

Lake Whatcom Water and Sewer District  
Regular Meeting of the Board of Commissioners  
January 25, 2017

Board President Laura Weide called the Regular Session to order at 8:00 a.m. Other District representatives present included Commissioners Todd Citron, John Carter and Bruce R. Ford, General Manager Patrick Sorensen, District Engineer Bill Hunter, consulting engineer Melanie Mankamyer, Recording Secretary Lyn Edwards, Maintenance Supervisor Randy Craker and Engineering Technician Rich Munson. Commissioner Curtis Casey was excused from the meeting. Also present for the first part of the meeting were Whatcom County Sheriff Bill Elfo and John Gargett from Whatcom County Division of Emergency Management.

- Other Business

- **Whatcom County Emergency Management Council**

Whatcom County Sheriff Bill Elfo and John Gargett from Whatcom County Division of Emergency Management spoke to the Board about joining the Whatcom County Emergency Management Council. The Board requested that staff provide more detailed membership information such as costs and staffing commitments for their consideration at a future Board meeting.

- Consent Agenda

- Action Taken

**Citron moved, Carter seconded, approval of:**

- **Accounts Payable Vouchers totaling \$125,624.71**
- **Payroll for Pay Period #2 (12/31/2016 through 1/13/2017) totaling \$40,902.34**
- **Payroll Benefits for Pay Period #2 totaling \$42,958.73**
- **Minutes for the January 11, 2017 Meeting**

**Motion passed.**

- Annual Staff Performance Evaluations – Discussion of Process

Sorensen gave an overview of the District's Staff Performance Evaluation process. Discussion followed.

- Review Staff Anti-Bullying Policy

At an earlier meeting, Commissioner Citron had requested to review the District's Anti-Bullying Policy. Staff presented the District's Anti-Harassment Policy and explained the process that was followed to write the policy which was added to the District's Personnel Policies Manual in 2004. The Board discussed the Anti-Harassment Policy and other District policies in general.

- Reschedule March 29, 2017 Regular Meeting

The Board rescheduled the March 29, 2017 Regular Meeting to March 28, 2017 at 8:00 a.m. and the February 22, 2017 Regular Meeting to February 23, 2017 at 9:00 a.m.

- Summary of Existing District Projects

Hunter gave an overview of the District's current projects. Highlights included the Geneva Woods Developer Extension, the Division 22 Reservoir project and the Country Club Sewage Pump Station project. Maintenance Supervisor Randy Craker and Maintenance Planning Technician Rich Munson showed slides of an overflow snorkel pipe recently installed at the Geneva Reservoir in order to comply with a new Washington State Department of Health (DOH) regulation requiring that there be air gaps installed on all water reservoirs. The original "snorkel" type of air gap installation idea was conceived by Randy Craker and approved by DOH.


- Geneva and Par Lane Sewage Pump Stations Draft RFP

Hunter presented the draft Request for Proposals (RFP) for engineering services to design two upgrade projects for the Geneva and Par Lane Sewage Pump Stations. The Board reviewed and approved the RFP. The proposals will be due within three weeks of advertising. A selection committee comprised of Bill Hunter, Commissioners Citron and Casey will review and score the proposals before making a recommendation to the full Board of Commissioners.

- Manager's Report

Sorensen announced the dates of the next Lake Whatcom Policy Group meeting, the next Lake Whatcom Management meeting with Sorensen, City of Bellingham Mayor and Whatcom County Executive to discuss Lake Whatcom Management issues on January 31, 2017, and the annual staff appreciation dinner which will be held on January 27, 2017 at the Bellweather Hotel.

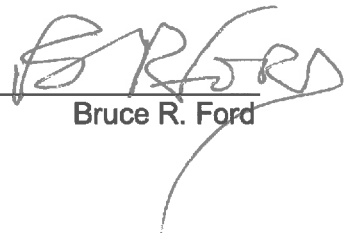
With no further business, Weide adjourned the Regular Session at 9:40 a.m.

  
Recording Secretary, Lyn Edwards

2-23-2017  
Date Minutes Approved

  
Laura Weide

Todd Citron

  
Bruce R. Ford

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John Carter