

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
April 25, 2011

Board President Leslie Mc Roberts called the Regular Session to order at 8:00 a.m. Other District representatives present included Commissioners Deborah Lambert, Todd Citron, John Millar and Laura Weide, General Manager Patrick Sorensen, District Engineer Bill Hunter, Consulting Engineer Melanie Mankamyer, Accounting manager Debi Hill, Engineering Technician Rich Munson and Recording Secretary Lyn Edwards. Special guest Gene Matt from Matt and Associates was also present. No members of the public attended the meeting.

- South Geneva Developer Extension Agreement – Time Extension Request

Hunter reported that the Developer Extension Agreement for South Geneva expired on February 24, 2011. The developer has submitted a request for a time extension and has paid the required renewal fee. The actual physical improvements are nearly complete with the exception of a few punch list items and the developer is now in the process of fulfilling the paperwork requirements. Since the project is so close to being completed, staff recommends a one-year time extension only. The Board discussed the South Geneva Developer Extension Agreement.

Action Taken

Lambert moved, Weide seconded, to approve a one-year time extension to the existing South Geneva Developer Extension Agreement #D0527 and making the new expiration date February 24, 2012. Motion passed.

- Lakeview Operations Center Remodel – Vapor Barrier Issue

Hunter explained that during final design and prior to bidding, moisture was discovered in the high garage ceiling between the insulation and the metal roof panels. The moisture is from warm water vapor moving through holes, gaps, and rips in the existing foil vapor barrier, through the fiberglass insulation and condensing on the sheet metal roof during cold weather. To address the problem, bid documents included an alternate bid price for installing a new vapor barrier system under the entire roof and keeping existing metal roof panels intact. The contractor for the project, Express Construction, gave a bid of \$92,347.20 for this item. The Board elected not to accept the bid alternate price with the intent of investigating other options with the contractor during construction. At the District's request, the contractor has prepared change order cost proposals for the following four options:

1. SEAL EXISTING FOIL VAPOR BARRIER SYSTEM ON HIGH ROOF - Because the contractor cannot warranty the work, they would not develop a cost for this option.
2. CHANGE ORDER PROPOSAL #2 - Remove and replace high roof metal sheeting, insulation, and vapor barrier. Estimated cost \$51,957.82
3. CHANGE ORDER PROPOSAL #3 - Retrofit low roof insulation and vapor barrier. Estimated cost \$27,079.55.
4. CHANGE ORDER PROPOSAL #4 - Remove and replace all metal sheeting, insulation, and vapor barrier systems. Estimated cost \$86,808.68.

Staff recommends Option 4; this option addresses the condensation problems on the high roof, provides better insulation, a better vapor barrier system and a new roof for the entire building. The Board discussed roof repair options for the Lakeview Operations Center.

Action Taken

Citron moved, Lambert seconded, to authorize the General Manager to execute a change order for Option 4 to remove and replace all metal sheeting, insulation and vapor barrier systems at a cost not to exceed \$100,000.00. Motion passed.

- **Salary Survey and Position Description Update Presentation**

Sorensen explained that within the existing three year employee union contract there is a provision that calls for the District to do a salary survey during the second year; 2011 and to implement the survey results in the third year; 2012. The District has retained Gene Matt from Matt and Associates to conduct the salary survey and position description update.

Matt gave a presentation regarding the methodology and findings of the District's salary and benefits survey. The objective of the survey was to provide a review of the District's current job classifications, benefits and pay structure, to review salary equity based upon market data, identify the findings on salaries, classifications and related issues and provide appropriate recommendations. The survey labor market was comprised of fourteen agencies made up of water districts and/or water and sewer districts and cities in the surrounding area. The District's midpoint was analyzed and compared to the market median midpoint for each survey classification with three or more job matches to determine whether or not the District's midpoint for a specific classification was competitive. At the midpoint of the District's compensation levels, all District classifications fall below the labor market. Overall, the District is not competitive in its current compensation levels or comparable in its pay schedule practices. Matt made suggestions for establishing and implementing the proposed changes based upon the survey results. Extensive discussion followed the presentation. Further discussion of the salary survey results and other recommended changes will be held at the May 11, 2011 meeting.

- **Other Business**

- **Confined Space Safety Issue**

The Board discussed the current lack of a confined space rescue team in Whatcom County. The Bellingham Fire Department has discontinued their confined space rescue program due to budgetary constraints. The District's Safety Manager is looking into the cost and logistics of training a local multi-jurisdictional team and will report back to the Board. Discussion ensued.

- **Manager's Report**

Sorensen provided an update on District activities and reminded the Board about the Lake Whatcom Policy Group meeting on May 9th. The upcoming WASWD Spring Conference in Kennewick was also a topic of discussion.

- **Consent Agenda**

- **Action Taken**

- **Lambert moved, Weide seconded, approval of:**

- **General and Construction Fund Claims totaling \$33,681.05**

- **Late fee Adjustments for March, 2011 totaling \$368.41**

- **Minutes for the April 13, 2011 meeting**

- **Motion passed.**

With no further business, Mc Roberts adjourned the Regular Session at 9:31 a.m.

Recording Secretary, Lyn Edwards

Date Minutes Approved

Leslie Mc Roberts

Deborah Lambert

Laura Weide

Todd Citron

John W. Millar

LAKE WHATCOM WATER AND SEWER DISTRICT

Budget Action Worksheet

Meeting Date: April 25, 2011

COMMISSIONER APPROVAL:

Laura Weide _____
 Todd Citron _____
 Deb Lambert _____
 Leslie Mc Roberts _____
 John W. Millar _____

ACTION ITEM DESCRIPTION/PURPOSE	\$Amount +/-NTE	FUND	
		General	Construction
Lakeview Operations Center Remodel roof, insulation and vapor barrier replacement	NTE \$100,000.00		✓

Cc: Accounting Manager