

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

August 2, 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 2, 2010. Commissioners Don Ellis, Trudy Rolla, and Margaret Wiggins were present. Also present were Fanny Yee, General Manager; Jack Broyles Jr., Finance Director; Alycien Cockbain, Human Resources Director; Dave Kaiser, Engineering Directors; Al Nelson, Operations Director; Steve Schommer, IT Director; Russ Porter, Engineering Consultant and Kelly Boswell, Executive Assistant. Attorney Kinnon Williams was also in attendance. Commissioner Peterson had an excused absence.

(1). CHANGE TO AGENDA

(2). PUBLIC - 5:30 – 6:00 p.m.

Ratepayer Norman Vener attended the meeting to request additional relief of late payment fees and notices to disconnect. After review of his delinquent account, the Board denied any additional relief. He was also advises of the policy to take credit cards at the front counter if he was concerned about his bill getting lost in the mail.

(3). CONSENT AGENDA

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

(a). Minutes: Minutes of the July 19, 2010 Regular Board Meeting

(b). Vouchers:

Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	166862 - 166912
Disbursement Amount:	\$115,407.51

Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	166913 - 166917
Disbursement Amount:	\$16,210.19

Fund:	Construction (Water) Fund
Fund Number:	11-406-3510
Voucher Nos.:	166918 - 166925
Disbursement Amount:	\$437,593.68

(c). Electronic Transfers:

Mid-month Payroll \$54,328.25

Commissioner Rolla seconded the motion. The motion passed unanimously.

(4). NEW BUSINESS

(a). Headquarters HVAC Replacement (C853)

Commissioner Ellis moved to authorize a contract amendment to Gray & Osborne, Inc. in the amount of \$18,746 for additional design services for the Headquarters HVAC Replacement Project (C853). Commissioner Gardiner seconded the motion. The motion passed unanimously.

(b). Headquarters HVAC Replacement (C853) #2

Commissioner Ellis moved to authorize a contract amendment to Gray & Osborne, Inc. in the amount of \$13,116 plus a 10% coordinating and servicing fee for a total amount \$14,425 for the Headquarters HVAC Replacement Project (C853). Commissioner Rolla seconded the motion. The motion passed unanimously.

(c). Contract 2010-05; 2010 Water Main Project – Phase 2; Authorization to Bid (867B)

Commissioner Ellis moved to authorize District staff to solicit bids for Contract 2010-05; 2010 Water Main Project Phase 2. Commissioner Rolla seconded the motion. The motion passed unanimously.

(d). Sewer ULID No. 1 Side Sewer Rehabilitation (C872)

Commissioner Rolla moved to authorize a change order to PACE Engineers in an amount not to exceed \$53,100 to complete the ULID No. 1 Side Sewer Rehabilitation design. Commissioner Ellis seconded the motion. The motion passed unanimously.

(5). OLD BUSINESS

(a). Email Policy Admin16 – Repeat of First Reading – Kinnon Williams

Attorney Kinnon Williams reviewed the law for disclosure and retention and discussed the new policy with the board and all the options for tracking emails. Commissioner Gardiner moved the policy to third reading. Commissioner Rolla seconded the motion. The motion passed 3 - 1 with Commissioner Ellis voting no on the policy.

(b). Employee Handbook Update – Second Reading

Commissioner Rolla moved the Handbook to third reading. The Board was advised that other changes to the Handbook were planned within the coming year. Commissioner Ellis seconded the motion. The motion passed unanimously.

(6). STAFF REPORT

Operation Report

The Operations Report was presented to the Board.

Engineering Report

The Engineering Report was presented to the Board.

(7). REGULAR SESSION – suspended

At 6:35 p.m., the regular session was suspended, at which time Dave Kaiser and Russ Porter left the meeting.

(8). EXECUTIVE SESSION

Legal Matters

At 6:45 p.m., the Board moved into Executive Session for fifteen (15) minutes to discuss legal matters pursuant to *RCW 42.30.110(1)(i)*.

At 7:00 p.m., all staff except Fanny Yee was dismissed from the meeting.

Personnel Matters

At 7:00 p.m., the Board moved into Executive Session for thirty (30) minutes to discuss personnel matters pursuant to *RCW 42.30.110(1)(g)*.

The meeting was adjourned at 7:30 p.m.

D.A. Ellis

D. Bruce Gardiner

Robert Peterson

Trudy C. Rolla

Margaret R. Wiggins