

Lake Whatcom Water and Sewer District
Regular Session of the Board of Commissioners
August 30, 2017

Board President Laura Weide called the Regular Session to order at 8:02 a.m. Other District representatives present included Commissioners Todd Citron, Curtis Casey and John Carter; General Manager Patrick Sorensen; District Engineer Bill Hunter; Financial Manager Debi Denton, consulting engineer Melanie Mankamyer; and Recording Secretary Rachael Hope. Commissioner Bruce Ford had an excused absence. A list of interested participants is on file.

- Changes to Agenda

Hunter requested that item 5B, the Geneva Woods Developer Extension Agreement, be moved to the top of the agenda, as developer Murphy Evans was in attendance.

Action Taken

Casey moved, Carter seconded, to move agenda item 5B, Geneva Woods Developer Extension Agreement, to the top of the agenda for immediate discussion. Motion passed.

- Geneva Woods Developer Extension Agreement

Hunter explained that the developer is diligently working on the installation of water and sewer infrastructure, but has not completed several items required for Final Acceptance of the agreement by the board. Hunter relayed the recommendation of the District's legal counsel, Bob Carmichael, that the Board not make any changes to the process outlined in the Developer Extension Agreement.

Murphy Evans, the developer for the Geneva Woods DEA, presented a case to the board for issuing a Water Availability Certificate before formal completion of the Agreement. His appeal centered on his infrastructure being complete, his October 1 deadline for breaking ground, and risk to the district being mitigated by his performance bond. Discussion followed.

Action Taken

Citron moved, Casey seconded, to authorize staff to issue Final Acceptance after all the requirements of the Developer Extension Agreement have been met; and to authorize the General Manager or Assistant General Manager to execute the Bill of Sale accepting the system after all agreement requirements are completed to satisfaction of staff. Motion passed.

- Consent Agenda

Action Taken

Citron moved, Casey seconded, approval of:

- **Accounts Payable Vouchers totaling \$137,753.21**
- **Payroll for Pay Period #17 (7/29/2017 through 8/11/2017) totaling \$40,042.94**
- **Payroll for Pay Period #18 (8/12/2017 through 8/25/2017) totaling \$44,105.61**
- **Payroll Benefits for Pay Period #17 totaling \$44,853.48**
- **Payroll Benefits for Pay Period #18 totaling \$28,035.13**
- **Minutes for the August 09, 2017 Meeting**

Motion passed.

- Country Club Sewer Pump Station – Staff Recommendation

Hunter reported that preliminary results from the Hydraulic Fracture and Drilling Fluid Surface Release Evaluation indicate that horizontal directional drilling can be performed successfully and safely if done within the fluid evaluation recommended parameters. Staff recommended that the board authorize an amendment to the Agreement for A/E Professional Services with BHC Consultants, LLC to include geotechnical design as well as the fracture evaluation authorized by letter. Products developed in this scope of work will be utilized for permitting, detailed design, bid documents, and construction.

Action Taken

Casey moved, Carter seconded, to authorize the General Manager to execute Amendment #2 to Agreement for A/E Professional Services for Construction Club Sewer Pump Station Improvements with BHC for an amount not to exceed \$119,687. Motion Passed.

- Ratification of Confidentiality Agreement with Administrative Assistant

Sorensen summarized the logic behind having the District's new Administrative Assistant sign a Confidentiality Agreement. The new Administrative Assistant has a background in Human Resources and Administration, and Sorensen hopes to utilize the position as a support person in matters that require confidentiality.

Action Taken

Citron moved, Casey seconded, to ratify the Confidentiality Agreement with the Administrative Assistant as written. Motion passed.

- Final Version of the North Shore Water Consolidation Report

Melanie Mankamyer of Wilson Engineering briefly presented the final version of the North Shore Water Consolidation report. An opportunity for questions followed.

Action Taken

Casey moved, Citron seconded, to accept the North Shore Water Consolidation Report and submit it to the Washington State Department of Health as completed. Motion passed.

- Monthly Budget Analysis

The Board briefly discussed the Monthly Budget Analysis for July.

- Summary of Existing District Projects

Hunter gave a brief update with visual aids of two district projects coming to completion: the Division 22 Reservoir and the Sudden Valley Culvert. He also reported on a small sewer overflow that occurred on August 26 and was successfully contained by the district.

- Manager's Report

Sorensen reminded the Board about upcoming events and agenda items for future meetings.

With no further business, Weide adjourned the Regular Session at 9:28 a.m.



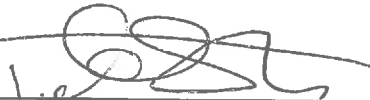
Recording Secretary, Rachael Hope

Sept. 26, 2017

Date Minutes Approved



Laura Weide



Todd Citron



Bruce R. Ford

Curtis J. Casey

John Carter

