

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

July 21, 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 6:00 p.m., on July 21, 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 Kaiser, Engineering Director; Al Nelson, Operations Director; Ken Enns, Engineering Consultant; Kelly Boswell, Executive Assistant and Kinnon Williams, Legal Counsel. Joe Marra, Attorney arrived at 6:30.

(1). PUBLIC HEARING

The Public Hearing for Lighting Area #323 was opened at 6:00 p.m. No customers were in attendance and no comments were heard. The Hearing was closed at 6:01 p.m. After which time, Commissioner Ellis motioned to pass Resolution 2008-07-05 forming Lighting Area #323. Commissioner Gardiner seconded the motion. The motion passed unanimously.

(2). CHANGE TO AGENDA

Add 5c – Commissioner Wiggins Report – Central Puget Sound Water Suppliers Meeting

(3). CONSENT AGENDA

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

(a). Minutes: Minutes of the July 7, 2008 Regular Board Meeting.

(b). Vouchers:

Fund:	Maintenance and Operation - Payroll
Fund Number:	11-406-0010
Voucher Nos:	104870 - 104877
Disbursement Amount:	\$95,981.83

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	163065 - 163133

Disbursement Amount: \$979,514.57

Fund: Construction (Sewer) Fund
Fund Number: 11-406-3010
Voucher Nos.: 163134
Disbursement Amount: \$217,36

(c). Electronic Transfers

End of Month Payroll \$156,355.05
Payroll Taxes \$ 75,402.03

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

Resolution 2008-07-03

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 Tassel development project that have been installed by S2006001, in the vicinity of NE 203 St / 86 PI 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 \$113,266.65.

Resolution 2008-07-04

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 Tassel development project that were installed by Buchan Homes in the vicinity of NE 203 St / 86 PI 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 \$98,169.37.

Resolution 2008-07-07

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 Lake Forest Park Plat development project that have been installed by FPOD, LLC, in the vicinity of NE 199 St / 60 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 \$84,270.13.

Resolution 2008-07-08

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 Lake Forest Park Plat development project that were installed by FPOD, LLC in the vicinity of NE 199 St / 60 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 \$68,377.31.

Commissioner Gardiner seconded the motion. It passed unanimously.

(4). NEW BUSINESS

(a). NUD HQ Master Plan Design (C735)

Commissioner Wiggins motioned to authorize the change order to Gray & Osborne in the amount of \$51,780.00 per scope of work provided by G&O on July 1, 2008. Commissioner Ellis seconded the motion. The motion passed unanimously.

(b). Contract 2008-01 – Water & Sewer Improvements Construction Staking and As-Built Survey (C819)

Moved to Executive Session.

(c). Authorize to Bid – Small Works Project CIPP Sewer Rehabilitation (C763B)

Commissioner Gardiner motioned to authorize Staff to solicit bids from five (5) contractors from the Small Works Roster from the MRSC website and enter into a contract with the lowest responsible bidder in the amount not to exceed \$65,000. Commissioner Wiggins seconded the motion. The motion passed unanimously.

(d). Travel Reimbursement Rates

The Per Diem travel reimbursement rates were reviewed for accuracy. The Board directed Staff to update the District's Per Diem amount annually and to use the same guidelines recommended by the GSA (General Services Administration).

(e). Kenmore Appreciation Days

The Board unanimously agreed to sponsor the City of Kenmore's 10th Anniversary Celebration with a \$200.00 donation.

(5). 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.

(c). Commissioner Report

Commissioner Wiggins wanted to discuss the CPSWS (Central Puget Sound Water Suppliers) meeting on July 31, 2008. The Board agreed to have Commissioner Wiggins serve as the District's Representative for the CPSWS meetings.

(6). REGULAR SESSION - suspended

At 6:35 p.m., the regular session was suspended. At which time, Ken Enns left the meeting.

(7). EXECUTIVE SESSION

Litigation Matters

At 6:35 p.m., the Board moved into Executive Session twenty-eight (28) minutes to discuss personnel matters pursuant to *RCW 42.30.110(1)(i)*.

Don Ellis left the meeting at 6:40 p.m.

Joe Marra and Alycien Cockbain left the meeting at 6:50 p.m.

Real Estate Matters

At 7:03 p.m., the Board moved into Executive Session for five (5) minutes to discuss real estate matters pursuant to *RCW 42.30.110(1)(c)*.

(8). REGULAR SESSION – resumed

(9). NEW BUSINESS - continued

- (f). Contract 2008-01 – Water & Sewer Improvements Construction Staking and As-Built Survey (C819)

Commissioner Wiggins motioned to authorize a new task order to Gray & Osborne in an amount not to exceed \$15,067.00 to perform construction staking and as-built survey work for Contract 2008-01 based on an hourly rate. Commissioner Gardiner seconded the motion. The motion passed unanimously.

- (g). Award of Contract 2008-01 Annual Sewer & Water Extensions - Resolution 2008-07-06

Commissioner Gardiner motioned to adopt Resolution 2008-07-06 awarding Schedule A & C of Contract 2008-01 to Laser Underground & Earthworks Inc. of Snohomish, WA in the amount of \$682, 676.16 including tax and deleting Schedules B, D, and E from Contract 2008-01. Commissioner Peterson seconded the motion. The motion passed unanimously.

The meeting was adjourned at 7:10 p.m.

D.A. Ellis

D. Bruce Gardiner

Robert Peterson

Trudy C. Rolla

Margaret R. Wiggins