

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

December 16, 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 December 16, 2024. Commissioners Thomas Mortimer, Trudy Rolla, Matt Breyse 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; Catherine Forrest, Engineering Director; Jayne Freeman, Legal Counsel, and Brenda Smith, Executive Assistant.

(1). CALL TO ORDER

(2). CHANGES TO THE AGENDA

Commissioner Greathouse called for changes to the agenda.

(a). GM Campbell reported that an Executive Session will be held for a discussion with legal counsel about current or potential litigation (RCW 42.30.110(1)(i)).

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

(3). PUBLIC

No public comments were received by Monday, December 16th as advertised on the District website.

(4). CONSENT AGENDA

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

(a). Minutes: Regular Meeting Minutes for November 4, 2024

(b). Disbursements for September 2024:

US Bank Depository Account	\$3,680.90
US Bank Payroll	\$652,624.85
King County Maintenance thru Wire Transfer	\$9,615.80
King County Maintenance thru Warrants (first half of month)	\$78,019.72
King County Maintenance thru Warrants (second half of month)	\$2,394,286.89

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

(5). OLD BUSINESS

There was no old business reported.

(6). NEW BUSINESS

(a). Financial Analyst 1-Year Limited Term Position

Since 2020, the District has been working diligently to recover from a workload backup due to the pandemic, staffing shortages, and the implementation and reimplementation of internal financial software. On September 4, 2024, the board approved the General Manager to extend a contract for staff augmentation to assist with efforts to get the District caught up.

While recruiting for the Accountant position, two exceptional candidates were discovered, both would be perfect for the role, but one was less concerned about a long-term position and very interested and passionate about mentorship and staff development. Through our discussion, I suggested the potential of a 1-year limited term (LT) position, with the opportunity to support the training of the future accountant, if needed. This LT Financial Analyst position would allow the District to phase out/cancel the part-time consultant arrangement with the staffing agency at \$98/hour and have a full-time employee, at a rate range of \$47 - \$61/hour (based on qualifications and experience), to fully immerse into the work and create consistency within the department. Staff believe that this longer-term form of staff augmentation will be influential in the reduction of the backlog and also help support staff development.

If approved the salary for this position will be added to the 2025 budget.

Commissioner Rolla moved to approve the General Manager to execute a 1-year limited term Financial Analyst position to augment staffing in the Finance Department. Commissioner Breyse seconded the motion, which passed 5-0.

(b). Water Conservation Classroom Education – Sponsorship Contract Renewal

NUD will be entering into our twenty-second year with the education group Nature Vision to sponsor youth water education programs through the 2025 school year. At the Board meeting held on December 18, 2023, the Board gave direction to staff to increase by 5% (\$225.00) to Nature Vision for the 2024 school year. The new amount to be allocated to this program in 2024 was \$4725.00. The sponsorship amount would stay the same for 2025 at \$4725.00.

The District has spent the following funds in the last five years participating in Nature Vision.

- 2020 \$4342.50
- 2021 \$4475.00
- 2022 \$4186.98
- 2023 \$4475.67
- 2024 \$4608.54 (estimate)

Nature Vision has a larger request than usual related to fees. The fee structure has not been increased adequately to keep up with the actual costs to fund this program. Nature Vision has been unable to break even for several years.

A full assessment of their work was completed to determine the cause of not being able to break even.

- Program fees are not high enough across all the funders to pay for the real costs.

- Minimum wage has been increasing 7-8% each year in Seattle and has increased 7% for 2025 in King County. Nature Vision works with professional educators and have had to increase everyone's pay annually to keep up on hiring and retaining staff.
- A part-time development coordinator has been hired to help with fundraising.
- Working on increasing "free programs".

The District will be charged additional fees in 2025 for the following.

- Nature Vision shall charge the District separately for round trip mileage from Brightwater Center to schools .67 per mile (IRS Federal Rate). This will be \$200.00 of overall budget, depending on school registrations.
- The implemented increases for 2025 in-person classes will increase from \$121.28 to \$152.66 each; video call presentation will increase from \$90.96 to \$114.50, and remote curriculum classes will increase from \$90.96 to \$114.50.

In 2026 Nature Vision is expecting to ask for a 7% increase to account for wage increases expected in the City of Seattle and King County.

The Board gave direction to staff to continue the partnership with Nature Vision for 2025. Commissioner Greathouse would like to see an evaluation completed at a later date as to working with other agencies regarding water conversation.

(c). Request to Increase the IT Manager's Authorization Approval Limit for Goods and Services

Staff request authorization to increase the IT Manager's procurement limit from \$1,000 to \$10,000, same as current department head approval limits. This request is due to an increase in routine purchases above \$1,000 and to allow more efficient purchasing.

Commissioner Breyse moved to approve and accept the approval limits as follows; IT Manager from \$1,000 to \$10,000. Commissioner Gardiner seconded the motion, which passed 5-0.

(7). DISCUSSION / INFORMATIONAL

There was no discussion or information items reported.

(8). DEPARTMENT UPDATES

(a). General Manager Updates

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

General Manager Campbell reported that she will be on vacation starting December 23, 2024, and returning January 6, 2025. Assistant General Manager Maiefski will be the Acting General Manager in her absence.

(9). BOARD OF COMMISSIONER REPORT

There were no reports by the Board

(10). UPCOMING EVENTS

(a). Safety Training

The December Safety Training will be held on Wednesday, December 18, 2024, 8:00-9:00 a.m.
The topic will be Annual Safety Review.

(b). Holiday Office Closure

Holiday office closures will be on December 24-25, 2024, all day and January 1, 2025, all day.

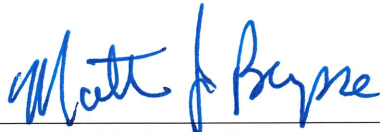
(11). EXECUTIVE SESSION

At 5:45 p.m. the Board moved into Executive Session for 30 minutes to discuss with legal counsel current or potential litigation (RCW 42.30.110(1)(i)).

Commissioner Gardiner left the meeting at 6:00 p.m.

The Executive Session was extended 15 minutes and ended at 6:30 p.m.

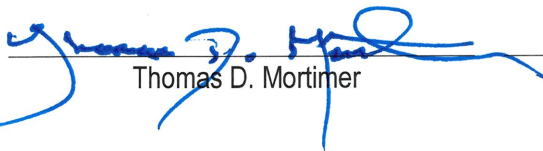
The meeting was adjourned 6:30 p.m.



Matthew J. Breyse



D. Bruce Gardiner



Thomas D. Mortimer



Trudy C. Rolla



Suzanne Greathouse