

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

March 7, 2011

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 Rolla at 5:30 p.m. on March 7, 2011. Commissioners Don Ellis, Bruce Gardiner, Robert Peterson and Margaret Wiggins were present. Also present were Fanny Yee, General Manager; Jack Broyles Jr., Finance Director; Dave Kaiser, Engineering Director; Al Nelson, Operations Director; Russ Porter, Engineering Consultant and Kelly Boswell, Executive Assistant.

**(1). CHANGE TO AGENDA**

Add - Take Back Your Meds SB 5234/HB 1370  
Add - Employee Exit Interview

Take Back Your Meds SB 5234/HB 1370

City of Kenmore, Mayor David Baker Addressed the Board. Mayor Baker addressed the Board asking for their support in the Take Back Your Meds state bill SB 5234/HB 1370 which would create a statewide medicine return program for unwanted medicines from households that is financed by pharmaceutical manufactures. After a discussion on the bill and the disposal of pharmaceutical products, Commissioner Gardiner motioned to support the bill on behalf of the District. Commissioner Ellis seconded the motion. The motion passed unanimously. Mayor Baker thanked the Board and then left the meeting.

Employee Exit Interview

After 35 years of service to the District, Rick Williams, Utility Supervisor is retiring. The Board conducted an exit interview. All Staff except the Commissioners left the meeting while the interview was conducted.

**(2). REGULAR SESSION – suspended**

At 6:04 p.m., the regular session was suspended for a five minute break so regular staff could rejoin the meeting. Rick Williams left the meeting.

**(3). REGULAR SESSION – resumed at 6:09 p.m.**

**(4). CONSENT AGENDA**

Commissioner Gardiner moved to approve the consent agenda consisting of the

following:

(a). Minutes: Minutes of February 28, 2011 Regular Board Meeting

(b). Vouchers:

Fund: Maintenance and Operation  
Fund Number: 11-406-0010  
Voucher Nos.: 1637745 - 1637801  
Disbursement Amount: \$1,308,314.71

Fund: Construction (Sewer) Fund  
Fund Number: 11-406-3010  
Voucher Nos.: 1637802 -1637804  
Disbursement Amount: \$13,633.52

(c). Electronic Transfers:

Mid-month Payroll \$54,900.00

Commissioner Peterson seconded the motion. The motion passed unanimously.

**(5). NEW BUSINESS**

(a). Repeal Credit Card Acceptance Resolution 2009-10-01

Commissioner Ellis moved to repeal Resolution 2009-10-01 the credit card acceptance resolution for payments to the District due to the fact that the regulations have been added into the 2011 Rate Resolution. Commissioner Peterson seconded the motion. The motion passed unanimously.

(b). Ratepayer Letter Addressed to the Board

The Board discussed a letter from a ratepayer on multi-family utility rates. The Board directed staff to invite the owner into the office for a meeting and to provide information for a better understanding on multi-family pricing structure and shared meters as well as options on a leak audit service for his multi-family housing units. No motion was made. No action was taken.

(c). Surplus of Old Surveying Equipment

Commissioner Gardiner motioned to surplus old surveying equipment and related items and directed staff to dispose of the equipment in a manner most beneficial to the District. Commissioner Wiggins seconded the motion. The motion passed unanimously.

(d). Owner Installed Side Sewer

Some customers would like to install their own side sewer lines that are connected to the District facility. Currently, the District allows for a homeowner to do the work themselves instead of a licensed contractor. Staff is requesting that the District require the work to be preformed by a contractor not the homeowner. The Board directed staff to conduct more research and seek legal council and return with more information at a further date. No motion was made. No action was taken.

(e). Employee Handbook – First Reading

Commissioner Ellis moved the handbook to second reading. Commissioner Gardiner seconded the motion. The motion passed unanimously.

(f). Contract Award – 2011-03; 2011 Water and Sewer Projects (C870) Resolution 2011-03-01

Commissioner Ellis moved to adopt Resolution 2011-03-01 awarding the Contract 2011-03; 2011 Sewer and Water Projects to R.L. Alia of Renton, Washington in the amount of \$853,130.93 including tax. Commissioner Peterson seconded the motion. The motion passed unanimously.

**(6). STAFF REPORT**

(a). Operations Report

The Operations Report was presented to the Board.

(b). Engineering Report

The Engineering Report was presented to the Board.

The meeting was adjourned at 6:45 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