

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

September 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 September 15, 2008. Commissioners Don Ellis, 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 and Kelly Boswell, Executive Assistant. Bruce Gardiner arrived at 6:33 p.m.

(1). CHANGE TO AGENDA

(2). CONSENT AGENDA

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

(a). Minutes: Minutes of the September 8, 2008 Regular Board Meeting and Special Meeting of September 11, 2008

(b). Vouchers:

Fund:	Maintenance and Operation - Payroll
Fund Number:	11-406-0010
Voucher Nos:	104886 - 104892
Disbursement Amount:	\$91,265.14

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	163339 - 163414
Disbursement Amount:	\$1,543,981.24

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	163405 - 163409
Disbursement Amount:	\$15,505.64

(c). Electronic Transfers

End of Month Payroll	\$149,407.63
Payroll Taxes	\$ 70,868.39

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

Resolution 2008-09-02

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 Townhouses development project that were installed by Kenmore LLC in the vicinity of NE 185 St / 71 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 \$218,038.85.

Resolution 2008-09-03

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 Kenmore Townhouses development project that have been installed by Kenmore LLC, in the vicinity of NE 185 St / 71 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 \$334,143.17.

Commissioner Peterson seconded the motion. The motion passed unanimously.

(3). NEW BUSINESS

(a). Customer Bijan Paradmehr

Customer Paradmehr lives in and owns two (2) other rental properties in the District. Mr. Paradmehr believes the District should cut off the rental properties water when the bill gets over \$250.00. The Board directed staff to deny the customers' request. It is the property owner's responsibility to monitor their property and tenants not the Districts. It would also be a gift of public funds to grant the request.

(b). Customer Barb Paetzold

Customer Paetzold requested a refund of the disconnection fees that she

accrued while living in California. The Board directed staff to deny the customers' request. It is the property owner's responsibility to monitor their property bills while they are away. It would also be a gift of public funds to grant the request.

(c). 2009 Sewer Extension Projects – Design and Permitting

Commissioner Ellis motioned to authorize a change order to Gray & Osborne in the amount of \$114,500.00 to complete design and permitting for the 2009 sewer extension program. Commissioner Peterson seconded the motion. The motion passed unanimously.

(d). BHC Consultants LLC – Construction Representative Services Agreement Change Order

Commissioner Ellis motioned to authorize a change order to BHC Consultants in an amount not to exceed \$45,500.00 for construction administration services on Contract 2008-01A. Commissioner Peterson seconded the motion. The motion passed unanimously.

(e). Contract 2008 – 01A; 134/108 Water and Sewer Water Main Project; Change Order Request (C819)

Commissioner Ellis motioned to authorize a change order to Buno Construction in the amount of \$50,395.00 for asphalt restoration for Contract 2008-01A. There will not be any additional budget required for the change order, it is within the original amount budgeted for the project and will result in a better road surface. Commissioner Wiggins seconded the motion. The motion passed unanimously.

(4). STAFF REPORTS

Operations Report

Al Nelson presented the Operations Report to the Board.

(5). DISCUSSION ITEM

10-Year Anniversary at Current Location

It was discussed if there would be any celebration for employees for being at the current location for the last 10 years. It was decided that breakfast would be served by the Commissioners on October 9th for all staff members.

(6). REGULAR SESSION - suspended

At 6:33 p.m., the regular session was suspended. At which time, Ken Enns left the meeting.

(7). EXECUTIVE SESSION

Personnel Matters

At 6:33 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 6:36 p.m., the Board moved into Executive Session for six (6) minutes to discuss legal matters pursuant to *RCW 42.30.110(1)(i)*.

At 6:42 p.m., Dave Kaiser, Al Nelson, Aylcien Cockbain and Kelly Boswell left the meeting.

Legal Matters - Continued

At 6:43 p.m., the Board moved into Executive Session for thirty-seven (37) minutes to discuss legal matters pursuant to *RCW 42.30.110(1)(i)*.

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

D.A. Ellis

D. Bruce Gardiner

Robert Peterson

Trudy C. Rolla

Margaret R. Wiggins