

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
June 29, 2011

Board President Leslie Mc Roberts called the Regular Session to order at 8:00 a.m. Other District representatives present included Commissioners Todd Citron, Deborah Lambert, Laura Weide and John W. Millar, legal counsel Brian Hansen, Consulting Engineer Melanie Mankamyer, General Manager Patrick Sorensen, Engineering Technician Rich Munson, Finance Manager Debi Hill and Recording Secretary Lyn Edwards. There were no members of the public present at the meeting.

- Safety Program Presentation

Safety Officer Rich Munson provided a status report on the District's safety program. Topics of discussion included reporting and recordkeeping, confined space rescue, fall protection, safety equipment needs, safety meetings and staff training. Discussion ensued.

- Cable/Ranch House Sewage Pump Station Improvements Project (Executive Session)

Mc Roberts recessed the Regular Session to Executive Session at 8:15 a.m. The purpose of the Executive Session was to discuss potential litigation regarding the Cable Street/Ranch House Pump Station Improvements project. It was estimated that the Executive Session would take about 15 minutes. Mc Roberts recessed the Executive Session and reconvened the Regular Session at 8:30 a.m. A brief discussion followed.

Action Taken

Lambert moved, Weide seconded, that the District hire Garth Schlemlein to represent the District's position in litigation regarding the Cable/Ranch House Sewage Pump Station Project. Motion passed.

- Lake Louise Road Fiber Optic Cable Installation Project

Sorensen explained that during the process of installing the cable last summer the contractor found an existing conduit break that essentially put the project on hold until it can be repaired. Ongoing high groundwater levels in that area have so far prevented safe excavation down to the conduit. Staff has subsequently asked the contractor, SEFNCO to prepare a change order to excavate and repair the conduit in late August when the groundwater should be at its lowest. The change order includes extra construction measures to address the groundwater challenges and extends the contract completion date to compensate for the extensive delay. The delay also resulted in the need for additional construction contract administration by Wilson Engineering. Discussion followed.

Action Taken

Citron moved, Lambert seconded, to authorize the General Manager to execute Change Order #4 with SEFNCO not to exceed \$23,758.09 including sales tax and adding 292 days to the contract time. Motion passed.

Citron moved, Lambert seconded, to authorize the General Manager to execute Wilson Engineering Task Order 2010-001, Amendment #3 not to exceed \$4,844.00. Motion passed.

- Sudden Valley Water Treatment Plant Controls – Tetra Tech Contract Amendment

Sorensen explained that Tetra Tech is the electrical engineer involved with the Sudden Valley Water Treatment Plant Control Panel Improvements Project. Tetra Tech has completed the first three Phases of the project and is now ready to proceed with Phase 4. The Phase 4 scope of

work includes construction assistance for the work being performed at the SWWTP and all programming tasks for the new PLC, operator interface terminal, and modifications to the plant SCADA computer at a cost of \$91,969.00. The Commissioners discussed the contract amendment and expressed concerns about the cost being substantially higher than what was originally budgeted. Since the District's Engineer Bill Hunter was not present at the meeting to answer the Board's questions, action was postponed until the next meeting on July 13, 2011.

- Follow-up on Salary Survey

Sorensen requested clarification on the implementation of the Salary Survey results addressed at the May 25, 2011 meeting and the Board's intentions regarding his salary as he is the District's only contract employee. The motions that the Board made at the May 25th meeting were as follows:

Action Taken

Lambert moved, Weide seconded, to adopt the findings of the 2011 Compensation and Benefits Study prepared by Matt and Associates for all positions using the "Median" and the "Market Approach" as developed by staff. Motion passed.

Action Taken

Lambert moved, Weide seconded, to implement the salary adjustments for all employees effective July 1, 2011. Motion passed.

After talking briefly about the implementation of the salary survey results, the consensus was that the motion did not include the General Manager and that the Board's intention was to address his salary separately.

- Manager's Report

Sorensen reviewed a list of proposed agenda items for the July 21, 2011 Special Meeting. Discussion followed.

- Other Business

Public Works Bidding Requirements

The Board discussed a summary prepared by Melanie Mankamyer from Wilson Engineering regarding the public works bidding process.

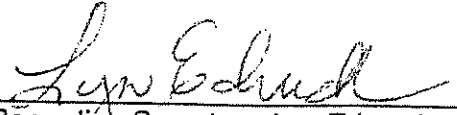
- Consent Agenda

Action Taken

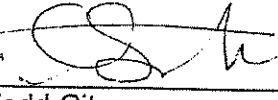
Citron moved, Lambert seconded, approval of:


- **General and Construction Fund Claims totaling \$48,684.53**
 - **The Driftmier Architects Claim totaling \$15,439.83**
 - **June Payroll totaling \$71,237.34**
 - **Payroll Claims totaling \$61,255.67**
 - **Late Fee Adjustments through May 26, 2011 totaling \$379.96**
 - **Minutes for the May 25, 2011 and June 8, 2011 Meetings**
- Motion passed.

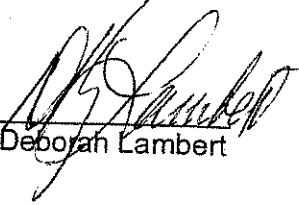
With no further business, Mc Roberts adjourned the Regular Session at 9:40 a.m.



Recording Secretary, Lyn Edwards

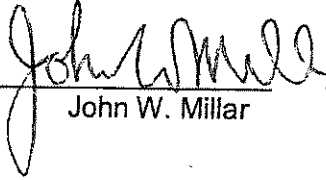
7-13-2011
Date Minutes Approved


Todd Citron


Leslie Mc Roberts


Deborah Lambert


Laura Weide


John W. Millar 7/13/11

LAKE WHATCOM WATER AND SEWER DISTRICT

Budget Action Worksheet

Meeting Date: June 29, 2011

COMMISSIONER APPROVAL:

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

Leslie
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~~_____~~
~~_____~~
7/13/11

ACTION ITEM DESCRIPTION/PURPOSE	\$Amount +/-NTE	FUND	
		General	Construction
Lake Louise Road Fiber Optic Cable Installation Project – SEFNCO Change Order #4	NTE \$23,758.09		✓
Lake Louise Road Fiber Optic Cable Installation Project – Wilson Engineering Task Order 2010-001, Amendment #3	NTE \$4,844.00		✓

Cc: Finance Manager