

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

September 8, 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 6:01 p.m. on September 8, 2008. Commissioners Don Ellis, Bruce Gardiner, Robert Peterson and Margaret Wiggins were present. Also present were Fanny Yee, General Manager; Dave Jones, Fleet & Facilities Director; Al Nelson, Operations Director; Stephen Dennehy, Sr. Engineer; Ken Enns, Engineering Consultant and Kelly Boswell, Executive Assistant.

**(1). CHANGE TO THE AGENDA**

Add 3d. Logo Trademark

**(2). CONSENT AGENDA**

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

(a). Minutes: Minutes of the August 18, 2008 Regular Board Meeting.

(b). Vouchers:

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

Mid-month Payroll \$49,975.00

Commissioner Gardiner seconded the motion. The motion passed unanimously.

**(3). NEW BUSINESS**

- (a). Approve to Purchase One (1) 2008 Utilimaster Walk-in Van & Surplus Truck & Surplus Truck #40.

Commissioner Ellis moved to purchase one 2008 Utilimaster walk-in van (truck #85) for \$52,545.97 including tax. Commissioner Wiggins seconded the motion. The motion passed unanimously.

Commissioner Gardiner moved to surplus truck #40 at the time that the new van #85 goes into service. Commissioner Ellis seconded the motion. The motion passed unanimously.

- (b). Declare An Emergency for 98<sup>th</sup> Ave NE – 8” Water Main Break

Commissioner Ellis moved to declare an emergency condition for the repair of an 8” water main on 98<sup>th</sup> Ave NE in Kirkland. Commissioner Gardiner seconded the motion. The motion passed unanimously.

- (c). Project Acceptance: Contract 2007-04; Kingsgate Reservoir Monitoring Improvements - Resolution 2008-09-01

Commissioner Peterson moved to adopt Resolution 2008-09-01 accepting Contract 2007-04 as complete. Commissioner Ellis seconded the motion. The motion passed unanimously.

- (d). \$400 for the Cost to Renew the District Logo Trademark

Commissioner Gardiner stated that the Trademark for the District Logo is coming up for renewal. The cost will be \$400.00. No motion was made. No action was taken.

**(4). OLD BUSINESS**

- (a) Revised Fixed Asset Policy – Motion to Approve

Having no additional changes to the Fixed Asset Policy, Commissioner Gardiner moved the policy to a Third Reading. Commissioner Ellis seconded the motion. The motion passed unanimously.

Subsequently, Commissioner Gardiner moved to approve the Fixed Asset Policy. Commissioner Ellis seconded the motion. The motion passed unanimously.

(b) 2008 Rate Resolution Interim Update – Motion to Approve

Commissioner Wiggins moved to adopt Resolution 2008-08-06 accepting the 2008 Rate Resolution Interim Update. Commissioner Peterson seconded the motion. The motion passed unanimously.

**(5). STAFF REPORTS**

(a). Operations Report

Al Nelson presented the Operations Report to the Board.

(b). Engineering Report

Stephen Dennehy presented the Engineering Report to the Board.

**(6). EXECUTIVE SESSION**

Personnel Matters

At 6:33 p.m., the Board moved into Executive Session ten (10) minutes to discuss personnel matters pursuant to *RCW 42.30.110(1)(g)*.

Union Matters

At 6:43 p.m., the Board moved into Executive Session eleven (11) minutes to discuss union matters pursuant to *RCW 42.30.140(4)(b)*

The meeting was adjourned at 6:54 p.m.

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D.A. Ellis

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D. Bruce Gardiner

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Robert S. Peterson

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Trudy C. Rolla

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Margaret R. Wiggins