

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

June 7, 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 June 7, 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; Dave Jones, Fleet and Facilities Director; Dave Kaiser, Engineering Directors; Al Nelson, Operations Director; Russ Porter, Engineering Consultant 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 May 17, 2010 Regular Board Meeting

(b). Vouchers:

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	166518 - 166600
Disbursement Amount:	\$736,268.32

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	166601 - 166613
Disbursement Amount:	\$308,314.00

Fund:	Construction (Water) Fund
Fund Number:	11-406-3510
Voucher Nos.:	166614 - 166621
Disbursement Amount:	\$133,327.37

(c). Electronic Transfers:

Mid-month Payroll \$52,978.25

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

## **Resolution 2010-06-01**

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 Tonys Bar & Grill development project that were installed by Tony Helo / V124 Building in the vicinity of NE 144th St / 124th 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 \$49,901.66.

Commissioner Peterson seconded the motion. The motion passed unanimously.

### **(3). NEW BUSINESS**

- (a). Small Works Roster – 2010-04; Water Main Replacement Project – Phase 1 – Authorization to Bid (C867A)

Commissioner Ellis moved to authorize staff to bid Contract 2010-04 Water Main Replacement Project (C867A) under the Small Works Roster procedures. Commissioner Rolla seconded the motion. The motion passed unanimously.

- (b). Authorize to Purchase one 2011 Cab & Chasses

Commissioner Wiggins moved to purchase one 2500 cab and chassis truck from Seaview GMC for a total of \$26,730.06 and to surplus truck 54 when truck 87 is put into service. Commissioner Peterson seconded the motion. The motion passed unanimously.

- (c). Letter to Board of Commissioners – Lock Tampering

A letter to the Board of Commissioners was presented to the Board. After discussing the matter with staff, Commissioner Ellis moved to have staff send a letter notifying the customer that the fine will be reduced to a first offense fine amount. Commissioner Rolla seconded the motion. The motion passed unanimously.

- (d). Letter to Board of Commissioners – Request to Be Reclassified

A letter to the Board of Commissioners was presented to the Board. After discussing the matter with staff, Commissioner Ellis moved to have staff send a letter notifying the customer that the Policy on multi-family base charges for this property will stand. Commissioner Gardiner seconded the motion. The motion passed unanimously.

### **(4). OLD BUSINESS**

(a). Finance Policy 17 – Petty Cash – Second Reading

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

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

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

**(5). INFORMATIONAL ITEM**

(a). Commissioners Personal Computers for District Business

Information to be discussed at a meeting in the future.

(b). District Summer Picnic – Saturday, July 10, 2010

The Board authorized an increase of \$1,000 to the Budget for the NUD summer family BBQ.

**(6). STAFF REPORT**

Operation Report

The Operations Report was presented to the Board.

Engineering Report

The Engineering Report was presented to the Board.

**(7). EXECUTIVE SESSION**

Personnel Matters

At 6:10 p.m., the Board moved into Executive Session for twenty-five (25) minutes to discuss personnel matters pursuant to *RCW 42.30.110(1)(i)*.

The meeting was adjourned at 6:35 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