

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

July 9, 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 6:03 p.m. on July 9, 2007. Bruce Gardiner, Trudy Rolla and Kinnon Williams were present. Also present were Fanny Yee, General Manager; Alycien Cockbain, Human Resources Director; Dave Jones, Fleet & Facilities Director; Dave Kaiser, Engineering Director; Al Nelson, Operations Director; Steve Schommer, Information Systems Director; Eric Delfel, Consulting Engineer and Kelly Boswell, Executive Assistant. Also in attendance from Gray & Osborne, Inc. were Steve Clark, Nancy Lockett and Tom Zirkle. Commissioner Wiggins arrived at 6:14 p.m.

(1). PUBLIC HEARING

The Water Use Efficiency Rule Hearing was opened at 6:03 p.m. No customers were in attendance and no comments were received. The Hearing was closed at 6:04 p.m. No motion was made. No action was taken.

(2). CHANGES TO THE AGENDA

Add Executive Session

(3). CONSENT AGENDA

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

(a). Minutes: Minutes of the June 18, 2007 Regular Board Meeting.

(b). Vouchers:

Fund:	Maintenance and Operation - Payroll
Fund Number:	11-406-0010
Voucher Nos.:	104779 - 104780
Disbursement Amount:	\$1,100.00

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	161055 - 161132

Disbursement Amount: \$941,975.16

Fund: Construction (Water) Fund
Fund Number: 11-406-3510
Voucher Nos.: 161139 - 161143
Disbursement Amount: \$53,663.17

Fund: Construction (Sewer) Fund
Fund Number: 11-406-3010
Voucher Nos.: 161133 - 161138
Disbursement Amount: \$36,040.69

(c). Electronic Transfers

Payroll \$48,325.00

Commissioner Williams seconded the motion. It passed unanimously.

(4). NEW BUSINESS

(a). Summary Structural Report on Select "High Profile" Facilities

Commissioner Rolla moved to authorize a new task order to BHC Consultants in the amount of \$20,800.00 for the Structural Report on select High Profile facilities. Commissioner Williams seconded the motion. It passed unanimously.

(b). Annual Audit

The General Manager informed the Board of the 2006 State Auditors report. The findings were that the District is in complete compliance with all applicable Federal and State laws. There were no exit items, comments, or even a suggestion for improvements. No motion was made. No action was taken.

(c). Award of Contract 2007-01; Annual Sewer and Water Extensions

Commissioner Rolla moved to adopt Resolution 2006-07-01 awarding Contract 2007-01 to Buno Construction in the amount of \$1,507,568.04. The project consists of constructing four new sewer and water improvement projects in four separate neighborhoods throughout the District. Commissioner Gardiner seconded the motion. It passed unanimously.

Resolution 2007-07-01

A RESOLUTION of the Board of Commissioners of Northshore Utility District Awarding Contract 2007-01 to Buno Construction LLC, with a Total Contract Award Amount of \$1,507,568.04.

(d). Request for Leak Adjustment

A ratepayer wrote to the District asking for a refund on a leak that occurred inside a vacant building. The Board directed staff to respond to the customer and explain the District's policy on private property refunds.

(e). 134/64 Water Main Replacement (C822)

Commissioner Gardiner moved to authorize District staff to add the 134/64 Water Main Replacement project to one of the existing Contracts by change order based on the bids. Commissioner Rolla seconded the motion. It passed unanimously.

(f). 134/64 Water Main Replacement Asphalt Overlay Agreement (C822)

Commissioner Gardiner moved to authorize District staff to enter into an agreement with Northshore Paving, Inc. for the District's portion of the asphalt overlay for an amount not to exceed \$21,500. Commissioner Rolla seconded the motion. It passed unanimously.

(g). Award of Contract 2007-03; 143/92 Trench Repair & Water Main Replacement, Lift Station 14 Replacement, 144/88 Water Main Replacement

Commissioner Gardiner moved to adopt Resolution 2007-07-02 awarding Contract 2007-03 to D&G Backhoe, Inc. in the amount of \$590,676.32. Commissioner Wiggins seconded the motions. It passed unanimously.

Resolution 2007-07-02

A RESOLUTION of the Board of Commissioners of Northshore Utility District Awarding Contract 2007-03 to D&G Backhoe, Inc., with a Total Contract Award Amount of \$590,676.32.

(h). HUD HQ Master Plan Design (C735)

Gray & Osborn, Inc. staff members gave a presentation of the preliminary design for the changes to the District Headquarters. At the conclusion of the presentation, Commissioner Williams moved to authorize a new task order to Gray & Osborne in the amount of \$170,650 to complete the engineering design and permit documents for the new District Headquarters Master Plan. Commissioner Wiggins seconded the motion. It passed unanimously.

- (i) Fence Repair and Replacement for West Hill Tank Site and Inglemoor Tank Site

Commissioner Gardiner moved to award the fence repair and replacement at the West Hill and Inglemoor tank site to State Wide Fence Company for the amount of \$15,185 plus tax. Commissioner Rolla seconded the motion. It passed unanimously.

(5). STAFF REPORTS

- (a). Operations Report

The Operations Report was presented to the Board.

(6). INFORMATION ITEMS

- (a). Customer Notes

Three notes were presented to the Board from customers that were thanking the District for jobs well done on projects and staff member performances.

- (b). Letter from Northshore Fire Department

Staff presented a letter from NFD thanking the District for the employees that assisted the Fire Department with a Trench Rescue Drill that was conducted in June. A special thanks was mentioned for Al Nelson and Tom Myers for their extra efforts.

(7). REGULAR SESSION - suspended

The regular session was suspended at 6:33 p.m., at which time the Gray & Osborne staff left the meeting.

(8). EXECUTIVE SESSION

Litigation Matter

At 6:33 p.m., the Board moved into Executive Session for twelve (12) minutes, pursuant to *RCW 42.30.110(1)(j)*.

The Board adjourned Executive Session at 6:45 p.m.

The meeting was adjourned at 6:45 p.m.

D.A. Ellis

D. Bruce Gardiner

Trudy C. Rolla

Margaret R. Wiggins

Kinnon W. Williams