

Lake Whatcom Water and Sewer District  
Regular Meeting of the Board of Commissioners  
July 25, 2012

Board President Leslie Mc Roberts called the Regular Session to order at 8:03 a.m. Other District representatives present included Commissioners Deborah Lambert and John W. Millar, General Manager Patrick Sorensen, District Engineer Bill Hunter, Finance Manager Debi Hill, and Recording Secretary Lyn Edwards. Commissioners Weide and Citron were excused. No members of the public were present.

- Consent Agenda

- Action Taken

- Lambert moved, Millar seconded, approval of:

- General and Construction Fund Vouchers totaling \$50,103.14
    - Payroll for Pay Period 15 (July 7, 2012 through July 20, 2012) totaling \$38,344.31
    - Payroll Benefits for Pay Period 15 totaling \$35,399.06
    - Minutes for the July 11, 2012 meeting

- Motion passed.

- Utility Billing Reconciliation Report

Hunter reported that staff had recently completed an internal audit of the utility billing data base by comparing the District's account information with the Whatcom County Assessor's records. Developed parcels that had appraised property improvements greater than \$20,000.00 and no water and/or sewer account were flagged and reviewed individually.

- Water Accounts. 14 parcels were flagged for review. None of the parcels turned out to be using District water without a meter and billing account. Most were sewer-only customers along Lake Whatcom Boulevard or homes still under construction.

- Sewer Accounts. 15 parcels were flagged for review. Two parcels appear to be served by sewer but are not being billed. One parcel appears to have an accessory dwelling unit in addition to the main house and should be charged for two equivalent residential units instead of one. Another parcel is located across the road from a sewer main and is not hooked up to sewer but should be per District policy. The remaining parcels had homes that were still under construction or site address inconsistencies between the two databases. Staff will be following up on the four properties with service or billing discrepancies. Brief discussion followed.

- Polo Park Bridge Watermain Relocation

Hunter explained that Sudden Valley Community Association will be replacing a failing culvert under Polo Park Drive with a bridge in August of this year. There is an 8-inch water main running under the culvert that will need to be relocated and attached to the new bridge. The District's water main relocation work will be done by a separate public works contract from SVCA's bridge construction. Staff has sent out an Advertisement for Bids with the due date of July 31<sup>st</sup> and requests that the Board authorize the General Manager to award and execute a contract with the lowest responsible bidder for a not to exceed amount of \$35,000 (including sales tax). Discussion followed.

**Action Taken**

Lambert moved, Millar seconded, to authorize the General Manager to award and execute a construction contract with the lowest responsible bidder for up to \$35,000.00 including sales tax. Motion passed.

- Sudden Valley Water Treatment Plant Control Panel Improvements-Project Close out  
Hunter stated that Technical Systems, Inc. has completed all contract and punch list items. Staff therefore recommends accepting the project as complete and closing out the project. The Board discussed the Sudden Valley Water Treatment Plant Control Panel Improvements Project.

**Action Taken**

Lambert moved, Millar seconded, to accept the Sudden Valley Water Treatment Plant Control Panel Improvements project as complete and to direct staff to close out the project. Motion passed.

- Manager's Report

**WRIA Process**

Sorensen presented highlights of the last Whatcom Water District's Caucus meeting. Discussion followed.

- Other Business

**Sudden Valley Water Treatment Plant Intake Valve Inspection**

The Board watched a video of a diver inspecting the District's water intake valve and piping. The inspection was a part of the District's 2012 Reservoir Inspection and Maintenance Project.


- General Manager Performance Evaluation Process (Executive Session-30 minutes)

Mc Roberts recessed the Regular Session to Executive Session at 8:45 a.m. The purpose of the Executive Session was to discuss the General Manager's Performance Evaluation. It was estimated that the Executive Session would take about thirty minutes. Mc Roberts recessed the Executive Session and reconvened the Regular Session at 9:20 a.m.

- General Manager Performance Evaluation – Open Session

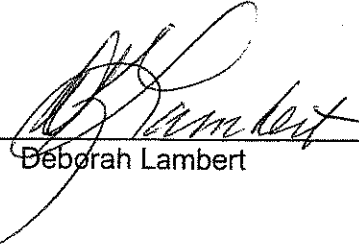
The General Manager's Performance Evaluation consisted of individual survey comments collected from staff and Board members and compiled into a synopsis which was presented by Mc Roberts. Sorensen's overall job performance was rated as excellent. Mc Roberts also stated that the Board had agreed to bring Sorensen's salary into line with the industry standard which would increase his annual salary to \$130,000.00 effective on his next pay check.

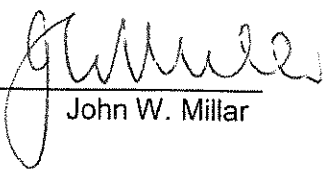
With no further business, Mc Roberts adjourned the Regular Session at 9:30 a.m.

  
Recording Secretary, Lyn Edwards

8-8-2012  
Date Minutes Approved

  
Leslie Mc Roberts

  
Deborah Lambert

  
John W. Millar