

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
May 25, 2016

Board President Laura Weide called the Regular Session to order at 8:00 a.m. Other District representatives present included Commissioners Todd Citron, Curtis Casey 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. Commissioner Millar was excused from the meeting. There were no members of the public present.

- Consent Agenda

- Action Taken

- **Casey moved, Citron seconded, approval of:**

- **Accounts Payable Vouchers totaling \$127,174.33**
 - **Minutes for the May 11, 2016 Meeting**

- **Motion passed.**

- Sewer Connection Issue

Sorensen informed the Board that the District was recently made aware of a customer in the Geneva area who had a sewer back-up at his home and subsequently found out that he was hooked up to a septic system instead of District sewer. Staff and legal counsel have been researching the District's records to find out why this particular property was not hooked up to sewer in 1982 as both the homeowner and the District thought. During the investigation some related policy issues have come into question. Following discussion, staff was directed to do more research and report their findings back to the Board at the June 8, 2016 meeting.

- Geneva Woods Developer Extension Agreement

Hunter reported that at the April 11, 2016 meeting the Board approved the Geneva Woods Developer Extension Agreement application to extend water and sewer utilities to five lots in the Geneva area. The lots are located south of Fremont Street on the unimproved section of Lakewood Lane and are inside the Urban Growth Area; zoned Urban Residential.

The developer has requested to include a 6th lot in the Developer Extension Agreement. The Parcel is located outside of the Urban Growth Area. Per Section 3.5.2 of the District's Administrative Code, the sewer main must be within 150-feet of the property to be eligible for connection. When the developer extends the sewer main south on Lakewood Lane to serve the original five lots within the UGA, the new sewer main will be within 150-feet of the sixth property. Therefore, as long as the public sewer is extended to at least one of the five lots within the UGA, the 6th lot outside the UGA can be served by the new main. Discussion followed.

- Action Taken

- **Casey moved, Ford seconded to approve the addition of a 6th lot to the Geneva Woods Developer Extension Agreement for a grand total of six new water and sewer connections with the condition that public sewer must be extended to serve at least one of the 5 lots within the UGA in order for the 6th lot outside the UGA to be served by District sewer. Motion passed.**

- General Engineering & Country Club Pump Station Selection Committee Recommendations

Hunter stated that the District advertised a Request for Qualifications for two projects; General Engineering Services and Country Club Sewer Pump Station Improvements. The General Engineering Services contract will be a 5-year agreement. The Country Club Sewer Pump

Station Improvements will be for pre-design thru construction. The District received submittals from six firms including BHC Consultants, CHS Engineers, Gray & Osborne, Inc., Reichhardt & Ebe Engineering Inc., RH2 Engineering, Inc. and Wilson Engineering, LLC.

The District's consultant selection committee comprised of two commissioners and three staff members met to review the submitted qualifications and select the most qualified consultant for each of the two contracts. The selection committee recommends Wilson Engineering, LLC for General Engineering services and BHC Consultants for the Country Club Sewer Pump Station Improvements project. Discussion followed.

Action Taken

Casey moved, Citron seconded, to authorize the General Manager to begin scope of work and fee negotiations for the following contracts:

- 1. General Engineering Services with an agreement term of 5-years. The selected consultant is Wilson Engineering, LLC and**
- 2. Country Club Sewer Pump Station Improvements. The selected consultant is BHC Consultants. Motion passed.**

• **Geneva A/C Main Replacements – Project Close-out**

Hunter reported that Tiger Construction Ltd. has completed all of the contract requirements and punch list items for the Geneva A/C Main Replacements Project. Staff therefore recommends accepting the project as complete.

Action Taken

Casey moved, Ford seconded, to accept the Geneva AC Mains Replacement Project as complete and direct staff to close out the project. Motion passed.

• **Whatcom County Stormwater Project – Relocate Waterline**

Hunter presented a proposed Interlocal Agreement between Whatcom County and the District regarding a County stormwater facility project in the Cedar Hills/Euclid area. The Agreement is for the relocation of a District waterline necessitated by the stormwater project. The County is taking responsibility for design, contract administration, and construction management for the waterline relocation. The District will reimburse all costs incurred by the County related to the water main construction. The estimated cost for the relocation is \$134,012.15. Due to no advanced notification, funds to pay for the waterline relocation were not included in the District's 2016 Budget. Staff recommends funding the water main relocation work using the Sewer/Storm Water Contingency Fund. Discussion followed.

Action Taken

Citron moved, Casey seconded, to authorize the execution of the presented Interlocal Agreement between Whatcom County and Lake Whatcom Water and Sewer District for waterline reimbursement costs related to the Cedar Hills/Euclid Stormwater Project. Motion passed.

• **Employee Succession Planning – Proposed Lead Maintenance Worker Position**

Sorensen reminded the Board that four long-term staff members intend to retire within the next four years. The District needs to prepare for these pending departures by allowing adequate training time to transfer workplace knowledge. The impacted positions include:

- The Utility Support Systems Specialist will be retiring in April 2018
- The Administrative Assistant/Board Secretary will be retiring June 2018
- The Maintenance Supervisor will be retiring in November 2018

- A Maintenance Worker II will be retiring in January 2020

Part of preparing for these changes involves the creation of a new Lead Maintenance Worker Position to replace one of the four existing Maintenance Worker II positions. We believe that creating this position will assist greatly with the transition in the operations department. This position would continue to work side by side with the Maintenance Worker I and II positions. If authorized this position would likely be filled in 2017. Staff will be addressing the other pieces of succession planning through the budget process this fall. The Board discussed the proposed Lead Maintenance Worker Position description and requested several minor amendments.

Action Taken

Citron moved, Casey seconded to authorize the creation of the Lead Utility Maintenance Worker Position and the job description as amended. Motion passed.

- **Other Business**

Commissioner Citron offered to draft two letters providing the Board's comments on Whatcom County's Comprehensive Plan update. Citron will present the draft letters to the full Board at the June 8, 2016 meeting for approval.

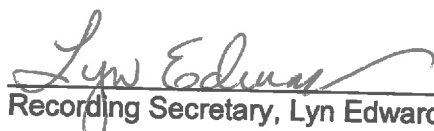
- **Manager's Report**

Sorensen reminded the Board that the next Lake Whatcom Policy Group meeting is scheduled for June 13, 2016.

- **Executive Session Per RCW 42.30.140(4) Personnel- 10 Minutes**

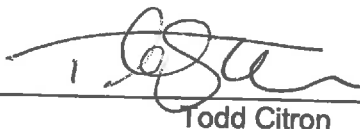
Weide recessed the Regular Session to Executive Session at 10:02 a.m. The purpose of the Executive Session was to discuss a personnel matter. It was estimated that the Executive Session would take about 10 minutes. Weide recessed the Executive Session and reconvened the Regular Session at 10:10 a.m.

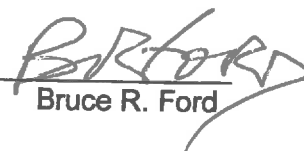
With no further business, Weide adjourned the Regular Session at 10:10 a.m.

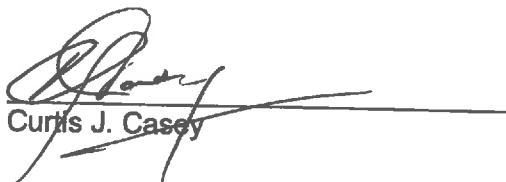

Recording Secretary, Lyn Edwards

6-8-2016
Date Minutes Approved


Laura Weide


Todd Citron


Bruce R. Ford


Curtis J. Casey

