



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

September 24, 2014

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. Strawberry Point Pump Station – Pre-design Report by RH2
 - B. Disposal of Surplus Items
 - C. Appoint New Whatcom County Council of Governments Representative
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT
AGENDA BILL

DATE SUBMITTED:	September 15, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <u>Bill Hunter</u>		
MEETING AGENDA DATE:	September 24, 2014		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Strawberry Point Pump Station – Pre-Design Report by RH2		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

RH2 Engineers will provide an executive summary presentation of the pre-design report for Strawberry Point Sewer Pump Station Improvements. Permitting and design will take place this coming fall, winter and spring. Construction is scheduled for summer 2015.

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

N/A

PROPOSED MOTION

N/A



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 15, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	September 24, 2014		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Disposal of Surplus Items		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	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 surplus equipment that the District is in no longer need of.

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 items on the presented list dated 9/24/14 as surplus and authorize staff to dispose of them in a manner consistent with state law.

September 2014 Surplus List			
Quantity	Item	District Bar Code	Serial #
1	Nikon Coolpix Camera (broken)		33354766
1	Ethernet Switch		IOJV2131B
1	Computer Switch		VB61805
1	Four Drawer "Fire-Fyter" File Cabinet		
1	HP Pavilion Slim line S7620n Windows XP PC		CNH6380150
1	Dell Optiplex 170L Windows XP PC	Dell Service Tag 6KBV481	
1	Dell Precision 370 Windows XP PC	Dell Service Tag 973XJ72	
1	3D Computer Corp Windows XP PC		ESPP5391087
1	Dell Inspiron 530 Windows Vista PC	00715	Dell Service Tag CFOMHG1
1	Dell Precision T5400 Windows XP PC	Dell Service Tag G27JHF1	
1	Dell Optiflex 745 Windows XP PC	Dell Service Tag ZLC6RC1	
1	Dell LCD Display Model #E173FP (broken)		
1	Back-ups XS 800 APC UPS		
1	ACER LCD Display Model X171		
1	CTL LCD Display Model JS555		



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 15, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	September 24, 2014		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Appoint New Whatcom County Council of Governments Representative		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Commissioner Deb Lambert has been serving as the District's representative to the Whatcom County Council of Governments. Since Deb has resigned from her position effective September 24, 2014, the Board will need to appoint a new representative to serve for the rest of 2014.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

Appoint a new representative to the Whatcom County Council of Governments.

PROPOSED MOTION

To appoint Commissioner _____ to serve as the District's representative to the Whatcom County Council of Governments through December 2014.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 15, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	September 24, 2014		
AGENDA ITEM NUMBER:	7.0		
SUBJECT:	Manager's Report		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Manager's Report		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <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

September 24, 2014

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is scheduled for Monday, October 6 at 1:30 p.m. in the Fireplace Room at 625 Halleck Street in the Municipal Court Building. The balance of the meetings this year will be at this location. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** The next meeting has not been scheduled at this time.
- **Next Regular Board Meeting:** The next regular meeting is scheduled for Wednesday, October 8, 2014 at 6:30 p.m.
- **Employee Staff Meeting:** The next meeting is set for Thursday, October 9, 2014 at 8:00 a.m. in the Board Room. Commissioner Weide is scheduled to attend this meeting. Scheduling is rotated by alphabetical order each month.
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The next Section III meeting will be Tuesday, October 14, 2014 at Bob's Burger and Brew in Tulalip at 6:15 p.m. All WASWD Section III Meetings are publicly noticed by the District.
- **Whatcom Water District's Caucus Meeting:** The next meeting is set for October 15, 2014 at 1:00 p.m. in the District Board Room. This meeting is held on the third Wednesday of each month.

Other:

- **Committee Meeting Reports as Needed:** This is a place holder for Board and staff members to report on recent committee meeting reports since the last Board Meeting.
- **Out of Office:** I will be out of the area attending training with the Washington Public Risk Pool from October 4 through the 8th. I will miss the October 8th Board meeting. Bill will represent me at the meeting. I will be back in the office on the 9th. In addition, I will be out of the area on vacation attending my son's wedding between October 16 through the 20th. I will be back in the office on the 21st.
- **State Audit:** FYI. The semi-annual audit will start the week of September 22. This will take approximately two weeks to complete. State Auditor's staff will be in the office during this time frame.

MEMORANDUM

ROBERT A. CARMICHAEL, Attorney
bob@zenderthurston.com

TO: Patrick Sorensen, LWWS General Manager
FROM: Robert A. Carmichael
DATE: September 16, 2014
SUBJECT: Filling Board of Commissioner Vacancy

This is in response to your question on the process for filling a vacant position on the Board of Commissioners. I understand it is prompted by the resignation of Deborah Lambert and that her last board meeting will be September 24, 2014.

Where a position on the Board becomes vacant through resignation of one of its members, the remaining members of the Board "shall appoint a qualified person to fill the vacant position." RCW 42.12.070(1); *see also* RCW 57.12.020. The Board has ninety (90) days from the occurrence of the vacancy to appoint a qualified person to fill the vacancy.¹

The person appointed "shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected. The person elected shall take office immediately and serve the remainder of the unexpired term." RCW 42.12.070(6). Commissioner Lambert's term expires December 31, 2019. The next election at which a member of the Board normally would be elected, for which the filing period is not closed, will be the November 2015 general election. *See* RCW 29A.24.171. Whoever is appointed will serve until the November 2015 general election result, at which point the winner of the election will immediately take office to serve the remainder of Commissioner Lambert's unexpired term, which of course may be the same person who was appointed.

Before the Board appoints a new commissioner, I recommend contacting the County Auditor's Office. The County Auditor will supply the District with a certificate of appointment and oath of office form that must be signed and recorded with the County Auditor. You may contact Nancy Moore, Office Coordinator at the County Auditor's Office (676-6740) for more information.

Please let me know if you have further questions. Thank you.

¹ If the Board fails to timely appoint a qualified person, then the Whatcom County Council has one-hundred (100) days from the occurrence of the vacancy to appoint a qualified person to fill the vacancy. RCW 42.12.070(4). If the County Council fails to timely appoint a qualified person, then the remaining members of the Board or the County Council may petition the Governor to fill the vacancy with a qualified person. RCW 42.12.070(5).



Lake Whatcom Policy Group Agenda

Garden Room, Whatcom County Civic Center Building
 322 N. Commercial Street, Bellingham, WA, 98225
 September 15, 2014, 1:30 PM

Meeting Chair: Pinky Vargas, Bellingham City Council

Topic	Lead	Mins.
1. Preparation, review and approval of the 2015-19 Lake Whatcom Work Plan		
<u>Goal:</u> A meaningful and transparent process for preparing, reviewing and approving a 2015-19 work plan.		
a. Presentation of staff proposed process: <ul style="list-style-type: none"> ◦ planning elements ◦ preparation timeline ◦ public input ◦ review by legislative bodies ◦ adoption 	Staff	20
b. Policy input and affirmation of process	Policy Makers	30
2. Topics for Upcoming Meetings		
Remaining 2014 meetings - Identify and schedule topical policy work sessions that support the planning process.	Staff and Policy Makers	10
Next Meeting: Monday, October 6, 2014, 1:30 PM, Fireplace Room, 625 Halleck Street.		

Remaining Meetings: (All in Fireplace Room)

October 6

November 3

December 1

Possible LWPG topics as suggested by Policy Group members or staff:

- AIS annual program review
- Review of tributary monitoring data/watershed modeling.
- Presentation on City of Bellingham's Nooksack diversion: rationale, mitigation plan.
- 2014 watershed capital project construction update.
- Proposals for a workable TDR program.
- Review of data and policy regarding loading from forestry practices.
- December: Item to plan for 2015 meetings.