

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

November 21, 2005

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 Trudy Rolla at 6:02 p.m. on November 21, 2005. Commissioners Don Ellis and Margaret Wiggins were present. Also present were Fanny Yee, General Manager; Alycien Cockbain, Human Resource Director; Terry Hawley, Operations Director; Dave Kaiser, Engineering Director; Mary O'Day, Finance Director; and Ken Enns, Engineering Consultant.

(1). CHANGES TO THE AGENDA

None

(2). CONSENT AGENDA

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

(a). Minutes: Minutes of the November 7, 2005 Regular Board Meeting.

(b). Vouchers:

Fund:	Maintenance and Operation - Payroll
Fund Number:	11-406-0010
Voucher Nos.:	104568 – 104578
Disbursement Amount:	\$77,585.01

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	157846 – 157925
Disbursement Amount:	\$117,793.57

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	157926 – 157931
Disbursement Amount:	\$32,426.16

Fund:	Construction (Water) Fund
Fund Number:	11-406-3510
Voucher Nos.:	157932 – 157935
Disbursement Amount:	\$6,657.83

(d). Electronic Transfers

End Month Payroll	\$145,927.39
Payroll Taxes	\$66,756.55

- (e). Board Acceptance of Developer Extension Projects and Transfer of Ownership by Bill of Sale

Resolution No. 2005-11-03

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 First Romanian Church development project that were installed by First Romanian Church, the developer, in the vicinity of NE 155 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 \$19,166.74.

Commissioner Ellis seconded the motion. It passed unanimously.

(3). NEW BUSINESS

- (a). ULID 115 - Juanita Beach Camps Sewer Project – Status Update and G&O C.O. Request.

Commissioner Wiggins moved to issue a change order to Gray & Osborne in the amount of \$27,943.00 to complete the re-design of the ULID 115 Sewer Project and proceed with the final design upon confirmation that the adjacent development project proceeds with construction of the sewer system. The project will be redesigned to relocate and reduce the depth of the proposed sewer facilities.

Commissioner Ellis seconded the motion. It passed unanimously.

- (b). Employee recognition resolution update – Resolution No. 2005-11-04

Commissioner Ellis moved to adopt resolution 2005-11-04 updating the District's employee recognition program.

Resolution No. 2005-11-04

A RESOLUTION of the Board of Commissioners of Northshore Utility District to update and consolidate its Employee Recognition Programs.

Commissioner Wiggins seconded the motion. It passed unanimously.

- (c). Authorization to Bid – Contract 2006-01; 126/80; 128/84, 124/86, 203/88 & 178/92 Sewer & Water Projects.

Commissioner Ellis moved to authorize staff to proceed with bidding for Contract 2006-01. Commissioner Wiggins seconded the motion. It passed unanimously.

(d). Miscellaneous Billing Account Status Report.

Staff presented the Miscellaneous Billing Status Report. Commissioner Wiggins expressed appreciation for it. No motion made. No action taken.

(e). Adoption of standard provisions, specifications and details for underground utility construction.

Commissioner Wiggins moved to adopt the 2006 update of the “*General Conditions; Engineering Specifications and Standard Details*” and the “*Developer Extension Construction Provisions*” for sanitary sewer and water mains construction.

Commissioner Ellis seconded the motion. It passed unanimously.

(4). STAFF REPORTS

(a). Terry Hawley presented the Operations Report to the Board.

(b). Dave Kaiser presented the Engineering Report to the Board.

(5). CORRESPONDENCE / INFORMATION ITEMS

(a). Morning Star Annexation

Information item. No motion made. No action taken.

(6). REGULAR SESSION

(a). The Regular Session of the meeting was adjourned at 6:36 p.m. at which time Terry Hawley, Mary O’Day, and Ken Enns left.

(7). EXECUTIVE SESSION

Brightwater Easement

At 6:36 p.m., the Board adjourned into an Executive Session for 14 minutes until 6:50 p.m., pursuant to *RCW 42.30.110(1)(f)*. The Board adjourned the executive session at 6:50 p.m.

The meeting was adjourned at 6:51 p.m.

D.A. Ellis

D. Bruce Gardiner

Trudy C. Rolla

Margaret R. Wiggins

Kinnon W. Williams