

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

Board President Leslie Mc Roberts called the Regular Session to order at 8:07 a.m. Other District representatives present included Commissioners Todd Citron and Ian Millar, General Manager Patrick Sorensen, Consulting Engineer Melanie Mankamyer and Recording Secretary Lyn Edwards. Commissioner Lambert attended the meeting via speakerphone. Commissioner Weide was excused from the meeting. No members of the public were present.

- Portable Generator - Award Contract

Sorensen explained that the Board had previously awarded the generator contract at the September 29, 2010 meeting. However, all of those bids had to be rejected due to errors; bid specifications called for a slightly larger than standard tank size, but the two low bidders missed that item in the specification. The project has since been re-advertised and re-bid with a standard tank size. Staff recommends awarding the contract to Godwin Pumps of America for a 209kW stand-by portable generator in the amount of \$64,285.70. The portable generator is part the District's emergency equipment readiness plan and is sized to run the largest sewer pump in the District. A brief discussion ensued.

Action Taken

Citron moved, Millar seconded, to award the contract for a portable 209KW Stand-by portable generator contract to Godwin Pumps of America, Inc. in the amount of \$64,285.70. Motion passed.

- Generator Load Testing and Maintenance – Award Contract

Sorensen reported that a generator load testing and maintenance Request for Quotations was advertised in November and four bids were received. The low bidder does not meet the minimum qualifications stated in the RFQ, however, the second low bidder, Tri County Diesel Marine, does meet all of the minimum qualifications. Staff has reviewed the bids and recommends awarding the contract to Tri County Diesel Marine for a total cost of \$15,000.49 including sales tax. Discussion followed.

Action Taken

Citron moved, Millar seconded, to award the generator load testing and maintenance contract to Tri-County Diesel Marine in the amount of \$15,000.49. Motion passed.

- Manager's Report

Sorensen reported on recent and upcoming District activities. Specific items of discussion included the Salary Survey and Job Description study, the Employee Recognition Dinner on January 21st and the employee health insurance plan for 2011. Sorensen also raised the issue of providing long term disability insurance for the employees. More information on this potential employee benefit will be provided at the January 26, 2011 meeting.

- Other Business

Schedule Board Retreat/Special Meeting

A Board Retreat was scheduled to take place on Friday, February 11, 2011 from 8:00 a.m. to 12:00. Agenda items for the retreat are to be decided.

General Manager Performance Evaluation

The Board discussed the format and scheduling of the General Manager's performance evaluation. It was decided that staff would provide the Board with samples of evaluation forms to choose from and that the evaluation will then take place in Executive Session at the beginning of one of the regular meetings in January.

• Consent Agenda

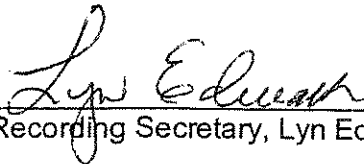
Action Taken

Citron moved, Millar seconded, approval of:


- **General and Construction Fund Claims totaling \$153,151.34**
- **December Payroll totaling \$94,241.74**

Motion passed.


With no further business, Mc Roberts adjourned the Regular Session at 8:48 a.m.

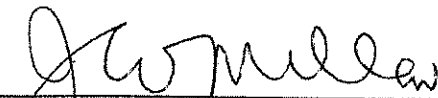

Recording Secretary, Lyn Edwards

1-12-2011
Date Minutes Approved


Todd Citron


Leslie Mc Roberts


Deborah Lambert


John W. Millar