

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
January 29, 2014

Board President Leslie Mc Roberts called the Regular Meeting to order at 8:00 a.m. Other District representatives present included Commissioners Todd Citron, Deborah Lambert, Laura Weide and John W. Millar, General Manager Patrick Sorensen, Legal Counsel Brian Hansen, Consulting Engineers Melanie Mankamyer and Danielle Johnston, District Engineer Bill Hunter, Finance Manager Debi Hill, and Recording Secretary Lyn Edwards. There were no members of the public present.

- Consent Agenda

- Action Taken

- Lambert moved, Weide seconded, approval of:

- Accounts Payable Vouchers totaling \$122,870.40
 - Payroll for Pay Period #2 (1/4/2014 through 1/17/2014) totaling \$40,072.45
 - Payroll Benefits for Pay Period #2 totaling \$36,781.26
 - Minutes for the January 8, 2014 Meeting

- Motion passed.

- District Late Fees

Hill presented a report that the Board had previously requested regarding late fees. The report contained details of the District's late fee policy and a listing of other districts late payment policies and fees. The compiled information indicates that the majority of the districts that were polled also charge late fees and that 10% is the amount that is most commonly charged. The issue that generated the inquiry was a customer complaint that the District's late fees are "exorbitant". After an in-depth discussion, the Board concluded that the District's late fee policy is fair and equitable and that no changes are necessary at this time.

- Commissioner Committee Representation for 2014

Each year the Board selects a Commissioner to serve as the District's representative to the Lake Whatcom Policy Group and a representative to the Whatcom County Council of Governments. The Board discussed representation on the two committees.

- Action Taken

- Weide moved, Lambert seconded, to appoint Commissioner Mc Roberts to serve as the District's representative to the Lake Whatcom Policy Group for 2014.
Motion passed.

- Action Taken

- Weide moved, Citron seconded, to appoint Commissioner Lambert to serve as the District's representative to the Whatcom County Council of Governments for 2014.
Motion passed.

Citron reported that a task force is being formed to deal with the State Forest trust lands in the Lake Whatcom watershed that were re-conveyed to Whatcom County for park use last year and volunteered to serve as the District's representative on the task force. Discussion ensued.

Action Taken

Weide moved, Lambert seconded, to appoint Commissioner Citron to serve as the Districts representative to the Whatcom County Parks Lake Whatcom Watershed Task Force. In the event that Commissioner Citron is unavailable, Commissioner Millar will substitute for Citron. Motion passed.

- **Draft Sewer Comprehensive Plan**

The Board continued their discussion on the District's Draft Sewer Comprehensive Plan and requested numerous changes to the first section. Discussion on the Comprehensive Plan will resume at the February 12, 2014 regular meeting.

- **Division 22 Reservoir – Engineering Agreement with Grey and Osborne**

Hunter reported that at the March 13, 2013 meeting, the Board formally selected Grey & Osborne, Inc. to provide the engineering services for the Division 22 Reservoir project. In 2013 the District applied for and received low interest loan funding for two water projects including the Division 22 Reservoir. Now that the District has executed the loan contracts with the Washington State Department of Health it is ready to enter an engineering agreement with Grey & Osborne. The project will have at least three phases. Phase 1 includes topographic surveying, geotechnical test borings, pre-design, conditional use permit, and presentations to Board of Commissioners. Grey & Osborne's fee estimate for the Phase 1 Scope of Work is \$44,734.00.

Action Taken

Lambert moved, Citron seconded, to approve Grey & Osborne's Phase 1 Scope of Work and Fee Estimate for time and materials not to exceed \$44,734.00 and authorize the General Manager to execute the Architectural/Engineering Agreement. Motion passed.

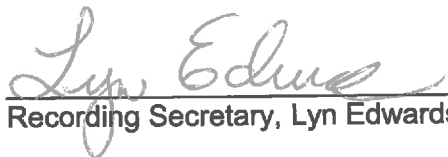
- **Manager's Report**

Sorensen reminded the Board about upcoming events and meetings and also informed them that the District's Senior Engineering Technician has tendered his resignation, effective February 6, 2014. Discussion followed.

- **Contract Negotiations/Potential Litigation (Executive Session per RCW 42.30.110(i))**

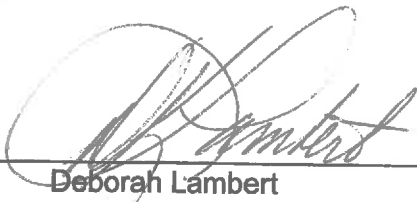
Mc Roberts recessed the Regular Session to Executive Session at 9:40 a.m. It was estimated that the Executive Session would take about thirty minutes. The purpose of the Executive Session was to discuss Contract Negotiations and Potential Litigation. At 10:10 a.m. the Commissioners came out of Executive Session and announced that the discussion would take another 20 minutes. Mc Roberts recessed the Executive Session and reconvened the Regular Session at 10:30 a.m.

With no further business, Mc Roberts adjourned the Regular Meeting 10:31 a.m.


Recording Secretary, Lyn Edwards

2-12-2014
Date Minutes Approved

Leslie Mc Roberts

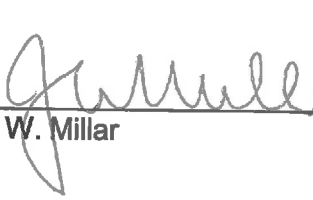


Deborah Lambert



Todd Citron

John W. Millar



Laura Weide

