

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

October 19, 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 5:32 p.m. on October 19, 2009. Commissioners Don Ellis, Bruce Gardiner, Robert Peterson, and Trudy Rolla were present. Also present were Fanny Yee, General Manager; Jack Broyles Jr., Finance Director; Alycien Cockbain, Human Resources Director; Dave Kaiser, Engineering Director; Russ Porter Engineering Consultant, and Kelly Boswell, Executive Assistant.

(1). CHANGE TO AGENDA

(2). CONSENT AGENDA

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

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

(b). Vouchers:

Fund: Maintenance and Operation - Payroll
Fund Number: 11-406-0010
Voucher Nos: 104983 – 104990
Disbursement Amount: \$90,575.50

Fund: Maintenance and Operation
Fund Number: 11-406-0010
Voucher Nos.: 165364 - 165438
Disbursement Amount: \$417,923.54

Fund: Construction (Sewer) Fund
Fund Number: 11-406-3010
Voucher Nos.: 165439
Disbursement Amount: \$324.12

Fund: Construction (Water) Fund
Fund Number: 11-406-3510
Voucher Nos.: 165440 - 165442
Disbursement Amount: \$15,881.59

(c). Electronic Transfers:

End of Month Payroll	\$157,022.81
Payroll Taxes	\$68,739.24

Commissioner Ellis seconded the motion. The motion passed unanimously.

(3). NEW BUSINESS

(a). Lift Station No. 10 Elimination – O.O. Denny Park Issues

Commissioner Rolla moved to authorize an amendment to Gray and Osborne in the amount of \$22,745 in order to complete the design and permitting for the Finn Hill Park requirements. Commissioner Gardiner seconded the motion. The motion passed unanimously.

(b). Small Works Roster – Contract 2009-02 2009 Sewer Extension Projects (C845) Bid Acceptance Resolution 2009-10-02

Commissioner Rolla motioned to adopt Resolution 2009-10-02 awarding the Small Works Roster – Contract 2009-02 2009 Sewer Extension Projects to Shoreline Construction Company of Woodinville WA in the amount of \$227,968.05 including tax. Commissioner Peterson seconded the motion. The motion passed unanimously.

Resolution 2009-10-02

A RESOLUTION of the Board of Commissioners of Northshore Utility District Awarding the Small Works Roster – Contract 2009-02; 2009 Sewer Extension Projects to Shoreline Construction Company, with a Total Contract Award Amount of \$227,968.05.

(c). Small Works Roster – Contract 2009-07 2009 Water Main Extension Projects (C873) Bid Acceptance Resolution 2009-10-03

Commissioner Rolla motioned to adopt Resolution 2009-10-03 awarding the Small Works Roster – Contract 2009-07 2009 Water Main Extensions to Laser Underground of Snohomish, WA in the amount of \$193,244.29 including tax. Commissioner Gardiner seconded the motion. The motion passed unanimously.

Resolution 2009-10-03

A RESOLUTION of the Board of Commissioners of Northshore Utility District Awarding the Small Works Roster – Contract 2009-07; 2009 Water Main Extensions to Laser Underground, with a Total Contract Award Amount of \$193,244.29.

(d). Proposed Update to Emergency Preparedness Manual

The Board informed the staff that Commissioner Rolla would review the Epidemic and Pandemic portion of the Emergency Preparedness Manual and if she had any changes she would work with staff on the changes. No motion was made. No action was taken.

(e). 2010 Water and Sewer System Improvements and PRV Projects – Design and Drafting

Commissioner Gardiner moved to authorize an amendment to Dowl HKM Engineering, Inc. in the amount of \$45,057 to complete the design and drafting per scope of work dates October 15, 2009. Commissioner Ellis seconded the motion. The motion passed unanimously.

(4). OLD BUSINESS

Employee Handbook – Second Reading – Motion to Pass Handbook

After a long discussion on district policies and the employee handbook, Commissioner Gardiner moved the handbook to a third and final reading and then motioned to pass the handbook with the changes that were discussed. The Board directed staff to have the handbook reflect district policies, not the handbook to be the policies, and to make sure there are written policies in place for each employee related matter that is referenced in the Handbook. Commissioner Ellis seconded the motion. The motion passed unanimously.

(5). STAFF REPORT

Operation Report

The Operations Report was presented to the Board.

(6). REGULAR SESSION - suspended

At 6:16 p.m., the regular session was suspended, at which time Russ Porter left the meeting.

(7). EXECUTIVE SESSION

Litigation Matters

At 6:16 p.m., the Board moved into Executive Session for eleven (11) minutes to discuss legal matters pursuant to *RCW 42.30.110(1)(i)*.

(8). REGULAR SESSION – resumed

The meeting was adjourned at 6:27 p.m.

D.A. Ellis

D. Bruce Gardiner

Robert Peterson

Trudy C. Rolla

Margaret R. Wiggins