

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

July 6, 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 July 6, 2009. Commissioners Don Ellis, Bruce Gardiner, Robert Peterson, and Trudy Rolla were present. Also present were Fanny Yee, General Manager; Dave Kaiser, Engineering Director; Al Nelson, Operations Director; Steve Schommer, Information Technology Director; Russ Porter and Tom Zerkle, Engineering Consultants and Kelly Boswell, Executive Assistant.

(1). CHANGE TO THE AGENDA

(2). CONSENT AGENDA

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

(a). Minutes: Minutes of the June 22, 2009 Regular Board Meeting.

(b). Vouchers:

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	164795 - 164872
Disbursement Amount:	\$231,406.27

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	164861 - 164864
Disbursement Amount:	\$113,700.59

Fund:	Construction (Water) Fund
Fund Number:	11-406-3510
Voucher Nos.:	164864 - 164871
Disbursement Amount:	\$59,200.73

(c). Electronic Transfers

Mid-month Payroll \$52,800.00

Commissioner Ellis seconded the motion. The motion passed unanimously.

(3). NEW BUSINESS

- (a). Interfund Loan Transfer from the Maintenance Fund to the Sewer Construction Fund – Resolution 2009-07-01

Commissioner Rolla moved for adopt Resolution 2009-07-01 approving the interfund loan transfer of \$1,500,000 from the Maintenance Fund to the Sewer Construction Fund. Commissioner Ellis seconded the motion. The motion passed unanimously.

- (b). Interfund Loan Transfer from the Maintenance Fund to the Water Construction Fund – Resolution 2009-07-02

Commissioner Gardiner moved for adopt Resolution 2009-07-02 approving the interfund loan transfer of \$1,000,000 from the Maintenance Fund to the Water Construction Fund. Commissioner Rolla seconded the motion. The motion passed unanimously.

- (c). Contract 2009-06 – 2009 Water Main Replacment Project Phase 2

Commissioner Rolla moved to adopt Resolution 2009-07-03 awarding Contract 2009-06 to D&G Backhoe of Lake Stevens, WA in the amount of \$886,965.28 including tax. Commissioner Gardiner seconded the motion. The motion passed unanimously.

- (d). Engineering and Surveying Consulting Services

Staff presented documents to show the amount the District has spent for Consulting Services for the year 2008 to date. The Board directed staff to continue using Gray & Osborne as our primary consultant and to use other companies as needed depending on the scope of work.

- (e). Annual Maintenance for ESRI – GIS Products

Commissioner Ellis moved to have the General Manager sign the Purchase Order for the annual maintenance agreement with ESRI. Commissioner Rolla seconded the motion. The motion passed unanimously.

(4). OLD BUSINESS

- (a). Meals and Refreshment Policy – Second Reading

Commissioner Gardiner moved the Policy to a third and final reading. Commissioner Ellis seconded the motion. The motion passed unanimously.

Knowing that there were no additional changes needed to the Policy, Commissioner Gardiner then motioned to accept the Policy as complete. Commissioner Ellis seconded the motion. The motion passed unanimously.

(5). STAFF REPORTS

Operations Report

Al Nelson presented the Operations Report to the Board.

(6). EXECUTIVE SESSION

Litigation Matters

At 5:57 p.m., the Board moved into Executive Session for eight (8) minutes to discuss legal matters pursuant to *RCW 42.30.110(1)(i)*.

Litigation Matters

At 6:05 p.m., the Board moved into Executive Session for eleven (11) minutes to discuss legal matters pursuant to *RCW 42.30.110(1)(i)*.

Personnel Matters

At 6:16 p.m., the Board moved into Executive Session for four (4) minutes to discuss personnel matters pursuant to *RCW 42.30.110(1)(g)*.

(7). REGULAR SESSION – resumed

The meeting was adjourned at 6:20 p.m.

D.A. Ellis

D. Bruce Gardiner

Robert S. Peterson

Trudy C. Rolla

Margaret R. Wiggins