

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
July 27, 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, General Manager Patrick Sorensen, Engineer Bill Hunter, Finance Manager Debi Hill and Recording Secretary Lyn Edwards. There were no members of the public present at the meeting.

- 2011 Sewer Main and Manhole Spot Repairs – Contract Award

Hunter explained that as a part of the 2011 Capital Improvement Plan, \$92,000 was budgeted to repair points of ground water infiltration found in sewer mains and manholes. District staff has identified 61 sewer main infiltration points and 55 manholes that need to be repaired. The contract documents are set up with unit prices for each type of repair allowing the District to adjust quantities to match the budget; work not completed this year will be scheduled for next year. Bids for this project were received and opened on July 19, 2011. After reviewing apparent low bidder qualifications and certifications, staff recommends that the contract be awarded to Olson Brothers Pro-Vac LLC in the amount of \$74,973.67, including sales tax. Discussion followed.

Action Taken

Lambert moved, Weide seconded, to award the contract for the 2011 Sewer Manhole & Main Spot Repairs Project to Olson Brothers Pro-Vac LLC for a total contract amount of \$74,973.67 including sales tax. Motion passed.

- Sudden Valley Water Treatment Plant Coatings – Contract Award

Hunter reported that as a part of the 2011 Capital Improvement Plan \$25,000 was budgeted to begin re-coating piping, tanks, and filters at the Sudden Valley Water Treatment Plant. The contract documents identified eight separate areas, each with a separate bid price so that staff can select the areas to be recoated while staying within the budgeted amount. Not all of the recoating work can be completed within this year's budget. Staff will schedule another coatings project in 2012 to finish the work. Bids for this project were received and opened on July 9, 2011. After reviewing apparent low bidder qualifications and certifications, staff recommends that the contract be awarded to Hunnicutts, Inc. in the amount of \$25,253.38, including sales tax. Areas to be addressed are A, C, D, E, and F. Discussion followed.

Action Taken

Lambert moved, Weide seconded, to award the Sudden Valley Water Treatment Plant Coatings Project to Hunnicutts, Inc. for a total contract amount including sales tax of \$25,253.38 and including bid item Areas A, C, D, E, & F. Motion passed.

- Operations Building – Change Order

Moment Frame Lateral System

Hunter informed the Board that during the demolition phase of the project it was discovered that there was no lateral bracing system along the north wall of the building. The architect and structural engineers investigated solutions and determined that an exterior moment frame around one of the garage doors would be the least disruptive and most economical solution. The architect and structural engineer both highly recommend installing the frame for the safety of District personnel during an earthquake. This item was not included in the original estimate

as there was no way to determine that this problem existed during the design phase. The estimated cost for this additional item is \$26,000.00. Discussion followed.

Action Taken

Lambert moved, Citron seconded, to authorize the General Manager to execute a change order for the retrofit of the Operations Building with a moment frame lateral system for a not to exceed amount of \$26,000.00 including sales tax. Motion passed.

Furniture for Operations Building

Part of the approved project budget includes new furniture and office partitions. Staff has been working with Legacy Group to design the layout with the same furniture from the same manufacturer as was installed in the Administration Building. The prices are for government agencies and are competitively bid through National Intergovernmental Purchasing Alliance. Staff needs authorization to issue a purchase order for the new furniture at a total price of \$32,566.17 including sales tax. Discussion ensued.

Action Taken

Weide moved, Lambert seconded, to authorize the General Manager to issue a purchase order in the amount of not to exceed \$32,566.17 including sales tax to legacy Group for new office furniture at the Operations Building. Motion passed.

- **Personnel Policies Manual Updates**

Sorensen gave an overview of proposed changes to the Personnel Policies Manual. Many of the changes reflect the new position titles that were adopted as a result of the Salary and Benefits Survey conducted earlier this year. Other amendments are corrections to the language or adjustments to accommodate new practices such as the implementation of nine and ten hour work day schedules. The District's new policy of conducting regular Salary Surveys on a basis of at least every four years was also added to the Manual. The proposed changes have been reviewed and approved by District legal counsel. The Board reviewed, discussed, and made several minor amendments to the proposed changes.

Action Taken

Lambert moved, Weide seconded, to approve the proposed changes to the Personnel Policies Manual as amended. Motion passed.

- **Cash Flow/Billing Cycles**

At an earlier meeting, the Board had expressed an interest in evaluating the cash flow implications of the District's current billing cycles and payment due dates to see if it would be beneficial to change the due dates or to bill on a monthly rather than a bi-monthly basis. Hill explained that the District bills monthly by service area; odd months Sudden Valley, even months Geneva. The due date is the 20th of the following month. These dates allow the work load in the office to be evenly dispersed over the month as well as maintaining a steady cash flow. After discussing the District's billing practices, it was decided that no changes should be made at this time.

- **New Web Site**

Staff provided the Board with an overview of the District's new web site. After substantial discussion it was agreed that Commissioners Citron and Weide will meet with the consultants to resolve several issues that arose during the discussion.

• Other Business

General Manager Performance Evaluation

The Board selected the form to be used for the General Manager's evaluation and scheduled a special executive session for August 3, 2011 at 6:00 p.m. to coordinate and develop the evaluation itself which will take place at the August 10th meeting.

• List of Surplus Items for Disposal

The Board reviewed and discussed a list of surplus items that the District no longer needs.

Action Taken

Lambert moved, Millar seconded, to approve the presented surplus list and authorize the General Manager to dispose of the property in a manner consistent with state law. Motion passed.

• Manager's Report

Sorensen announced that the Lake Whatcom Policy Group will not be meeting in August. Upcoming WASWD activities were also discussed.

• Consent Agenda

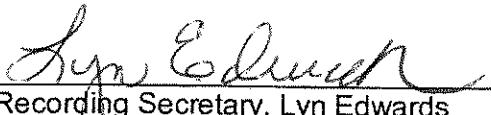
Action Taken

Citron moved, Weide seconded, approval of:

- **General and Construction Fund Claims totaling \$168,467.06**
- **Minutes for the July 13, 2011 meeting**

Motion passed.

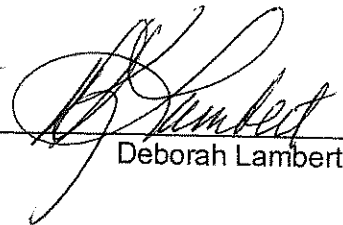
With no further business, Mc Roberts adjourned the Regular Session at 10:00 a.m.

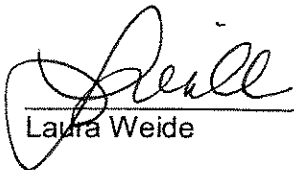

Recording Secretary, Lyn Edwards

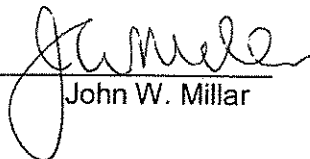
8-31-2011
Date Minutes Approved


Todd Citron


Leslie Mc Roberts


Deborah Lambert


Laura Weide


John W. Millar

LAKE WHATCOM WATER AND SEWER DISTRICT

Budget Action Worksheet

Meeting Date: July 27, 2011

COMMISSIONER APPROVAL:

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

Handwritten signatures of Laura Weide, Todd Citron, Deb Lambert, Leslie Mc Roberts, and John W. Millar, each written over a horizontal line.

ACTION ITEM DESCRIPTION/PURPOSE	\$Amount +/-NTE	FUND	
		General	Construction
Sudden Valley Water Treatment Plant Coatings Project	+\$253.38		✓
Operations Building – Installation of exterior moment frame	NTE+\$26,000.00		✓

Cc: Finance Manager