

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

January 26, 2009

A special meeting of the Board of Commissioners of the Northshore Utility District was held at the District office and called to order by Commissioner Margaret Wiggins at 5:33 p.m. on January 26, 2008. Commissioners Don Ellis, Robert Peterson and Trudy Rolla were present. Also present were Fanny Yee, General Manager; Alycien Cockbain, Human Resources Director; Dave Jones, Fleet & Facilities Director; Al Nelson, Operations Director; Steve Schommer, IT Director; Stephen Dennehy, Sr. Engineer; Ken Enns, Engineering Consultant and Kelly Boswell, Executive Assistant. Bruce Gardiner arrived at 5:37 p.m.

**(1). PUBLIC**

Rate Adjustment Hearing – First of Two

The Rate Adjustment Public Hearing was open at 5:33 p.m. No customers were in attendance and no comments were heard. The Hearing was closed at 5:34 p.m. The District will continue to receive public comments at the continuation of the Public Rate Hearing scheduled for February 2, 2008. No motion was made. No action was taken.

**(2). CHANGE TO AGENDA**

Add Commissioners Report – 6d.

**(3). CONSENT AGENDA**

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

(a). Minutes: Minutes of the January 5, 2009 Regular Board Meeting.

(b). Vouchers:

Fund:	Maintenance and Operation - Payroll
Fund Number:	11-406-0010
Voucher Nos:	104914 - 104920
Disbursement Amount:	\$93,283.74

Fund:	Maintenance and Operation
Fund Number:	11-406-0010

Voucher Nos.: 163950 - 164011  
Disbursement Amount: \$1,394,416.97

Fund: Construction (Sewer) Fund  
Fund Number: 11-406-3010  
Voucher Nos.: 164012 - 164014  
Disbursement Amount: \$6,757.40

Fund: Construction (Water) Fund  
Fund Number: 11-406-3510  
Voucher Nos.: 164015 - 164018  
Disbursement Amount: \$10,837.55

(c). Electronic Transfers

End of Month Payroll	\$151,900.34
Payroll Taxes	\$ 73,633.71

Commissioner Peterson seconded the motion. The motion passed unanimously.

**(4). NEW BUSINESS**

(a). 2009-01 Contract Award – Resolution 2009-0-01-04

Commissioner Rolla moved to adopt Resolution 2009-01-04 awarding Contract 2009-01 to Interwest Construction, Inc. of Burlington WA in the amount of \$511,760.01 including tax. Commissioner Gardiner seconded the motion. The motion passed unanimously.

(b). Westhill Standpipe – VA Improvements

Commissioner Rolla moved to authorize a change order to Gray & Osborne, Inc. in the amount of \$87,428 for design services and \$27,952 for construction-phase services for the Westhill Standpipe Security Improvements Project. Commissioner Ellis seconded the motion. The motion passed unanimously.

(c). Naming of Lift Station #14 – Resolution 2009-01-05

Commissioner Wiggins moved to adopt Resolution 2009-01-05, naming on its completion, Lift Station 14 the “D.R. Williams Station #14” in honor of Dennis Richard (Rick) Williams for his exemplary performance during his 33 years of faithful service to the District. Commissioner Ellis seconded the motion. The motion passed unanimously.

**(5). OLD BUSINESS**

(a). Employee Handbook – Second Reading

Commissioner Gardiner moved the employee handbook to the third and final reading after reviewing the previous changes. Commissioner Rolla seconded the motion. The motion passed unanimously.

(b). Proposed Leak Adjustment Policy for 2009 – Second Reading

Commissioner Gardiner moved the new policy to be included in the 2009 Rate Resolution. The board directed staff to include inside leaks in the policy. Commissioner Rolla seconded the motion. The motion passed unanimously.

(c). 2009 Proposed Budget

After a lengthy discussion, the Board directed staff to leave the Budget at second reading for additional review and comments and to provide additional calculations for the proposed 2009 water and sewer rates.

**(6). STAFF REPORTS**

(a). Engineering Report

Stephen Dennehy presented the Engineering Report to the Board.

(b). Operation Report

Al Nelson presented the Operations Report to the Board.

(c). HR Report

Moved to Executive Session.

(d). Commissioners Report

Commissioner Wiggins reported to the other Board members and staff on a recent commissioner workshop that she attended sponsored by WASWD.

Commissioner Gardiner left the meeting at 6:22 p.m.

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

At 6:50 p.m., the regular session was suspended, at which time Ken Enns and Stephen Dennehy left the meeting.

**(8). EXECUTIVE SESSION**

Union Matters

At 6:50 p.m., the Board moved into Executive Session for four (4) minutes to discuss personnel matters pursuant to *RCW 42.30.140(4)(a)*.

Legal Matters

At 6:54 p.m., the Board moved into Executive Session for one (1) minutes to discuss legal matters pursuant to *RCW 42.30.110(1)(i)*.

Personnel Matters

At 6:55 p.m., the Board moved into Executive Session for four (4) minutes to discuss personnel matters pursuant to *RCW 42.30.110(1)(g)*.

**(9). REGULAR SESSION – resumed**

After returning to regular session, Commissioner Wiggins moved to authorize the General Managers salary to be increased by the COLA of 4.938% for the year 2009 retroactive to January 1, 2009. Commissioner Ellis seconded the motion. The motion passed unanimously.

The meeting was adjourned at 7:00 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