

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

January 27, 2020

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 Thomas Mortimer at 5:30 p.m. on January 27, 2020. Commissioners Don Ellis, Matt Breysse, Bruce Gardiner, and Trudy Rolla were present. Also present were Al Nelson, General Manager; Steve Hamilton, Finance Director; Steph Dennehy, Interim Engineering Director; Ethan Maiefski, Maintenance & Operations Director; Chip Shafer, IT Director; Eric Delfel, Engineering Consultant, and Brenda Smith, Executive Assistant.

(1). CALL TO ORDER

(2). CHANGES TO THE AGENDA

Commissioner Mortimer called for changes to the agenda.

- (a). Agenda Item #6 – Updated Work Goals 2019-2020 (Handout). The work goals will be brought back to the Board on Monday, February 3, 2020.
- (b). Executive Session regarding personnel discussion will not be held.

Commissioner Gardiner moved to approve changes to the agenda. Commissioner Ellis seconded the motion which passed 5-0.

(3). PUBLIC

No members of the public were in attendance.

(4). CONSENT AGENDA

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

- (a). Minutes: Minutes of the January 6, 2020 Regular Board Meeting.
- (b). Vouchers:

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	1654360 - 1654427
Disbursement Amount:	\$1,597,076.30
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

B&O Tax	\$174,276.85
Payroll Taxes	\$101,564.53
End Month Payroll	\$254,185.35

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

(5). NEW BUSINESS

(a). Updated Water Use Efficiency Goal; Resolution No. 2020-01-02

Resolution No. 2020-01-02

A RESOLUTION of the Board of Commissioners of Northshore Utility District rescinding Resolution No. 2013-08-02 and adopting an updated water use efficiency goal for 2019-2028.

Commissioner Gardiner moved to Rescind Resolution No. 2013-08-02 and Adopt Resolution No. 2020-01-02. Commissioner Ellis seconded the motion, which passed 5-0.

(b). City of Kenmore – Juanita Dr. Improvements Project (C1804); HDR, Inc. Proposal for 100% Construction Documents.

The City of Kenmore will be constructing roadway and drainage improvements along Juanita Dr. NE, from NE 143 St. to NE 170th St., in 2020. These improvements will have an impact on the District's water and sewer facilities along this corridor. On July 1, 2019, the Board authorized a contract amendment to HDR to identify the impacts of this project and prepare a 60% design. The District has since met with HDR to review all the impacts as well as the proposed solutions.

Staff has reviewed and concurs with the scope of services and fee proposal and recommends issuing a contract amendment to HDR, Inc. for the work. In addition, Staff recommends entering into an Interlocal Agreement with the City of Kenmore for the construction of these improvements.

Commissioner Ellis moved to authorize a contract amendment to HDR, Inc. in the amount of \$54,674.66, and authorize the General Manager to execute the contract amendment on behalf of the District. In addition, authorize an Interlocal Agreement with the City of Kenmore for the construction of these improvements, with the General Manager signing the agreement on behalf of the District. Commissioner Breyse seconded the motion, which passed 5-0.

(c). Contract 2019-04 Contract Inspection Services (C1821)

Contract 2019-04, the Totem Lake Emergency Wastewater Conveyance Plan Force Main Project / City of Kirkland Comfort Inn Pond Stormwater Bypass Project, was awarded to Razz Construction at the January 6, 2020 Board Meeting. Work is set to begin on this project starting on Monday, February 3, 2020. This project will consist of night work for approximately three months, the District will need to use a contract inspector to cover this project. Staff requested a proposal from KBA, Inc. to provide these services.

Staff request authorization from the Board to execute a contract amendment for construction inspection services with KBA, Inc. in the amount of \$104,700.00. Due to the City of Kirkland's work being a part of this contract, they will be reimbursing the District approximately one-third of these costs from KBA, Inc.

Commissioner Breyse moved to Authorize staff to execute a contact amendment with KBA, Inc. for contract inspection services in the amount not to exceed \$104,700.00 and authorize the General Manager to execute the amendment. Commissioner Rolla seconded the motion, which passed 5-0.

(6). DISCUSSION / INFORMATIONAL ITEMS

(a). New Flow Format

Al Nelson, General Manager discussed changes regarding format and distribution changes of the District newsletter "the Flow". The Board of Commissioners indicated they want a minimum of three issues to be distributed each year. The Board requested information be provided related to cost associated with a proposed four-page newsletter as compared to its traditional two-page newsletter distributed five times per year.

(b). Update to Purchase a 2019 Vactor 2100i on a Kenworth Chassis

On March 18, 2019 staff received authorization to purchase a 2019 combination Vactor truck to replace truck #64. During the final design of the truck, the cross toolbox behind the cab and tool basket would not fit because of spacing. Own Equipment proposed removing those items and adding two additional tool baskets to gain additional cargo space. Staff agreed to the modifications to optimize available storage. The changes reduced the total truck amount by \$1,753.68. The revised updated price is \$572,814.38.

(7). STAFF REPORTS

(a). Finance Report

Steve Hamilton presented the Finance Report.

It was requested that a Special Board Meeting be held as a study session to the proposed 2020 budget. The Board agreed to a Special Meeting being scheduled for Monday, February 3, 2020, at 4:00 p.m.

(b). Maintenance & Operations Report

Ethan Maiefski presented the Maintenance & Operations Report.

(c). General Managers Report

Al Nelson, General Manager reported on the following; Updated the Board regarding a customer that currently has an illegal connection; The process of matching the wage survey to Alderwood Water and Wastewater District (AWWA) is in process and the General Manager will be proposing recommendations of predominant matches per each position and return to the Board in February for Board consideration; District organization chart will be updated and provided to the Board at a later date; Provided staff updates regarding two employees that are currently on medical leave; Implementation of an CIS team was created for the CIS project, Elaine Jaeger will be Project Manager and Todd Payne will be Project Engineer, and provided an update regarding a follow-up meeting held with Varius to discuss the status of the District's risk and resiliency process.

(d). Commissioners Report

Commissioner Mortimer reported that he along with Commissioner Gardiner and Commissioner Breyse attended the 2020 Commissioners Workshop held on Saturday, January 18, 2020. The conference is held by the Washington Association of Sewer & Water Districts. A certificate was provided for the portion of the conference that covers the Open Public Meetings Act (OPMA) that meets the four-year requirement of taking an OPMA class.

Commissioner Don Ellis reported he will be attending the Labor Relations Institute Conference held in Yakima May 6-8, 2020. He will also be attending the Washington Cities Insurance Authorities Full Board Meeting held in Yakima May 6, 2020.

(8). UPCOMING EVENTS

(a). Safety Training

The monthly safety training will be held on Wednesday, February 19, 2020, from 8:00-9:00 a.m. The topic will be Hazard Communication – Chemicals in the Workplace.

(b). Holiday Closure

The District's office will be closed on Monday, February 17th, for the President's Day holiday, 8:00-4:30.

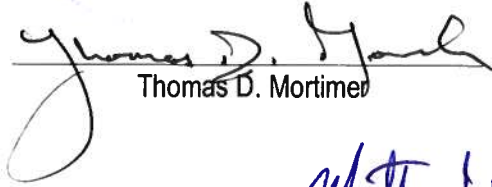
The meeting was adjourned at 6:46 p.m.



D.A. Ellis




D. Bruce Gardiner



Thomas D. Mortimer



Trudy C. Rolla



Matthew J. Breysse