

Lake Whatcom Water and Sewer District  
Special Meeting of the Board of Commissioners  
September 26, 2017

Board President Laura Weide called the Special Session to order at 8:03 a.m. Other District representatives present included Commissioners Todd Citron, John Carter and Bruce Ford; General Manager Patrick Sorensen; District Engineer Bill Hunter; Finance Manager Debi Denton; consulting engineer Melanie Mankamy; legal counsel Robert Carmichael; and Recording Secretary Rachael Hope. Commissioner Curtis Casey had an excused absence. Dan Burwell of RH2 Engineering was also in attendance. There were no members of the public present.

- Changes to Agenda

Weide suggested postponing item 9, Executive Session, to the next meeting on October 11 as the board was not ready to finalize the General Manager Performance Review. The board agreed.

- Consent Agenda

- Action Taken

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

- **Minutes for the August 30, 2017 Board Meeting**
    - **Minutes for the September 13, 2017 Board Meeting**
    - **Accounts Payable Vouchers totaling \$72,088.43**

- **Motion passed.**

- Par Sewer Pump Station Predesign Report

Dan Burwell of RH2 presented alternatives explored and their estimated costs. Alternatives included new gravity main to the Sudden Valley Marina area eliminating the pump station, new gravity main to the Sudden Valley Barns area eliminating the pump station, top mounted pump station, and submersible pump station.

Eliminating Par Sewer Pump Station by installing a new gravity main is possible. The shortest route across the golf course also crosses Austin Creek and requires installing a siphon under the creek by means of horizontal direction drilling. The longer route to the marina area presents challenges in and alongside the golf course.

After consideration of design/permitting/construction risks, costs, operations, and maintenance of each of the alternates, staff recommends replacing the existing top mounted pumps with submersible pumps. A brief question and answer period ensued.

- Action Taken

- **Citron moved, Ford seconded, to authorize staff to begin scope of work and fee negotiations with RH2 for permitting, design, and bidding the submersible sewer pump station alternative, where the scope and fee will be presented to the Board at a future board meeting for consideration. Motion passed.**

- Division 22 Reservoir – Project Close-out

Hunter reported that all contract requirements and punch list items were completed prior to the Board meeting. Staff recommended accepting the Division 22 Reservoir No. 2 Project as complete.

**Action Taken**

**Citron moved, Ford seconded, to accept the Division 22 Reservoir No. 2 Project as complete and direct staff to close out the project. Motion passed.**

- **Water and Sewer Permit Expiration**

Hunter reminded the Board that on July 12, 2017 the District adopted Water and Sewer General Facility fees that increase every January 1st beginning 2018 and running through 2021. Water/Sewer permit and Pre-Paid Connection Certificate expiration dates now have monetary consequences.

The current Administrative Code language in section 3.5.2 (Connection Charges) states that "The connection charge is applicable for the calendar year issued." Staff believes the wording of the current policy can be commonly understood two ways:

- Calendar year means the same year as when the permit is issued. For example, if a permit is issued on December 20th 2017, 12-days later it is expired and is subject to the January 1 fee increase.

OR

- Calendar year can also be understood as equal to 365 days. For example, if a permit is issued on December 20th, 2017, it is good through December 19th, 2018. It is expired on December 20th, 2018 and becomes subject to the current fees.

Staff seeks to confirm that the policy language as adopted is what the Board intends to implement going forward – meaning all permits and pre-paid connection certificates are subject to fee increases every January 1. Staff recommends updating the Administrative Code such that water/sewer permits and pre-paid connection certificates expire 365 days after the date of issuance, allowing all permit holders equal time opportunity to connect to the system.

Discussion followed.

- **Resolution No. 837 Establishing an Assessment Policy**

Denton explained that the District currently has no policy regarding when it pursues foreclosure against a property with delinquent Utility Local Improvement District ("ULID") and Local Improvement District ("LID") assessments. Resolution 837 is intended to provide District staff with policy direction on ULID and LID foreclosure against low value lots. We presently do not have such a policy. It can become expensive when we have to file legally on small low value lots that typically would require us to potentially spend several thousand dollars on foreclosing them. The proposed resolution provides direction and consistent guidance to staff, and has been developed with the help of legal counsel. Following discussion touched on areas of the expenditure of public funds to foreclose on properties, the option of purchasing unbuildable lots to convert to greenway and whether that aligns with the district's mission, and the bigger topic of how the District should participate in preservation of the watershed.

**Action Taken**

**Carter moved, Ford seconded, to adopt Resolution No. 837, establishing an Assessment Foreclosure Policy for the Lake Whatcom Water & Sewer District. Motion passed.**

• Northshore Water Quality Report Update/Discussion

Sorensen recounted that Bill Hunter attended Herrera's presentation to the Lake Whatcom Data Committee meeting held on September 14, 2017. It was well received, but a concluding policy recommendation was not presented by the District. The next presentation will be on October 14, 2017 at the Lake Whatcom Policy Group meeting. Discussion followed.

• List of Changes Between 2010 & 2017 Comprehensive Water Plan

Melanie Mankamyer presented the board with a memo outlining the differences between the existing 2010 Plan and the proposed 2017 Plan for the Board's review. Sorensen restated that the projected adoption date for the new plan is at the November 29, 2017 Regular Meeting.

• Summary of Existing District Projects

Hunter informed the Board that Murphy Evans, of the Geneva Woods Developer Extension Agreement, had been issued his water availability certificates.

• Monthly Budget Analysis

Sorensen related that the budget is on track and insurance rates for 2018 will increase by less than expected. Denton reported that the state audit is done and we are now moving into budget season.

• Other Business

**Storm Water Meeting Report**

Citron reported that he attended the Storm water meeting and that there was discussion of initiating a local storm water utility district.

**Safety Stats**

Ford requested that staff provide the Board with further information on safety stats, including causes for near misses and days of light duty.

• Manager's Report

Sorensen summarized upcoming dates to remember.

Commissioner Carter was excused at 10:05 a.m. With no further business, Weide adjourned the Regular Session at 10:12 a.m.

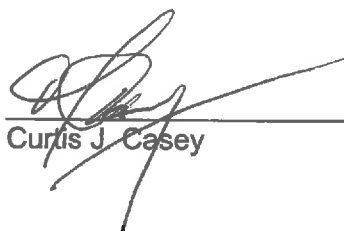
  
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Recording Secretary, Rachael Hope

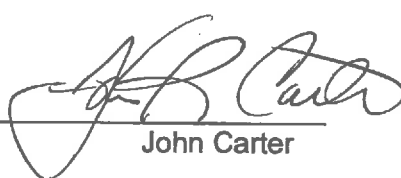
Oct 11, 2017  
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Date Minutes Approved

  
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Laura Weide

  
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Todd Citron

Bruce R. Ford

  
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Curtis J. Casey

  
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John Carter



LAKE WHATCOM WATER AND SEWER DISTRICT  
BOARD OF COMMISSIONERS

MEETING SIGN-IN SHEET  
(SUBJECT TO PUBLIC DISCLOSURE)

MEETING DATE: 9/26/17

NAME	ADDRESS/ BUSINESS
DAN BROWN	R-112