

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

December 20, 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 Commissioner Don Ellis at 6:01 p.m. on December 20, 2004. Commissioners Bruce Gardiner and Kinnon Williams were present. Also present were Alycien Cockbain, Human Resources Director; Terry Hawley, Operations Director; Dave Jones, Fleet and Facilities Director; Dave Kaiser, Engineering Director; Mary O'Day, Finance Director; Stephen Schommer, Information Systems & Technology Director; Ken Enns, Engineering Consultant and Muriel Fischer, Executive Assistant. Commissioner Trudy Rolla arrived at 6:03pm. Commissioner Wiggins was unable to attend.

CHANGES TO THE AGENDA

None.

(1). CONSENT AGENDA

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

(a). Minutes: Minutes of the December 6, 2004 Regular Board Meeting.

(b). Vouchers:

Fund:	Maintenance and Operation – Payroll
Fund Number:	11-406-0010
Voucher Nos.:	104407 – 104421
Fund Amount:	\$425.00

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	155905 – 155993
Fund Amount:	\$281,900.02

Fund:	Maintenance and Operation – Sewer Fund
Fund Number:	11-406-3010
Voucher Nos.:	155994 - 155999
Fund Amount:	\$37,585.96

Fund:	Maintenance and Operation – Water Fund
Fund Number:	11-406-3510
Voucher Nos.:	156000 - 156002
Fund Amount:	\$116,557.98

(c). Electronic Transfers

End-Month Payroll	\$150,796.57
Payroll Taxes	\$69,462.44

(d). Acceptance of Developer Extension Projects and Transfer of Ownership by Bills of Sale

Resolution No. 2004-12-02

Authorizing execution of Sewer Reimbursement Agreement with Timberline Homes, LLC / Burke Sewer Extension for Sewer facilities in the vicinity of NE 119th Street & 84th Ave NE in the amount of \$11,261.25.

Resolution No. 2004-12-07

Accepting the Developer Extension Agreement and construction of certain sewer system improvements for the Burke Short Plat Extension development project that have been installed by Robert Burke, the developer, in the vicinity of NE 119th St / 84 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 \$61,328.69.

(e). Board Authorization of New Developer Extension Agreements

Resolution No. 2004-12-03

Authorizing execution of Developer Extension Agreement with Touchstone Corp. / Totem Lake Marriott for Water improvements in the vicinity of NE 124th Street / 113th Ave NE.

Commissioner Gardiner seconded the motion. It passed unanimously.
Commissioner Williams approved all, but abstained on voucher 155992.

(2). NEW BUSINESS

(a). Update to Employee Recognition Program

Staff requested that the Board adopt Resolution 2004-12-04, which changes the "Employee of the Year" award from a \$25.00 gift certificate to eight (8) hours of vacation accrual. Commissioner Williams moved to adopt Resolution 2004-12-04. Commissioner Gardiner seconded the motion. It passed unanimously.

Resolution No. 2004-12-04

Updating the Employee Recognition Program through the “Annual Employee-Of-The-Year Award” program.

(b). 2005 Proposed Budget

Following discussion, the Board requested that the 2005 Proposed Budget be held for further review, and be re-presented at the January 3, 2005, Board Meeting. No motion was made. No action was taken.

(c). Transfer of the 21” Sewer Trunk Line to King County

Commissioner Gardiner moved to pass Resolution 2004-12-05 and authorize Commissioner Don Ellis to execute the Juanita Trunk Sewer Acquisition and Transfer Agreement. Commissioner Williams seconded the motion. It passed unanimously.

Resolution No. 2004-12-05

Authorizing the execution of an agreement with King County Department of Natural Resources and Parks – Wastewater Division for the transfer and acquisition of the 21-inch sewer trunk line in Juanita Bay.

(d). Over-Limit Purchase

The Board approved the Purchase Order request of the 2070 square foot easement from Dada Hedge in the amount of \$12,813.00. The Board also requested that future easement purchase order requests of amounts exceeding \$10,000.00 continue to be brought before them for final approval. No motion was made. No action was taken.

(e). Long-term Water Supply Contract

Commissioner Williams moved to adopt Resolution 2004-12-06 to approve the Fixed Block Long-term Supply Contract with SPU and authorize Commissioner Don Ellis to execute the agreement. Commissioner Gardiner seconded the motion. It passed unanimously.

Resolution No. 2004-12-06

Authorizing the District to enter into a fixed quantity long-term water supply agreement with the City of Seattle and to authorize the President of the Board of Commissioners to execute the agreement on behalf of the District.

(5). STAFF REPORT

Operations Report

Terry Hawley presented the Operations Report to the Board.

(6). CORRESPONDENCE / INFORMATION ITEMS

Customer Appeal; Aglow/Lyman - Continued

Following review of further research, the Board directed Staff to calculate customer Aglow/Lyman's leak at the wholesale cost of the water and return the item to the Board for final review and decision approval. No motion was made. No action was taken.

The meeting was adjourned at 6:17 p.m.

D.A. Ellis

D. Bruce Gardiner

Trudy C. Rolla

Margaret R. Wiggins

Kinnon W. Williams