

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

August 16, 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 August 16, 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; Alycien Cockbain, Human Resources Director; Al Nelson, Operations Director; Steve Schommer, IT Director; Stephen Dennehy, Sr. Engineer; Russ Porter, Engineering Consultant and Kelly Boswell, Executive Assistant. Kinnon Williams, District Attorney was also present.

**(1). CHANGE TO AGENDA**

The Board moved agenda items 6, 7, & 10 up to accommodate the Attorneys schedule.

**(2). CONSENT AGENDA**

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

(a). Minutes: Minutes of the August 2, 2010 Regular Board Meeting

(b). Vouchers:

Fund:	Maintenance and Operation - Payroll
Fund Number:	11-406-0010
Voucher Nos:	105057 - 105063
Disbursement Amount:	\$161,294.24

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	166926 - 166999
Disbursement Amount:	\$1,789,996.63

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	167000 - 167004
Disbursement Amount:	\$9,473.95

Fund:	Construction (Water) Fund
Fund Number:	11-406-3510
Voucher Nos.:	167005 - 167012

Disbursement Amount: \$61,316.81

(c). Electronic Transfers:

End of Month Payroll	\$162,760.15
Payroll Taxes	\$74,801.50

Commissioner Peterson seconded the motion. The motion passed unanimously.

**(3). NEW BUSINESS**

(a). Bothell Way/61 Emergency Sewer Repair (C878)

Commissioner Ellis moved to authorize an emergency repair of the damaged 8” concrete pipe at Bothell Way and 61<sup>st</sup> and allow staff to solicit bids from Contractors; Buno Construction and D & G Backhoe and to authorize a change orders to the contract of the lowest bidder. Currently, both Contractors are under bids with the District. Commissioner Wiggins seconded the motion. The motion passed unanimously.

(b). Contract 2010-XX PRV Rehabilitation Project (C864)

The Board requested an Executive Session.

**(4). EXECUTIVE SESSION**

Legal Matters

At 5:34 p.m., the Board moved into Executive Session for twelve(12) minutes to discuss legal matters pursuant to *RCW 42.30.110(1)(i)*.

**(5). REGULAR SESSION – resumed**

Commissioner Gardiner motioned to approve Contract 2010-XX, then withdrew his motion and requested an Executive Session.

**(6). EXECUTIVE SESSION**

Legal Matters

At 5:48 p.m., the Board moved into Executive Session for two (2) minutes to discuss legal matters pursuant to *RCW 42.30.110(1)(i)*.

**(7). REGULAR SESSION – resumed**

The Board returned from Executive Session and Commissioner Gardiner moved to tabled Contract 2010-XX PRV Rehabilitation Project (C864) for further discussion and directed staff to bring additional information on other possible solutions to the project and the rehabilitation costs for the existing PRV Stations. Commissioner Rolla seconded the motion and requested that staff also provide information about the possible ramifications to the District if the stations are not replaced within the next several years. The motion passed unanimously.

(c). Email Policy Admin16 – Third Reading

After a lengthy discussion about the email policy and the State Law with the District Counsel, Commissioner Gardiner moved to pass the policy. After additional discussion on wording in the policy, Commissioner Gardiner withdraw his motion to pass the policy and moved the policy back to second reading and requested that staff take the word “Board” out of the title block of the policy. Commissioner Wiggins seconded the motion. The motion passed unanimously. Then Commissioner Gardiner moved to pass the policy to third and final reading with Commissioner Rolla seconding the motion. The motion passed unanimously. Commissioner Gardiner then moved to adopt Policy Admin 16. Commissioner Peterson seconded the motion with Commissioner Ellis abstaining from the vote. The motion passed 4 to 1.

(d). Repeal Resolution 1998-05-01 – Replaced with Finance Policy 17 – Petty Cash

Commissioner Rolla moved to repeal Resolution 1998-05-01 which was replaced with Finance Policy 17 back in June of 2010. Commissioner Ellis seconded the motion. The motion passed unanimously.

(e). Kingsgate Security Upgrade – HP Video Camera

Commissioner Wiggins moved to authorize the General Manager to issue a Purchase Order to Reliable Security in the amount of \$18,858.99 for the camera system upgrade at the Kingsgate Standpipe site. Commissioner Rolla seconded the motion. The motion passed unanimously.

(f). Headquarters HVAC Replacement (C853)

Commissioner Peterson moved to authorize a contract amendment to Gray & Osborne, Inc. in the amount of \$79,965 for construction administration support during the construction phase of the HVAC Replacement Project. Commissioner Ellis seconded the motion. The motion passed unanimously.

(g). Award of Contract 2010-07; Sewage Lift Station No. 10 Abandonment & Gravity Sewer Bypass

Commissioner Ellis moved to adopt Resolution 2010-08-01 awarding Contract 2010-07 to Frank Coluccio Construction Co. of Seattle, WA in the amount of \$2,977,441.88 including sales tax. Commissioner Wiggins seconded the motion. The motion passed unanimously.

(h). Customer Service Survey

The General Manager is interested in conducting a survey for ratepayers to see their impressions of the District. After discussion, two of the Commissioners, Ellis and Rolla, would like to participate in the survey questions. Staff will hold a meeting within the next three weeks to start the survey process. No motion was made. No action was taken.

**(8). OLD BUSINESS**

Employee Handbook Update – Third Reading

Commissioner Ellis moved to pass the Employee Handbook effective September 1, 2010. Commissioner Wiggins seconded the motion. The motion passed unanimously.

**(9). STAFF REPORT**

Finance Report

The Finance Report was presented to the Board. The Board requested to see a report from the Finance Director on a quarterly basis.

Operation Report

The Operations Report was presented to the Board.

Engineering Report

The Engineering Report was presented to the Board.

**(10). REGULAR SESSION – suspended**

At 6:55 p.m., the regular session was suspended, at which time Russ Porter and Stephen Dennehy left the meeting.

**(11). EXECUTIVE SESSION**

Personnel Matters

At 5:55 p.m., the Board moved into Executive Session for Five (5) minutes to discuss personnel matters pursuant to *RCW 42.30.110(1)(g)*.

**(12). REGULAR SESSION – resumed**

The meeting was adjourned at 7:00 p.m.

_____	_____
D.A. Ellis	D. Bruce Gardiner
_____	_____
Robert Peterson	Trudy C. Rolla
_____	
Margaret R. Wiggins	