

# SACHEEN LAKE SEWER & WATER DISTRICT

Minutes: December 7, 2011

Location: Sacheen Fire Station

Commissioner Johnsen called the meeting to order at 7:00pm. All Commissioners were in attendance as well as MgS. Pearman. Eric Eldenberg and Kevin Koesel of Sewell Engineering were also in attendance.

- C/Pearman reviewed the evening's agenda.

- C/Garrett MM that the minutes of October 5, be approved. Motion was seconded by C/Johnsen and unanimously approved.

-C/Garrett MM to accept the minutes of the November 23 meeting. Motion was seconded by C/Pearman and unanimously approved.

## MgS REPORT:

- Two vouchers were presented for payment totaling \$219.42

11-14 Newport Miner \$45.00

11-15 Sheila Pearman \$174.42

## COMMUNICATIONS:

-Election certification from the Auditor's Office

C/Pearman re-elected with 79.62%

M&O Passed with 68.35%

Dissolution of District failed with 68.24% against

-Copy of oath of office for C/Pearman

-Season's Greetings from Sewell Engineering

-Loan Contract from PWTF

-Engineering Contract from Sewell Engineering

-Green Technology survey from Labor & Industry

MgSec also reported on conversations with:

-Laura McAloon

-PWTF re: property purchase and procedures

-Doug Smith from Stimson re: P&S extension request

- DOE Weeds Management Fund application submittal

PRR from Jill Short for minutes, agenda and letter from Lands

C/Garrett reviewed previous Action Register

MgSec presented information regarding the PWTF loan agreement

-Where we intend to go to get our match will determine the timeline for when we need to find the match money. Generally do not need to have the match money until the end of the project. It will be then that we determine what our percentage will be for the match.

- Will need thought and discussion on where we intend to get the match before construction begins.

-Current schedule for completion is 36 months in order to take advantage of completion incentives.

-Laura McAloon has reviewed the PWTF Loan Agreement and signed off on it.

C/Garrett MM to accept the PWTF Loan contract # PC12-951-015 as reviewed by Staff and Counsel. Motion was seconded by C/Pearman and unanimously approved.

-Per SOP there will need to be a new Chairperson appointed for the Board for 2012.

C/Pearman MM that Gary Garrett be appointed Chair of the Board for 2012. Motion was seconded by C/Johnsen and unanimously approved.

C/Johnsen offered to continue with the meeting presentation with assistance of Jerry Johnsen.

-C/Johnsen brought up discussion of possible title change for the Managing Secretary.

Discussions with both Laura McAloon and Eric Eldenburg suggest that the work and responsibility expected of the Managing Secretary are more in line with what most would be called District Manager.

C/Garrett MM to accept the recommendation that the Managing Secretary title to that of District Manager. Motion was seconded by C/Pearman and unanimously approved.

-Notification of title change should be sent to County officials, Counsel, and PWTF.

-Covenant paperwork will go out by January 15. C/Johnsen and DM will clean up list and letter for posting next month. Will also get the information to K.Koesel for the design work numbers.

-C/Pearman reviewed meeting he had with Engineers and the contract presented.

- Engineering costs add up to \$974,592 with the largest portion of that going toward site review and pump placements with considerations for combinations.

- C/Pearman spent 1 ½ hours reviewing contract and project timeline with Eric and Kevin.

- Sewell will have oversight of other subcontractors at the vendor rate plus 10%.

- During construction there will be an on-site supervisor for inspections, especially underground.

- The DM will attend weekly construction meetings to keep the Board apprised.

- Will need to set up code of accounts to track costs. Invoices will be broken down to tasks and placed into a budget status report.

C/Pearman MM to approve and sign the Engineering Contract with Sewell Engineering.

(The contract has been reviewed by Counsel.) The motion was seconded by C/Garrett and unanimously approved.

-C/Pearman has developed project plan starting with the tasks that Kevin Koesel put in detail with Microsoft Project.

-C/Pearman met with Doug Smith from Stimson to discuss concerns for completion of Hist/Cultural site review prior to property purchase. Recommend that we request a six month extension to finish the site review. DM will send letter to Stimson with request and include with it the signatory pages from both the PWTF contract as well as that from the Engineering Contract.

-K.Koesel would like to get base maps of lots laid out and then hold lot owner meetings to get property owner input as to where known factors such as utilities are and where house sits etc. for consideration in pump placement.

-When go out for bids will likely put incentives or penalties into agreements to make sure the project is driven to finish ASAP. We can realize substantial gains to have contractors finish on time. Incentives are harder to have than penalties.

-Much of the project will happen concurrently during construction. Lagoon and treatment plant must be done before any hookups can be completed.

-Eric would like to see K.Koesel attend our monthly Board meetings to keep updates to project and timeline current.

-We will need to look at some policies for use of sewer system in the next few months.

## ACTION REGISTER REVIEW

### PUBLIC COMMENT:

-Dan White and Karen want to thank the Board for its hard work on the LID project. Also want to thank Eric Eldenburg for hanging in for all this time. Confident that this is a good Board who along with a good engineer can get the project done.

- Jerry Johnsen would like the Board to also look at both incentive options for PWTF to make sure which option might be the best for us.

Next meeting is scheduled for Wednesday, January 4, 2012 at 7PM.

Meeting was adjourned at 8:45 by C/Johnsen

Sheila Pearman  
District Manager