

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
April 10, 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 and Ian Millar, General Manager Patrick Sorensen, District Engineer Bill Hunter, legal counsel Brian Hansen, consulting engineers Melanie Mankamyer and Danielle Johnston, Finance Manager Debi Hill and Recording Secretary Lyn Edwards. Commissioner Weide was excused from the meeting. A list of interested participants is on file.

- Consent Agenda

- Action Taken

- Citron moved, Lambert seconded, approval of:

- General and Construction Fund Vouchers totaling \$232,108.78
 - Payroll for Pay Period #7 (3/16/2013 through 3/29/2013) totaling \$37,548.06
 - Payroll Benefits for Pay Period #7 totaling \$34,933.73
 - Meeting Minutes for March 27, 2013

- Motion passed.

- Lake Whatcom Water Quality Improvement Report and Implementation Strategy

Steve Hood from the Department of Ecology gave a presentation on the draft Lake Whatcom Water Quality Improvement Report and Implementation Strategy. An extensive discussion followed. Comments on the draft report are due by May 28, 2013.

- Sudden Valley Water Treatment Plant Generator Replacement – Engineering Agreement

Hunter explained that staff has been working with RH2 to develop a scope of work and fee for the pre-design, design, and bidding of the Sudden Valley Water Treatment Plant Generator Replacement Project. Upon completion of Phase 1 design and bidding the District will negotiate a Phase 2 scope and fee for construction contract administration and inspection services as an amendment to the agreement. The proposed Phase 1 scope is based upon a time and materials agreement with a not-to-exceed amount of \$100,799.00. The Board discussed the proposed Phase 1 agreement.

- Action Taken

- Lambert moved, Millar seconded, to authorize the General Manager to execute an Engineering and Architectural Services Agreement with RH2 Engineers Planners Scientists for an initial Phase 1 scope which includes pre-design, design, and bidding services for the SVWTP Generator Replacement Project with time and materials expenses not-to-exceed \$100,799.00. Motion passed.

- Disposal of Surplus Item – Vacuum Truck

Hunter stated that the 2013 budget included funds to replace the District's 1983 Vacuum Truck. Staff has been looking for a late-model used combo flush/vacuum truck in good condition and has advertised an invitation to bid with proposals due by April 25, 2013. It is staff's recommendation that the existing vacuum truck be declared as surplus and that any salvage funds be applied towards the purchase of the newer truck. (A reputable new and used equipment dealer has estimated the value of the District's old truck to be between \$5,000.00 and \$7,000.00). Discussion followed.

Action Taken

Citron moved, Lambert seconded, to declare the 1983 Vacuum Truck as surplus and to authorize staff to publish a Notice of Intent to Sell. Motion passed.

• **Monthly Budget Analysis**

Hill presented highlights of the Monthly Budget Analysis.

• **Summary of Existing District Projects**

The Summary of Existing District Projects was briefly discussed.

• **Other Business**

Rescheduling Regular Meeting Dates

At the March 27th meeting Mc Roberts stated that she was investigating the correct procedure to change the date of a regular meeting and that she would report back to the Board.

Mc Roberts and Hansen explained that since the dates for the District's regular board meetings are set by resolution at the beginning of each year, those meetings are considered to be "regular meetings". If a meeting date deviates from that pre-set schedule then the meeting is considered to be a "special meeting" and should be advertised accordingly. Discussion followed.

District Participation in the Whatcom Water District's Caucus

Commissioner Millar requested that the District's participation in the Whatcom Water District's Caucus be discussed at the next regular meeting on April 24th. The Board agreed.

• **Manager's Report**

Sorensen reported on the potential financial impacts to the District if the legislature uses the Public Works Trust Fund dollars to help to balance the state's budget. Hunter and Sorensen also provided an update on the wastewater treatment contract negotiations with the City of Bellingham.


With no further business, Mc Roberts adjourned the Regular Session at 8:30 p.m.



Recording Secretary, Lyn Edwards

4-24-2013
Date Minutes Approved


Leslie Mc Roberts


Todd Citron


Deborah Lambert


John W. Millar