

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
May 10, 2017

Acting Board President Todd Citron called the Regular Session to order at 6:32 p.m. Other District representatives present included Commissioners Curtis Casey and John Carter, General Manager Patrick Sorensen, District Engineer Bill Hunter, consulting engineer Melanie Mankamyer, legal counsel Robert Carmichael and Recording Secretary Lyn Edwards. Commissioners Weide and Ford were excused from the meeting. A list of interested participants is on file.

- Consent Agenda

- Action Taken

- Casey moved, Carter seconded, approval of:

- Accounts Payable Vouchers totaling \$184,988.75
 - Payroll for Pay Period #9 (4/8/2017 through 4/21/2017) totaling \$40,165.56
 - Payroll Benefits for Pay Period #9 totaling \$43,187.23
 - Payroll for Pay Period #10 (4/22/2017 through 5/5/2017) totaling \$39,339.63
 - Payroll Benefits for Pay Period #10 totaling \$43,110.19
 - First Quarter 2017 Unemployment and L & I Payroll taxes totaling \$9,426.09
 - Minutes for the April 26, 2017 Meeting

- Motion passed.

- Customer Request - Farris

Hunter reported that the owner of 2125 North Shore Road has demolished the existing house and is petitioning the Board to: (1) allow the side sewer to be capped at the private pump tank rather than at the sewer lateral near the sewer main, (2) suspend sewer billing, and (3) refund sewer service charges paid to the District after the house was abandoned and demolished. The District's Engineer recommends capping the abandoned side sewer at the sewer lateral (the length of pipe owned by the District from the sewer main to the easement or right-of-way) and as close as possible to the sewer main. This location would provide the greatest protection for the District's sewer system. Property owner Tim Farris spoke to the Board regarding the sewer capping location and his future plans for the property. Discussion followed.

- Action Taken

- Casey moved, Carter seconded, to uphold the General Manager's decision regarding the required location for the sewer cap and denied the property owner's request for a refund of sewer charges paid to the District after the house was abandoned and demolished. Motion passed.

- Connection Fees – Financial Services Group Presentation

Gordon Wilson and Tage Aaker from Financial Services Group gave a presentation regarding the adequacy of the District's current connection fees. Discussion followed. Further discussion of connection fees will take place at the June 14, 2017 meeting.

- North Shore Water System Consolidation – Updated Presentation

Melanie Mankamyer from Wilson Engineering outlined the revisions to her presentation on the North Shore Water Systems Consolidation feasibility study. The presentation will be given at a special public meeting scheduled for June 20, 2017. The purpose of the public meeting is to meet the requirements of the grant that the District received from the Washington State Department of Health to fund the study and to gauge the public's interest in connecting to the District's water system if the project comes to fruition.

- Water Comprehensive Plan – Service Area Boundary Review

Melanie Mankmyer from Wilson Engineering has been working on the District's Water Comprehensive Plan. Part of updating the District's Water Comprehensive Plan is to review the District's service area boundaries. Sorensen noted that there are areas of overlap with other water systems that should be reviewed and adjusted, if possible. For example, there is the overlap on Academy Road with Whatcom County Water District #7. This overlap came to light with the request for denial of service from 1915 Academy Road. We contacted WCWD#7 and discovered that they are serving some properties on the south side of Academy Rd. Of the remaining properties within the District Boundary, only one is vacant. Given the extremely small quantity of potential connections, and the fact that WCWD#7 already has water mains halfway up Academy Rd, the District may want to consider removing the Academy Road properties from its Future Service Area, and possibly from the overall District Boundary. A brief discussion followed. Further discussion of this item will take place at a future meeting when a full Board is present.

- Utility Billing Reconciliation

Sorensen explained that staff conducted an audit of the District's water and sewer accounts in order to identify any "phantom" or unauthorized connections. The goal of the audit was to insure that the properties that are receiving service are actually paying for all of the services being received, and that permit fees have been collected for each connection. The review identified four properties needing further examination. A letter was subsequently sent to each of the property owners outlining the District's findings and requesting that they schedule an appointment to meet with District staff to discuss their account. District legal counsel advised staff that the District has the ability to collect for up to six years of unpaid user fees and permitting fees under the statute of limitations. When the last account audit was performed in 2013 the Board used six months as the designated period to back bill the accounts but the six month time period was not set in policy at that time. The Board discussed the Utility Billing Reconciliation.

Action Taken

Carter moved, Casey seconded, to establish a policy of back billing accounts with unauthorized connections for a six month period of time and to negotiate a payment plan with each of the effected property owners. Motion passed.

- Budget Update Report

The Budget Update Report for April 2017 was briefly discussed.

- Reschedule August 9, 2017 Regular Meeting

Discussion of this item was postponed to the May 31, 2017 regular meeting.

- Other Business

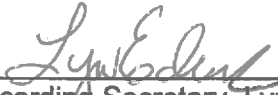
May 31, 2017 Regular Meeting

The Wednesday May 31, 2017 regular meeting was rescheduled to Tuesday May 30, 2017 at 8:00 a.m.

- Manager's Report

The Manager's Report was briefly discussed.

With no further business, Citron adjourned the Regular Session at 9:44 p.m.


Recording Secretary, Lyn Edwards

6-14-2017
Date Minutes Approved


Todd Citron


Curtis Casey


John Carter

