

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

May 17, 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 Ellis at 5:30 p.m. on May 17, 2010. Commissioners Trudy Rolla and Margaret Wiggins were present. Also present were Fanny Yee, General Manager; Jack Broyles, Finance Director; Dave Kaiser, Engineering Director; Al Nelson, Operations Director; Steve Schommer, IT Director, Russ Porter, Engineering Consultant and Kelly Boswell, Executive Assistant. Commissioners Gardiner and Peterson had excused absences.

(1). CHANGE TO AGENDA

(2). CONSENT AGENDA

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

(a). Minutes: Minutes of the May 3, 2010 Regular Board Meeting

(b). Vouchers:

Fund:	Maintenance and Operation - Payroll
Fund Number:	11-406-0010
Voucher Nos:	105034 - 105041
Disbursement Amount:	\$94,469-37

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	166440 - 166503
Disbursement Amount:	\$1,687,833.86

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	166504 - 166521
Disbursement Amount:	\$26,860.59

Fund:	Construction (Water) Fund
Fund Number:	11-406-3510
Voucher Nos.:	166513 - 166517
Disbursement Amount:	\$34,924.56

(c). Electronic Transfers:

End of Month Payroll	\$159,986.19
Payroll Taxes	\$75,025.45

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

Resolution 2010-05-01

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 Haleys Park development project that were installed by K & K Development LLC in the vicinity of NE 160th St / 120th Ave 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 \$135,413.92.

Resolution 2010-05-02

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 Haleys Park development project that have been installed by K & K Development LLC, in the vicinity of NE 160th St / 120th Ave 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 \$155,200.96.

Commissioner Wiggins seconded the motion. The motion passed unanimously.

(3). NEW BUSINESS

(a). Interlocal Agreement Between the City of Bothell and NUD

Commissioner Rolla moved to authorize the General Manager to sign the Interlocal Agreement with the City of Bothell for interim water service. Commissioner Wiggins seconded the motion. The motion passed unanimously.

(b). Annual Maintenance for ESRI – GIS Products

Commissioner Wiggins moved to authorize the General Manager to sign the Purchase Order for the annual maintenance agreement with ESRI in the amount of \$15,267.00. Commissioner Rolla seconded the motion. The motion passed unanimously.

(c). Contract 2010-08; District Headquarters HVAC Upgrade (C853)

Commissioner Wiggins moved to authorize staff to proceed with the procuring bids for Contract 2010-08 – District Headquarters HVAC Rehabilitation Project. Commissioner Rolla seconded the motion. The motion passed unanimously.

(d). Award of Contract 2010-02; 116/98 Water Main Replacement

Commissioner Wiggins moved to adopt resolution 2010-05-03 awarding Contract 2010-02 to Buno Construction of Snohomish, WA in the amount of \$1,324,161.00 including tax. Commissioner Rolla seconded the motion. The motion passed unanimously.

(e). Installation of Video Recording System at Lake Forest Park Pump Station & Reservoir

Commissioner Rolla moved to authorize the expenditure of \$39,284.80 to Reliable Security to provide and install a video surveillance system at Lake Forest Park Pump House and Reservoir. Commissioner Ellis seconded the motion. The motion passed unanimously.

(f). 184xx 61st Ave NE - Emergency Stabilization Work on Slide Prone Area on District Property

Commissioner Rolla moved to declare an emergency at the 184xx 61st NE landslide location and authorize staff to hire a contractor to stabilize the hillside and authorize the General Manager to sign an emergency contract to perform the necessary work. Commissioner Wiggins seconded the motion. The motion passed unanimously.

(g). Admin Policy 15 – Reduce, Reuse, Recycle - First Reading

Commissioner Rolla moved the policy to second reading. Commissioner Wiggins seconded the motion. The motion passed unanimously.

(h). Finance Policy 17 – Petty Cash – First Reading

Commissioner Rolla moved the policy to second reading. Commissioner Wiggins seconded the motion. The motion passed unanimously.

(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 6:02 p.m.

D.A. Ellis

D. Bruce Gardiner

Robert Peterson

Trudy C. Rolla

Margaret R. Wiggins