

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

February 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 Margaret Wiggins at 5:30 p.m. on February 2, 2009. Commissioners Don Ellis, Bruce Gardiner, Robert Peterson and Trudy Rolla were present. Also present were Fanny Yee, General Manager; Alycien Cockbain, Human Resources Director; Dave Kaiser, Engineering Director; Dave Jones, Fleet & Facilities Director; Al Nelson, Operations Director; Steve Schommer, IT Director; Eric Delfel, Engineering Consultant and Kelly Boswell, Executive Assistant.

(1). PUBLIC

Rate Adjustment Hearing – Second of Two

The Rate Adjustment Public Hearing was open at 5:31 p.m. No customers were in attendance and no comments were heard. The Hearing was closed at 5:31 p.m. No motion was made. No action was taken.

(2). CHANGE TO THE AGENDA

Add 4d - 2009 Aerial Mapping

(3). CONSENT AGENDA

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

(a). Minutes: Minutes of the January 26, 2009 Regular Board Meeting.

(b). Vouchers:

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	164019 - 164085
Disbursement Amount:	\$101,116.56

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	164086 - 164089
Disbursement Amount:	\$210,445.38

Fund: Construction (Water) Fund
Fund Number: 11-406-3510
Voucher Nos.: 164090 - 164094
Disbursement Amount: \$88,310.67

(c). Electronic Transfers

Mid-month Payroll \$49,325.00

Commissioner Peterson seconded the motion. The motion passed unanimously.

(4). NEW BUSINESS

(a). Authorization to Bid Contract 2008-03; Lift Station Emergency Generator Project

Commissioner Rolla moved to authorize staff to proceed with bidding for Contract 2008-03. Commissioner Ellis seconded the motion. The motion passed unanimously.

(b). Customer Request for Leak Adjustment

Customer Wiemer has requested an above ground leak adjustment. The Board directed staff to use the new Leak Adjustment Policy for 2009 on Mr. Wiemer's leak request.

(c). Reschedule Board Meeting of February 16, 2009

Due to the President's Day Holiday on the 16th of February, Commissioner Gardiner moved that the regular scheduled Board meeting be moved to Monday the 23rd, 2009. Commissioner Ellis seconded the motion. The motion passed unanimously.

(d). 2009 District Aerial Mapping

Commissioner Rolla motioned to authorize staff to proceed with the aerial mapping and not to exceed \$42,000. Commissioner Gardiner seconded. The motion passed unanimously.

(5). OLD BUSINESS

(a). Employee Handbook – Third Reading – Motion to Pass

Commissioner Gardiner motioned to adopt the updated Employee Handbook. Commissioner Ellis seconded the motion. The motion passed unanimously.

(b). 2009 Proposed Budget – Motion to Pass

Commissioner Ellis motioned to approve the 2009 Operating Budget and the 2009 single-family water, sewer and street light rates. Commissioner Gardiner seconded the motion. The motion passed unanimously.

(6). STAFF REPORTS

(a). Operations Report

Al Nelson presented the Operations Report to the Board.

(b). Engineering Report

Dave Kaiser presented the Engineering Report to the Board.

The meeting was adjourned at 5:51 p.m.

D.A. Ellis

D. Bruce Gardiner

Robert S. Peterson

Trudy C. Rolla

Margaret R. Wiggins