 2019-07-02**

A RESOLUTION of the Northshore Utility District Board of Commissioners to accept the Developer Extension Agreement and construction of certain **sewer** system improvements for the **Jefferson House Memory Care Community** development project that have been installed by **Kirkland Memory Care, LLC**, in the vicinity of **12215 NE 128th St., Kirkland** 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 **\$70,971.44**.

- (f). Board Acceptance of Developer Extension Projects and Transfer of Bill of Sale

**Resolution No. 2019-07-03**

A RESOLUTION of the Northshore Utility District Board of Commissioners to accept the Developer Extension Agreement and construction of certain **water** system improvements for the **Jefferson House Memory Care Community** development project that were installed by **Kirkland Memory Care, LLC** in the vicinity of **12215 NE 128th St., Kirkland** 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 **\$97,414.56**.

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

**(3). OLD BUSINESS**

- (a). Detached Accessory Structure (DAS) Policy Review; Customer – Sullivan

The Board gave direction to staff to respond to the customer regarding their exemption request to the Districts DAS policy.

**(4). NEW BUSINESS**

(a). City of Kenmore; Juanita Dr. Improvements Project (C1804)

Steph Dennehy, Acting Engineer Director reported the City of Kenmore will be constructing roadway and drainage improvements along Juanita Dr. NE, from NE 143<sup>rd</sup> St. to NE 170<sup>th</sup> St., in 2020. These improvements will have an impact on the District's water and sewer facilities along this corridor, with the level of impact yet to be determined. The District has requested a proposal from the City's design consultant, HDR, Inc., to identify the impacts to our facilities and provide a 60% design.

Commissioner Rolla moved to authorize a contract amendment to HDR, Inc., in the amount of \$49,979.67, and authorize the General Manager to execute the contract amendment on behalf of the District. Commissioner Mortimer seconded the motion, which passed 5-0.

(b). Evergreen Hospital Standby Emergency Water Storage Preliminary Scope (C1716)

Steph Dennehy, Acting Engineer Director reported that after completing a preliminary investigation and meeting with Evergreen Hospital regarding the prospect of siting additional water storage near the hospital campus, the District and representatives from the hospital have agreed in principle to the project. To better understand project specifics, including costs, the District has asked Gray and Osborne (G&O) to provide a scope and fee for the additional work.

Commissioner Gardiner moved to authorize a contract amendment for G&O in the amount of \$23,680.00 for the Evergreen Hospital Preliminary Site Development Design and authorize the General Manager to execute the contract amendment on behalf of the District. Commissioner Breyse seconded the motion, which passed 5-0.

(c). ArcGIS Small Utility Enterprise Agreement

The District previously signed a three-year agreement in 2017 with Esri for ArcGIS. The new three-year agreement is the same amount as the previous agreement of \$82,500.00, which is \$27,500.00 annually.

Commissioner Breyse moved to authorize the General Manager to sign PRO #H10817, and maintenance agreement for purchase of annual maintenance agreement. Not to exceed \$27,500.00 per year or \$82,500.00 per three-year agreement. Commissioner Gardiner seconded the motion, which passed 5-0.

(d). IT Policy #005 Review – First Reading

Chip Shafer, IT Director presented to the Board a new IT Policy #005; IT Personnel Security & Acceptable Use Policy.

Commissioner Gardiner moved that proposed IT Policy #005 be moved to second reading with legal review being completed prior to proceeding with moving past second reading. Commissioner Rolla seconded the motion, which passed 5-0.

(e). Authorization to Purchase 2019 Ford Escape 4WD and Surplus 2003 Chevrolet Trail Blazer

Staff is seeking authorization to purchase a 2019 Ford Escape 4WD and surplus a 2003 Chevrolet Trail Blazer.

Commissioner Mortimer moved to authorize the purchase of a 2019 Ford Escape 4WD in the amount of \$28,332.51 and surplus at auction a 2003 Chevrolet Trail Blazer 4WD. Commissioner Rolla seconded the motion, which passed 5-0.

(f). Public Works Trust Fund Loan Application; Resolution No. 2019-07-04

**Resolution No. 2019-07-04**

Staff recommends passing Resolution No. 2019-07-04, which authorizes District staff and the Districts consulting engineer, Gray & Osborne, to prepare, execute and submit a Public Works Trust Fund Loan application in the amount of \$2,500,000.00. The loan application shall be for the Fiscal Year of 2019, and aid with funding recent past and future water main replacement work associated with the City of Kenmore's West Sammamish River Bridge replacement project (68<sup>th</sup> Ave NE).

Commissioner Rolla moved to approve Resolution No. 2019-07-04 authorizing Public Works Trust Fund Loan application of \$2,500,000.00 for water main replacement work associated with the City of Kenmore's West Sammamish River Bridge replacement project (68<sup>th</sup> Ave NE). Commissioner Breysse seconded the motion, which passed 5-0.

**(5). DISCUSSION / INFORMATIONAL ITEMS**

(a). Customer Appreciation

Ethan Maiefski, Maintenance & Operations Director presented a drawing of the District logo and safety vest slogan "I am a NUD kid" which was created and gifted to the District by a customer's child.

(b). Board Notification Above \$10,000.00; Pacific Power Group – Generator Load Testing

Staff notified Board of payment for Pacific Power Group in the amount of \$15,686.00.

**(6). STAFF REPORTS**

(a). Engineering Report

Steph Dennehy presented the Engineering Report to the Board.

(b). IT Report

Chip Shafer presented the IT Report to the Board.

(c). General Managers Report

Alan Nelson, General Manager, presented information regarding the following; Bothell/Kenmore Chamber of Commerce is hosting a legislative update luncheon on July 10<sup>th</sup>; The District entered into a Interlocal Purchasing Agreement which enables Olympic View Sewer & Water District to facilitate purchase of a new Vactor truck; St Edwards Lodge submitted application for sewer repair permit – plans are in review, however, they do not appear to be consistent with hearing examiner requirements; Met with City of Kirkland’s Public Works Director regarding utility easement conflicts related to Kirkland Totem Lake Pedestrian Bridge project; The District received \$20,052.73 refund through the Labor and Industry retrospective rating pool program; Reviewed recent correspondence with customer, Kendregan; Future Board presentation will be provided regarding the Building A remodel design concept.

Feedback was requested from the Board by Alan Nelson, General Manager regarding Board room set up for Board of Commissioner meetings. The Board requested that the board table configuration be set back to its original layout.

(d). Commissioners Report

Commissioner Breysse reported that the staff training, and BBQ held at the District on Thursday, July 27<sup>th</sup> was a great success.

Commissioner Rolla reported that there was not a Regional Water Quality Committee meeting held in June.

Commissioner Mortimer requested that an emergency water resource meeting be scheduled at a later date based on availability.

**(7). UPCOMING EVENTS**

(a). District Office Holiday Closure

District Offices closed on Thursday, July 4<sup>th</sup>, 2019.

(b). Monthly Safety Training

The monthly safety training will be held on Wednesday, July 17, 2019, from 8:00-9:00 a.m. The topic being presented is Fall Prevention/Working at Heights.

(c). Seattle Public Utilities (SPU) Seismic Presentation

A seismic presentation will be made by SPU at the District on Monday, July 29, 2019, from 3:00-4:30 p.m.

**(8). EXECUTIVE SESSION**



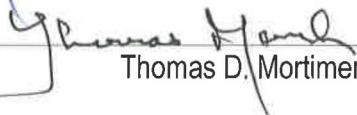
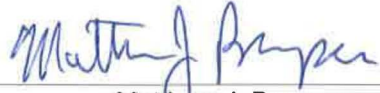
At 6:25 p.m. the Board moved into Executive Session for 28 minutes to discuss personnel matters pursuant to RCW 42.30.110(1)(g).

**(9).**

**REGULAR SESSION**

At 6:53 p.m. the Regular Session resumed.

The meeting was adjourned at 6:53 p.m.

 _____ D.A. Ellis	 _____ D. Bruce Gardiner
 _____ Thomas D. Mortimer	_____ Trudy C. Rolla
 _____ Matthew J. Breysse	