

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

June 21, 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 June 21, 2010. Commissioners Don Ellis, Trudy Rolla and Margaret Wiggins were present. Also present were Jack Broyles, Finance Director; Alycien Cockbain, Human Resources Director; Dave Kaiser, Engineering Director; Russ Porter, Engineering Consultant and Kelly Boswell, Executive Assistant. Commissioner Gardiner, Fanny Yee and Al Nelson were away attending the AWWA Conference in Chicago.

(1). CHANGE TO AGENDA

(2). CONSENT AGENDA

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

(a). Minutes: Minutes of the June 7, 2010 Regular Board Meeting

(b). Vouchers:

| | |
|----------------------|-------------------------------------|
| Fund: | Maintenance and Operation - Payroll |
| Fund Number: | 11-406-0010 |
| Voucher Nos: | 105042 - 105049 |
| Disbursement Amount: | \$92,959.68 |

| | |
|----------------------|---------------------------|
| Fund: | Maintenance and Operation |
| Fund Number: | 11-406-0010 |
| Voucher Nos.: | 166622 - 166685 |
| Disbursement Amount: | \$1,677,767.27 |

| | |
|----------------------|---------------------------|
| Fund: | Construction (Sewer) Fund |
| Fund Number: | 11-406-3010 |
| Voucher Nos.: | 166686 - 166694 |
| Disbursement Amount: | \$52,478.78 |

| | |
|----------------------|---------------------------|
| Fund: | Construction (Water) Fund |
| Fund Number: | 11-406-3510 |
| Voucher Nos.: | 166695 - 166706 |
| Disbursement Amount: | \$62,481.55 |

(c). Electronic Transfers:

| | |
|----------------------|--------------|
| End of Month Payroll | \$158,781.12 |
| Payroll Taxes | \$74,236.28 |

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

Resolution 2010-06-02

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 DiJulio Short Plat development project that were installed by Christopher DiJulio in the vicinity of NE 112th St / 78th Ave NE a 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 \$78,096.50.

Resolution 2010-06-03

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 DiJulio Short Plat development project that have been installed by Christopher DiJulio, in the vicinity of NE 112th St / 78th 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 \$100,136.13.

Commissioner Rolla seconded the motion. The motion passed unanimously.

(3). NEW BUSINESS

(a). Authorize to Bid – Contract 2010-07; Sewer Lift Station No. 10 Abandonment and Gravity Sewer Bypass (C811)

Commissioner Ellis moved to authorize the staff to proceed with the bidding phase for Contract 2010-07; Sewer Lift Station No. 10 Abandonment and Gravity Sewer Bypass Project (C811). Commissioner Rolla seconded the motion. The motion passed unanimously.

(b). Small Works Roster – 2010-04 Water Main Replacement Project – Phase 1; Award of Contract C867A – Resolution 2010-06-04

Commissioner Ellis moved to pass Resolution 2010-06-04 awarding the Small Works Roster – 2010-04 Water Main Replacement Project – Phase 1 Contract C867A to D&G Backhoe of Lake Stevens, WA. Commissioner Rolla seconded the motion. The motion passed unanimously.

- (c). Inglewood Golf Course and Vicinity – Sewer and Water System As-built Surveys C818A

Commissioner Ellis moved to authorize a contract amendment to DHA, Inc. in the amount of \$18,768.00 to complete the asbuilt surveys for project C818A. Commissioner Rolla seconded the motion. The motion passed unanimously.

(4). OLD BUSINESS

- (a). Finance Policy 17 – Petty Cash – Third Reading

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

- (b). Admin Policy 15 – Reduce, Reuse, Recycle - Third Reading

Commissioner Ellis moved to pass the policy. Commissioner Rolla seconded the motion. The motion passed unanimously.

(5). DISCUSSION ITEM

Dave Kaiser updated the Board on the permit process with the City of Kenmore for the Headquarters Improvement Projects.

(6). STAFF REPORT

Operation Report

The Operations Report was presented to the Board.

(7). REGULAR SESSION – suspended

At 5:50 p.m., the regular session was suspended, at which time Russ Porter left the meeting.

(8). EXECUTIVE SESSION

Legal Matters

At 5:50 p.m., the Board moved into Executive Session for fourteen (14) minutes to discuss legal matters pursuant to *RCW 42.30.110(1)(i)*.

The meeting was adjourned at 6:04 p.m.

D.A. Ellis

D. Bruce Gardiner

Robert Peterson

Trudy C. Rolla

Margaret R. Wiggins