

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

October 5, 2009

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 Wiggins at 5:30 p.m. on October 5, 2009. Commissioners Don Ellis, Bruce Gardiner, Robert Peterson, and Trudy Rolla were present. Also present were Fanny Yee, General Manager; Jack Broyles, Finance Director; Alycien Cockbain, Human Resources Director; Dave Kaiser, Engineering Director; Al Nelson, Operations Director; Steve Schommer, Information Systems Director; Eric Delfel Engineering Consultant and Kelly Boswell, Executive Assistant. Attorney Bob Sterbank was also present and Attorney Joe Marra arrived at 6:30 p.m.

(1). CHANGE TO AGENDA

(2). REGULAR SESSION - suspended

At 5:31 p.m., the regular session was suspended.

(3). EXECUTIVE SESSION

Litigation Matters

At 5:31 p.m., the Board moved into Executive Session for thirty-six (36) minutes to discuss legal matters pursuant to *RCW 42.30.110(1)(i)*.

(4). REGULAR SESSION - resumed

At 6:07 p.m., the regular session resumed.

(5). CONSENT AGENDA

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

- (a). Minutes: Minutes of the September 21, 2009 Regular Board Meeting.
- (b). Vouchers:

Fund: Maintenance and Operation
Fund Number: 11-406-0010
Voucher Nos: 165286 – 165358
Disbursement Amount: \$307,625.50

Fund: Construction (Sewer) Fund
Fund Number: 11-406-3010
Voucher Nos.: 165359 - 165360
Disbursement Amount: \$48,648.35

Fund: Construction (Water) Fund
Fund Number: 11-406-3510
Voucher Nos.: 165361 - 165363
Disbursement Amount: \$273,015.03

(c). Electronic Transfers

Mid-Month Payroll \$51,266.00

Commissioner Ellis seconded the motion. The motion passed unanimously.

(6). NEW BUSINESS

(a). Rescind Resolution 2006-11-05 and Adopt Resolution 2009-10-01 Accepting Credit Card Purchases at the DE Counter

Commissioner Ellis moved to rescind Resolution 2006-11-05 and adopt Resolution 2009-10-01 allowing credit card purchases with the exception of connection charges for all district customers. Commissioner Rolla seconded the motion. The motion passed unanimously.

(b). Authorize to Bid – Small Works Project 175/84 Water Trench Failure Repair

Commissioner Gardiner moved to authorize District staff to solicit bids from at least three contractors from the small works roster on the MRSC website and enter into a contract with the lowest responsible bidder for an amount not to exceed \$35,000 for the Trench Failure Repair Project. Commissioner Ellis seconded the motion. The motion passed unanimously.

(7). OLD BUSINESS

(a). Employee Handbook – Second Reading

Held over to next meeting in second reading. Commissioner Gardiner has given staff his changes. No motion was made. No action was taken.

(b). Contract 2008-03 Emergency Generator Project Screening for Lift Station 1

Commissioner Ellis motioned to authorize a change order to Hisey Corporation in the amount of \$15,430.86 including tax for the screening for the Lift Station No. 1 Generator Project. Commissioner Rolla seconded the motion. The motion passed 4-1 with Commissioner Wiggins voting no on the passing of the motion.

(8). STAFF REPORTS

(a). Engineering Report

Dave Kaiser presented the Engineering Report to the Board.

(b). Operation Report

Al Nelson presented the Operations Report to the Board.

(9). REGULAR SESSION - suspended

At 6:25 p.m., the regular session was suspended, at which time Eric Delfel left the meeting.

(10). EXECUTIVE SESSION

Personnel Matters

At 6:25 p.m., the Board moved into Executive Session for thirty-five (35) minutes to discuss personnel matters pursuant to *RCW 42.30.110(1)(g)*.

Litigation Matters

At 7:00 p.m., the Board moved into Executive Session for eight (8) minutes to discuss legal matters pursuant to *RCW 42.30.110(1)(i)*.

(11). REGULAR SESSION – resumed

The meeting was adjourned at 7:08 p.m.

D.A. Ellis

D. Bruce Gardiner

Robert Peterson

Trudy C. Rolla

Margaret R. Wiggins