

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

September 8, 2003

A special 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 September 8, 2003. Commissioners Trudy Rolla and Kinnon Williams were present. Also present were Fanny Yee, General Manager; Alycien Cockbain, Human Resources Director; Terry Hawley; Operations Director; Dave Kaiser, Engineering Director; Mary O'Day, Finance Director; and Kenneth Enns, Gray & Osborne, Inc.

(1). CHANGES TO THE AGENDA

Item 11, *Contract 2002-09; Inglemoor Site Piping Project; Proposed Change Order* was added to New Business.

(2). CONSENT AGENDA

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

(a). Minutes: Minutes of the August 18, 2003 Regular Board Meeting.

(b). Vouchers:

Fund: Maintenance and Operation – Payroll
Fund Number: 11-406-0010
Voucher Nos.: 103995 – 104006
Fund Amount: \$6,875.00

Fund: Maintenance and Operation
Fund Number: 11-406-0010
Voucher Nos.: 153563 – 153619
Fund Amount: \$817,169.87

Fund: Maintenance and Operation – Sewer Fund
Fund Number: 11-406-3010
Voucher Nos.: 153620-153621
Fund Amount: \$1,411.94

Fund: Maintenance and Operation – Water Fund
Fund Number: 11-406-3510
Voucher Nos.: 153622 – 153624
Fund Amount: \$91,264.10

- (c). Acceptance of Bothell High School Gym and Athletics Developer Extension Project and Transfer of Ownership by Bill of Sale.

Resolution No. 2003-09-01

A RESOLUTION of the Northshore Utility District Board of Commissioners to: Accept the Developer Extension Agreement and construction of certain water system improvements for the Bothell High School Gym and Athletics development project that were installed by Northshore School District #417 the developer, in the vicinity of NE 185 St / 92nd 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 \$90,133.29.

- (d). Developer Extension Agreement – Holy Spirit Lutheran Church/Holy Spirit Watermain Extension – Water.

Resolution No. 2003-09-02

A RESOLUTION of Northshore Utility District authorizing execution of Developer Extension Agreement with **Holy Spirit Lutheran Church / Holy Spirit Watermain Extension** for **WATER** improvements in the vicinity of **NE 124th St / 100th Ave NE.**

Commissioner Williams seconded the motion. It passed 3-0.

(3).NEW BUSINESS

- (a). Developer Extension Agreement – Norman Nelson / Norman Nelson Sewer Extension – Sewer.

Commissioner Williams moved to 1) adopt Resolution 2003-09-03 to authorize the Norman Nelson Developer Extension Agreement; 2) participate in the construction cost of approximately \$67,252.50 with \$14,000.00 being a credit and \$53,252.50 being a cash payment to the Developer; 3) authorize the General Manager to sign the agreement on behalf of the District.

Resolution No. 2003-09-03

A RESOLUTION of Northshore Utility District authorizing execution of Developer Extension Agreement with **Norman Nelson / Norman Nelson Sewer Extension** for **SEWER** improvements in the vicinity of **NE 195th St/ 45th Ave NE.**

Commissioner Rolla seconded the motion. It passed 3-0.

(b). NE 128th St & Totem Lake Blvd – WSDOT Overpass

Commissioner Williams moved to authorize Gray and Osborn, Inc. to complete preliminary design and evaluations for the above referenced project for an amount not to exceed \$6,800. Commissioner Rolla seconded the motion. It passed 3-0.

(c). 2003 Customer Survey Results.

No motion was made. No action was taken.

(d). Fred and Susan Miller Request for Reimbursement Participation.

Staff was directed to research and draft a policy on how to handle similar situations and report to the Board with their recommendations.

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

Commissioner Gardiner moved to approve a change order to Contract 2002-09 in the amount of \$10,150.50 for the overlay of NE 150th St. and to authorize the General Manager to execute the necessary contract documents. Commissioner Rolla seconded the motion. It passed 3-0.

(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.

(5). COMMISSIONER REPORTS

Commissioner Williams directed staff to send a letter of appreciation to the City of Lake Forest Park regarding John Hawley.

(6). EXECUTIVE SESSION – PERSONNEL

At 7:00 pm, the Board adjourned into an Executive Session for 12 minutes, pursuant to *RCW 42.30.110(1)(f)*, after which the regular session reconvened. No action was taken.

The regular meeting adjourned at 7:12 pm.

D.A. Ellis

D. Bruce Gardiner

Trudy C. Rolla

Margaret R. Wiggins

Kinnon W. Williams