

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

August 18, 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 6:00 p.m. on August 18, 2003. Commissioners Don Ellis, Trudy Rolla and Margaret Wiggins were present. Also present were Fanny Yee, General Manager; Mary O'Day, Finance Director; Alycien Cockbain, Human Resources Director; Dave Kaiser, Engineering Director; Terry Hawley; Operations Director; Steve Schommer, Information and Technology Director; Kenneth Enns, Gray & Osborne, Inc.; and Diane Meister, Executive Assistant. Commissioner Kinnon Williams arrived at 6:10 p.m.

(1).CHANGES TO THE AGENDA

Item 18, *Growth Management Planning Council* was added to New Business.

(2).CONSENT AGENDA

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

- (a). Minutes: Minutes of the August 4, 2003 Regular Board Meeting.
- (b). Vouchers:

Fund: Maintenance and Operation – Payroll
Fund Number: 11-406-0010
Voucher Nos.: 103968 – 103994
Fund Amount: \$98,436.52

Fund: Maintenance and Operation
Fund Number: 11-406-0010
Voucher Nos.: 153487 – 153558
Fund Amount: \$1,694,289.11

Fund: Maintenance and Operation – Sewer Fund
Fund Number: 11-406-3010
Voucher Nos.: 153559-153561
Fund Amount: \$2,372.59

Fund: Maintenance and Operation – Water Fund
Fund Number: 11-406-3510
Voucher Nos.: 153562
Fund Amount: \$2,860.78

(c). Modified Rate Resolution No. 2003-08-04

Resolution No. 2003-08-04

Establishing and adopting comprehensive District water, sewer, and street lighting utility rates and charges and establishing policies and procedures for the assessment, administration, and collection thereof.

(d). Developer Extension Agreement – Hanna Waterline Relocation

Resolution No. 2003-08-05

Authorizing execution of Developer Extension Agreement with Puget Homes, Inc. / Hanna Waterline Relocation for WATER improvements in the vicinity of NE 134th St / 64th Terrace NE.

(e). Evergreen Hospital – SW Sewer Developer Extension

Resolution No. 2003-08-06

Authorizing execution of Developer Extension Agreement with Evergreen Hospital / SW Sewer Extension for SEWER improvements in the vicinity of NE 128th St / 120th Ave NE.

Commissioner Rolla seconded the motion. It passed 4-0.

(3).NEW BUSINESS

(a). Taylorwood 1 – Sewer Developer Extension

Taylorwood 1 Developers Tory Wood and John Haughney were in attendance to answer any questions. Commissioner Ellis moved to 1). Adopt Resolution No. 2003-08-07 authorizing the Taylorwood 1 Developer Extension Agreement; 2). Participate in the amount of \$101,115.00 with \$34,752.00 in credit and \$66,363.00 in cash payment to the Developer; and, 3). Authorize the General Manager to sign the agreements on behalf of the District. Commissioner Rolla seconded the motion. It passed 5-0.

Resolution No. 2003-08-07

Authorizing execution of Developer Extension Agreement with Taylorwood LLC / Taylorwood 1 for SEWER improvements in the vicinity of NE 152nd St / Simonds Rd.

(b). Memory Lane – Water & Sewer Developer Extension

Commissioner Ellis moved to 1). Adopt Resolution No. 2003-08-08 authorizing the Memory Lane Developer Extension Agreement; 2). Participate in the construction costs of \$214,830.00 with \$77,000.00 in credit from sewer connection charges and \$137,830.00 in cash payment to the Developer; and, 3). Authorize the General Manager to sign the agreements on behalf of the District. Commissioner Williams seconded the motion. It passed 5-0.

Resolution No. 2003-08-08

Authorizing execution of Developer Extension Agreement with Craig Pierce / Memory Lane for WATER and SEWER improvements in the vicinity of NE 198th St & 88th Ave NE.

(c). Victor Vo Sewer Developer Extension

Commissioner Ellis moved to 1). Adopt Resolution No. 2003-08-09 authorizing the Victor Vo Developer Extension Agreement; 2). Participate in the construction costs of approximately \$44,415.00 with \$7,000.00 in credit and \$37,415.00 in cash payment to the Developer; and, 3). Authorize the General Manager to sign the agreements on behalf of the District. Commissioner Wiggins seconded the motion. It passed 5-0.

Resolution No. 2003-08-09

Authorizing execution of Developer Extension Agreement with Victor Vo / Victor Vo Sewer Extension for SEWER improvements in the vicinity of NE 192nd St / 76th Ave NE.

(d). Security and Video System Updates

Commissioner Ellis moved to authorize Dave Jones to procure security and video system upgrades in the amount of \$52,462.00. Commissioner Rolla seconded the motion. It passed 5-0.

(e). Customer Satisfaction Survey Postcard

Commissioner Ellis moved to approve the publication and distribution of the Customer Satisfaction Survey Postcard. Commissioner Rolla seconded the motion. It passed 5-0.

(f). Growth Management Planning Council

No motion was made. No action was taken.

(4). STAFF REPORTS

(a). Engineering Report

Dave Kaiser presented the Engineering Report to the Board.

(b). Operations Report

Terry Hawley presented the Operations Report to the Board.

(c). General Manager Report

Fanny Yee reported that a Franchise Agreement with the City of Lake Forest Park would be going before their City Council on August 28th.

(5). CORRESPONDENCE / INFORMATION ITEMS

The Commissioners complimented Mick Holte's customer service upon reviewing a letter sent by ratepayer Charles Pace.

From 6:45 pm until 6:50 p.m., the commissioners adjourned for a break, pursuant to RCW 42.30.090, after which an Executive Session - Personnel convened.

(6). EXECUTIVE SESSION – PERSONNEL

At 6:50 p.m., the Board adjourned into an Executive Session for 50 minutes, pursuant to *RCW 42.30.110(1)(f)*. At 6:55 p.m., the Board recessed the executive session for 10 minutes pursuant to *RCW 42.30.090* to speak with a visitor who arrived at that time.

(7). NEW BUSINESS CONTINUED

Full Maintenance Gardening and Landscaping, Inc. owner and District tenant, Richard Wayman approached the Board to inquire about the possibility of subletting. No motion was made. No action was taken.

(8). EXECUTIVE SESSION – PERSONNEL CONTINUED

At 7:05 p.m., the Executive Session reconvened for the remaining 40 minutes after which the regular session reconvened. No action was taken.

The regular meeting adjourned at 7:46 p.m.

D.A. Ellis

D. Bruce Gardiner

Trudy C. Rolla

Margaret R. Wiggins

Kinnon W. Williams