

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

March 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 Peterson at 5:30 p.m. on March 15, 2010. Commissioners Don Ellis, Trudy Rolla, and Margaret Wiggins were present. Also present were Fanny Yee, General Manager; Alycien Cockbain, Human Resources Director; Dave Jones, Fleet & Facilities Director; Dave Kaiser, Engineering Director; Al Nelson, Operations Director; and Kelly Boswell, Executive Assistant. Commissioner Gardiner had an excused absence.

**(1). CHANGE TO AGENDA**

**(2). CONSENT AGENDA**

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

(a). Minutes: Minutes of the March 1, 2010 Regular Board Meeting

(b). Vouchers:

Fund:	Maintenance and Operation - Payroll
Fund Number:	11-406-0010
Voucher Nos:	105020 - 105026
Disbursement Amount:	\$92,569.14

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	166122 - 166173
Disbursement Amount:	\$1,372,580.10

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	166174 - 166180
Disbursement Amount:	\$27,738.65

Fund:	Construction (Water) Fund
Fund Number:	11-406-3510
Voucher Nos.:	166181 - 166186
Disbursement Amount:	\$26,162.56

(c). Electronic Transfers:

End of Month Payroll	\$159,414.34
Payroll Taxes	\$72,998.08

(d). Board Acceptance of Developer Extension Projects and Transfer of Bill of Sale

**Resolution 2010-03-04**

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 Bastyr University Student Housing development project that were installed by Bastyr University in the vicinity of NE 145th Street / Juanita Dr 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 \$276,032.92.

**Resolution 2010-03-05**

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 Bastyr University Student Housing development project that have been installed by Bastyr University , in the vicinity of NE 145th Street / Juanita Dr 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 \$218,035.79.

Commissioner Ellis seconded the motion. The motion passed unanimously.

**(3). NEW BUSINESS**

(a). Headquarters Skylights

Commissioner Wiggins motioned to approve the amendment to the Fleet and Facilities Capital Budget to include the replacement of the Headquarters Skylights in the amount of \$78,018.75. Commissioner Rolla seconded the motion. The motion passed unanimously.

(b). Snohomish River RWA

Commissioner Ellis moved to approve the 2010 Snohomish River Regional Water Authority capital expenditure and amend the budget for capital expenditures by an increase of \$35,000. Commissioner Rolla seconded the motion. The motion passed unanimously.

(c). Update of the Procedure Portion of Finance3 – District Credit Card Usage

Staff updated the list of credit card holders from names to job titles without changing authorized amounts in the Finance3 Policy. No motion was made. No action was taken.

(d). Sewer ULID 1- Side Sewer Rehabilitation Project (C872)

Commissioner Ellis moved to authorize a contract amendment to PACE Engineers in an amount not to exceed \$27,000 to complete the ULID 1 side sewer surveying and base mapping. Commissioner Rolla seconded the motion. The motion passed unanimously.

(e). Lake Forest Park Reservoir – Seismic Evaluation (C894)

Commissioner Ellis moved to authorize a contract amendment to RH2 Engineering in the amount of \$23,779 for the Lake Forest Park Reservoir Seismic Evaluation (C894). Commissioner Wiggins seconded the motion. The motion passed unanimously.

(f). Project Acceptance; Small Works Roster – Contract 2009-07 – 2009 Water Main Projects (C873)

Commissioner Ellis moved to adopt Resolution 2010-03-06 accepting Small Works Roster Contract 2009-07 – 2009 Water Main Project (C873) as complete. Commissioner Rolla seconded the motion. The motion passed unanimously.

(g). Engineering Budget Amendment

Commissioner Ellis moved to approve a budget amendment by reducing the previously budgeted capital sewer contingency amount from \$470,000 to \$465,000 and increasing the sewer outsourced repair expenditure amount from \$5,000 to \$15,000. Commissioner Wiggins seconded the motion. The motion passed unanimously.

(h). Finance 16 – Fire Line Policy & Procedure

Commissioner Ellis moved to approve the Fire Line Policy & Procedure with an amendment that Commissioner Wiggins requested to have staff report back to the Board in six months with the pros and cons and customers remarks on the new policy. Commissioner Wiggins seconded the amended motion. The motion passed unanimously.

(i). Lift Station No. 10 Replacement Project – Geotechnical Borings

Commissioner Ellis moved to authorize a change order to Gray & Osborne in the amount of \$22,770 to provide additional geotechnical explorations for the Lift Station No. 10 Gravity Sewer Bypass project. Commissioner Rolla seconded the motion. The motion passed unanimously.

Commissioner Wiggins left at 6:20 p.m. to attend a WASWD Section Meeting.

**(4). STAFF REPORT**

(a). Operation Report

The Operations Report was presented to the Board.

(b). Engineering Report

The Engineering Report was presented to the Board.

The meeting was adjourned at 6:30 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