

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

December 15, 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 December 15, 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, Eric Delfel, Engineering Consultant and Kelly Boswell, Executive Assistant.

(1). CHANGE TO AGENDA

Add 3c & 3d

(2). CONSENT AGENDA

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

(a). Minutes: Minutes of the December 1, 2008 Regular Board Meeting.

(b). Vouchers:

Fund:	Maintenance and Operation - Payroll
Fund Number:	11-406-0010
Voucher Nos:	104907 - 104913
Disbursement Amount:	\$88,000.02

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	163783 - 163866
Disbursement Amount:	\$1,239,944.76

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	163867 - 163868
Disbursement Amount:	\$23,809.57

Fund:	Construction (Water) Fund
Fund Number:	11-406-3510
Voucher Nos.:	163869
Disbursement Amount:	\$14,272.43

(c). Electronic Transfers

End of Month Payroll	\$167,404.98
Payroll Taxes	\$ 80,723.53

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

Resolution 2008-12-04

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 Ridgewood / Reppas SP development project that were installed by Simonds Road LLC in the vicinity of NE 165 St / Simonds Rd 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 \$81,675.02.

Resolution 2008-12-05

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 Ridgewood / Reppas SP development project that have been installed by Simonds Road LLC, in the vicinity of NE 165 St / Simonds Rd 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 \$91,742.13.

Resolution 2008-12-06

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 Kenmore Court aka Copper Lantern development project that have been installed by Kenmore Court LLC, in the vicinity of NE 182 St / 70 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 \$109,743.60

Resolution 2008-12-07

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 Kenmore Court aka Copper Lantern development project that were installed by Kenmore Court LLC in the vicinity of NE 182 St / 70 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 \$83,591.49.

Resolution 2008-12-08

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 Cedar Park Plat development project that were installed by Sundquist Homes LLC in the vicinity of NE 132 St / 112 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 \$92,729.50.

Resolution 2008-12-09

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 Cedar Park Plat development project that have been installed by Sundquist Homes LLC, in the vicinity of NE 132 St / 112 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 \$106,372.38.

Commissioner Wiggins seconded the motion. The motion passed unanimously.

(3). NEW BUSINESS

- (a). Authorize to Bid Contract 2009-01 Annual Sewer & Water Extension

Commissioner Gardiner moved to authorize staff to proceed with bidding for Contract 2009-01. Commissioner Ellis seconded the motion. The motion passed unanimously.

- (b). Employee Handbook

Staff presented the revised Employee handbook to the Board. After reviewing, any comments the Board may have, should be directed to Aly

Cockbain. Staff also informed the Board that the Union Representatives were given the Handbook on December 1st for review. No motion was made. No action was taken.

(c). Leak Adjustments

Two Customers requested an extension on payments for large bills resulting from leaks that the customers had on their property. The Board directed the General Manager to handle these matters. The Board also requested that the General Manager bring proposals for revising the Leak Adjustment Policy for 2009 to the next Board Meeting on January 5th, 2009.

(d). City of Kenmore's Response Letter

The Board reviewed and discussed the letter sent from the City of Kenmore's City Manager responding to the letter addressed to the Council Members from the NUD Board on 12/10/2008. No motion was made. No action was taken.

(5). DISCUSSION ITEMS

(a). Donation to Soos Creek & Cedar River for Legislation Fees

Commissioner Ellis moved to donate \$1,000 to help with Legislation Fees to limit King County comprehensive plan oversights in the future, on the condition that the General Manager contact the Districts and ask for a formal request for donations and a description of how the funds will be used. Commissioner Wiggins seconded the motion. The motion passed unanimously.

(b). Request from Northshore Fire Foundation for Donations

The Board denied the request from Northshore Fire Foundation for donations, which is a private foundation not a government entity.

(6). STAFF REPORTS

Engineering Report

Dave Kaiser presented the Engineering Report to the Board.

(7). REGULAR SESSION - suspended

At 6:32 p.m., the regular session was suspended.

(8). EXECUTIVE SESSION

Union Matters

At 6:35 p.m., the Board moved into Executive Session for three (3) minutes to discuss personnel matters pursuant to *RCW 42.30.110(1)(g)*.

Legal Matters

At 6:38 p.m., the Board moved into Executive Session for nineteen (19) minutes to discuss legal matters pursuant to *RCW 42.30.110(1)(i)*.

(9). REGULAR SESSION – resumed

It was determined by the Board that Trudy Rolla will attend a meeting requested by the Union Representatives on January 8th, 2009 at 4:00 pm at the District Headquarters. No motion was made. No action was taken.

The meeting was adjourned at 6:55 p.m.

D.A. Ellis

D. Bruce Gardiner

Robert Peterson

Trudy C. Rolla

Margaret R. Wiggins