

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

January 22, 2018

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 Matt Breyse at 5:30 p.m. on January 22, 2018. Commissioners Robert Peterson, Trudy Rolla, Don Ellis and Bruce Gardiner were present. Also present were Al Nelson, General Manager; Ethan Maiefski, Acting Operations Director; Dave Kaiser, Engineer Director; Steve Hamilton, Finance Director, and Russ Porter, Engineering Consultant.

(1). CHANGES TO THE AGENDA

- (a). Item (6)(c) was added – Consulting Services for WASWD.
- (b). Item (6)(d) was added – ACE Employee Application Process.

(2). PUBLIC

Customer Bob Moore and Mark Rogers – Kenmore Community Church

Bob Moore and Mark Rogers attended the Board meeting to discuss two leak adjustment requests that were previously denied. In one situation, a plastic valve splitter, attached to an outside hose bib, had split and failed. This request was initially denied since the leak was on a temporary add-on component to the hose bib, similar to a leaky hose end sprayer. The permanent fixed plumbing system was not leaking. The second situation was described as children from an adjacent apartment complex were using the church's hose bib, behind the building, to fill water balloons, and they frequently left the water running. Mr Moore and Mr Rogers explained that this issue has been resolved with the installation of a lock mechanism attached to the hose bib. This request was also denied since it did not qualify as a leak on the plumbing system.

After discussion, the Board of Commissioners directed staff to approve a \$1,100.00 leak adjustment on the account, which is approximately half of the calculated leak adjustment that was previously requested. The Board of Commissioners also directed staff to review the sewer related impacts to the account and report back to them at the next meeting.

(3). CONSENT AGENDA

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

- (a). Minutes: Minutes of the January 8, 2018 Regular Board Meeting.
- (b). Vouchers:

Fund: Maintenance and Operation
Fund Number: 11-406-0010

Voucher Nos.: 1650540 – 1650636
Disbursement Amount: \$2,604,068.04

Fund: Construction (Sewer) Fund
Fund Number: 11-406-3010
Voucher Nos.: 1650637 – 1650637
Disbursement Amount: \$4,611.00

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

(c). Electronic Transfers

B&O Tax	\$150,110.28
Payroll Taxes	\$109,453.26
End Month Payroll	\$247,856.02

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

(4). OLD BUSINESS

None

(5). NEW BUSINESS

(a). Contract 2017-02; Sch. A – 124/95 Water Main Replacement Project (C1516)

Contract 2017-02; Sch. A – 124/95 Water Main Replacement Project, will install approximately 305 LF of 4" DI water main and appurtenances (\$160,838, including tax) with construction anticipated to begin at the end of January 2018. Staff requested a proposal from KBA, Inc., to provide inspection services for the construction.

Commissioner Gardiner made a motion to authorize a contract amendment to KBA, Inc., in the amount of \$20,425.00 to provide inspection services for Contract 2017-02; Sch A – 124/95 Water Main Replacement Project and authorize the General Manager to execute the necessary documents on behalf of the District. Commissioner Rolla seconded the motion, which passed 5-0.

(b). Contract 2017-06; 125/HPD Sewer Main Extension Project – Easement Procurement (C1402)

Contract 2017-06; 125/HPD Sewer Main Extension Project, will install approximately 625 LF of 8" DI sewer main and appurtenances mainly through easements. Three easements were acquired for the project.

Commissioner Rolla made a motion to authorize the General Manager to execute the necessary documents on behalf of the District for the payment of the acquired easements for Contract 2017-

06; 125/HPD Sewer Main Extension Project in the total amount of \$31,315.94. Commissioner Ellis seconded the motion, which passed 5-0.

(c). Contract 2017-06; 125/HPD Sewer Main Extension Project (C1402)

Contract 2017-06; 125/HPD Sewer Main Extension Project, will install approximately 625 LF of 8" DI sewer main and appurtenances. The Contract was recently awarded to North Hill Resources, Inc., (\$297,957, including tax) with construction anticipated to begin in February 2018. Staff requested a proposal from KBA, Inc. to provide inspection services for the construction.

Commissioner Rolla made a motion to authorize a contract amendment to KBA, Inc., in the amount of \$35,200.00 to provide inspection services for Contract 2017-06; 125/HPD Sewer Main Extension Project and authorize the General Manager to execute the necessary documents on behalf of the District. Commissioner Gardiner seconded the motion, which passed 5-0.

(d). Slough/68 City Bridge Water Main Improvements (C1504)

The City of Kenmore is planning to replace the West Sammamish River Bridge in 2019. The District has the opportunity to replace approximately 2200 LF of 50-year old water main within the city's project area that spans from NE 170th St. to NE 175th St. along 68th Ave NE/Juanita Dr NE. The replacement of the water main will be in partnership with the city, and will utilize the city's civil and structural design firm, Jacobs Engineering Group, Inc. To support design efforts, staff requested a proposal from Jacobs Engineering Group, Inc., for civil and structural engineering design services. The services will include project management, predesign, final plans, specifications, and assistance during bidding.

Commissioner Gardiner made a motion to authorize a contract amendment to Jacobs Engineering, Inc., in the amount of \$68,600.00 for the Slough/68 City Bridge Water Main Improvement Project, and authorize the General Manager to execute the amendment on behalf of the District. Commissioner Rolla seconded the motion, which passed 5-0.

(6). DISCUSSION / INFORMATIONAL ITEMS

(a). Rate Narrative and Calendar

Steve Hamilton, Finance Director, provided material for the 2018 Preliminary Rate Resolution Narrative and a 2018 Rate Resolution Calendar. The calendar dates were reviewed and discussed.

(b). Water & Sewer Connections – Historical Summary

Dave Kaiser, Engineering Director, discussed a graph that was created showing new water and sewer connections for 2014-2017.

(c). Consulting Services for WASWD

Al Nelson, General Manager reviewed the consulting services contract for WASWD. The Board of Commissioners gave direction to staff to pay the consultant fee in the amount of \$2,000.00.

(d). ACE Employee Application Process

Al Nelson, General Manager, reported that all ACE employee applications have been turned in. The Board of Commissioners will make a determination as to how many of the employees will be eligible to attend the ACE Conference, based on the budget and application results.

(7). STAFF REPORTS

(a). General Manager Report

Al Nelson discussed the interview process he participated in for the City Administrator position of Lake Forest Park. The current City Administrator, Pete Rose, is retiring in April of 2018.

(b). Maintenance and Operations Report

Ethan Maiefski presented the Maintenance and Operations Report to the Board.

(c). Engineering Summary and CIP Project Priority Report/DE Report

Dave Kaiser presented the Engineering Summary and CIP Project Priority Report/DE Report to the Board.

(8). EXECUTIVE SESSION

No Executive Session was held.

The meeting was adjourned at 6:33 p.m.

 _____ D.A. Ellis	 _____ D. Bruce Gardiner
 _____ Robert S. Peterson	 _____ Trudy C. Rolla
 _____ Matthew J. Breysse	