

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

February 1, 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 February 1, 2010. Commissioners Don Ellis, Robert Peterson, Trudy Rolla and Margaret Wiggins were present. Also present were Fanny Yee, General Manager; Jack Broyles Jr., Finance Director; Alycien Cockbain, Human Resources Director; Dave Jones, Fleet & Facilities Director, Al Nelson, Operations Director; Steve Schommer, IS&T Director; Dave Kaiser, Engineering Director; and Russ Porter, Engineering Consultant.

**(1). CHANGE TO AGENDA**

Commissioner Gardiner suspended the agenda to allow for guest, Mr. Shane Yanagisawa, a representative of the Brightwater Project, to speak to the Board.

5:45 p.m. Kinnon Williams, District Counsel, arrived.

**(2). RATE HEARING**

Commissioner Gardiner opened the rate hearing at 5:53 p.m. There were no members of the public in attendance, the rate hearing was closed.

**(3). CONSENT AGENDA**

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

(a). Minutes: Minutes of the January 25, 2010 Regular Board Meeting

(b). Vouchers:

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	165883 - 165956
Disbursement Amount:	\$117,865.00

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	165957 - 165962
Disbursement Amount:	\$98,558.94

Fund:	Construction (Water) Fund
Fund Number:	11-406-3510
Voucher Nos.:	165963 - 165967
Disbursement Amount:	\$100,556.93

(c). Electronic Transfers:

Mid-month Payroll \$51,816.00

(d). Board Acceptance of Developer Extension Bill of Sale

**Resolution 2010-02-01**

A RESOLUTION of the Northshore Utility District Board of Commissioners to accept the Developer Extension Agreement and construction of certain sewer system improvements for the Michaels Place development project that have been installed by Calibre Homes, Inc, in the vicinity of NE 202<sup>nd</sup> Street/62<sup>nd</sup> Avenue NE as complete; and to accept the transfer of ownership of these improvements from the developer to Northshore Utility District by Bill of Sale in the amount of \$55,676.93

**Resolution 2010-02-02**

A RESOLUTION of the Northshore Utility District Board of Commissioners to accept the Developer Extension Agreement and construction of certain water system improvements for the Michaels Place development project that were installed by Calibre Homes, Inc. in the vicinity of NE 202<sup>nd</sup> Street/62<sup>nd</sup> Avenue NE as complete; and to accept the transfer of ownership of these improvements from the developer to Northshore Utility District by Bill of Sale in the amount of \$72,677.90.

**Resolution 2010-02-03**

A RESOLUTION of the Northshore Utility District Board of Commissioners to accept the Developer Extension Agreement and construction of certain sewer system improvements for the Trever Jones Extension development project that have been installed by Trever Jones, in the vicinity of NE 129<sup>th</sup> Street/71<sup>st</sup> Avenue NE as complete; and to accept the transfer of ownership of these improvements from the developer to Northshore Utility District by Bill of Sale in the amount of \$183,000.84.

Commissioner Peterson seconded the motion. The motion passed unanimously.

**(4). NEW BUSINESS**

(a). Replacement of Existing Tech 21 Fuel Card System

Commissioner Wiggins moved to approve the purchase of one card reader for the fuel card system in the amount of \$12,222.39 with sales tax. Commissioner Rolla seconded the motion. The motion passed unanimously.

(b). Board Email Policy

In light of a recent high court ruling, Steve Schommer presented a proposed policy regarding the Board's use of the District's email system. Staff was directed to attend a conference in April and provide additional information at that time.

(c). Revisions to Rate Increase Letter

Information only. No motion was made. No action was taken.

Commissioner Gardiner left at 6:15 p.m.

**(5). STAFF REPORT**

Operation Report

The Operations Report was presented to the Board.

**(6). REGULAR SESSION – suspended**

At 6:32 p.m., the regular session was suspended, at which time Jack Broyles Jr., Alycien Cockbain, Dave Jones, Al Nelson, Steve Schommer, Dave Kaiser, and Russ Porter left the meeting.

**(7). EXECUTIVE SESSION**

Personnel Matters

At 6:32 p.m., the Board moved into Executive Session for seven (7) minutes to discuss personnel matters pursuant to *RCW 42.30.110(1)(g)*.

**(8). REGULAR SESSION – resumed**

After returning to regular session, Commissioner Wiggins moved to authorize the General Manager's salary to be increased by 4% for the year of 2010, retroactive to January 1, 2010. Commissioner Rolla seconded that motion. It was passed unanimously.

The meeting was adjourned at 6:39 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