

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

August 18, 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 August 18, 2008. Commissioners Don Ellis, Bruce Gardiner, Robert Peterson and Margaret Wiggins were present. Also present were Fanny Yee, General Manager; Dave Jones, Fleet and Facilities Director; Dave Kaiser, Engineering Director; Al Nelson, Operations Director; Ken Enns, Engineering Consultant and Kelly Boswell, Executive Assistant.

**(1). CHANGE TO AGENDA**

**(2). CONSENT AGENDA**

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

(a). Minutes: Minutes of the August 4, 2008 Regular Board Meeting and Special Meeting of August 8, 2008

(b). Vouchers:

Fund:	Maintenance and Operation - Payroll
Fund Number:	11-406-0010
Voucher Nos:	104878 - 104885
Disbursement Amount:	\$151,300.78

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	163207 - 163266
Disbursement Amount:	\$916,457.41

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	163267 - 163271
Disbursement Amount:	\$45,089.28

Fund:	Construction (Water) Fund
Fund Number:	11-406-3510
Voucher Nos.:	163272 - 163273

Disbursement Amount: \$15,115.99

(c). Electronic Transfers

End of Month Payroll	\$148,765.99
Payroll Taxes	\$ 72,380.39

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

**Resolution 2008-08-07**

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 Crosby SP Kenmore (2006-2007) development project that were installed by Rick Crosby in the vicinity of NE Simonds R / 76 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 \$41,954.19.

Commissioner Gardiner seconded the motion. It passed unanimously.

**(3). NEW BUSINESS**

(a). Revised Fixed Asset Policy

Commissioner Gardiner motioned to move the Fixed Asset policy to a second reading at the September 8, 2008 Commissioners meeting. Commissioner Ellis seconded the motion. The motion passed unanimously.

(b). 2008 Rate Resolution Interim Update

A revised 2008 Rate Resolution was presented to the Board for review, after requesting that Staff make a change to Section 11.02, Commissioner Ellis motioned to bring back the revised Resolution at the September 8 meeting for signing. Commissioner Gardiner seconded the motion. The motion passed unanimously.

(c). Customer Miller Requests Reimbursement for the Penalty Amount on ULID Tax

Commissioner Ellis motioned to authorize staff to reimburse the Millers an amount of \$1,437.37. A fee of \$8.58 per day for the total number of days late (15) was charged from the penalties already paid. Commissioner Peterson seconded the motion. The motion passed unanimously.

**(4). INFORMATION ITEMS**

(a). Small Works Project; CIPP Sewer Rehabilitation (C763B)

After authorizing the solicit to bid off the Small Works Roster at the July 21, 2008 meeting, the Board was notified of the contractor that was awarded the Sewer Rehabilitation project. Michels Corporation of Salem, Oregon was the lowest bidder in the amount of \$47,649.35 including tax. No motion was made. No action was taken.

(b). NUD HQ Master Plan Design (C763B)

The Headquarter Master Plan Design was discussed in detail. The Engineering department will present a specific direction and cost analysis at a Board meeting in the near future. No motion was made. No action was taken.

(c). King County & Department of Health Approved 2006 Comp Plan.

Staff informed the Board of the approved Comp Plan. No motion was made. No action was taken.

(d). King County Sued

The Board was informed of a lawsuit filed against King County for the use of sewer rates for improper spending. No motion was made. No action was taken.

(e). Best Workplaces for Recycling

King County has recognized Northshore Utility District as one of the "Best Workplaces for Recycling" for 2008. The Board congratulated the District and all employees for receiving the honor. No motion was made. No action was taken.

**(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.

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

At 6:58 p.m., the regular session was suspended. At which time, Ken Enns, Dave Jones, Dave Kaiser, Al Nelson and Kelly Boswell left the meeting.

The Board took a four (4) minute break.

**(7). EXECUTIVE SESSION**

Personnel Matters

At 7:02 p.m., the Board moved into Executive Session eighteen (18) minutes to discuss personnel matters pursuant to *RCW 42.30.110(1)(g)*.

The meeting was adjourned at 7:20 p.m.

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D.A. Ellis

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D. Bruce Gardiner

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Robert Peterson

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Trudy C. Rolla

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Margaret R. Wiggins