

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

November 16, 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 5:33 p.m. on November 16, 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; Dave Kaiser, Engineering Director; Al Nelson, Operations Director; Russ Porter Engineering Consultant, and Kelly Boswell, Executive Assistant.

(1). CHANGE TO AGENDA

(2). CONSENT AGENDA

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

(a). Minutes: Minutes of the November 2, 2009 Regular Board Meeting

(b). Vouchers:

Fund:	Maintenance and Operation - Payroll
Fund Number:	11-406-0010
Voucher Nos:	104983 – 104990
Disbursement Amount:	\$89,726.16

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	165518 - 165578
Disbursement Amount:	\$1,342,846.74

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	165579 - 165584
Disbursement Amount:	\$21,333.04

Fund:	Construction (Water) Fund
Fund Number:	11-406-3510
Voucher Nos.:	165585 - 165588
Disbursement Amount:	\$19,107.97

(c). Electronic Transfers:

End of Month Payroll	\$159,053.23
Payroll Taxes	\$69,437.42

Commissioner Rolla seconded the motion. The motion passed unanimously.

(3). NEW BUSINESS

(a). Sewer Lift Rehab – Lift Stations No. 3 & 15; Pre-Design Report

Commissioner Ellis moved to authorize a change order to Roth Hill Engineering in the amount of \$36,140.58 to prepare a pre-design report for the rehabilitation of Lift Stations No. 3 & 15. Commissioner Rolla seconded the motion. The motion passed unanimously.

(b). Bastyr University Waiver of Sewer Charges

Commissioner Ellis motioned to except the staff recommendation of continuing to bill the customer for the King County Metro portion of the sewer charges which is \$31.90 monthly until 5/31/10. Commissioner Rolla seconded the motion. The motion passed unanimously.

The General Manager proposed returning an agenda item that was brought before the Board in August of 2009, regarding Developers paying a reduced amount for their sewer base charge for unoccupied new construction. Board directed staff to bring the information to the next board meeting for review.

(c). Change of District's Primary Banking Relationship

Commissioner Ellis motioned to have the Board Secretary sign the agreement on behalf of the District to setup new accounts with USbank. The District uses King County as their Treasurer and the County's contract will expired as of the first of the year. The new contract is with USbank. Commissioner Peterson seconded the motion. The motion passed unanimously.

(4). STAFF REPORT

Operation Report

The Operations Report was presented to the Board.

Engineering Report

The Engineering Report was presented to the Board.

(5). REGULAR SESSION - suspended

At 6:04 p.m., the regular session was suspended, at which time Russ Porter left the meeting.

(6). EXECUTIVE SESSION

Litigation Matters

At 6:04 p.m., the Board moved into Executive Session for sixteen (16) minutes to discuss legal matters pursuant to *RCW 42.30.110(1)(i)*.

At 6:20 p.m. the General Manager excused all other staff from the Executive Session.

At 6:40 p.m. Commissioner Wiggins left the meeting to attend the WASWD Section IV Meeting.

Personnel Matters

At 6:20 p.m., the Board moved into Executive Session for forty (40) minutes to discuss legal personnel pursuant to *RCW 42.30.110(1)(g)*.

(7). REGULAR SESSION – resumed

The meeting was adjourned at 7:00 p.m.

D.A. Ellis

D. Bruce Gardiner

Robert Peterson

Trudy C. Rolla

Margaret R. Wiggins