

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

January 6, 2003

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 Margaret Wiggins at 6:02 pm on January 6, 2003. Commissioners Don Ellis, Bruce Gardiner, Trudy Rolla and Kinnon Williams were present. Also present were Fanny Yee, General Manager; Mary O'Day, Finance Director; Ron Gehrke, Acting Engineering Director; Alycien Cockbain, Human Resources Director; Kenneth Enns, Gray & Osborne; and Diane Meister, Executive Assistant.

(1). ELECTION OF 2003 OFFICERS

(a). Nominations were opened for the position of Board President

Commissioner Ellis nominated Kinnon Williams to be President, Board of Commissioners for the year 2003. Commissioner Rolla seconded the motion. It passed unanimously.

(b). Nominations were opened for the position of Board Secretary

Commissioner Gardiner nominated Margaret Wiggins to be Secretary, Board of Commissioners for the year 2003. Commissioner Ellis seconded the motion. It passed unanimously.

(2). RATEPAYER REQUEST

Mr. John Rowley addressed the Board requesting guidance on meter size for sewer hook-up to his remodeled home. Staff was directed to assist Mr. Rowley during regular business hours.

(3). DEVELOPER REQUEST

Developer Gary Wight addressed the Board to request either an Interlocal Agreement between the City of Bothell and the District or a letter to the City of Bothell regarding proposed future service to his plats. While making no service commitment, the Board directed staff to prepare a general letter to the City of Bothell regarding the development and working with the local area service providers. Mr. Wight was also directed to work with Acting Engineering Director Ron Gerhke on this project.

(4). CONSENT AGENDA

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

(a). Minutes: Minutes of the December 16, 2002 Board Meeting

(b). Vouchers:

Fund: Maintenance and Operation / Payroll
Fund Number: 11-406-0010
Voucher Nos.: 103637 - 103655
Fund Amount: \$14,375.00

Fund: Maintenance and Operation
Fund Number: 11-406-0010
Voucher Nos.: 152355-152432
Fund Amount: \$961,541.37

Fund: Sewer
Fund Number: 11-406-3010
Voucher Nos.: 152433 – 152438
Fund Amount: \$408,816.24

Fund: Water
Fund Number: 11-406-3510
Voucher Nos.: 152439 - 152441
Fund Amount: \$81,503.28

(c). Developer Extension Agreement – Crescent Court Subdivision:

Resolution No. 2003-01-01

Authorizing execution of Developer Extension Agreement with J.R. Merritt Construction, LLC/ Crescent Court Sewer Extension for Sanitary Sewer improvements in the vicinity of NE 154th St & 112th Ave NE.

Commissioner Ellis seconded the motion. It passed unanimously.

(5).NEW BUSINESS

(a). Management Team Goals

The term covering the 2003-2004 Management Team Goals were moved to the District's fiscal year April through March. 2003 will be the 15-month transition year beginning January 1, 2003 and ending March 31, 2004.

(b). Update of Admin11 – Authorized Travel

Commissioner Gardiner moved to send Admin11 – Authorized Travel to a third reading and to adopt the amended policy with its minor changes. Commissioner Rolla seconded the motion. It passed unanimously.

(c). Alternative Dates for Board Meetings in January and February

In observance of Martin Luther King's Birthday on January 20th and President's Day on February 17th, the Regular Board Meetings scheduled on those dates were cancelled. Special Board Meetings were scheduled for 6 pm January 27th and February 24th.

(d). Interlocal Agreement

Commissioner Rolla moved to authorize the General Manager to sign the *Repair and Maintenance of Vehicles and Equipment Interlocal Agreement* entered into with King County Fire Protection District No. 16. Commissioner Gardiner seconded the motion. It passed 3-0 with Commissioners Williams and Ellis abstaining due to potential conflict of interest.

(e). Workout Room

The General Manager was authorized to extend workout room privileges to invited guests of the District.

(6). STAFF REPORTS

Engineering Report

Ron Gehrke presented the Engineering Project Status Report.

(7). COMMISSIONER COMMENTS AND REPORT

- (a). Commissioner Gardiner will attend the AWWA Water Security Congress in Los Angeles March 23-26, 2003.
- (b). Commissioner Wiggins informed the Board that MWPAAC is planning to change from quarterly meetings to monthly luncheon meetings, which will be held at the Mercer Island Community Center

From 6:48 pm until 6:50 pm, the commissioners adjourned for a break, pursuant to RCW 42.30.090, after which an Executive Session convened.

(8). EXECUTIVE SESSION -LEGAL

At 6:50 pm, the Board adjourned into Executive Session for 10 minutes, pursuant to *RCW 42.30.110(1)(I)*, until 7:05 pm.

(9). EXECUTIVE SESSION -PERSONNEL

At 7:06 pm, the Board continued in Executive Session for 15 minutes, pursuant to *RCW 42.30.110(1)(f)*, after which the regular session convened.

The regular meeting adjourned at 7:16 pm.

D.A. Ellis

D. Bruce Gardiner

Trudy C. Rolla

Margaret R. Wiggins

Kinnon W. Williams