

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

January 13, 2025

A special meeting of the Board of Commissioners of the Northshore Utility District was held in-person and called to order by Commissioner Mortimer at 5:28 p.m. Commissioners Suzanne Greathouse, Trudy Rolla, Bruce Gardiner, and Matt Breyse were present. Also present were Amanda Campbell, General Manager; Ethan Maiefski, Assistant General Manager; Catherine Forrest, Engineering Director; Rebecca Chen, Finance Director; Tom Vane, Maintenance and Operations Director; Mike Vermeulen, IT Manager; JoDean Sharp, HR Manager, and Brenda Smith, Executive Assistant.

Mike Vermeulen arrived at 5:31 p.m.

Public in attendance of the Special Meeting was Glynda Steiner.

(1). Department Goals

Amanda Campbell, General Manager presented highlights of each division the goals that will be a focus in 2025 and are outside of the Districts yearly regulatory requirements.

Administration/HR

- Recruitment & Retention
- Class & Compensation Study for 2026

Maintenance & Operations

- Significant Fleet Purchases
- Prepare in a Year Series
- Implement Internal Emergency Management & Safety Programs

IT

- Refresh Hardware in the Districts Infrastructure
- Training and Implementation of Security Measures

Engineering

- Sewer Comp Plan Update Completion
- Emergency Water Well Site Identification
- Building A Completion
- Capital Project Design, Delivery and Interlocal Work

Finance

- Annual Audits
- Rate Resolution with a Focus on Affordability
- Review of Procurement Policy
- Complete 2025 Budget

(2). 2025 Operating Budget Review (1 of 2)

Rebecca Chen, Finance Director, presented the proposed 2025 Operating Budget in a power point presentation format which was reviewed in detail. The Board of Commissioners (BOC) asked numerous questions throughout the process, which were addressed by Finance Director Chen, the General Manager and department Directors and Supervisors.

The 2025 Operating Budget Review will be brought back to the Board of Commissioners at the next Board meeting to be held on Tuesday, January 21, 2025.

The meeting was adjourned at 7:32 p.m.

Signed by:
Commissioner Breyse
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Matthew J. Breyse

Signed by:
Commissioner Gardiner
B93649C18A874D3
D. Bruce Gardiner

Signed by:
Commissioner Mortimer
0079E462FF2446F5
Thomas D. Mortimer

Signed by:
Commissioner Rolla
D9002900EF60404
Trudy C. Rolla

Signed by:
Commissioner Greathouse
0F7F0C898B64102
Suzanne Greathouse