

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

July 12, 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 5:35 p.m. on July 12, 2010. Commissioners Don Ellis, 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; Steve Schommer, IT Director, Russ Porter, Engineering Consultant and Kelly Boswell, Executive Assistant. Commissioner Peterson was expected to arrive late and special guest Drew Arp with Sider & Byers Mechanical Engineers was present.

(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 21, 2010 Regular Board Meeting
Minutes of the June 29, 2010 Special Meeting

(b). Vouchers:

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	166707 - 166765
Disbursement Amount:	\$234,233.38

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	166766 - 166769
Disbursement Amount:	\$124,560.40

Fund:	Construction (Water) Fund
Fund Number:	11-406-3510
Voucher Nos.:	166770- 166773
Disbursement Amount:	\$96,366.52

(c). Electronic Transfers:

Mid-month Payroll \$58,648.25

Commissioner Wiggins seconded the motion. The motion passed unanimously.

(3). NEW BUSINESS

- (a). Interfund Loan Transfer from Maintenance Fund to the Sewer Construction Fund – Resolution 2010-07-01

Commissioner Rolla moved to adopt Resolution 2010-07-01 approving the interfund loan transfer loan of \$2,000,000 from the Maintenance Fund to the Sewer Construction Fund. Commissioner Ellis seconded the motion. The motion passed unanimously.

- (b). Inglemoor Water Transmission Main Investigation (C910)

Commissioner Rolla moved to approve an amendment to Gray & Osborne's contract in the amount of \$23,000 to complete the assessment of the Inglemoor Water Transmission Main. Commissioner Wiggins seconded the motion. The motion passed unanimously.

- (c). Contract 2010-01 155/70 Sewer & Water Improvements – Change Order #3 (C825)

Commissioner Ellis moved to authorize change order #3 to B&L Utility in the amount of \$16,353.96 including sales tax for work to be completed on project C825. Commissioner Rolla seconded the motion. The motion passed unanimously.

Don Ellis left the meeting at 5:45 p.m., at that time, Robert Peterson arrived at the Board meeting.

- (d). Juanita Creek Basin Water Quality Improvements (C836)

Staff informed the Board of 335 properties that could connect to the sanitary sewer system if they choose instead of using septic systems. The Engineering Group is planning on sending out letters to all of the property owners to inform them of their options and fees that would come with connecting to the sanitary system. No motion was made. No action was taken.

- (e). Juanita Drive Water Main Replacement – Denny Creek Crossing

Commissioner Rolla moved to authorize a contract amendment to RH2 Engineering for \$15,520 to complete the final design for the Juanita Drive Water Main Replacement – Denny Creek Crossing. Commissioner Wiggins seconded the motion. The motion passed unanimously.

- (f). Contract 2010-08; District Headquarters HVAC Upgrades (C853) – Resolution 2010-07-02

Staff presented information about the proposed HVAC System. Consultant Drew Arp was present to answer questions from the Board. After a long discussion, Commissioner Rolla moved to adopt Resolution 2010-07-02

awarding the Contract 2010-08; District Headquarters HVAC Upgrades to Design Air of Kent, Wa in the amount of 765,481.65 including sales tax. Commissioner Gardiner seconded the motion. The motion passed unanimously.

(g). Payment for ULID #5 Transfer

Staff informed the Board of the payment from King County for the purchase of ULID #5 to be made to the District within the next 30 days. No motion was made. No action was taken.

(h). Email Policy – First Reading

Staff presented the Board with the first reading of Admin16 Policy. The Board discuss the policy and made a few comments and asked to leave the policy at first reading. No motion was made. No action was taken.

(4). STAFF REPORT

Operation Report

The Operations Report was presented to the Board. Al Nelson advised the Board that he will be holding a briefing on the new Meter RFP. Commissioners Gardiner and Wiggins where interested in the briefing. Date TBD.

Engineering Report

The Engineering Report was presented to the Board.

(5). REGULAR SESSION – suspended

At 6:35 p.m., the regular session was suspended, at which time all staff except Fanny Yee was dismissed from the meeting.

(6). EXECUTIVE SESSION

Personnel Matters

At 6:35 p.m., the Board moved into Executive Session for twenty-nine (29) minutes to discuss personnel matters pursuant to *RCW 42.30.110(1)(g)*.

The meeting was adjourned at 7:04 p.m.

D.A. Ellis

D. Bruce Gardiner

Robert Peterson

Trudy C. Rolla

Margaret R. Wiggins