

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

November 15, 2010

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 15, 2010. Commissioners Don Ellis, Robert Peterson, Trudy Rolla and Margaret Wiggins were present. Also present were Fanny Yee, General Manager; Jack Broyles, Finance Director; Dave Jones, Fleet and Facilities Director; Dave Kaiser, Engineering Director; Al Nelson, Operations Director; 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 1, 2010 Regular Board Meeting

(b). Vouchers:

Fund:	Maintenance and Operation - Payroll
Fund Number:	11-406-0010
Voucher Nos:	105078 - 105084
Disbursement Amount:	\$93,124,67

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	1637157 - 1637215
Disbursement Amount:	\$1,550,681.46

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	1637216 - 1637220
Disbursement Amount:	\$20,241.75

Fund:	Construction (Water) Fund
Fund Number:	11-406-3510
Voucher Nos.:	1637221 - 1637223
Disbursement Amount:	\$32,153.68

(c). Electronic Transfers:

End of Month Payroll	\$167,976.82
Payroll Taxes	\$76,402.92

Commissioner Rolla seconded the motion. The motion passed unanimously.

**(3). NEW BUSINESS**

(a). Brightwater Microtunnel Project – Dewatering Agreement (C705A)

Commissioner Ellis moved to approve an amendment to the existing Inter-agency Agreement between the District and King County for the tunneling machine repair and dewatering discharge permit that establishes a revised expiration date of November 15, 2011. Commissioner Rolla seconded the motion. The motion passed unanimously.

(b). Award – Contract 2010-02; 2010 CIPP Sewer Rehabilitation (C877) – Resolution 2010-11-02

Commissioner Ellis moved to adopt Resolution 2010-11-02 awarding Contract 2010-03 to PEC, Inc. of Helena , MT in the of \$316,257.90 including sales tax. Commissioner Peterson seconded the motion. The motion passed unanimously.

**Resolution 2010-11-02**

A RESOLUTION of the Board of Commissioners of Northshore Utility District Awarding Contract 2010-03 to PEC, Inc., with a Total Contract Award Amount of \$316,257.90.

(c). Approval to Purchase One Isuzu N Series Cab & Chassis and One Pipe Hunter Hydro-Excavation Equipment

Commissioner Ellis moved to approve the purchase of one new 2011 cab and chassis and one Pipe Hunter Hydro-Excavation equipment for a total of \$153,472.13. Commissioner Wiggins seconded the motion. The motion passed unanimously.

(d). 2011 Proposed Annual Capital Budget - First Reading

The 2011 Operating Budget was presented to the Board for review. It was agreed upon that a Study Session would be held on November 29, 2010 at 5:30 p.m. to address any questions or concerns the Commissioners may have. In the mean time, send any inquires on the budget to the Management Team. No motion was made. No action was taken.

**(4). INFORMATIONAL ITEM**

Fire Line Project Summary

Staff presented the Board with a summary report of the recent project to standardize the fire line charges within the District. No motion was made. No action was taken.

**(5). STAFF REPORT**

Operation Report

The Operations Report was presented to the Board.

**(6). REGULAR SESSION – suspended**

At 5:57 p.m., the regular session was suspended, at which time all staff members except Fanny Yee left the meeting.

**(7). EXECUTIVE SESSION**

Personnel Matters

At 5:57 p.m., the Board moved into Executive Session for thirty (30) minutes to discuss personnel matters pursuant to *RCW 42.30.110(1)(g)*.

**(8). REGULAR SESSION – resumed**

After returning from Executive Session, the Board directed staff to:

- (a). Carry out the Staff Reduction Plan with the modification of assigning the newly created position of "Safety and Water Quality Officer" to report to the Operations Director, and
- (b). Update the 2011 pay ranges as recommended. The new wage scale will be used to calculate the 2011 budget.

The meeting was adjourned at 6:27 p.m.

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D.A. Ellis

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D. Bruce Gardiner

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Robert Peterson

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Trudy C. Rolla

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Margaret R. Wiggins