

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

December 19, 2011

A regular meeting of the Board of Commissioners of Northshore Utility District was held at the District office and called to order by Commissioner Rolla at 5:30 p.m. on December 19, 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 Jones, Fleet & Facilities Director; Dave Kaiser, Engineering Director; Al Nelson, Operations Director; Russ Porter, Engineering Consultant and Kelly Boswell, Executive Assistant. Kinnon Williams, District Counsel was also present.

**(1). CHANGE TO AGENDA**

**PUBLIC**

Luba Brutsky addressed the Board regarding the side sewer inspection fees for her sub-divided property. Mrs. Brutsky feels that she was over charged for inspection and should not have to pay for two inspections during the plat development. The Board explained to her the fees and the process for inspection. Mrs. Brutsky also felt that she had money in her developer extension account at the District that could be used towards the fees. Jack Broyles will look at her developer accounts and see if there is sufficient credit in the account to pay for the inspections.

**(2). CONSENT AGENDA**

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

(a). Minutes: Minutes of the December 5, 2011 Regular Board Meeting

(b). Vouchers:

Fund:	Maintenance and Operation - Payroll
Fund Number:	11-406-0010
Voucher Nos:	105158 - 105163
Disbursement Amount:	\$96,211.29
Fund:	Maintenance and Operation
Fund Number:	11-406-0010
Voucher Nos.:	1639135 - 1639187

Disbursement Amount:	\$1,856,636.72
Fund:	Construction (Sewer) Fund
Fund Number:	11-406-3010
Voucher Nos.:	1639188 - 163992
Disbursement Amount:	\$52,927.32
Fund:	Construction (Water) Fund
Fund Number:	11-406-3510
Voucher Nos.:	1639193 - 1639195
Disbursement Amount:	\$2,083.04

(c). Electronic Transfers:

B&O Tax	\$59,016.69
Payroll Taxes	\$68,876.15
End of Month Payroll	\$172,197.50

Commissioner Peterson seconded the motion. The motion passed unanimously.

**(3). NEW BUSINESS**

(a). Interfund Transfer from Maintenance Fund to 2003 Bond Fund

Commissioner Gardiner moved to adopt Resolution 2011-12-02 authorizing the interfund transfer in the amount of \$200,000 from the Maintenance Fund to the 2003 Revenue Bond Fund. Commissioner Ellis seconded the motion. The motion passed unanimously.

(b). Interfund Loan From the Maintenance Fund to the Water Construction Fund

Commissioner Wiggins moved to adopt Resolution 2011-12-01 authorizing the interfund transfer in the amount of \$1,000,000 from the Maintenance Fund to the Water Construction Fund. Commissioner Peterson seconded the motion. The motion passed unanimously.

(c). Termination of Lecrenski Sewer Contract

Commissioner Ellis moved to authorize staff to void the sewer installation contract and refund the principle payments and release the lien on NUD account #124305. Commissioner Gardiner seconded the motion. The motion passed unanimously.

(d). Approval to Purchase One New 10/12 Yard Dump Truck

Commissioner Ellis moved to approve the purchase of one cab and chassis for the total price of \$120,639.37 including tax and one dump body for a total price of \$54,183.88 including tax. Commissioner Rolla seconded the motion. The motion passed unanimously.

(e). Authorization to Bid – Contract 2011-10; 126/68 Sewer Project (C943)

Commissioner Wiggins moved to authorize staff to proceed with the bidding phase for Contract 2011-10, 126-68 Sewer Project by soliciting bids from at least five contractors listed on the MRSC Small Works Roster list and enter into a contract with the lowest responsible bidder for an amount to not exceed \$40,000 and authorize the General Manager to sign the contract documents on behalf of the District. Commissioner Peterson seconded the motion. The motion passed unanimously.

(f). Project Acceptance; Small Works Roster Project – Contract 2011-07 Lunch Room Remodel (C920) – Resolution 2011-12-05

Commissioner Gardiner moved to adopt Resolution 2011-12-05 accepting Small Works Roster Contract 2011-07; Lunch Room Remodel (C920) as complete. Commissioner Ellis seconded the motion. The motion passed unanimously.

(g). Policy Admin No. 17 – Hiring Process – First Reading

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

**(4). OLD BUSINESS**

Policy Engineering No. 7 Easement Release – Second Reading

Policy tabled to the next meeting for additional information on easement value and pipe relocation. No motion was made. No action was taken.

**(5). INFORMATIONAL ITEM**

General Manager Contract Approvals Below 15K

Information only item on two contracts that the General Manager signed on behalf of the District. No motion was made. No action was taken.

**(6). DISCUSSION ITEM**

SR 522

Moved to Executive Session.

**(7). STAFF REPORT**

Operation Report

The Operations Report was presented to the Board.

At 6:15 p.m. the regular session was suspended at which time all staff except Jack Broyles Jr., Al Nelson and Fanny Yee were excused from the meeting.

**(8). EXECUTIVE SESSION**

Legal Matter

At 6:15 p.m., the Board moved into Executive Session until 6:35 p.m. to discuss potential litigation pursuant to *RCW 42.30.110(1)(g)*.

**(9). REGULAR SESSION – resumed**

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