

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

November 17, 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 6:04 p.m. on November 17, 2003. Commissioners Don Ellis, Trudy Rolla, and Margaret Wiggins 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 Muriel Fischer, Executive Assistant. Commissioner Williams arrived at 6:10 p.m.

(1). CHANGES TO THE AGENDA

None.

(2). CONSENT AGENDA

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

(a). Minutes: Minutes of the October 20, 2003 Regular Board Meeting.

(b). Vouchers:

Fund: Maintenance and Operation – Payroll
Fund Number: 11-406-0010
Voucher Nos.: 104085 – 104111
Fund Amount: \$98,168.84

Fund: Maintenance and Operation
Fund Number: 11-406-0010
Voucher Nos.: 153926 – 153997
Fund Amount: \$1,025,202.17

Fund: Maintenance and Operation – Sewer Fund
Fund Number: 11-406-3010
Voucher Nos.: 153998-153999
Fund Amount: \$3,152.18

Fund: Maintenance and Operation – Water Fund
Fund Number: 11-406-3510
Voucher Nos.: 154000-154001
Fund Amount: \$8,884.03

Commissioner Wiggins seconded the motion. It passed 5-0.

(3).STAFF REPORTS

(a). Operations Report

Terry Hawley presented the Operations Report to the Board. Commissioner Wiggins thanked the crew for a job well done.

(b). Engineering Report

Dave Kaiser presented the Engineering Report to the Board.

(4).NEW BUSINESS

Third Quarter 2003 Budget Update.

Mary O'Day presented the Third Quarter 2003 Budget Update to the Board. 6 No motion was made. No action was taken.

(5).EXECUTIVE SESSION

At 6:16 p.m., the Board adjourned into an Executive Session for 6 minutes until 6:22 p.m., pursuant to *RCW 42.30.140(1)(i)*. At 6:22 p.m., the Board recessed the executive session for 4 minutes pursuant to *42.30.090* to discuss Correspondence / Information Items.

(6).CORRESPONDENCE / INFORMATION ITEMS

Letter to Board of Commissioners from Customer Griffin.

Bruce directed staff to investigate a possible change of policy. No motion was made. No action was taken.

(7).EXECUTIVE SESSION CONTINUED

At 6:26 p.m., the Board adjourned into an Executive Session to discuss personnel items for 17 minutes until 6:43 p.m. pursuant to *42.30.100* after which the regular session reconvened. No action was taken.

(8) REGULAR SESSION

The regular meeting adjourned at 6:43 p.m.

D.A. Ellis

D. Bruce Gardiner

Trudy C. Rolla

Margaret R. Wiggins

Kinnon W. Williams