

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

February 5, 2007

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 6:00 p.m. on February 5, 2007. Commissioners Trudy Rolla and Margaret Wiggins were present. Also present were Fanny Yee, General Manager; Alycien Cockbain, Human Resources Director, Dave Jones, Facilities Director; Dave Kaiser, Engineering Director; Al Nelson, Operations Director; Ken Enns, Engineering Consultant and Kelly Boswell, Executive Assistant. Commissioner Gardiner and Williams arrived at 6:15 p.m.

(1). CHANGES TO THE AGENDA

(2). CONSENT AGENDA

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

(a). Minutes: Minutes of the January 22, 2007 Regular Board Meeting.

(b). Vouchers:

Fund:	Maintenance and Operation - Payroll
Fund Number:	11-406-0010
Voucher Nos.:	104704
Disbursement Amount:	\$500.00

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	160232 - 160335
Disbursement Amount:	\$344,534.18

Fund:	Construction (Water) Fund
Fund Number:	11-406-3510
Voucher Nos.:	160338 - 160340
Disbursement Amount:	\$118,825.17

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	160336 - 160337
Disbursement Amount:	\$44,808.00

(c). Electronic Transfers

Payroll \$51,075.00

Commissioner Wiggins seconded the motion. It passed unanimously.

(3). NEW BUSINESS

(a). Increase Fleet budget to purchase one new extended cab pick-up truck for Operations Director

Commissioner Rolla moved to increase the Fleet budget by \$23,300 to purchase a new extended cab pick-up truck for the Operations Director to be in compliance with the IRS audit requirements. Commissioner Wiggins seconded the motion. It passed unanimously.

(b). CDL Policy

Commissioner Rolla moved to approve the new CDL Policy, which will be added to the District's Employee Handbook. Commissioner Wiggins seconded the motion. It passed unanimously.

(c). Engineering Policy #3 Small Project Service – First Reading

The Engineering Department presented a first reading of Engineering Policy #3 Small Project Service, for the Board to review. No motion was made. No action was taken.

(d). Small Project Service Specifications – First Reading

The Engineering Department presented a first reading of a Small Project Service Specifications for the Board to review. No motion was made. No action was taken.

(4). STAFF REPORTS

(a). Operations Report

Al Nelson presented the Operations Report to the Board.

(b). Engineering Report

Dave Kaiser presented the Engineering Report to the Board.

(5). DISCUSSION ITEMS

(a). Advertising for Meeting Date Changes

The publication that the District would advertise Public Notices in, the King County Journal, is no longer in business. It was discussed and decided to advertise any notices in the *Daily Journal of Commerce* and the *Kenmore Weekly* from this point forward. No action was taken. No motion was taken.

(b). Meeting Date for Last Board Meeting in February

The Board Meeting on February 19th will be moved to February 26th due to the President's Day Holiday. No motion was made. No action was taken.

(7). REGULAR SESSION - suspended

The regular session was suspended at 6:26 p.m., at which time Ken Enns left the meeting.

(8). EXECUTIVE SESSION(s)

(a). Litigation Matters

At 6:26 p.m., the Board moved into Executive Session for fifteen (15) minutes, pursuant to *RCW 42.30.110(1)(i)(c)*. No motion was made. No action was taken.

(b). Union Matters

At 6:41 p.m., the Board moved into Executive Session for four (4) minutes, pursuant to *RCW 42.30.140(4)(a)*. No motion was made. No action was taken.

(9). REGULAR SESSION – continued

At 6:45 p.m., the Board returned to regular session.

- (a). A motion was made to send a Letter of Intent to the City of Kenmore on behalf of the District for the sale of the Old North Site property. The motion passed 4-0 with Commissioner Williams abstaining.

The meeting was adjourned at 6:46 p.m.

D.A. Ellis

D. Bruce Gardiner

Trudy C. Rolla

Margaret R. Wiggins

Kinnon W. Williams