

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

November 2, 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 Gardiner at 5:30 p.m. on November 2, 2009. Commissioners Don Ellis, Robert Peterson, and Trudy Rolla were present. Also present were Fanny Yee, General Manager; Jack Broyles, Finance Director; Dave Kaiser, Engineering Director; Al Nelson, Operations Director; Russ Porter, Engineering Consultant and Kelly Boswell, Executive Assistant. Commissioner Wiggins was absent due to illness.

(1). CHANGE TO AGENDA

(2). PUBLIC

Ratepayer Charlie Wilson attended the meeting to discuss the evaporation rate for car wash businesses in the District. He provided a study to the Commissioners on evaporation rates around the country. Commissioner Gardiner explained to him that King County Metro offers a 3% discount to the sewer base charge and that the District is under contract with the county and we just pass along the discount to the ratepayers on what the county allows. Mr. Wilson said that he will take up the issue with the county. The District's Executive Assistant will provide a contact person at the county for Mr. Wilson.

(3). CONSENT AGENDA

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

- (a). Minutes: Minutes of the October 19, 2009 Regular Board Meeting.
- (b). Vouchers:

Fund: Maintenance and Operation
Fund Number: 11-406-0010
Voucher Nos: 165443 – 165503
Disbursement Amount: \$127,302.27

Fund: Construction (Sewer) Fund
Fund Number: 11-406-3010
Voucher Nos.: 165504 - 165512
Disbursement Amount: \$40,270.16

Fund: Construction (Water) Fund
Fund Number: 11-406-3510
Voucher Nos.: 165513 - 165517
Disbursement Amount: \$210,033.12

(c). Electronic Transfers

Mid-Month Payroll \$50,446.00

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

Resolution 2009-11-02

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 Himmelman development project that were installed by Roy Humphreys dba FPOD, LLC in the vicinity of NE 198 St / 55 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 \$71,419.42.

Resolution 2009-11-03

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 Himmelman development project that have been installed by Roy Humphreys dba FPOD, LLC, in the vicinity of NE 198 St / 55 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 \$46,876.91.

Commissioner Ellis seconded the motion. The motion passed unanimously.

(4). NEW BUSINESS

- (a). Interfund Loan Transfer from the Maintenance Fund to the Water Contraction Fund Resolution 2009-11-01

Commissioner Rolla moved to adopt Resolution 2009-11-01 approving the interfund loan transfer of \$1,000,000 from the Maintenance Fund to the Water Construction Fund. Commissioner Peterson seconded the motion. The motion passed unanimously.

- (b). New Engineering Copier

Commissioner Rolla moved to authorize the purchase of a new engineering copier and to amend the engineering budget for engineering supplies (GL 535-EN-000) by \$8,283.02. Commissioner Ellis seconded the motion. The motion passed unanimously.

- (c). Project Acceptance – Contract 2009-01 Annual Sewer and Water Extensions – Resolution 2009-11-04

Commissioner Ellis moved to adopt Resolution 2009-11-02 excepting Contract 2009-01 as complete. Commissioner Rolla seconded the motion. The motion passed unanimously.

- (d). Sewer ULID 1 Side Sewer Evaluation

Commissioner Rolla moved to authorize a change order to PACE Engineers in the amount not to exceed \$17,000 to complete the ULID 1 Side Sewer Evaluation. Commissioner Ellis seconded the motion. The motion passed unanimously.

- (e). 126-72 Sewer Extension (C750A)

Commissioner Ellis moved to authorize a change order to Dowl HKM Engineering for the 126/72 Sewer Extension Project in the amount not to exceed \$16,820. Commissioner Peterson seconded the motion. The motion passed unanimously.

(5). OLD BUSINESS

Update to Emergency Response Manual

Commissioner Rolla moved to authorize the addition of the Epidemic and Pandemics Procedure to the District's Emergency Response Manual. Commissioner Ellis seconded the motion. The motion passed unanimously.

(6). 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.

(7). REGULAR SESSION - suspended

At 6:03 p.m., the regular session was suspended, at which time Russ Porter left the meeting.

(8). EXECUTIVE SESSION

Litigation Matters

At 6:03 p.m., the Board moved into Executive Session for five (5) minutes to discuss legal matters pursuant to *RCW 42.30.110(1)(i)*.

Litigation Matters

At 6:08 p.m., the Board moved into Executive Session for ten (10) minutes to discuss legal matters pursuant to *RCW 42.30.110(1)(i)*.

(9). REGULAR SESSION – resumed

The meeting was adjourned at 6:18 p.m.

D.A. Ellis

D. Bruce Gardiner

Robert Peterson

Trudy C. Rolla

Margaret R. Wiggins