

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

June 16, 2008

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 June 16, 2008. Commissioners Don Ellis, Bruce Gardiner, Robert Peterson and Margaret Wiggins were present. Also present were Fanny Yee, General Manager; Alycien Cockbain, Human Resources Director; Dave Jones, Fleet and Facilities Director; Al Nelson, Operations Director; Steve Schommer, Information Technology Director, Eric Delfel, Engineering Consultant and Kelly Boswell, Executive Assistant.

(1). CHANGE TO AGENDA

Add 2d - Board Acceptance of Developer Extension Projects

(2). CONSENT AGENDA

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

(a). Minutes: Minutes of the June 2, 2008 Regular Board Meeting.

(b). Vouchers:

Fund:	Maintenance and Operation - Payroll
Fund Number:	11-406-0010
Voucher Nos:	104862 - 104869
Disbursement Amount:	\$97,883.47

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	162898 - 162974
Disbursement Amount:	\$1,641,761.32

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	162975
Disbursement Amount:	\$865.06

Fund:	Construction (Water) Fund
Fund Number:	11-406-3510

Voucher Nos.: 162976
Disbursement Amount: \$256.11

(c). Electronic Transfers

End of Month Payroll	\$169,301.95
Payroll Taxes	\$ 97,883.47

(d). Board Acceptance of Developer Extension Projects and Transfer of Owner Bill of Sale

Resolution 2008-06-04

A RESOLUTION of the Northshore Utility District Board of Commissioners to accept the Developer Extension Agreement and construction of certain sewer system improvements for the Clearwater development project that have been installed by Clearwater LLC, in the vicinity of NE 181st PI / 80 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 \$49,572.85.

Resolution 2008-06-05

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 Clearwater development project that were installed by Clearwater LLC in the vicinity of NE 181st PI / 80 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 \$44,533.50.

Commissioner Peterson seconded the motion. It passed unanimously.

(3). NEW BUSINESS

(a). Annual Software Maintenance for ESRI/GIS Software

Commissioner Wiggins motioned to authorize the General Manager to approve the 2008/2009 ESRI software maintenance agreement in the amount of \$14,525.60 including tax. Commissioner Peterson seconded the motion. The motion passed unanimously.

- (b). Approval to Purchase one(1) 2008 Utilimaster Walk-in Van #84

Commissioner Peterson motioned to approve the purchase of one(1) 2008 Utilimaster Walk-in Van in the amount of \$53,365.72 including tax. Commissioner Gardiner seconded the motion. The motion passed unanimously.

- (c). Approval to Surplus Truck #36

Commissioner Ellis motioned to approve the surplus of truck #36 when truck #84 is put into service. Commissioner Wiggins seconded the motion. The motion passed unanimously.

(4). OLD BUSINESS

- (a). Safety Manual Update – Third and Final Reading – Motion to Approve the District’s Updated Safety Manual

Commissioner Gardiner moved to approve the updated Safety Manual. Commissioner Ellis seconded the motion. The motion passed unanimously. Commissioner Rolla expressed her thanks from the Board to the Safety Committee for updating the manual and asked the General Manager to let the committee know that the Board appreciated their hard work.

(5). STAFF REPORTS

- (a). Operations Report

Al Nelson presented the Operations Report to the Board.

- (b). Engineering Report

Eric Delfel presented the Engineering Report to the Board.

(6). REGULAR SESSION - suspended

At 6:37 p.m., the regular session was suspended. At which time, Eric Delfel left the meeting.

(7). EXECUTIVE SESSION

Personnel Matters

At 6:38 p.m., the Board moved into Executive Session fourteen (14) minutes

to discuss personnel matters pursuant to *RCW 42.30.110(1)(g)*.

Real Estate Matters

At 6:52 p.m., the Board moved into Executive Session for nine (9) minutes to discuss real estate matters pursuant to *RCW 42.30.110(1)(c)*.

(8). REGULAR SESSION – resumed

The meeting was adjourned at 6:59 p.m.

D.A. Ellis

D. Bruce Gardiner

Robert Peterson

Trudy C. Rolla

Margaret R. Wiggins