



LAKE WHATCOM WATER AND SEWER DISTRICT  
1220 Lakeway Drive  
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS  
**Minutes**

*March 14, 2018*

Board President Laura Weide called the Regular Session to order at 6:30 p.m.

**Attendees:** Commissioner Laura Weide  
Commissioner John Carter  
Commissioner Todd Citron  
Commissioner Bruce Ford  
General Manager Patrick Sorensen  
District Engineer/Assistant Manager Bill Hunter  
Consulting Engineer Melanie Mankamyer  
District Legal Counsel Bob Carmichael  
Recording Secretary Rachael Hope

**Excused Absence(s):** Commissioner Curtis Casey

There were no members of the public present.

**Additions, Deletions, or Changes to the Agenda**

Sorensen requested an Executive Session be added at the end of the meeting.

Hunter requested the addition of Item C, Dellesta, Edgewood & Euclid Selection Committee.

**Consent Agenda**

**Action Taken**

Citron moved, Carter seconded, approval of:

- Minutes for the February 14, 2018 Board Meeting.
- Minutes for the February 28, 2018 Board Meeting.
- Accounts Payable Vouchers totaling \$321,009.34.
- Payroll for Pay Period #06 (02/24/2018 through 03/09/2018) totaling \$42,533.05.
- Payroll Benefits for Pay Period #06 totaling \$42,334.15.

Motion passed.

### **Disposal of Surplus Items**

Hunter explained that the District must periodically dispose of unsafe, dated, and surplus items. He went over some of the larger items on the current surplus list, and explained that items will be disposed of through auction, recycling, donation, or disposal in accordance with state law.

#### **Action Taken**

**Carter moved, Citron seconded, to declare the presented list of items dated March 2018, minus item #7, as surplus and authorize the General Manager to dispose of the property in a manner consistent with state law. Motion passed.**

### **Contract Award for 2018 Water Facilities Inspection and Maintenance**

Hunter advised the Board that about every five to six years routine inspection, cleaning, and minor maintenance is performed by divers inside the District's potable water reservoirs and tanks. The last time this was performed was in 2012.

The project was advertised in the Bellingham Herald on February 7, 2018. Bids were opened February 28, 2018. One bid was received from H2O Solutions LLC, which meets the State's Mandatory Bidder Responsibility criteria and the District's Supplemental Bidder Responsibility criteria. H2O Solutions LLC was previously contracted by the District in 2012 for reservoir inspection and maintenance.

The 2018 approved budget includes \$30,000 for this project. The total contract amount, if all of unit price work is performed, is \$35,143.15 including 8.5% sales tax. There are sufficient capital improvements funds to cover the higher than budgeted amount. Discussion followed.

#### **Action Taken**

**Carter moved, Ford seconded, to award the 2018 Water Facilities Inspection and Maintenance contract to H2O Solutions, LLC for a total contract price of \$35,143.15 including 8.5% sales tax; to adjust the 2018 capital improvement plan budget for this project from \$30,000 to \$36,000; and to authorize the General Manager to execute the contract. Motion passed.**

### **Dellesta, Edgewood & Euclid Selection Committee**

Hunter reminded the Board that the District is in need of a selection committee to choose from the three proposals received for the Dellesta, Edgewood, & Euclid pump station rebuilds. The committee will be responsible for reading the proposals, scoring them against the District's needs and requirements, and choosing a consultant. He hopes to make a recommendation at the next regular board meeting. Commissioner Ford volunteered to be a part of the committee.

### **Other Business**

#### **Geneva & Par Pump Stations**

Commissioner Citron asked for an update on the delayed permitting for the Geneva & Par Pump Station project. Hunter explained that he had talked to the Acting Director at Whatcom County permitting and that some challenges include the trees at the end of Geneva. He expects that the staff report will be done by the end of the week. Discussion followed.

#### **March 28 Board Meeting**

Commissioner Carter requested that the March 28 regular Board Meeting be postponed until Thursday, March 29 so that it is not on the same day as the Joint Councils & Commission Meeting. The Board agreed.

Agate Heights Community Association

Commissioner Ford informed the Board that the Agate Heights Community Association has an upcoming meeting with the Whatcom County Stormwater people. Included on the agenda is an item relating to the "industrial" appearance of the District's water treatment plant and tank. He will be attending the meeting and relaying that we are making some adjustments to the plant and will consider cosmetic and landscaping ideas when work is happening.

**Manager's Report**

Sorensen reminded the Board of some upcoming dates, including the Joint Council & Commission Meeting on March 28 and the WASWD Spring Conference in Yakima the first week of April. He also updated the Board on the 2017 update to the Water Comp Plan, which is coming along with the other agencies who need to approve it. Additionally, he informed the Board that after a meeting with the web design company, they will be present at the next regular board meeting to receive feedback. Sorensen updated the Board on the three outstanding sewer connection customers, who were send certified letters this week.

**Executive Session Per RCW 42.30.110 (1)(g): Considering a personnel matter – 30 Minutes**

Weide recessed the Regular Session to Executive Session at 7:10 p.m. It was estimated that the Executive Session would take about 30 minutes. The purpose of the Executive Session was for discussion of a personnel matter. Weide recessed the Executive Session and reconvened the Regular Session at 7:40 p.m.

**Executive Session Per RCW 42.30.110 (1)(g): Considering a personnel matter – 15 Minutes**

Weide re-recessed the Regular Session to Executive Session at 7:40p.m. It was estimated that the Executive Session would take about 15 minutes. The purpose of the Executive Session was for discussion of a personnel matter. Weide recessed the Executive Session and reconvened the Regular Session at 7:55 p.m.

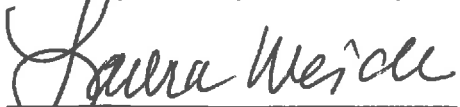
**Executive Session Per RCW 42.30.110 (1)(g): Considering a personnel matter – 10 Minutes**

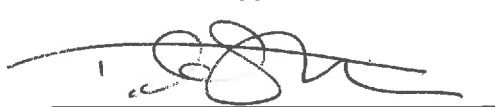
Weide re-recessed the Regular Session to Executive Session at 7:55 p.m. It was estimated that the Executive Session would take about 10 minutes. The purpose of the Executive Session was for discussion of a personnel matter. Weide recessed the Executive Session and reconvened the Regular Session at 8:05 p.m.

With no further business, Weide adjourned the Regular Session at 8:05 p.m.

  
Recording Secretary, Rachael Hope

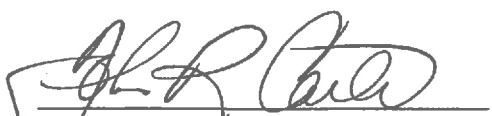
3.29.18  
Date Minutes Approved

  
Laura Weide

  
Todd Citron

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Bruce R. Ford

excused  
Curtis Casey

  
John Carter

