

BOARD OF COMMISSIONERS MEETING

April 23, 2007

MINUTES

1. CALL TO ORDER:

The regular meeting of the Olympus Terrace Sewer District Board of Commissioners was held in the office of the District on April 23, 2007, at 6:02 p.m. Present at the meeting were Commissioners Dick Andrews, Ed Caine, and Tom Rainville; District staff Patrick Sorensen, and Sue Parks. Harry Sellers of Gray & Osborne Inc. was also present.

2. ADOPTION OF AGENDA:

A motion was made to adopt the Agenda as presented. It was seconded and approved.

3. PUBLIC COMMENTS:

There were no public comments.

4. CONSENT AGENDA:

a) Approval of Vouchers:

• Sub-Fund 40 - Voucher Nos. 014637 - 014698	\$ 132,777.05
• Sub-Fund 42 - Voucher Nos. 000775 - 000783	\$ 1,771.46
• Sub-Fund 46 - Voucher Nos. 000511 - 000521	\$ 234,600.26

b) Minutes of the April 9, 2007 Regular Commissioners Meeting

The consent agenda items were accepted as presented and placed on file.

5. LIFT STATION NO. 14 CONSTRUCTION CONTRACT AWARD:

Sorensen presented an overview of the bid process and recommended the contract award. Harry Sellers answered questions and gave details. Discussion followed. A motion was made by Commissioner Rainville to award the construction contract for Lift Station No. 14 to SRV Construction, Inc. in an amount not to exceed \$1,169,886.56 (including W.S.S.T.) and authorize the General Manager to sign the contract. The motion was seconded and approved.

6. ON-CALL GEOTECHNICAL ENGINEERING SERVICES AWARD:

Sorensen explained the recommendation based on the review of request for qualifications recently solicited. Discussion followed. A motion was made by Commissioner Caine to award the on-call geotechnical engineering services contract to Zipper Zeman Associates, Inc. and authorize the General Manager to sign the contract. The motion was seconded and approved.

7. RESOLUTION NO. 324-07/ADOPTING POLICIES RELATING TO OUTSIDE EMPLOYMENT & EMPLOYEE CONFLICTS OF INTEREST:

Sorensen and Parks presented the policy as revised. Discussion followed. A motion was made by Commissioner Caine to adopt Resolution No. 324-07. The motion was seconded and approved, with 2 votes yes. Commissioner Caine abstained from the vote.

8. RESOLUTION NO. 325-07 AUTHORIZING THE GENERAL MANAGER CONTRACT AUTHORITY FOR CHANGE ORDERS, AMENDMENTS, & SUPPLEMENTAL AGREEMENTS NOT EXCEEDING \$25,000:

Sorensen mentioned this resolution was in response to a directive the Board had made previously. A motion was made by Commissioner Caine to adopt Resolution No. 325-07 as presented. Commissioner Rainville seconded the motion. The motion was approved by unanimous vote.

9. RECESS TO EXECUTIVE SESSION AT:

This item was deemed not necessary by the Board and General Manager and was waived.

10. RECONVENE TO REGULAR SESSION AT:

This item was deemed not necessary by the Board and General Manager and was waived.

11. EXECUTIVE SESSION ACTION ITEMS:

There were no executive session action items.

12. MANAGER'S COMMENTS:

- Sorensen briefly reviewed the comments sheet with the Board. Andrews commented on the importance Vulnerability Assessment/Emergency Response Plan.
- Sorensen presented the background and details regarding the Big Gulch update item number 3. Discussion followed.
- Sorensen requested a special meeting on May 1, 2007 as outlined in item number 2. Discussion followed. Commissioner Caine mentioned he would be unable to attend the meeting but may be able to participate via conference call.
- Sorensen mentioned a letter to FEMA which needs to have the Board President sign to complete the paperwork for funds already requested. Discussion followed.
- Sorensen presented a Big Gulch Sewer Line Replacement Project costs outline as requested by the Board previously. Discussion followed.

13. COMMISSIONER'S COMMENTS:

- Commissioner Rainville stated Sorensen's contract comes up for renewal on July 1st, and that he would like to begin the contract review process in May. Discussion followed. The Board and staff

agreed to the recommendation to discuss the contract the last meeting of May or the week of May 20th.

14. MEETING ADJOURNED:

A motion was made to adjourn the regular meeting. It was seconded and approved. The meeting was adjourned at 7:26 p.m.

Richard G. Andrews, President

Edsel Caine, Vice-President

Thomas H. Rainville, Secretary