

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

October 21, 2024

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 Suzanne Greathouse, Board President at 5:30 p.m. on October 21, 2024. Commissioners Thomas Mortimer, Trudy Rolla, Matt Breysse and Bruce Gardiner, were present. Also present were Amanda Campbell, General Manager; Ethan Maiefski, Assistant General Manager; Tom Vane, Maintenance & Operations Director; Rebecca Chen, Finance Director; Aparna Khanal, Development Engineering Supervisor; Eric Delfel, Engineering Consultant, and Brenda Smith, Executive Assistant.

(1). CALL TO ORDER

(2). CHANGES TO THE AGENDA

Commissioner Greathouse called for changes to the agenda.

- (a). A District customer is in attendance of the Board meeting to make public comment.
- (b). General Manager Campbell will be meeting with the Board in lieu of an Executive Session.

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

(3). PUBLIC

Customers Bill and Carol Flansburg approached the Board regarding a denial of a leak adjustment request, which was possibly related to an extended irrigation system on their property in May of 2023.

After much discussion between the customers, staff and the Board, the Board gave direction to staff to follow up and do additional research with the customers to rule out any other issues before the Board makes a final decision regarding their request.

(4). CONSENT AGENDA

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

(a). <u>Disbursements for September 2024</u>	
US Bank Depository Account	\$77,779.68
US Bank Payroll	\$617,650.79
King County Maintenance thru Wire Transfer	\$75,501.51
Payments from Petty Cash	\$545.00
King County Maintenance thru Warrants (first half of month)	\$4,624,984.20
King County Maintenance thru Warrants (second half of month)	\$377,130.00

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

(5). OLD BUSINESS

There was no old business reported.

(6). NEW BUSINESS

(a). C2106 Small Diameter High Pressure Water Main Replacement Project – Consultant Amendment

The District has been working with PACE on the final stages of the design of the C2106 Small Diameter High Pressure Water Main Replacement Project. Earlier this year, Maintenance & Operations responded to a water main break in the 12400 Block of 106th PL NE. The existing AC water main was found to be brittle and in need of replacement. Additionally, this segment is the last AC water main in the neighborhood. There is also a portion of small diameter PVC/Polypipe that will be upgraded.

To expedite the 124/106 water main replacement, these sections are proposed to be added to the current C2106 Small Diameter High Pressure Water Main Replacement Project which is scheduled to bid this winter.

Staff requested a scope and fee proposal from PACE for the additional design and engineering services required for the project. Staff has reviewed the scope and fee and recommends that the Board approve a contract amendment with PACE in the amount of \$47,223.00. The estimated cost of construction will be brought forward in the 2025 budget proposal.

Commissioner Gardiner moved to authorize a contract amendment for PACE in the amount of \$47,223.00 for additional design and engineering services in accordance with the scope of work and fee proposal dated October 9, 2024; and authorize the General Manager to execute the contract amendment on behalf of the District. Commissioner Breysse seconded the motion, which passed 5-0.

(b). Award of Contract – M&O Emergency Overlays

There are six locations in the District that require a final overlay to close out right of way permits with the City of Kenmore and the City of Kirkland. These are Maintenance & Operations overlays which consist of past emergency work locations over the last couple of years. These six locations require a 2-inch grind and overlay.

The District solicited six contractors to bid on Wednesday, September 25, 2024, and on Monday, October 14, 2024, the District reviewed the four bids that were received. The low bid was \$105,296.00, submitted by Lakeridge Paving Company, LLC of Covington, WA, not including sales tax.

Staff reviewed the bid and recommends the Board of Commissioners award the Maintenance & Operations emergency overlays to Lakeridge Paving Company, LLC of Covington, WA, in the

amount of \$105,296.00 plus sales tax in the amount of \$10,805.44, for a total contract amount of \$116,101.44

Commissioner Breyse moved to award the Maintenance & Operations overlays to Lakeridge Paving Company, LLC of Covington, WA, in the amount of \$105,296.00 plus sales tax in the amount of \$10,805.44, for a total contract amount of \$116,101.44, and authorize the General Manager to execute the contract documents on behalf of the District, as well as authorizing minor adjustments in purchase price amounts to the noted vendor within the General Manager's signature authority level. Commissioner Rolla seconded the motion, which passed 5-0.

(c). Authorization to Purchase – Impulse Radar PinPointR (Ground Penetrating Radar)

Staff is seeking authorization to purchase an Impulse Radar PinpointR ground penetrating radar (GPR) approved in the 2024 budget, and surplus the existing Subsite GPR. The new PinPointR will replace the current Subsite GPR that is approximately 18 years old and is at the end of its useful service life, and if approved, will be sent to auction.

Staff invited four vendors to perform on-site demonstrations of their products and quotes, which were individually scored for performance. The Impulse Radar PinPointR GPR was selected as the best product and that was also the lowest cost.

Staff is requesting to authorize the General Manager to purchase this unit from Instrument Technology Corporation in the amount of \$18,508.26 including tax and any necessary adjustments to the shipping estimate.

Commissioner Rolla moved to authorize the General Manager to purchase the Impulse Radar PinPointR ground penetrating radar in the amount of \$18,508.26 (to include estimated shipping charges) and surplus the old subsite GPR. Commissioner Breyse seconded the motion, which passed 5-0.

(d). East 57th Street Partners Contract Extension

On September 4, 2024, the General Manager entered into an hourly contract with East 57th Street Partners, a staffing agency, to augment staffing in the Finance Department resulting from multiple employees on extended leaves and one approved extended vacation in October. Throughout the last few years, the District has been working diligently to recover from a workload backup due to the pandemic, staffing shortages and the implementation and reimplementation of our financial software. Specific financial reporting tasks such as the completion of financial statements, bank reconciliation and detailed accounting work requires professional experienced accounting staff to complete.

The original contract supplied 30 hours a week at \$98.80 per hour and was not to exceed the General Manager's signature authority. As that threshold approaches, staff has reviewed the current progress, upcoming workload, and federally protected approved intermittent leave that is scheduled in the upcoming months and felt it is necessary to extend the current contract beyond the General Manager's purchasing authority, which requires approval from the Board of Commissioners.

Through the utilization of salary savings due to other vacant positions, staff is requesting to extend this contract into March 2025 to assist with the year-end procedures, past-due audit preparation, accounts payable support and other assigned duties to provide support until the approved intermittent leaves are completed. Staff anticipates this process to provide significant assistance to the District and is requesting the Board authorize the General Manager to extend the current East 57th Street Partners agreement not to exceed \$81,000.00.

Commissioner Rolla moved to authorize the General Manager to execute a contract with East 57th Partners for accounting services, not to exceed the amount of \$81,000.00. Commissioner Mortimer seconded the motion, which passed 5-0.

(7). DISCUSSION / INFORMATIONAL

There was no discussion or information items reported.

(8). DEPARTMENT UPDATES

(a). Maintenance and Operations Department Update

Tom Vane, Maintenance and Operations (M&O) Director presented the M&O update to the Board.

District Fire Hydrant – An employee driving to work noticed a fire hydrant had been hit. It was discovered who hit the fire hydrant, and insurance is now involved with an accident claim.

Great Shake Out – On Thursday, October 17th the District participated in the Great Shake Out and utilized Robo calls to contact staff. This event went well, and all staff were accounted for. Two take aways were to have a pen with the staff roster to check off names for roll call and to have a roster put into alphabetical order by first name, instead of last name. GM Campbell reported the prep and planning by staff for the Great Shake Out was exceptional.

Staffing Update – The District has three new employees in the M&O department. One Utility Worker; Dylan Barstad, two Maintenance Aides; Bornwell Peresuh and Jaden Breakfield. All three new hires have jumped right in and are working hard.

(b). Finance Department Update

Rebecca Chen, Finance Director presented the Finance update to the Board.

Robo Calls/Shut Offs – One more robocall has been added to the shut off processes. Finance Director Chen played via cell phone the robocall that customers hear. Commissioner Greathouse asked if there is a Spanish translation service tied to the robocalls. There is a translation service available with multiple languages. GM Campbell reported that there is a language line available for District use. Commissioner Gardiner asked if there was a “message repeat” option on the robocall. Staff reported there currently is not, but one can be added

Shut Off Schedule – The Finance department is moving the shut off schedule for 11/26/24 to

12/3/24 and 12/26/24 to 01/2/25. This switch is being made due to the holidays.

Shut Off Processes:

- The new robocall process has been a "retraining" process for customers.
- The team is utilizing skip tracing procedures to find updated addresses and phone numbers to contact those customers that are difficult to reach when dealing with a shut off. Also, researching King County Records has helped.
- Continue to review different options for financial services for those customers that have difficulties paying their bills, so they do not get to the point of having water services shut off.

(c). Assistant General Manager Updates

Ethan Maiefski, Assistant General Manager (AGM) presented the AGM update to the Board.

Remote Meeting – AGM Maiefski thanked the Board for accommodating a remote Board meeting which was held on October 7, 2024. The meeting was held remote due to a personnel matter.

Staffing Update – Staff are reviewing the job description for an open position in the Engineering Department. An evaluation is to be made as to whether a Project Manager is needed in Engineering.

Leadership Training – The Leadership Team participated in a training on Leveraging Communication Styles "Colors". This was an excellent class and staff is discussing the possibility of bringing back this training for all District staff and the Board of Commissioners. This would also be a beneficial training to incorporate into the General Manager recruitment.

Staff Recognitions – AGM Maiefski congratulated M&O Director Vane on his completion of his one-year trial service period and that he has been a great addition to the NUD Team.

Open Enrollment – Open Enrollment starts on October 28th and ends on November 25th. There are new vision plan options that all employees will need to select from. The HR department will be sending out several email to staff and the Board regarding deadlines.

(d). General Manager Updates

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

District Headquarters Burglarized – The District was burglarized in the early morning hours of October 21, 2024. The Silverlake Water and Sewer District was burglarized approximately two weeks earlier. A notice has been sent out to other agencies as well as WASWD and WCIA. The police from multiple cities arrived at the scene and they apprehended two suspects. There was at least \$20,000.00 of damage and stolen items. Most of the stolen items were recovered. Staff members that were involved with assisting during this event and did an exceptional job as a team were Kramer Kosak, Utility Worker, Tom Vane, M&O Director, Trent Vanhulle, Utility Supervisor and Amanda Campbell, General Manager.

Customer Review – A customer posted a one-star review for the District on Yelp regarding an

issue reaching the District for help while experiencing a water leak. After staff investigated the customer's complaint, it was an error made by the District's Emergency Call Center. There will be more follow up regarding this situation and a report will be provided to the Board at an upcoming Board meeting.

Building A Remodel Project:

- In process of signing a conflict waiver of potential conflict of interest with attorney.
- Eric Delfel, Engineering Consultant, reported that the current punch list is getting shorter.
- The remodel grant will not be received until the project is complete. As long as the project keeps getting extended the grant funds will not be released to the District.
- The roof warranty issue has not been resolved.
- There was another leak reported in Inventory.

District Litigation – The District will be going to trial starting in the early part of December.

WASWD Spring Conference – WASWD will be hosting their Spring Conference at the Wenatchee Convention Center in April 2025. If any Board members are interested in attending, they will need to contact Brenda Smith, Executive Assistant.

Staff Holiday Giving – The District will be participating in partnership with the City of Kenmore in the Kenmore Food Bank food collection during November and December 2024. Staff is looking into the possibility of staff raising funds for supporting Lake City Partners new low-income senior women housing that is opening in Kenmore.

(9). BOARD OF COMMISSIONER REPORT

- (a) Commissioner Gardiner attended a WASWD Small District Roundtable. One of the topics discussed was whether small districts are offering a flex work schedule for staff. GM Campbell reported District staff are happy about the pilot program implemented for an option of working a 9/80 schedule. Staff are not abusing the schedule, and the energy level behind it is extremely positive, and overall, it is very successful.

GM Campbell will be bringing back to the Board at a later date a request to change the front counter hours on Fridays from 8:00 a.m. to 4:30 p.m. to 8:00 a.m. to 3:30 p.m.

- (b). Commissioner Mortimer reported on the Supreme Court's ruling regarding the City of Tacoma versus the Department of Ecology nitrogen discharge issue. The Department of Ecology (DOE) prevailed at Washington State Supreme Court. The DOE position was upheld in that its approach to setting nitrogen levels did not require rulemaking.
- (c). Commissioner Mortimer requested staff schedule another presentation at a future Board meeting with King County Department of Natural Resources and Parks Wastewater Treatment Division. It would be helpful to have their input regarding the financial implications of the recent ruling on nitrogen discharge and the financial effects it could have on sewer rates for the District.

(10). UPCOMING EVENTS

(a). Safety Training

The October Safety Training will be held on Wednesday, October 23, 2024, 8:00-9:00 a.m. The topic will be Energy Control: Lockout/Tagout.

(b). Halloween Staff Potluck

A Halloween Staff Potluck will be held on Thursday, October 31st, 2024, 11:30 a.m. to 1:00 p.m. District headquarters will be closed during this time.

(c). Flu and Covid Booster Clinic

On Thursday, November 7, 2024, from 10:00 a.m. to 12:00 p.m. a Flu and Covid Booster Clinic will be held for staff.

(d). Holiday Office Closure

There will be an all-day holiday office closure for Veterans Day on Monday, November 11, 2024.

(e). Bloodwork's Northwest Blood Drive

On Tuesday, December 10th, 2024, Bloodwork's Northwest will host a blood drive at the District. The time is yet to be determined.

(11). REGULAR MEETING SESSION – BOARD DISCUSSION

A statement was read to the Board on October 21, 2024, during the open public meeting by Amanda Campbell, General Manager.

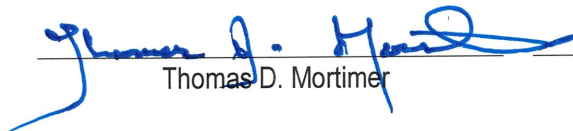
The meeting was adjourned at 7:30 p.m.



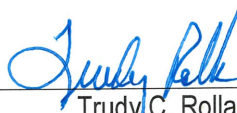
Matthew V. Breyse



D. Bruce Gardiner



Thomas D. Mortimer



Trudy C. Rolla


Suzanne Greathouse