

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

May 5, 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 President Bruce Gardiner at 6:08 PM on May 5, 2003. Commissioners Don Ellis, Trudy Rolla and Margaret Wiggins were present. Also present were Fanny Yee, General Manager; Alycien Cockbain, Human Resources Director; Dave Kaiser, Engineering Director; Terry Hawley; Operations Director; Kenneth Enns, Gray & Osborne; and Diane Meister, Executive Assistant.

(1). OLD BUSINESS

(a). Kingsgate Standpipe Seismic Modifications – Selection Of Mural Design

Donna and Rod Hennig of *Donna Hennig Mural Design* gave a presentation and answered questions on Ms. Hennig's proposed design for the Kingsgate Standpipe. Afterwards, Commissioner Ellis moved to accept Resolution No. 2003-05-01 awarding the design and contract for the Kingsgate Standpipe mural design and painting to Donna Hennig Mural Design of Renton, WA in the lump sum amount of \$28,288.00 (including sales tax). Commissioner Rolla seconded the motion. It passed unanimously. Woodmoor Elementary Principal Steve Wharton was in attendance for the presentation.

Resolution No. 2003-05-01

Awarding the Kingsgate Standpipe Mural Design and Painting project to Donna Hennig Mural Design, with a Total Contract Award Amount of \$28,288.00.

(2). CHANGES TO AGENDA

Evergreen Hospital Fire Line Relocation – DEA was added to the Consent Agenda.

(3). CONSENT AGENDA

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

- (a). Minutes: Minutes of the April 21, 2003 Regular Board Meeting.
- (b). Vouchers:

Fund:	Maintenance and Operation – Payroll
Fund Number:	11-406-0010
Voucher Nos.:	103829 – 103842
Fund Amount:	\$8,150.00

Fund: Maintenance and Operation
Fund Number: 11-406-0010
Voucher Nos.: 152967 – 153038
Fund Amount: \$802,881.92

Fund: Maintenance and Operation – Sewer Fund
Fund Number: 11-406-3010
Voucher Nos.: 153039 – 153042
Fund Amount: \$43,623.01

Fund: Maintenance and Operation – Water Fund
Fund Number: 11-406-3510
Voucher Nos.: 153043 – 153048
Fund Amount: \$452,984.14

- (c). Acceptance Niad Short Plat #91020 - Water Developer Extension Project and Transfer of Ownership by Bills of Sale:

Resolution No. 2003-05-02

Accept the Developer Extension Agreement and construction of certain water system improvements for the Niad Short Plat #91020 development project that were installed by Niad Builders, Inc. the developer, in the vicinity of NE 153rd PL & 75th Ave NE as complete; and to accept the transfer of ownership of these improvements from the developer to Northshore Utility District by Bill Of Sale in the amount of \$15,137.30.

- (d). Acceptance of Kenmore Estates Sewer & Water Developer Extension Agreements – Kenmore Estates LLC / Larry Keil Developer - #W2003001-Water & #S2003001 Sewer:

Resolution No. 2003-05-03

Authorizing execution of Developer Extension Agreement with Kenmore Estates, LLC / Kenmore Estates #W2003001 & #S2003001 for WATER and SEWER improvements in the vicinity of NE 197th St. & 80th Ave NE.

- (e). Acceptance of Evergreen Hospital Fire Line Relocation - Water Developer Extension Agreement:

Resolution No. 2003-05-04

Authorizing execution of Developer Extension Agreement with Evergreen Hospital / Evergreen Hospital Fire Line Relocation for WATER improvements in the vicinity of between NE 130th Lane & NE 128th ST - east of 120th Ave NE. Commissioner Ellis seconded the motion. It passed unanimously.

(4). OLD BUSINESS CONTINUED

(b). Proposed Policy & Procedure Admin13 - Meeting Room Policy

Commissioner Rolla moved *Proposed Policy & Procedure Admin13 Meeting Room Policy* to a third reading. Commissioner Ellis seconded the motion. It passed unanimously.

(2).NEW BUSINESS

(a). First Reading of Admin6 – Job Descriptions Update

Commissioner Wiggins moved *Policy & Procedure Admin6 – Jobs Descriptions Update* to a second reading. Commissioner Rolla seconded the motion. It passed unanimously.

(b). First Reading of Admin11 – Travel Policy Update

No motion was made as *Admin11 – Travel Policy Update* was a procedural rather than policy change. Staff was directed to regularly review *Section E – Per Diems Rates* following the annual publication update of the IRS standard mileage rate.

(c). First Reading of Finance3 – Credit Cards Update

Commissioner Ellis moved *Policy & Procedure Finance3 – Credit Cards Update* to a second reading. Commissioner Rolla seconded the motion. It passed unanimously.

(d). Contract 2002-09; Inglemoor Site Piping Project; Proposed Change Order

Commissioner Ellis moved to approve a change order to *Contract 2002-09* in the amount of \$62,970 plus sales tax for the proposed site piping modifications to replace the 24” CCP with 24” RJ-DI pipe, including associated bypass work and vertical adjustments, and to approve an additional appropriation of \$62,970 plus sales tax to cover the cost of this change order. Commissioner Rolla seconded the motion. It passed unanimously.

(e). West Hill Seismic Improvements – 2004 Public Works Trust Fund Applications

Commissioner Ellis moved to delay construction of the *West Hill Standpipe Seismic Improvements* project until after PWTF Board notifications are made to projects accepted for 2004 loans. Commissioner Rolla seconded the motion. It passed unanimously.

(f). SR 522 Water Main Replacement

Commissioner Ellis moved to authorize the *SR522 Water Main Replacement Engineering Services* to Bucher, Willis and Ratliff Corporation in the amount not

to exceed \$49,900.00. Commissioner Gardiner seconded the motion. It passed unanimously.

(g). 2003 First Quarter Budget

The Board requested percentages also be included in the report.

(6). STAFF REPORTS

(a). Engineering Report

Dave Kaiser presented the written Engineering Report to the Board.

(b). Operations Report

Terry Hawley presented the written Operations Report and discussed the Lake Forest Park Reservoir as well as radio-read concerns.

(c). General Manager Report

Fanny Yee discussed the proposed *Lake Forest Park Franchise Agreement*, and asked the Board if they would be available to attend a Special Meeting on Tuesday, May 13th if one were called.

(5). EXECUTIVE SESSION –POTENTIAL LITIGATION

At 7:10 pm, the Board adjourned into an Executive Session for 30 minutes until 7:40 pm., pursuant to *RCW 42.30.110(1)(i)*.

(6). EXECUTIVE SESSION –PERSONNEL

At 7:41 pm, the Board adjourned into an Executive Session for 10 minutes until 7:51 pm., pursuant to *RCW 42.30.110(1)(g)*.

(7). REGULAR SESSION

The regular meeting adjourned at 7:52 pm.

D.A. Ellis

D. Bruce Gardiner

Trudy C. Rolla

Margaret R. Wiggins

Kinnon W. Williams