

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

October 20, 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 October 20, 2008. Commissioners Don Ellis, Robert Peterson and Margaret Wiggins were present. Also present were Alycien Cockbain, Human Resources Director; Dave Kaiser, Engineering Director; Al Nelson, Operations Director; Eric Delfel and Nancy Lockett, Engineering Consultants and Kelly Boswell, Executive Assistant. Bruce Gardiner arrived at 6:06 p.m., Kinnon Williams, District Counsel arrived at 6:25 p.m. and Fanny Yee had an excused absent.

(1). CHANGE TO AGENDA

Add 3c

(2). CONSENT AGENDA

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

(a). Minutes: Minutes of the October 6, 2008 Regular Board Meeting.

(b). Vouchers:

Fund:	Maintenance and Operation - Payroll
Fund Number:	11-406-0010
Voucher Nos:	104893 - 104899
Disbursement Amount:	\$92,083.76

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	163552 - 163577
Disbursement Amount:	\$273,628.57

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	163578 - 163582
Disbursement Amount:	\$16,751.47

Fund:	Construction (Water) Fund
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Fund Number: 11-406-3510
Voucher Nos.: 163583 - 163584
Disbursement Amount: \$78,507.56

(c). Electronic Transfers

End of Month Payroll	\$149,486.17
Payroll Taxes	\$ 70,932.65

Commissioner Peterson seconded the motion. The motion passed unanimously.

(3). NEW BUSINESS

(a). Identity Theft Red Flags Rule

The Red Flags Rule is part of the Fair and Accurate Credit Transactions (FACT) Act. Under this rule, financial institutions and creditor with covered accounts must have identity theft prevention programs in place by November 1, 2008, to identify, detect and respond to patterns, practices or specific activities that could indicate identity theft. Commissioner Wiggins moved to pass Resolution 2008-10-04 adopting the Identity Theft Prevention Program with oversight of this program given to the Board's Security Sub-Committee and Steve Schommer assigned as the District's Information Security Officer. Commissioner Ellis seconded the motion. The motion passed unanimously.

(b). NUD Headquarters Improvement (C735)

Commissioner Ellis authorized a change order to Gray & Osborne, Inc. in the amount of \$92,900.00 for the design modification and permitting services for the Headquarters Improvement Project. Commissioner Gardiner seconded the motion. The motion passed unanimously.

(c). Customer Request for 17-Day Extension

Customer Maccarrone has asked the Board not to terminate his service on October 30th due to extenuating circumstances. He is asking for a 17-day extension and will have his bill paid in-full by November 17th, 2008. Commissioner Ellis moved to grant Mr. Maccarrone this one time extension. Commissioner Rolla seconded the motion. The motion passed unanimously.

(4). OLD BUSINESS

Continuation of Leak Adjustment Policy Discussion

Customer Navaluna requested a leak adjustment for an unproven leak. The Board asked for staff to provide more research at the last Board Meeting. After discussion on the District Policy and the review of the material provided, Commissioner Wiggins moved to approve a credit to Mr. Navaluna for a one-time adjustment. Hearing no second, the motion died. Commissioner Wiggins requested to work with staff and review all denied leak adjustments to see if the Policy needs to be revised for 2009.

(5). STAFF REPORTS

Operations Report

Al Nelson presented the Operations Report to the Board.

Engineering Report

Dave Kaiser presented the Engineering Report to the Board.

(6). REGULAR SESSION - suspended

At 6:35 p.m., the regular session was suspended. At which time, Eric Delfel and Nancy Lockett left the meeting.

(7). EXECUTIVE SESSION

Legal Matters

At 6:35 p.m., the Board moved into Executive Session for twenty two (22) minutes to discuss legal matters pursuant to *RCW 42.30.110(1)(i)*.

At 6:52 p.m., Margaret Wiggins left to attend a 7:00 p.m. WSWSD Section IV Meeting in Shoreline.

At 6:55 Kinnon Williams left the meeting.

Personnel Matters

At 6:57 p.m., the Board moved into Executive Session for three (3) minutes to discuss personnel matters pursuant to *RCW 42.30.110(1)(g)*.

(8). REGULAR SESSION – continued

The meeting was adjourned at 7:00 p.m.

D.A. Ellis

D. Bruce Gardiner

Robert Peterson

Trudy C. Rolla

Margaret R. Wiggins