

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

December 21, 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 December 21, 2009. Commissioners Don Ellis, Bruce Gardiner, Robert Peterson, and Trudy Rolla were present. Also present were Jack Broyles Jr., Finance Director; Alycien Cockbain, Human Resources Director; Dave Kaiser, Engineering Director; Al Nelson, Operations Director; Steve Schommer, IT Director; Russ Porter, Engineering Consultant; and Kelly Boswell, Executive Assistant. Fanny Yee had an excused absence.

(1). CHANGE TO AGENDA

(2). CONSENT AGENDA

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

(a). Minutes: Minutes of the December 7, 2009 Regular Board Meeting

(b). Vouchers:

Fund: Maintenance and Operation - Payroll
Fund Number: 11-406-0010
Voucher Nos: 104983 – 104990
Disbursement Amount: \$99,057.83

Fund: Maintenance and Operation
Fund Number: 11-406-0010
Voucher Nos.: 165691 - 165742
Disbursement Amount: \$1,043,306.64

Fund: Construction (Sewer) Fund
Fund Number: 11-406-3010
Voucher Nos.: 165743 - 165752
Disbursement Amount: \$125,654.52

Fund: Construction (Water) Fund
Fund Number: 11-406-3510
Voucher Nos.: 165753 - 165760
Disbursement Amount: \$10,668.06

(c). Electronic Transfers:

End of Month Payroll	\$170,822.86
Payroll Taxes	\$79,538.45

Commissioner Gardiner seconded the motion. The motion passed unanimously.

(3). NEW BUSINESS

(a). 124/68 Sewer Extension (C586)

Commissioner Gardiner moved to authorize a contract amendment to Gray and Osborne in the amount of \$21,000 in order to complete the base mapping and preliminary alignment services for the 124/68 Sewer Extension. Commissioner Ellis seconded the motion. The motion passed unanimously.

(b). 126/72 Sewer Main Extension & Water Main Replacement – Design, Review, and Drafting

Commissioner Ellis moved to authorize a contract amendment to Dowl HKM Engineering in the amount of \$16,820.00 to complete the design, review and drafting for the 126/72 project. Commissioner Rolla seconded the motion. The motion passed unanimously.

(4). OLD BUSINESS

(a) Sewer Relief Program

Tabled until next meeting.

(b) 2010 Operating Budget

The Study Session will take place at the District Headquarters the first week of January 2010.

(5). STAFF REPORT

(a) Operation Report

The Operations Report was presented to the Board.

(b) Engineering Report

The Engineering Report was presented to the Board.

(6). REGULAR SESSION – suspended

At 5:45 p.m., the regular session was suspended, at which time Russ Porter left the meeting.

(7). EXECUTIVE SESSION

Litigation Matters

At 5:45 p.m., the Board moved into Executive Session for five (5) minutes to discuss legal matters pursuant to *RCW 42.30.110(1)(i)*.

Personnel Matters

At 5:50 p.m., the Board moved into Executive Session for forty (40) minutes to discuss personnel matters pursuant to *RCW 42.30.110(1)(g)*.

(7). REGULAR SESSION – resumed

The meeting was adjourned at 6:30 p.m.

D.A. Ellis

D. Bruce Gardiner

Robert Peterson

Trudy C. Rolla

Margaret R. Wiggins