

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
February 13, 2013

Board Secretary Todd Citron called the Regular Session to order at 6:30 p.m. Other District representatives present included Commissioners Deborah Lambert and Laura Weide, District Engineer Bill Hunter, legal counsel Tom Fryer, consulting engineer Melanie Mankamyer, Finance Manager Debi Hill and Recording Secretary Lyn Edwards. Commissioners Mc Roberts and Millar were excused from the meeting. There were no members of the public present.

- Consent Agenda

- Action Taken

- Lambert moved, Weide seconded, approval of:

- **General and Construction Fund Vouchers totaling \$125,353.05**
 - **Payroll for Pay Period #3 (1/19/2013 through 2/1/2013) totaling \$38,317.69**
 - **Payroll Benefits for Pay Period #3 totaling \$46,304.80**
 - **Meeting Minutes for January 28, 2013**

- Motion passed.

- Independent Audit Results

Hill reported that the District's financial consultants recently completed a regularly scheduled internal control audit. The audit examined cash receipts and cash disbursement processes for the last six months of 2012. No compliance issues or internal control flaws were noted in their review. The emphasis of the next scheduled audit will be the District's fixed assets. Discussion followed.

- Monthly Budget Analysis

The Monthly Budget Analysis for January was briefly discussed. The District's new financial software was also a topic of discussion.

- Summary of Existing District Projects

Hunter reported on the status of the District's ongoing projects and answered questions from the Board.

- Inflow and Infiltration (I & I) Study

Mankamyer presented the results of Wilson Engineering's Inflow & Infiltration Analysis of the District's sewer system. Inflow is water that enters the sewer collection system from the surface; Infiltration is water that enters the system through cracks, separated joints, or other flaws in the pipes or manholes. The analysis compared historical sewer flows with recent sewer flows in order to evaluate the effectiveness of the District's I & I reduction program. Over the last several years the District has completed numerous projects aimed at finding and reducing I & I including sewer main spot repairs, manhole grouting, smoke testing, and installing manhole dishes. Reducing I&I is an important element of the District's sewer system maintenance program. It helps to maximize the performance and longevity of the system while reducing the volume of wastewater that is sent to the City's sewage treatment plant. Extensive discussion took place throughout the presentation.

- Other Business

- **Washington Association of Sewer and Water Districts (WASWD)**

- Weide reported on the February 12, 2013 WASWD Section 3 meeting that she had attended.

• Manager's Report

Sorensen reminded the Board about the Spring WASWD Conference taking place April 4, 2013 through April 5th in Yakima and the Public Works Board Northwest Regional Academy in Mt. Vernon on February 20th and announced the date and time of the next Geneva Neighborhood Association meeting.

Sorensen announced that the Executive Session will be about two separate topics; the City of Bellingham Wastewater Treatment Contract and a Personnel Issue.

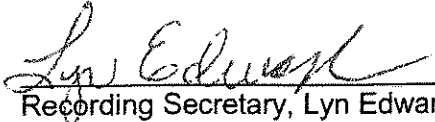
• City of Bellingham Wastewater Treatment Contract (Executive Session RCW 42.30.110(i)(iii))

• Personnel Issue (Executive Session per RCW 42.30.110(1)(f))

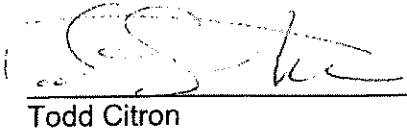
Citron recessed the Regular Session to Executive Session at 7:22 p.m. It was estimated that both Executive Session items would take about thirty minutes. Citron recessed the Executive Session at 8:12 p.m. and reconvened the Regular Session.

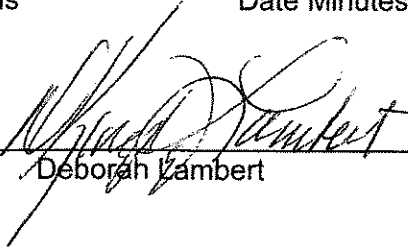
No action was taken following the Executive Session.

With no further business, Citron adjourned the Regular Session at 8:12 p.m.


Recording Secretary, Lyn Edwards

3-27-2013
Date Minutes Approved


Todd Citron


Deborah Lambert


Laura Weide