

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

February 3, 2025

A regular meeting of the Board of Commissioners of the Northshore Utility District was held remotely. The meeting was called to order by Commissioner Thomas Mortimer, Board President, at 5:30 p.m. on February 3, 2025. Commissioners Suzanne Greathouse, Trudy Rolla, Matt Breyse and Bruce Gardiner were present. Also present were Amanda Campbell, General Manager; Ethan Maiefski, Assistant General Manager; Mike Vermeulen, IT Manager; and Brenda Smith, Executive Assistant.

**(1). CALL TO ORDER**

**(2). CHANGES TO THE AGENDA**

Commissioner Mortimer called for changes to the agenda.

- (a). The scheduled Education Session, Emergency Response Plan will not be presented and will be rescheduled for a future Board meeting.

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

**(3). PUBLIC**

Glynda Steiner attended the Board meeting for observation.

Pat Sutherland, an employee of the District, attended the Board meeting for observation.

**(4). CONSENT AGENDA**

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

- (a). Minutes: Regular Meeting Minutes for January 6, 2025.  
Special Meeting Minutes for January 13, 2025.
- (b). Disbursements for December 2024
- |  |                |
|--|----------------|
| US Bank Depository Account                                   | \$45,711.02    |
| US Bank Payroll  | \$647,991.04   |
| King County Maintenance thru Wire Transfer                   | \$197,005.62   |
| King County Maintenance thru Warrants (first half of month)  | \$146,984.57   |
| King County Maintenance thru Warrants (second half of month) | \$2,087,956.03 |

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

**(5). OLD BUSINESS**

There was no old business reported.

**(6). NEW BUSINESS**

(a). CUSI Annual Renewal

Annually, Staff review and propose renewal of the software systems utilized by the District. This renewal was requested as part of the 2025 Budget, adopted by the Board on January 21, 2025.

Northshore Utility District (NUD) uses a software product called Utility Management Solution (UMS) created by Continental Utility Solutions Inc. (CUSI), as its billing software for ratepayers. The purchase includes ongoing technical support and software upgrade entitlements to add features.

NUD IT is bringing this item forward for Board authorization for the annual renewal cost. The renewal period for this purchase is April 1, 2025, through March 31, 2026. Staff are requesting the approval of the General Manager to authorize the renewal of the identified services through CUSI.

Commissioner Gardiner moved to approve the General Manager to sign the CUSI quote for technical support and maintenance, in the amount of \$45,115.62 for a one-year term. Commissioner Breysse seconded the motion, which passed 5-0.

(b). Update Investment Officers by Title in Resolution No. 2025-02-01 to Invest Funds in the King County Pool-Plus Program

**Resolution No. 2025-02-01**

A RESOLUTION of the Northshore Utility District Board of Commissioners acknowledging that the District had provided information to King County in 2023 designating authorized officers to invest funds on the District's behalf in the King County Pool-Plus Program. Since that time previously authorized District representatives have left employment with the District and new authorized officers are desired to be identified.

Commissioner Breysse moved to approve Resolution No 2025-02-01, and hereby designate the District's investment officers by title, not by name. The General Manager, Finance Director and Commissioner are authorized officers who can provide transaction instructions to the King County investment team. Commissioner Greathouse seconded the motion, which passed 5-0.

**(7). DISCUSSION / INFORMATIONAL**

There was no discussion or informational items reported.

**(8). DEPARTMENT UPDATES**

(a). *Assistant General Manager Maiefski presented the AGM Update to the Board.*

Staffing Update – Jake Toycen, Utility Worker, has moved into the Acting Water Quality Control Coordinator position. A conditional offer has been accepted for the Engineering Project Manager position. The offer letter was sent today. A background check is currently in process.

NeoGov – The District is officially live with the NeoGov software.

- (b). *General Manager Campbell presented the GM Update to the Board.*

Remote Board Meeting – GM Campbell thanked the Board for their flexibility in moving the Board meeting from in-person to remote.

General Manager Candidates – The HR Manager received 50 applicants for the GM position. There are 17 GM candidates moving forward for a pre-screening process. The candidates selected from the pre-screening will move to an in-person panel interview process on March 5<sup>th</sup> & 6<sup>th</sup>, 2025. The top candidates selected from the panel interviews will move forward to an interview process to be held at either a Special Board meeting or the regular Board meeting on Monday, March 17, 2025.

Inclement Weather – Due to dynamic weather conditions that are predicted it was decided by the GM to delay work start time for all District staff on Tuesday, February 4, 2025.

Customer Update – A District customer reached out to Commissioner Gardiner regarding a back billing of franchise fees for their accounts. There was a total of 13 customers that were inaccurately set up and were not being charged franchise fees. The District reviewed the customers documentation and responded.

WASWD – The monthly WASWD meeting is scheduled for this upcoming week and the membership will be meeting the new Executive Director of WASWD, Clark Halvorson.

2025 Rate Discussing – Finance Director, Chen will be meeting to review with Karyn Johnson, the District's rate consultant to discuss the rate model.

US Bank Incident – GM Campbell notified the Board of an inappropriate interaction with Bank staff and District staff and that a complaint was filed with Bank Management regarding the interaction.

## **(9). BOARD OF COMMISSIONER REPORT**

Commissioner Breysse reported he attend the Washington Association of Sewer and Water District's Commissioners Workshop on Saturday, January 25, 2025.

## **(10). UPCOMING EVENTS**

- (a). Office Closure – President's Day

The District will have an office closure for President's Day holiday on Monday, February 17, 2025, all day.

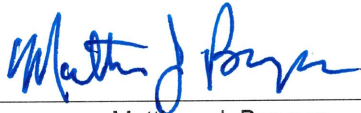
(b). Employee Awards Luncheon

The Employee Awards Luncheon is scheduled for Thursday, February 27, 2025, 11:30 a.m. to 1:30 p.m. District headquarters will be closed for this event from 11:15 a.m. to 1:45 p.m.

**(11). EXECUTIVE SESSION**

No Executive Session was held.

The meeting was adjourned at 5:54 p.m.



Matthew J. Breyse



D. Bruce Gardiner



Thomas D. Mortimer



Trudy C. Rolla



Suzanne Greathouse