

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
May 9, 2012

Board President Leslie Mc Roberts called the Regular Session to order at 6:30 p.m. Other District representatives present included Commissioners Deborah Lambert, John W. Millar and Todd Citron, General Manager Patrick Sorensen, District Engineer Bill Hunter, legal counsel Brian Hansen, consulting engineer Melanie Mankamyer and Recording Secretary Lyn Edwards. Commissioner Weide was excused from the meeting. A list of interested participants is on file.

- Public Comment

A group of three people representing the Geneva Elementary School PTA requested a special reduced water rate for irrigating a playing field next to the school this summer. The Board explained that the District's current rate structure does not allow for an irrigation rate and that the rates are based on cost of service and all customers are charged the same rates. The Board also noted that they are willing to investigate what impacts an irrigation rate would have on the overall rate structure, but that this would take time. A lengthy discussion followed.

- Consent Agenda

- Action Taken

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

- **General and Construction Fund Vouchers totaling \$159,684.12**
 - **General Fund Vouchers totaling \$3,551.57**
 - **Payroll for Pay Period 9 (April 14, 2012 through April 27, 2012) totaling \$36,654.86**
 - **Payroll Benefits for Pay Period 9 totaling \$34,740.30**
 - **Minutes for April 23, 2012**

- Motion passed.**

- Lowell and Oriental PRVs – Contract Award

Hunter explained that as part of the 2012 Capital Improvement Plan, \$183,100.00 was budgeted for the Lowell and Oriental PRV construction project. An advertisement for bids was published and six bids received on May 2, 2012. After reviewing the low bidder's qualifications and references, Hunter recommended that the contract be awarded to Dirt Works Bellingham, Inc. in the amount of \$108,238.52 including sales tax. Discussion followed.

- Action Taken

- Lambert moved, Citron seconded, to award the Lowell and Oriental PRV's Project to Dirt Works Bellingham, Inc. for a total contract amount of \$108,238.52 including sales tax. Motion passed.**

- Reservoir Inspection and Maintenance – Contract Award

As part of the 2012 Capital Improvement Plan, \$35,000.00 was budgeted to complete reservoir inspection and maintenance. The District emailed Advertisement for Bids to all contractors listed on its shared small works roster administered through the Municipal Research Services Center of Washington on April 9, 2012. Five bids were received and opened on May 1, 2012. After reviewing the bidder's qualifications and references, Hunter recommended that the contract be awarded to the low bidder; H2O Solutions, LLC in the amount of \$23,837.45 including sales tax. Discussion followed.

Action Taken

Lambert moved, Millar seconded, to award the 2012 Reservoir Inspection and Maintenance Project to H2O Solutions, LLC for a total contract amount of \$23,837.45 including sales tax. Motion passed.

- **2012 Sewer Manhole Repair and Smoke Testing – Contract Award**

As part of the 2012 Capital Improvement Plan, \$160,000.00 was budgeted for Capacity, Management, Operations, & Maintenance (CMOM) Projects. CMOM projects are designed to reduce and eliminate inflow and infiltration into the District's sanitary sewer system. In 2012, the District is focusing on repairing manholes that have observed infiltration and performing a smoke test in the Geneva area in search of broken and/or leaking mains and laterals. The District published an advertisement for bids and two bids were received and opened on May 1, 2012. After reviewing the bidder's qualifications and references, Hunter recommended that the contract be awarded to the low bidder; Olson Brothers Pro-Vac LLC, in the amount of \$117,806.11 including sales tax. Discussion followed.

Action Taken

Citron moved, Lambert seconded, to award the 2012 Sewer Manhole Repair & Sewer Smoke Testing to Olson Brothers Pro-Vac LLC, in the amount of \$117,806.11, including sales tax. Motion passed.

- **Office Petty Cash Fund – Resolution 793**

Sorensen explained that at the March 28, 2012 meeting the Board adopted Resolution 792 increasing the balance of the Office Petty Cash Fund. Staff has since found several errors in the resolution needing to be corrected. Accordingly, Resolution 793 rescinds Resolution 792 and corrects the errors. Resolution 793 also restates the Office Petty Cash Policy and increases the fund balance from \$400.00 (\$200.00 per cash drawer) to \$600.00 (\$300.00 per cash drawer). The Board discussed Resolution 793 and noted one error needing correction.

Action Taken

Lambert moved, Citron seconded, to adopt Resolution 793 as amended. Motion passed.

- **Storm Water Management**

The Board continued their discussion of storm water management utility issues. No action was taken.

- **Summary of Existing District Projects**

Hunter reviewed the status of the District's on-going projects. Discussion followed.

- **General Manager Contract**

The General Manager's performance is evaluated by the Board on an annual basis. Preparing for the evaluation involves a lengthy information gathering process, coordinating information from questionnaires that have been completed by staff members and Commissioners and compiling it onto one form. The Board discussed the process and scheduled the information gathering steps and the evaluation which will take place on July 25, 2012.

- **Other Business**

Boardroom Public Address System

The traffic noise from Lakeway Drive sometimes makes it difficult to hear what is being said during meetings in the boardroom. The Board discussed various sound systems and provided staff direction.

- Manager's Report


Letter Regarding WRIA #1 Planning and Participation

As directed at an earlier meeting, Sorensen presented a draft letter to County Executive Jack Louws regarding participation in the WRIA #1 process. The Board discussed the letter and provided their amendments. Sorensen will edit the letter as discussed before mailing.

Sewage Treatment Contract Negotiations

Sorensen gave a brief status report on negotiations with the City of Bellingham.

With no further business, Mc Roberts adjourned the Regular Session at 8:15 p.m.

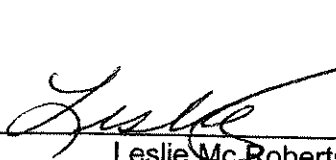


Recording Secretary, Lyn Edwards

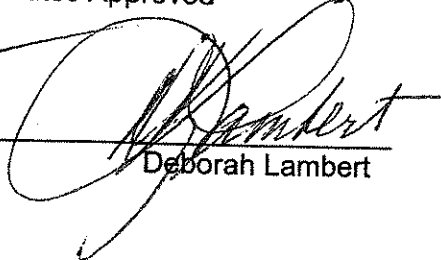
5-30-2012

Date Minutes Approved

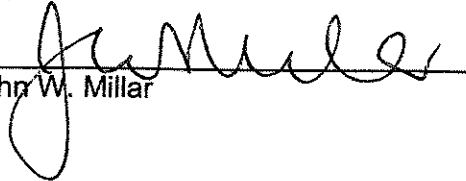
Todd Citron



Leslie Mc Roberts



Deborah Lambert



John W. Millar