

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
March 13, 2013

Board President Leslie Mc Roberts called the Regular Session to order at 6:30 p.m. Other District representatives present included Commissioners Deborah Lambert, Todd Citron, John W. Millar and Laura Weide, General Manager Patrick Sorensen, District Engineer Bill Hunter, legal counsel Brian Hansen, consulting engineer Melanie Mankamyer and Recording Secretary Lyn Edwards. There were no members of the public present.

- Consent Agenda

- Action Taken

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

- **General and Construction Fund Vouchers totaling \$101,339.79**
 - **Payroll for Pay Period #5 (2/16/2013 through 3/1/2013) totaling \$37,733.12**
 - **Payroll Benefits for Pay Period #5 totaling \$37,093.16**
 - **Meeting Minutes for February 27, 2013**

- **Motion passed.**

- Selection of Engineering Consultants for the Design of Four Projects – Committee Report
Hunter reminded the Board that the District had recently published a Request for Proposals for engineering and architectural services that included four individual projects; the Sudden Valley Water Treatment Plant Generator Replacement, Strawberry Point and Boulevard Sewer Pump Station Improvements, the Division 22 Reservoir and the Geneva Area Asbestos Cement Water Main Replacement Project. Six firms submitted proposals for one or more of the projects. A selection committee comprised of two commissioners and five staff members was formed to review and evaluate the proposals, select the most qualified firm for each project, and prepare a recommendation for the Board. Hunter gave an overview of the committee's selection process, estimated project costs, funding allocations and project scheduling. After a lengthy discussion, the committee made the following recommendations:

1. Geneva Area Asbestos Cement Water Main Replacement - Wilson Engineering
2. Sudden Valley Water Treatment Plant Generator Replacement - RH2 Engineering, Inc.
3. Strawberry Point/Boulevard Sewer Pump Station Improvements - RH2 Engineering, Inc.
4. Division 22 Reservoir Project - Grey and Osborne, Inc.

The Board discussed the committee's recommendations.

- Action Taken

- **Lambert moved, Citron seconded, to select the following firms as the most qualified to provide engineering and architectural services for each of the following projects and to authorize staff to begin scope of work and fee negotiations with the most qualified firms:**

1. **Sudden Valley Water Treatment Plant Generator Replacement – RH2 Engineering, Inc.**
 2. **Strawberry Point and Boulevard Sewer Pump Station Improvements – RH2 Engineering, Inc.**
 3. **Division 22 Reservoir – Grey and Osborne, Inc.**
 4. **Geneva Area Asbestos Cement Water Main Replacement – Wilson Engineering**
- Motion passed.**

• Monthly Budget Analysis

The monthly budget analysis for February was discussed.

• Summary of Existing District Projects

Hunter reported on the status of the District's ongoing projects and answered questions from the Board.

• Sewer Comprehensive Plan Update

Hunter presented two Wilson Engineering Task Orders for the Board's consideration. Task Order #2013-001 is for the preparation of the Sewer Comprehensive Plan Update at a not-to-exceed cost of \$59,974.00. Task Order #2013-002 is for the development of a new stormwater management chapter at a not to exceed cost of \$12,295.00. Mankamy explained that the initial scope of work for the stormwater chapter will be to gather information and present the options to the Board so that they can decide what direction they want to go with stormwater management. Discussion ensued.

Action Taken

Lambert moved, Weide seconded, to authorize the General Manager to execute Wilson Engineering's Task Order #2013-001 Update Sewer Comprehensive Plan and Task Order #2013-002 New Stormwater Chapter. Motion passed.


• Other Business

The Board briefly discussed computer network protection issues.

• Manager's Report

Sorensen talked about the upcoming Geneva Neighborhood Association meeting on March 27th and the Joint Councils/Commissioners Meeting on March 28th. A brief discussion followed.

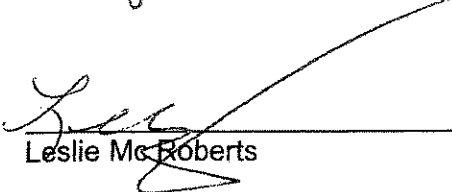
With no further business, Mc Roberts adjourned the Regular Session at 7:30 p.m.



Recording Secretary, Lyn Edwards

3-27-2013

Date Minutes Approved



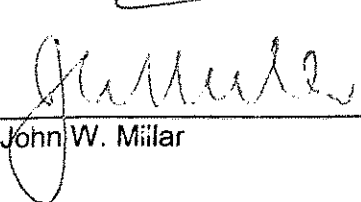
Leslie Mc Roberts



Deborah Lambert



Todd Citron



John W. Miilar



Laura Weide