

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
November 13, 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, Laura Weide, and Deborah Lambert, General Manager Patrick Sorensen, District Engineer Bill Hunter, Legal Counsel Brian Hansen, Consulting Engineer Melanie Mankamy, Finance Manager Debi Hill, and Recording Secretary Lyn Edwards. Commissioner Millar was excused from the meeting. There were no members of the public present.

- Consent Agenda

- Action Taken

- Citron moved, Lambert seconded, approval of:

- General and Construction Fund Vouchers totaling \$281,528.50
 - Payroll for Pay Period #23 (10/26/2013 through 11/8/2013) totaling \$37,839.63
 - Payroll Benefits for Pay Period #23 totaling \$34,914.35
 - Minutes for the October 30, 2013 Meeting

- Motion passed.

- 2014 Draft Budget

Hill gave an overview of the proposed 2014 Budget. A question and answer period and a lengthy discussion followed. Some formatting changes were requested by the Board. Staff will edit the document as discussed and present it for further consideration at the November 25, 2013 meeting.

- Summary of Existing District Projects

Hunter provided a status report on the Districts current projects.

- Personnel Policies Manual Update

Sorensen presented an update to the District's Personnel Policies Manual explaining that the proposed changes are a compilation of language amendments intended to eliminate conflicts between the Personnel Policies and the AFSCME Union Contract. District legal counsel assisted management with the amendments. Both union and non-union staff members have reviewed the updated manual and have expressed no objections to the changes. Discussion followed.

- Action Taken

- Lambert moved, Weide seconded, to direct the General Manager to finalize the changes to the Personnel Policies Manual as presented and discussed. Motion passed.

- Cathodic Protection Bids

Hunter explained that the District received two bids for the Steel Reservoir Cathodic Protection Systems project on October 29, 2013. An evaluation of the bids and conversations with the bidders revealed several issues: the low bidder's project experience does not meet the stated criteria, the second low bidder failed to acknowledge the addendum and both bidders submitted a price for vertical systems instead of the horizontal systems that were specified in the contract documents. Due to the severity of the issues, staff recommends rejecting all bids. Specifications and bid documents will be revised before the project is re-advertised and re-bid.

Action Taken

Citron moved, Weide seconded, to reject all bids for the Steel Reservoir Cathodic Protection Systems received on October 29, 2013 and to direct staff to re-advertise and re-bid the project with revised specifications. Motion passed.

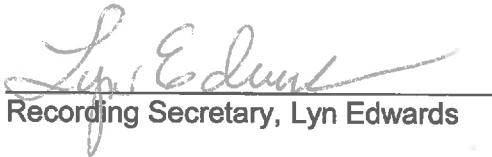
• **Other Business**

The District's wastewater treatment contract with the City of Bellingham was briefly discussed.

• **Manager's Report**

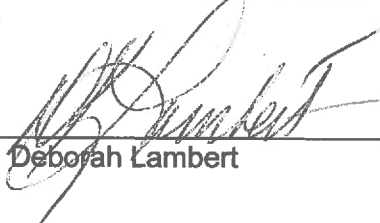
Due to the upcoming holiday season, the meeting schedules for November and December were discussed. The second regular meeting in November was cancelled and a special meeting scheduled for November 25, 2013 at 8:00 a.m. The second regular meeting in December was also cancelled and a special meeting was scheduled for December 23, 2013 and 8:00 a.m.

With no further business, Mc Roberts adjourned the Regular Session at 7:50 p.m.


Recording Secretary, Lyn Edwards

12-11-2013
Date Minutes Approved

Leslie Mc Roberts



Deborah Lambert



Todd Citron



Laura Weide