

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
May 9, 2011

Board President Leslie Mc Roberts called the Regular Session to order at 6:30 p.m. Other District representatives present included Commissioners Todd Citron, Laura Weide and Ian Millar, General Manager Patrick Sorensen, District Engineer Bill Hunter, legal counsel Brian Hansen, Consulting Engineer Melanie Mankamyer, Accounting Manager Debi Hill and Recording Secretary Lyn Edwards. Commissioner Lambert was excused from the meeting. There were no members of the public present at the meeting.

- Sudden Valley Water Treatment Plant Controls – Award Contract

Hunter explained that this project was originally put out for bid in March and only one bid was received at that time. Since the bid amount was significantly higher than the engineer's estimate, staff recommended that the Board reject all bids. Staff has subsequently refined the contract documents and contractor qualifications in order to attract more bidders and then re-advertised the project. Once again, only one bid was received (from the same bidder) at the re-bid opening on April, 28, 2011 however, the re-bid price was about \$4,000.00 less than the first bid. Extensive discussion followed.

Action Taken

Citron moved, Weide seconded, to award the Sudden Valley Water Treatment Plant Control Panel Improvements project to Technical Systems, Inc. for a total construction contract amount of \$150,815.00 including 8.5% state sales tax.

Motion passed.

- New Board Room Furniture

At the March 9, 2011 Board meeting, staff was requested to investigate options and costs for replacing the board room furniture. Sorensen presented three proposals from vendors reflecting a variety of styles, quality and prices ranging from \$5,000.00 to \$9,000.00. After talking briefly about the proposals, the Board decided to reevaluate their needs and postponed a decision to the May 25, 2011 meeting.

- Summary of Existing District Projects and Safety Program Update

The Board reviewed and discussed the May Summary of Existing District Projects. Specific items of discussion included the Cable Street Sewage Pump Station Improvements Project, the Fiber Optic Cable Installation Project and the AT & T Cellular Tower DEA.

- Non-Union Staff Position Descriptions Update

Sorensen presented draft amended Position Descriptions for the four non-union staff positions which include the Administrative Assistant, District Engineer/Assistant General Manager, Finance Manager and General Manager Positions. These descriptions have been reviewed and approved by the staff members themselves and the General Manager and are now ready for the Board's consideration. It was also noted that the position descriptions for the union members will need to be approved by the union prior to being presented to the Board for finalization. The Board discussed the Position Descriptions and made several minor adjustments.

Action Taken

Weide moved, Millar seconded, to approve the updated position descriptions for the Administrative Assistant, Engineer/Assistant General Manager, Finance Manager/Treasurer and General Manager as amended. Motion passed.

• Other Business

Lakeview Facility Remodeling Project

Hunter reported that the architect and structural engineer have discovered that there is no lateral bracing on the north wall of the Lakeview building. Various options to correct the problem are in the process of being evaluated. Discussion followed.

• Manager's Report

Sorensen provided updates on several topics including confined space safety, sewage contract negotiations with the City and upcoming meeting schedules. Discussion followed.

• Consent Agenda

Action Taken

Citron moved, Weide seconded, approval of:

- **General and Construction Fund Claims totaling \$209,992.47**
 - **April Payroll totaling \$65,533.87**
 - **April Payroll Benefits totaling \$41,336.22**
 - **Employment Security Claim totaling \$4,357.57**
 - **Wahit Claim totaling \$17,363.62**
 - **Bank of America Visa Claim totaling \$5,151.66**
- Motion passed.**

With no further business, Mc Roberts adjourned the Regular Session at 7:42 p.m.

Recording Secretary, Lyn Edwards

Date Minutes Approved

Todd Citron

Leslie Mc Roberts

Laura Weide

John W. Millar

LAKE WHATCOM WATER AND SEWER DISTRICT

Budget Action Worksheet

Meeting Date: May 9, 2011

COMMISSIONER APPROVAL:

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

ACTION ITEM DESCRIPTION/PURPOSE	\$Amount +/-NTE	FUND	
		General	Construction
Sudden Valley Water Treatment Plant Controls	+\$19,885.88		✓

Cc: Accounting Manager