

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

April 5, 2004

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 Don Ellis at 6:02 p.m. on April 5, 2004. Commissioners Bruce Gardiner, Trudy Rolla, Margaret Wiggins and Kinnon Williams were present. Also present were Fanny Yee, General Manager; Terry Hawley, Operations Director; Dave Jones, Fleet and Facilities Director; Dave Kaiser, Engineering Director and Muriel Fischer, Executive Assistant; customer Kenmore Estates, LLC's representative Chris Knapp; customer Bill Young and his representative Gery W. East.

(1). NEW BUSINESS

Connection Charges:

Chris Knapp, the legal representative for Kenmore Estates LLC, and Gary W. East, the legal representative for BY Property LLC, attended and presented a request for an amendment to their Developer Extension Agreements (DEA), which would allow them to pay connection charges under the current policy (2004 policy). The Board informed the developer's attorneys that the District's legal counsel would be reviewing their requests. BY Properties owner Bill Young was also in attendance.

(2). CHANGES TO THE AGENDA

None.

(3). CONSENT AGENDA

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

(a) Minutes: Minutes of the March 15, 2004 Regular Board Meeting.

(b) Vouchers:

Fund: Maintenance and Operation – Payroll
Fund Number: 11-406-0010
Voucher Nos.: 104253 – 104263
Fund Amount: \$5,875.00

Fund: Maintenance and Operation
Fund Number: 11-406-0010
Voucher Nos.: 154572 – 154655

Fund Amount: \$1,066,841.13

Fund: Maintenance and Operation – Sewer Fund
Fund Number: 11-406-3010
Voucher Nos.: 154656 - 154660
Fund Amount: \$37,137.12

Fund: Maintenance and Operation – Water Fund
Fund Number: 11-406-3510
Voucher Nos.: 154661 - 154663
Fund Amount: \$225,042.36

- (c) Trillium Water and Sewer; West Tier Development Inc.; NE 198 St / 55 Ave NE

Resolution No. 2004-04-02

Accepting the Developer Extension Agreement and construction of certain water system improvements for the Trillium development project that was installed by West Tier Development Inc., in the vicinity of NE 198 St / 55 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 \$47,987.55.

- (d) Nelson Sewer; Norman B. Nelson Construction Co.; NE 195 St / 45 Ave NE

Resolution No. 2004-02-05

Accepting the Developer Extension Agreement and construction of certain sewer system improvements for the Norman B. Nelson Sewer Extension development project that have been installed by Norman B. Nelson Construction Co., the developer, in the vicinity of NE 195 St / 45 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 \$83,754.53.

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

(4). NEW BUSINESS - Continued

- (a) Summary of Sewer and Water System Improvements – Year 2000 to Current:

The Engineering Department presented a brief summary of each CIP project from the year 2000 through current to the Board for information only.

(b) Policy format change and procedure update - First Reading:

Commissioner Wiggins made a motion to move the proposed policy to a second reading. Commissioner Gardiner seconded the motion. It passed 5-0.

(c) Visit by Our Elected Representatives:

General Manager Yee requested direction from the Commission regarding the Districts invitation of Representative Toby Nixon, possibly accompanied by Representative Laura Ruderman and Senator Bill Finkbeiner, to attend a Board meeting, and also possible invite of WASWD lobbyists. The Board directed Yee to hold a Special Meeting for their visit, and to not include the WASWD lobbyists.

(d) Contract 2004-01; Westhill Standpipe Project; Proposed Change Order No. 1:

Commissioner Williams moved to approve Change Order No. 1 to Contract 2004-01 in the amount of \$32,375.51, including tax, for the proposed additional valve vault, modification of valves to be Ductile Iron, and the modification to the ballast steel; and authorize the General Manager to execute the necessary contract documents on behalf of the District. Commissioner Gardiner seconded the motion. It passed 5-0.

(e) Authorization to Bid – Contract 2004-02; Sewer Extension Project:

Commissioner Rolla moved to authorize staff to proceed with bidding for Contract 2004-02. Commissioner Williams seconded the motion. It passed 5-0.

(f) Approval to Purchase and Surplus:

Commissioner Gardiner moved to:

- Approve purchase of one new 2004 Sullivan Air Compressor.
- Approve surplus of three meter Jeeps Truck numbers 38, 39 & 42.
- Approve surplus of one Grimmer Schmidt 125 cfm compressor Equipment number EQACT01.

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

(5). STAFF REPORT

Operations Report

The Operations Report was presented to the Board.

Engineering Report

The Engineering Report was presented to the Board.

(6). CORRESPONDENCE / INFORMATION ITEMS

Expression of Appreciation from Customers

Staff will discuss the item at the next Director's Meeting.

(7). EXECUTIVE SESSIONS - Litigation

At 6:50 p.m., the Board adjourned into an Executive Session for 11 minutes until 7:01 p.m., pursuant to *RCW 42.30.110(1)(f)*, at which time Ken Enns and Terry Hawley left at 6:50 p.m. No action was taken.

(8). EXECUTIVE SESSIONS – Personnel

At 7:01 p.m., the Board adjourned into an Executive Session to discuss personnel issues for 19 minutes until 7:20 p.m., pursuant to *RCW 42.30.140(1)(i)*. No action was taken.

(9). REGULAR SESSION

The regular meeting adjourned at 7:20 p.m.

D.A. Ellis

D. Bruce Gardiner

Trudy C. Rolla

Margaret R. Wiggins

Kinnon W. Williams