

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

November 4, 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 November 4, 2019. Commissioners Thomas Mortimer, Bruce Gardiner, Matt Breyse, and Trudy Rolla were present. Also present were Al Nelson, General Manager; Dave Kaiser, 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**

(a). Customer - DiJulio

Customer Chris DiJulio addressed the Board of Commissioners (BOC) with a request for financial relief related to a lien balance, on a sewer only property, in which he had purchased through a judicial foreclosure.

**(2). CONSENT AGENDA**

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

(a). Minutes: Minutes of the October 21, 2019, Regular Meeting.

(b). Vouchers:

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	1653993 – 1654057
Disbursement Amount:	\$788,795.55

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

(c). Electronic Transfers

Mid-month Payroll \$57,550.00

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

**(3). NEW BUSINESS**

(a) 165/81 Water Main Replacement (C1521)

RH2 Engineering, Inc. (RH2) is currently under contract with the District for design and implementation of the Water Main Replacement Program. The design for the first project is nearing completion and RH2 is ready to begin the design for the second project, 165/81 Water Main Replacement Design Project. The estimated construction cost is \$1,500,000.00. Staff requested a proposal from RH2 and negotiated a fee to complete the water main replacement work. Staff requested that the Board authorize a contract amendment with RH2 in the amount not to exceed \$61,737.00.

Commissioner Rolla moved to authorize a contract amendment to RH2 in the amount of \$61,737.00 for design work and other services in accordance with the scope and fee and authorize the General Manager to execute the necessary documents on behalf of the District. Commissioner Mortimer seconded the motion, which passed 5-0.

(b). Surplus Old Copiers for Auction

The IT Director, Chip Shafer is seeking approval from the BOC to approve surplus and release of four District copiers for auction at James G. Murphy. The photocopiers were replaced with new photocopiers supplied under an umbrella service/maintenance lease contract.

Commissioner Gardiner moved to allow the General Manager to approve surplus and release of four copiers for auction. Commissioner Mortimer seconded the motion, which passed 5-0.

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

(a). Customer Discussion – Chris DiJulio

The BOC thoroughly discussed Mr. DiJulio's lien balance request and even though Mr. DiJulio presented his case in a thorough honest manner, it was determined that financial relief for this issue would not be appropriate and therefore the request was denied. The BOC directed staff to follow-up with Mr. DiJulio.

**(5). STAFF REPORTS**

(a). Engineering Report

Dave Kaiser 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, inquired whether the BOC would be interested in pursuing a drinking fountain installation agreement with the City of Kirkland, to be located in the Totem Lake area as part of a public outreach initiative. The BOC was in favor of this inquiry and authorized the General Manager to proceed accordingly. In addition, the General Manager provided status update on the Totem Lake Bridge project.

(d). Commissioners Report

Commissioner Mortimer reported on his recent correspondence related to a noise complaint issue in which the District has seemingly fully investigated. The City of Kenmore is also assisting the customer in this matter.

Commissioner Gardiner reported that he has been participating in the demonstrations for the Computer Information Systems.

**(6). UPCOMING EVENTS**

(a). Holiday Office Closure

The District will be closed on Monday, November 11, 2019 in observance of Veteran's Day.

(b). Safety Training

The monthly safety training will be held on Wednesday, November 20, 2019, from 8:00-9:00 a.m. The topic being presented is Asbestos Work Practices.

(c). Holiday Office Closure

The District will be closed for the Thanksgiving holiday on Thursday, November 28<sup>th</sup> and Friday, November 29<sup>th</sup>, 2019.

(d). American Water Works Association (AWWA) ACE20

The AWWA ACE20 conference will be held June 14-17, 2020 in Orlando, Florida.

The meeting was adjourned at 6:11 p.m.



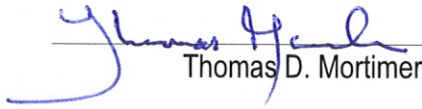
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D.A. Ellis



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D. Bruce Gardiner



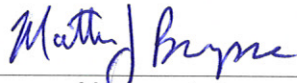
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Thomas D. Mortimer



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Trudy C. Rolla



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Matthew J. Breyse