

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

January 22, 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 Trudy Rolla at 6:01 p.m. on January 22, 2007. Commissioners Bruce Gardiner, Margaret Wiggins and Kinnon Williams were present. Also present were Fanny Yee, General Manager; Dave Kaiser, Engineering Director; Al Nelson, Operations Director; Steve Schommer, Information and Technology Director and Kelly Boswell, Executive Assistant. Don Ellis had an excused absence.

**(1). CHANGES TO THE AGENDA**

Added New Reader Board to the Agenda

**(2). CONSENT AGENDA**

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

(a). Minutes: Minutes of the January 8, 2007 Regular Board Meeting.

(b). Vouchers:

Fund:	Maintenance and Operation - Payroll
Fund Number:	11-406-0010
Voucher Nos.:	104695 - 104703
Disbursement Amount:	\$94,465.04

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	1060127 - 1060224
Disbursement Amount:	\$1,270,918.67

Fund:	Construction (Water) Fund
Fund Number:	11-406-3510
Voucher Nos.:	160227 - 160231
Disbursement Amount:	\$258,572.81

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	160225 - 160226
Disbursement Amount:	\$32,932.20

(c). Electronic Transfers

End of Month Payroll \$149,376.10  
Payroll Taxes \$71,942.35

Commissioner Gardiner seconded the motion. It passed unanimously.

**(3). NEW BUSINESS**

(a). Engineering Customer Service Surveys

Dave Kaiser presented the Board with results of a Customer Satisfaction Survey that was conducted by the Engineering Department. No motion was made. No action was taken.

**(4). STAFF REPORTS**

(a). Operations Report

Al Nelson presented the Operations Report to the Board.

**(5). INFORMATION ITEMS**

(a). New Electronic Reader Board

The Board was informed of the purchase of the new electronic reader board to replace the existing reader board located on the west side of the building. No motion was made. No action was taken.

(b). Purchase of HP 4500 Large Color Scanner

The Board was informed of the purchase of the new color scanner for the Engineering Department. No motion was made. No action was taken.

(c). Customer Letter to the Commissioners

A letter addressed to the commissioners on a high water usage bill that the customer received was presented and discussed. Board directed staff to respond to the customer and explain the District's policy.

**(6). COMMISSIONER REPORT**

Commissioner Williams reported to the Board that the Northshore Fire Department gave a special Thank You to the District for all the vehicle maintenance services that we provide. No motion was made. No action was taken.

**(7). REGULAR SESSION - suspended**

**(8). EXECUTIVE SESSION**

(a). Litigation Matters

At 6:34 p.m., the Board moved into Executive Session for ten (10) minutes, pursuant to *RCW 42.30.110(1)(i)*. No motion was made. No action was taken.

**(9). REGULAR SESSION – continued**

At 6:44 p.m., the regular session resumed. The meeting was adjourned at 6:44 p.m.

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D.A. Ellis

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D. Bruce Gardiner

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Trudy C. Rolla

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Margaret R. Wiggins

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Kinnon W. Williams