



LAKE WHATCOM WATER AND SEWER DISTRICT
1220 LAKEWAY DRIVE
BELLINGHAM, WASHINGTON 98229

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

June 26, 2013

8:00 a.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Disposal of Surplus Items
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. City of Bellingham Wastewater Treatment Contract (Executive Session per RCW 42.30.110(i)(iii) – 30 Minutes)
10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

| | | | |
|---|--|--|--|
| DATE SUBMITTED: | June 19, 2013 | | |
| TO BOARD OF COMMISSIONERS | | | |
| FROM: Patrick Sorensen | MANAGER APPROVAL <i>Patrick Sorensen</i> | | |
| MEETING AGENDA DATE: | June 26, 2013 | | |
| AGENDA ITEM NUMBER: | 5.A. | | |
| SUBJECT: | Disposal of Surplus Items | | |
| LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____ | 1. List of Items dated 6/18/2013 | | |
| | 2. | | |
| | 3. | | |
| TYPE OF ACTION REQUESTED | RESOLUTION <input type="checkbox"/> | FORMAL ACTION/ MOTION <input checked="" type="checkbox"/> | INFORMATIONAL/ OTHER <input type="checkbox"/> |

BACKGROUND / EXPLANATION OF IMPACT

Attached is a list of miscellaneous surplus items that the District no longer needs.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

To declare the listed items as surplus and authorize staff to dispose of them.

PROPOSED MOTION

To declare the presented list of items dated June 18, 2013 as surplus and authorize the General Manager to dispose of the property in a manner consistent with state law.

Surplus List 6/18/2013

| Quantity | Description |
|----------|--|
| 2 | Samsung Saga cell phone |
| 6 | Gzone Type V cell phone |
| 2 | Gzone Type N cell phone |
| 2 | Gzone Boulder cell phone |
| 3 | Gzone Brigade cell phone |
| 1 | Box misc computer accessories |
| 1 | Cyberkey station |
| 1 | Datapilot – box of usb to cell phone cords |
| 2 | Dell 5100cn printers. 1 with imaging drum |
| 1 | Panasonic KX-E7000 typewriter |
| 1 | Lexmark printer |
| 1 | HP HC227 printer |
| 1 | Dell workstation computer |



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| FROM: Patrick Sorensen | MANAGER APPROVAL <i>Patrick Sorensen</i> | | |
| MEETING AGENDA DATE: | June 26, 2013 | | |
| AGENDA ITEM NUMBER: | 7 | | |
| SUBJECT: | Manager's Report | | |
| LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____ | 1. Manager's Report | | |
| | 2. | | |
| | 3. | | |
| TYPE OF ACTION REQUESTED | RESOLUTION | FORMAL ACTION/ MOTION | INFORMATIONAL/ OTHER |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

BACKGROUND / EXPLANATION OF IMPACT

Updated information from the General Manager in advance of the Board meeting.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None

General Manager Comments

June 26, 2013

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting will be on **July 8, 2013 at 9:30 a.m.** back in the Garden Room at the remodeled Whatcom County Civic Center located at 322 North Commercial Street. The Agenda topics have not been set as of this date. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** A meeting has been set for **July 8, 2013** between 3:00 p.m. and 4:30 p.m. at the District Office. Again, this involves the Mayor, the County Executive, and the General Manager. A meeting agenda has not been set yet.
- **Next Regular Board Meeting:** Scheduled for Wednesday, **July 10, 2013 at 6:30 p.m.**
- **Next Employee Staff Meeting:** Is scheduled for **Thursday, July 11, 2013 at 8:00 a.m.** in the Board Room. Commissioner Millar is scheduled to attend this meeting. Scheduling is rotated by alphabetical order each month.
- **Washington Association of Sewer & Water Districts Section III Meeting:** The next Section III meeting will be held at Bob's Burger & Brew in Tulalip on **Tuesday, July 9, 2013** starting at 6:20 p.m. All WASWD Section III Meetings are publicly noticed by the District.
- **Next Employee Safety Committee Meeting:** Tuesday July 9, 2013 8:00 a.m. in the District Conference Room.
- **Whatcom Water Districts Caucus Meeting:** The next regular meeting is scheduled for **Wednesday, June 26, 2013 at 3:00 p.m.** This meeting is held in the District's Board Room and is publicly noticed.

Other:

- **WASWD Executive Director's Visit:** Reminder: WASWD Executive Director Blair Burroughs's visit with the Board has been rescheduled from June 12, 2013 to July 10, 2013.

- **COB WWTP Contract Negotiations:** As mentioned previously this effort is still ongoing. However, I can report that we have been meeting every week in order to keep things going. Discussions have been very productive. We are continuing to meet once a week and should have something to report on soon. District staff briefly met before a City Council policy committee on Monday, July 17, 2013 to lend support to our joint efforts. It was a quick update.
- **Up Coming Rate Study Update:** The upcoming rate study conducted by FCSG will begin in July. Again, the Board will be updated on its status as we move along. Your questions and requests raised earlier will be considered in this process.
- **Updating District Personnel Policies Manual/Penalty Fees:** As mentioned earlier I have been engaged in the tedious process of syncing up the language from the most recently approved labor contract and our personnel manual. There should never be any conflicts between the two documents. You will be seeing this updated document in the near future after we have completed our work and the Union has had a chance to look at everything.
- **Updating the District's Master Fees and Charges Schedule - Add Penalty Fees**
We will now complete the process of updating the Master Fees and Charges Schedule section of our Administrative Code that addresses penalties for code violations. We waited to address this issue until the sewer connection audit was completed.
- **Annual Summer Picnic Sponsored by the Union:** The bargaining unit will be sponsoring a summer picnic for the staff. Both the Board and management staff has been invited to attend. This will be held on August 15, 2013 between 12:00 noon and 1:00 p.m. The location will either be at the District Office or the Maintenance Building. The location has not been determined yet. As always we are grateful for their generosity.
- **Board Members Out of the Area:** Reminder:
 - ✓ Commissioner Citron will be unavailable at the July 10 Board meeting.
 - ✓ Commissioner Millar will be out of the area on the following dates: August 28, September 11, & November 13.



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| TO BOARD OF COMMISSIONERS | | | |
| FROM: Patrick Sorensen | MANAGER APPROVAL _____ | | |
| MEETING AGENDA DATE: | June 26, 2013 | | |
| AGENDA ITEM NUMBER: | 9.0 | | |
| SUBJECT: | City of Bellingham Wastewater Treatment Contract (Executive Session per RCW 42.30.110(i)(iii) – 30 Minutes | | |
| LIST DOCUMENTS PROVIDED → NUMBER OF PAGES INCLUDING AGENDA BILL: _____ | 1. | | |
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BACKGROUND / EXPLANATION OF IMPACT

Discussion of wastewater treatment contract negotiations with the City of Bellingham.

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Discussion only.

PROPOSED MOTION

None