

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
February 23, 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 and Ian Millar, General Manager Patrick Sorensen, District Engineer Bill Hunter, Accounting Manager Debi Hill, Consulting Engineer Melanie Mankamyer and Recording Secretary Lyn Edwards. Commissioner Weide was excused from the meeting. A list of interested participants is on file.

- Adams Second Leak Adjustment Request

At the January 26, 2011 meeting the Board considered a request from Geneva customer John Adams for an exemption from paying for any overage resulting from a water leak that occurred at his home in November/December of 2010. Adam's total bill for that time period was \$2,516.33. The Board considered and denied Adam's request for a full exemption from the leak amount and directed staff to apply the standard leak adjustment to the account and to set up payment arrangements with Adams on the remaining balance of \$1,332.99.

Sorensen reported that Adams is appealing the Board's January 26th decision and requesting that a second leak adjustment be applied to his account. Adam's son-in-law Erik Johnson was present to speak to the Board on behalf of his father-in-law. Johnson explained the circumstances surrounding the leak and stated that paying the remaining balance will present a financial hardship for Adams who is elderly and on a fixed income.

The Commissioners clarified that the District's Leak Adjustment Policy allows for one leak adjustment per account per year and explained that if they were to make an exception in Adam's case it would set a precedent and they would then have to make the same adjustments for all customers with similar water leaks in the future. Following a lengthy discussion, the Board again denied Adams request and directed staff to make payment arrangements with Adams on the remaining balance.

- Award Contract for Operations Building Remodel

Hunter reported that on February 15, 2011 the District received five bids for the Operations Building Remodel Project. There were a few irregularities and other relevant issues identified on some of the bids. The lowest bid from Huizenga Brothers Construction has a significant math error which made their bid about half of all the others. They also failed to submit a unit price for one of the items. The second low bid received from IMAC has a math error that resulted in a base bid of about \$150k below the architect's estimate. IMAC has subsequently requested to withdraw their bid.

Action Taken

Lambert moved, Citron seconded, to reject the bid from Huizenga Brothers Construction due to significant mathematical errors and to accept the request from IMAC to withdraw their bid due to mathematical errors without any penalties. Motion passed.

The third low bid from Express Construction has a minor math error. The fourth low bid from Colacurcio Brothers and the high bid received from Roosendaal-Honcoop both appear to be in order. After a careful evaluation, staff's recommendation is to award the contract to Express Construction in the amount of \$694,405.43. Extensive discussion followed.

Action Taken

Citron moved, Lambert seconded, to award the Operations Center Remodel project to Express Construction with bid alternates A1, A2, A3, A6, A7, A10 and E1 for a total construction contract amount of \$694,405.43 including sales tax. Motion passed.

- **New District Web Site Update**

In response to questions raised at the February 11, 2011 Board Retreat, Hunter provided an overview of the District's new web site design process. The first step is an outline of the information that we want on our site. Once the outline is finalized the web site designers, Baron and Company, will begin creating the framework of the site. After the design of the web site is completed Baron will be training District staff to maintain it and provide ongoing support services for any problems that may occur in the future. A lengthy discussion ensued.

- **Architectural Services – Construction Administration for Operations Building Remodel**

Hunter explained that Amendment #6 to the agreement with Driftmier Architects includes two parts. The first part, Phase 4 addresses the additional services that were required to deal with unforeseen design issues and project coordination with sub-consultants. The second part, Phase 5 sets a scope and fee for construction administration services. The Board discussed Amendment #6 at length.

Action Taken

Citron moved, Lambert seconded, to authorize the General Manager to execute Amendment #6 to the Agreement with Driftmier Architects, documenting Phase 4 – Additional Services completed during design and authorizing Phase 5 - Construction Phase Services. Motion passed.

The District also received a budget for an independent third party to do special inspections and testing for the project.

Action Taken

Citron moved, Millar seconded, to authorize \$3,535.00 for Special Inspections and Testing for the Operations Building Remodel Project. Motion passed.

- **Other Business**

Cable Street Sewage Pump Station Upgrade Project

Hunter gave a brief status report on the Cable Street Sewage Pump Station Upgrade project. The contractor has the new station on-line and now they are getting the old station ready to be dismantled.

Ranch House Sewage Pump Station Upgrade Project

The Ranch House Project is almost done. The contractor will need to repair the road, remove the temporary fencing and landscape the site in order to complete this project.

- **Manager's Report**

Sorensen reported that the Salary and Job Description work is progressing quickly and we already have the draft Job Descriptions. The WASWD Spring Conference will be held in Kennewick on April 28th and 29th. Crew members will be attending Blood Borne Pathogen training on Thursday February 24th as a part of the employee safety program.

- Consent Agenda

- **Action Taken**

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

- **General and Construction Fund Claims totaling \$13,849.75**

- **January 26, 2011 Meeting Minutes**

- **Motion passed.**

With no further business, Mc Roberts adjourned the Regular Session at 9:57 a.m.

Recording Secretary, Lyn Edwards

Date Minutes Approved

Todd Citron

Leslie Mc Roberts

Deborah Lambert

John W. Millar

LAKE WHATCOM WATER AND SEWER DISTRICT

Budget Action Worksheet

Meeting Date: February 23, 2011

COMMISSIONER APPROVAL:

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

ACTION ITEM DESCRIPTION/PURPOSE	\$Amount +/-NTE	FUND	
		General	Construction
Operations Building Remodel Project Construction Administration Architectural Services	\$28,798.20		X
Operations Building Remodel Project Special Inspections and Testing	\$3,535.00		X

Cc: Accounting Manager