

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
December 26, 2012

Board President Leslie Mc Roberts called the Regular Session to order at 8:06 a.m. Other District representatives present included Commissioners Todd Citron and John W. Millar, General Manager Patrick Sorensen, District Engineer Bill Hunter, Finance Manager Debi Hill, and Recording Secretary Lyn Edwards. Commissioner Lambert attended the meeting via speaker phone. Commissioner Weide was excused from the meeting. A list of interested participants is on file.

- Consent Agenda

- Action Taken

Citron moved, Lambert seconded, approval of:

- General and Construction Fund Vouchers totaling \$221,969.25
 - Payroll for Pay Period #25 (11/24/2012 through 12/7/2012) totaling \$38,255.11
 - Payroll Benefits for Pay Period #25 totaling \$24,105.15
 - Late Fee Adjustments through October 12, 2012 totaling \$377.46
 - Late Fee Adjustments through November 12, 2012 totaling \$198.67
 - Meeting Minutes for November 30, 2012 and December 5, 2012
- Motion passed.

- Whatcom Overlook Short Plat DEA (Polly's Plat)

Hunter explained that the developer of Whatcom Overlook Short Plat (Polly's Plat) has been trying to complete the four-lot DEA before the short plat expires on January 8, 2013 but will be unable to fulfill all of the District's requirements within the allotted time. In order to finalize the short plat, Whatcom County will require the developer to submit water and sewer availability forms from the District. The developer is requesting that the Board make an exception in this instance and issue the water and sewer availability forms before the DEA is actually complete. Hunter suggested that the Board conditionally accept the project as complete and authorize staff to issue the water and sewer availability forms with unfinished items clearly noted on them. An extensive discussion followed.

- Action Taken

Citron moved, Millar seconded, to direct staff to approve the Polly's Plat Developer Extension Agreement conditioned upon all of the DEA requirements being completed and the unfinished items clearly noted on the Whatcom County Water Availability forms. Motion passed.

- Consultant Fees for 2013

Sorensen stated that each year the Board reviews the proposed fees for the District's engineering and legal consultants. Wilson Engineering's rates will increase by 1.4% to 3.3% for work performed in 2013; legal counsel Brian Hansen's rates will remain the same as they were in 2012. The Board discussed the consultant's proposed fees for 2013.

- Action Taken

Lambert moved, Citron seconded, to approve Brian Hansen's proposed fees for legal services in 2013 and to approve Wilson Engineering's proposed fees for general engineering services in 2013. Motion passed.

- Establishing an Employee Information and Recognition Program – Resolution 795
Sorensen reported that during the District's recent state audit inconsistencies were noted in the implementation of the policies established in Resolution 769. Accordingly, staff has drafted Resolution 795 Establishing an Employee Information and Recognition Program and rescinding Resolution 769. The Board discussed the Resolution and requested several minor language amendments.

Action Taken

Citron moved, Lambert seconded, to adopt Resolution 795 as amended. Motion passed.

- 2013 Activities and Planning Discussion

The Board discussed and provided staff direction on a list of items to be addressed in 2013. Topics of discussion included:

The development of a Request for Proposals (RFP) for engineering services on three years of capital projects rather than one project at a time.

Financing options for the District's capital projects if the Public Works Trust Fund Loan requests are not approved or are reduced by the State Legislature.

Preparing to fund the District's share of the City's sewage treatment plant upgrade.

Completing Sewage Treatment Contract negotiations with the City of Bellingham.

Continuing to work on the District's Asset Management Program.

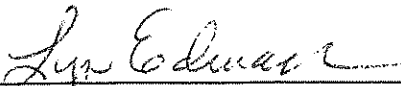
Following up on the utility billing reconciliation issues that were found during the investigation.

Sewer Comprehensive Plan update; includes the addition of a new chapter regarding Stormwater Management Options for the District.

- Manager's Report

Sorensen announced the date of the next Lake Whatcom Policy Group meeting and reminded the Board about the WAWD Commissioner's Workshop on January 26, 2013.

With no further business, Mc Roberts adjourned the Regular Session at 9:51 a.m.



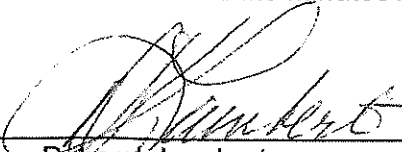
Recording Secretary, Lyn Edwards

1-9-2013

Date Minutes Approved



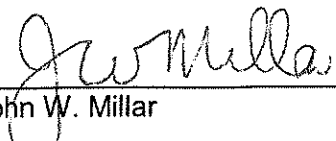
Leslie Mc Roberts



Deborah Lambert



Todd Citron



John W. Millar