

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
May 28, 2014

Board President Leslie Mc Roberts called the Regular Session to order at 8:00 a.m. Other District representatives present included Commissioners Todd Citron, Laura Weide and Ian Millar, General Manager Patrick Sorensen, District Engineer Bill Hunter, Consulting Engineer Melanie Mankamyer, Finance Manager Debi Hill and Recording Secretary Lyn Edwards. Commissioner Lambert was excused from the meeting. Consulting engineer Dan Burwell from RH2 Engineers was present for the Boulevard Sewer Pump Station Contract Award. There were no other members of the public present.

- Consent Agenda

- Action Taken

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

- **Accounts Payable Vouchers totaling \$31,415.38**
 - **Payroll for Pay Period # 10 (4/26/2014 through 5/9/2014) totaling \$36,320.45**
 - **Payroll Benefits for Pay Period #10 totaling \$34,563.24**
 - **Payroll for Pay Period # 11 (5/10/2014 through 5/23/2014) totaling \$40,472.44**
 - **Payroll Benefits for Pay Period #11 totaling \$22,609.93**
 - **Minutes for the May 14, 2014 Meeting**

- **Motion passed.**

- Boulevard Sewer Pump Station Upgrade Project – Contract Award

Hunter reported that as part of the 2014 Capital Improvement Plan, the District is replacing the Boulevard Sewer Pump Station. RH2 Engineers is the consultant for the project. An Advertisement for Bids was published on 5/9/2014 and three bids were received. After a thorough examination of the bids and bidder responsibility criteria, RH2 recommends that the contract be awarded to Interwest Construction Inc. in the amount of \$383,757.99 which includes Alternate A.7 and sales tax. Discussion followed.

- Action Taken

- **Millar moved, Citron seconded, to award the Boulevard Sewer Pump Station Upgrade Project contract to Interwest Construction for a total contract amount of \$383,757.99 which includes Alternate A.7 and sales tax. Motion passed.**

- 2014 Sewer System Rehab and Repair – Contract Award

Hunter stated that each year, the District includes an amount in its annual budget specifically for addressing inflow, infiltration, maintenance and restoration of the District's sewer system. This year's rehab and repair projects include smoke testing of the Airport, Strawberry Canyon, Marina, Tomb and Ranch House sewage pump station service areas and repair of manholes and sewer mains that have been identified with inflow and infiltration. An advertisement for bids was published and two bids were received. After a thorough examination of the bids and contractor criteria, staff recommends awarding the 2014 Sewer System Rehab and Repair contract to Olson Bros Pro-Vac in the amount of \$122,747.78.

Hunter explained that the budgeted amount for this project is \$160,000.00 and that \$140,000.00 would be ample to cover the planned repairs and for any additional manhole and main repairs that may be needed. The remaining \$20,000.00 could then be applied towards the Boulevard Sewer Pump Station Upgrade Project. Discussion followed.

Action Taken

Citron moved, Weide seconded, to reduce the budgeted amount for the 2014 Sewer System Rehab and Repair project from \$160,000.00 to \$140,000.00 thereby enabling the District to use the \$20,000.00 for the Boulevard Sewer Pump Station Upgrade project. Motion passed.

Action Taken

Citron moved, Weide seconded, to award the 2014 Sewer System Rehab and Repair contract to Olson Bros Pro-Vac, LLC at an initial amount of \$112,747.78 including sales tax and to authorize staff to adjust manhole repair and sewer main spot repair chemical grout quantities to utilize up to the budgeted amount of \$140,000.00. Motion passed.

- **Web Pay Fees**

Hill reported that the Finance Department is consolidating the District's customer bill paying options with Xpress Bill Pay which will facilitate e-bill, auto-pay and online bill viewing for our customers. The District has been charging \$1.00 for each E-check transaction and \$2.00 for each credit or debit card transaction made through the web site. In order to receive the lower per item fee for payment processing by the new vendor, the District cannot charge customers a fee for using the service. While we would lose the fees, the District would save substantially on merchant processing costs. Staff therefore proposes to discontinue the Web/Phone Pay Convenience Fees. The Board discussed the proposal.

Action Taken

Citron moved, Weide seconded, to direct staff to discontinue the Web/Phone Pay Convenience Fees and to remove them from the District's list of Master Fees and Charges to take advantage of lower utility processing fees with the Merchant Services provider. Motion passed.

- **Other Business**

The Board discussed the logistics of the June 4, 2014 Special Meeting scheduled to interview candidates for General Legal Counsel.


- **Open Public Records Act RCW 42.56 – Commissioner Training**

A new law effective July 1, 2014 amends the Public Records Act to require records training for state and local elected officials and records officers. The training includes information on the Open Public Records Act and records management/retention. In order to comply with the new training requirements, Commissioners and management staff viewed a short video presentation from the Washington State Attorney General's Office. The District's Board members and staff are also required to receive training on the Open Public Meetings Act. A second similar presentation regarding the Act will be shown at the June 11th Commissioner's meeting when legal counsel will be present to answer any questions that the Board may have.

- **Manager's Report**

Sorensen reported on his vacation schedule for the month of June.

With no further business, Mc Roberts adjourned the Regular Session at 9:25 a.m.




Recording Secretary, Lyn Edwards



Date Minutes Approved


Leslie McRoberts


Todd Citron


Deborah Lambert


Laura Weide


John W. Millar