

Lake Whatcom Water and Sewer District  
Regular Meeting of the Board of Commissioners  
**September 29, 2010**

Board President Leslie Mc Roberts called the Regular Session to order at 8:02 a.m. Other District representatives present included Commissioners Todd Citron, Deborah Lambert and Laura Weide, General Manager Patrick Sorensen, District Engineer Bill Hunter, Consulting Engineer Melanie Mankamyer and Recording Secretary Lyn Edwards. There were no members of the public present.

- Administrative Building - Update

Hunter gave a brief status report on the Administrative Building project and described a problem with the back swing gate. When the gate is shut there is enough play to easily allow someone to slip through. To remedy the problem, we can install a mag lock that is actually an electromagnetic plate that will align the two pieces and keep them tightly shut. The contractor has given us a proposal in the amount of \$818.00 to purchase and install the lock.

**Action Taken**

**Lambert moved, Citron seconded, to authorize staff to execute a change order in the amount of approximately \$818.00 for the installation of a Mag Lock on the back gate of the Administrative Building. Motion passed.**

- Operations Building - Update

Hunter reported that Driftmier Architects will be submitting the permit documents for the Operations Building project to the county on October 14<sup>th</sup>. The latest cost estimate for the construction phase of the project is \$700,000.00. Discussion followed.

- Portable Generator – Bid Award

Hunter informed the Board that the purchase of a portable diesel generator is part of the District's emergency equipment readiness plan and \$65,000.00 was included in the 2010 Budget for this item. Staff has reviewed bids and performance specifications with the District's electrical engineering consultant and recommends purchasing the 209KW Magnum 235 portable generator from Bowers Power Equipment at a total cost of \$64,391.05 including sales tax. This particular generator is adequately sized to run any pump station in the District. Discussion ensued.

**Action Taken**

**Lambert moved, Weide seconded, to award the portable generator contract to Bowers Power Equipment for the 209KW Magnum 235 portable generator in the amount of \$64,391.05. Motion passed.**

- Draft 2011 Capital Improvement Plan

Sorensen and Hunter provided background information on the 2011 Capital Improvement Plan process and gave an overview of the updates from the 2010 Plan. The intent is to start an early discussion of future projects and priorities that will carry into the budgeting process for 2011. Additionally, the District's financial consultant, FCS Group, is working on a review of the District's current financial condition as compared to the 2009 Rate Study model. The financial model incorporates the capital improvement plan projects for the next several years and should be as accurate and up to date as possible. Extensive discussion followed.

- Commissioner Vacancy – Position #5 - Update

Commissioner Position #5 was officially declared vacant at the September 8, 2010 Meeting and the District has already received several applications for the position. The Board discussed the commissioner selection process and scheduled a special meeting to conduct interviews on November 3, 2010 at 5:30 p.m.

- Personnel Policies – Schedule Special Work Session

Following a brief discussion about the District's Personnel Policies, the Board agreed to schedule a special meeting for sometime early next year to focus on the subject.

- Other Business

**Reschedule October 27<sup>th</sup> Meeting**

Due to commissioner availability issues the second regular meeting in October will be held on Friday, October 29, 2010 at 8:00 a.m. instead of the usual date of Wednesday October 27<sup>th</sup>.

**Geneva Neighborhood Association Meeting**

Citron reported that he had attended the last Geneva Neighborhood Association and gave an overview of recent District activities and answered questions from the members. Discussion followed.

**Lake Whatcom Policy Group Meeting**

Lambert reported on the most recent Lake Whatcom Policy Group that she had attended. Discussion followed.

- Manager's Report

**Lake Whatcom Management Plan**

Sorensen stated that he had been asked to find out if the Board would be willing to contribute any funds to the watershed property acquisition program run by the City. The Commissioners discussed the idea and agreed that they would be willing to earmark a certain amount of the District's annual \$25,000.00 Lake Whatcom Management Plan contribution to the property acquisition program, but not make any separate or additional contributions.

A general discussion regarding various District activities ensued. Items of discussion included the October 13<sup>th</sup> Open House, the building dedication plaque, and the October 14<sup>th</sup> staff meeting.

- Consent Agenda


**Action Taken**

Citron moved, Lambert seconded, approval of:

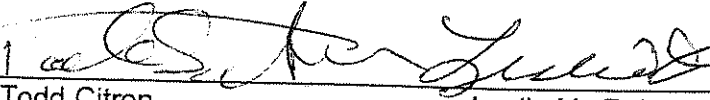
- **General Fund Claims totaling \$115,371.07**
- **Construction Fund Claims totaling \$174,131.80**
- **September Payroll totaling \$91,616.04**
- **Minutes for the August 11, 2010 Meeting**

Motion passed.

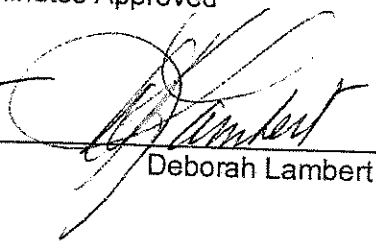
With no further business, Mc Roberts adjourned the Regular Session at 9:53 a.m.


  
Recording Secretary, Lyn Edwards

10-29-2010  
Date Minutes Approved

  
Todd Citron

Leslie Mc Roberts

  
Deborah Lambert

  
Laura Weide

**LAKE WHATCOM WATER AND SEWER DISTRICT**

Budget Action Worksheet

Meeting Date: September 29, 2010

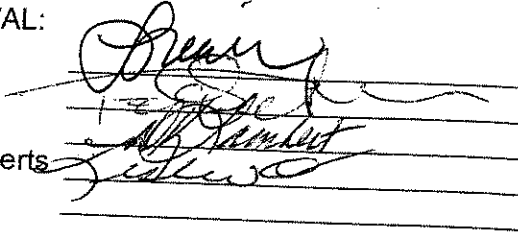
COMMISSIONER APPROVAL:

Laura Weide

Todd Citron

Deb Lambert

Leslie Mc Roberts



| ACTION ITEM DESCRIPTION/PURPOSE                                   | \$Amount +/-NTE | FUND    |              |
|---|-----------------|---------|--------------|
|   |                 | General | Construction |
| Administrative Building<br>Electromagnetic lock for the back gate | \$818.00        |         | X            |
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Cc: Accounting Manager