

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
December 9, 2015

Board President Leslie Mc Roberts called the Regular Session to order at 6:30 p.m. Other District representatives present included Commissioners Todd Citron, Ian Millar, Laura Weide and Bruce R. Ford, General Manager Patrick Sorensen, District Engineer Bill Hunter, consulting engineer Melanie Mankamyer, legal counsel Robert Carmichael, Finance Manager Debi Denton and Recording Secretary Lyn Edwards. A list of interested participants is on file.

- Public Comment
No public comment.

- Consent Agenda
Action Taken

Citron moved, Weide seconded, approval of:

- **Accounts Payable Vouchers totaling \$98,863.40**
- **Payroll for Pay Period #25 (11/21/2015 through 12/4/2015) totaling \$38,877.22**
- **Payroll Benefits for Pay Period #25 totaling \$37,268.70**

Motion passed.

- Customer Request - Chang

Ali Taysi from AVT Consulting spoke to the Board on behalf of his client Norman Chang. He explained that Mr. Chang is requesting a waiver from the District's requirement to extend the water main across the full frontage of his property through a Developer Extension Agreement. Instead, Mr. Chang would like to make a private water service connection to the existing main for his home at 2377 North Shore Road with payment of the District's required connection fees.

Hunter explained that the District's policy requiring developers to extend mains past and/or through their properties by Developer Extension Agreement was the means by which the water line was brought to the edge of the proponent's property. The Agate Heights water system has adequate water rights to develop the entire north shore area and there is a real likelihood that the water main could be extended within the next 20 years. Therefore, District staff recommends denying the petition to waive or adjust the connection requirements as set forth by current District policy. The Board discussed the request.

Action Taken

Citron moved, Ford seconded, to deny the "Petition to Waive or Adjust Connection Requirements" for 2377 North Shore Road. Motion passed. Weide abstaining.

- Customer Request - Erickson

Sudden Valley resident Jodi Erickson spoke to the Board about her extensive water leak and indicated that paying the remaining balance of \$4,063.69 (after leak adjustment) would create a financial hardship for her. She requested that her October and December billed water charges be based upon her highest historic usage instead of the actual meter readings.

The District's Water Leak Adjustment Policy allows staff to process one leak adjustment per account per year. Finance Manager Denton stated that Ms. Erickson's water leak resulted in a total bill of \$7,907.28. Leak adjustments have been allowed by the Board on a case by case basis in previous instances on two billing cycles. Therefore, adjustments were given of

\$2,310.10 and \$1,533.49 leaving a balance of \$4,063.69. The Board discussed Ms. Erickson's request and the District's Water Leak Billing Adjustment Policy in general.

Following the discussion, it was decided that the Water Leak Adjustment policy would be amended to state that overage resulting from water leaks will be calculated at the lower tier rate rather than the higher water conservation tier rate that is normally applied after 2,500 cubic feet of water has been used.

Action Taken

Ford moved, Citron seconded, to approve the \$2,310.10 and \$1,533.49 billing adjustments for account #180012100, to recalculate the water usage at the lower tier rate, and to extend the standard six month payment plan on the remaining balance as necessary. Motion passed.

- **Water Use Efficiency Goals**

Engineering consultant Melanie Mankamyer from Wilson Engineering gave an overview of the Water Use Efficiency rules and process. Water Use Efficiency Goals must be set through a public process on a schedule of at least every six years. Goals must be established by the elected governing board of the water system. The last time that the District's Board of Commissioners set Water Use Efficiency Goals was on June 30, 2010.

Mankamyer reported on the District's performance in meeting the goals that were set in 2010 and presented proposed updated goals for the next six year cycle. Discussion and a question and answer period followed the presentation.

Action Taken

Citron moved, Ford seconded, to adopt the Water Use Efficiency Goals as presented. Motion passed.

- **2016 Budget**

The 2016 Budget was briefly discussed.

Action Taken

Citron moved, Weide seconded, to adopt the 2016 Budget as presented. Motion passed.

- **Non-union Staff Cost of Living Adjustment for 2016**

Sorensen reported that historically the non-union employees have received the same annual COLA increase as the union employees. Non-union employees include the District Engineer/Assistant General Manager, Finance Manager/Treasurer, Maintenance Supervisor, Administrative Assistant and the General Manager. For 2016 the COLA will be 2%.

Action Taken

Citron moved, Weide seconded, to authorize a 2% COLA for the five non-represented employees, effective January 1, 2016. Motion passed.

- **Non-union Staff Matching Deferred Comp for 2016**

Sorensen reported that the non-represented employees are requesting to receive the same Deferred Comp matching opportunity based upon longevity as the represented (union) employees. Based upon the proposed Deferred Comp matching formula the annual cost for the five non-represented employees would be \$8,695.26. This amount, like the matching for the

represented employees, has been allowed for in the 2016 Budget. The Board discussed the request.

Action Taken

Weide moved, Citron seconded, to authorize the Deferred Comp matching opportunity based on longevity for the non-represented employees, effective January 1, 2016. Motion passed.

• **Summary of Existing District Projects**

Hunter presented highlights of the District's current projects. Permitting issues for the Division 22 Reservoir were also discussed.

• **Other Business**

AFSCME Council 2 Local 114 WD Contract for 2016 through 2018

Sorensen reported that at the November 24, 2015 meeting, the Board met in Executive Session per RCW 42.30.140(4)(b) to discuss the AFSCME Collective Bargaining Agreement for 2016, 2017, and 2018. If the contract is acceptable to the Board, they would usually reconvene the Regular Session and make a motion to approve the contract. This was not done on November 24, 2015. Staff recommends that in order to correct the omission the Board should make a motion to approve the AFSCME Collective Bargaining Agreement for the years 2016 through 2018 as they had intended to do.

Action Taken

Millar moved, Weide seconded, to approve the AFSCME Council 2 Local 114WD Union Contract for January 1, 2016 through December 31, 2018. Motion passed.

Commissioner Position 4 Vacancy

At the November 24, 2015 regular meeting, Commissioner Mc Roberts tendered her resignation from the Board, effective January 27, 2016. The Board decided that Position 4 candidate interviews will take place at the January 13, 2016 meeting.

Oath of Office

Oaths of Office were administered to the three Commissioners that were re-elected in November. Position 1; Laura Weide, Position 3; Bruce Ford and Position 4; Leslie Mc Roberts

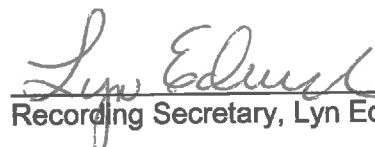
• **Manager's Report**

Sorensen reported that he will be meeting with the City of Bellingham and the Washington State Department of Ecology on December 16, 2015 to discuss issues pertaining to direct draw water users.

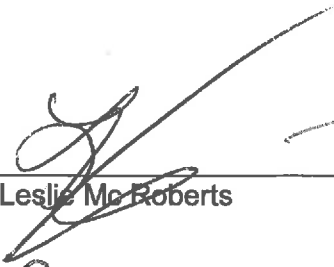
• **Executive Session Per RCW42.30.140(4) Personnel – 15 Minutes**

Mc Roberts recessed the Regular Session to Executive Session at 8:30 p.m. The purpose of the Executive Session was to discuss a personnel matter. It was estimated that the Executive Session would take about 15 minutes. Mc Roberts recessed the Executive Session and reconvened the Regular Session at 8:45 p.m.

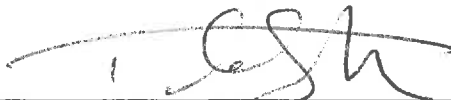
With no further business, Mc Roberts adjourned the Regular Session at 8:45 p.m.


Recording Secretary, Lyn Edwards

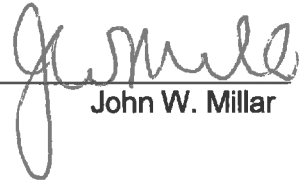
12-30-2015
Date Minutes Approved



Leslie Mc Roberts



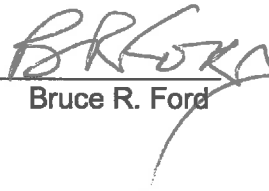
Todd Citron



John W. Millar



Laura Weide



Bruce R. Ford