

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
August 14, 2013

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

- Consent Agenda

- Action Taken

- Citron moved, Lambert seconded, approval of:

- Accounts Payable Vouchers totaling \$132,729.46
 - Payroll for Pay Period #16 (7/20/2013 through 8/2/2013) totaling \$38,322.60
 - Payroll Benefits for Pay Period #16 totaling \$36,488.17
 - Meeting Minutes for July 31, 2013

- Motion passed.

- Drinking Water State Revolving Fund (DWSRF) Loan Contracts

Hunter informed the Board that the District applied for and received two Drinking Water State Revolving Fund Loans; one for the Division 22 Reservoir (Approved Loan Amount = \$994,850.00) and one for the Geneva Area AC Main Replacement (Approved Loan Amount = \$2,398,750.00). The loans have an annual interest rate of 1.5% for 20 years with a 1% loan fee. Discussion ensued.

- Action Taken

- Citron moved, Lambert seconded, to authorize the General Manager to execute Drinking Water State Revolving Fund Loan Contract #DM13-952-136 for the Division 22 Reservoir Project and #DM 13-952-137 for the Geneva Area AC Main Replacement Project. Motion passed.

- Sudden Valley Water Treatment Plant Generator Replacement Project

- Contract Award

- As part of the 2013 Capital Improvement Plan, the District is replacing the undersized natural gas emergency generator at the Sudden Valley Water Treatment Plant with a larger diesel generator. RH2 Engineers is the consultant for the project. An Advertisement for Bids was published and two bids received. After reviewing the low bidder's references and criteria, Dan Burwell from RH2 Engineers recommended that the contract be awarded to Legacy Telecommunications in the amount of \$181,278.00. Discussion followed.

- Action Taken

- Lambert moved, Millar seconded, to award the Sudden Valley Water Treatment Plant Generator Replacement Contract to Legacy Telecommunications for a total construction contract cost of \$181,278.00 plus tax. Contract is for the Base Bid and does not include Additive Alternates A or B. Motion passed.

- Engineering Contract Amendment – RH2 Engineering

- Hunter explained that RH2 Engineering is almost finished with the Phase 1 Scope of Work for the project including predesign, design and bidding services. Staff recommends amending RH2 Engineering's agreement to add Phase 2 which includes construction contract administration, submittal review, inspection, testing and startup, SCADA programming, and record drawings.

Action Taken

Millar moved, Lambert seconded, to authorize the General Manager to execute Amendment 1 to RH2 Engineering's agreement for Phase 2 services during construction at an amount not-to-exceed \$36,745.00. Motion passed.

- **Monthly Budget Analysis**

The Monthly Budget Analysis for July was briefly discussed.

- **Summary of Existing District Projects**

Hunter presented highlights of the District's current projects and answered questions from the Board.

- **Other Business**

Energy Savings Committee

Millar and Sorensen reported on a presentation that was given at the August 13, 2013 WASWD Section 3 Meeting regarding participation in a regional energy savings committee. Discussion followed.

General Manager Annual Performance Evaluation

The Board discussed the General Manager's Annual Performance Evaluation and scheduled an executive session to coordinate and compile information for the evaluation at the September 23, 2013 Special Meeting. The actual evaluation was scheduled to take place at the October 9, 2013 Regular Meeting.

- **Manager's Report**

Sorensen asked the Commissioners if they are planning to attend the Washington Association of Sewer and Water District's Conference in Pasco on September 25, 26, and 27th. Millar, Mc Roberts and Sorensen will be attending the conference.

- **Executive Session Protocol**

Citron objected to holding an executive session to discuss water rights issues and expressed the opinion that the discussion would be more appropriate for regular session. A brief discussion ensued.

Action Taken

Lambert moved, Weide seconded, to recess to Executive Session to discuss water rights issues. Citron opposed. Motion passed.

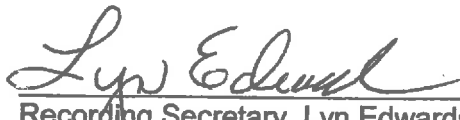
- **Water Rights Issues - Executive Session per RCW 42.30.140 (4)-30 Minutes**

Mc Roberts recessed the Regular Session to Executive Session at 7:35 p.m. The purpose of the Executive Session was to discuss a water rights issue. It was estimated that the Executive Session would take about thirty minutes. At 8:05 p.m. the Commissioners came out of Executive Session and announced that the discussion would take another fifteen minutes. Mc Roberts recessed the Executive Session and reconvened the Regular Session at 8:19 p.m.


Action Taken

Millar moved that the District's Board join the legal coalition in the small districts caucus and pay the \$5,000.00 donation to the legal fund in full support and defense of the long term water rights of the District ratepayers and property owners. No second. Motion failed.

With no further business, Mc Roberts adjourned the Regular Session at 8:22 p.m.



Recording Secretary, Lyn Edwards

8-28-2013
Date Minutes Approved


Leslie Mc Roberts


Deborah Lambert

John W. Millar


Laura Weide


Todd Citron

