

Lake Whatcom Water and Sewer District  
Regular Meeting of the Board of Commissioners  
January 14, 2015

Board President Leslie Mc Roberts called the Regular Session to order at 6:32 p.m. Other District representatives present included Commissioners Todd Citron, Ian Millar and Bruce R. Ford, District Engineer Bill Hunter, consulting engineer Melanie Mankamy, legal counsel Robert Carmichael, Finance Manager and Recording Secretary Debi Hill. Commissioner Laura Weide was excused from the meeting. There were no members of the public present.

- Additions, Deletions or Changes to Agenda

Sorensen requested to add a 15 minute Executive Session to the end of the meeting to discuss potential litigation. The Board agreed.

- Consent Agenda

**Action Taken**

**Citron moved, Millar seconded, approval of:**

- **Accounts Payable Vouchers totaling \$218,514.32**
- **Payroll for Pay Period # 1 (12/20/2014 through 1/2/2015) totaling \$40,277.09**
- **Payroll Benefits for Pay Period #1 totaling \$37,692.03**
- **Minutes for the December 22, 2014 and December 31, 2014 Meetings**

**Motion passed.**

- Election of Board Officers for 2015 – Resolution #809

Per RCW 57.12.010, the Board shall annually elect one of its members as president and another as secretary. The Board briefly discussed the two offices.

**Action Taken**

**Citron moved, Ford seconded, to elect Commissioner Leslie Mc Roberts to serve as Board President for 2015. Motion passed.**

**Action Taken**

**Millar moved, Ford seconded, to elect Commissioner Todd Citron to serve as Board Secretary for 2015. Motion passed.**

- Committee Representatives for 2015

After a brief discussion it was decided that for 2015, Commissioner Mc Roberts will serve as the District's representative to the Lake Whatcom Policy Group; Commissioner Millar will serve as the District's representative to the Whatcom County Council of Governments and the Whatcom Water District's Caucus.

- Confirm Regular Meeting Dates and Times for 2015 – Resolution #810

The Board establishes regular meeting dates and times at the first meeting of each year. For 2014, the regular board meetings were held on the second Wednesday of each month at 6:30 p.m. with a second meeting on the last Wednesday of each month at 8:00 a.m. The Board discussed the proposed regular meeting dates and times for 2015.

**Action Taken**

**Citron moved, Ford seconded, to adopt Resolution #810 Establishing the Regular Meeting Dates and Times for 2015 as the second Wednesday of each month at 6:30 p.m. and the last Wednesday of the month at 8:00 a.m. with the exception of the first meeting in November which will take place on Tuesday November 10<sup>th</sup>**

**and the second meeting in November which will take place on Tuesday November 24<sup>th</sup>. Motion passed.**

- Potential Agenda Topics for 2015

The Board discussed a list of potential agenda topics for 2015. These additional items will be added to regular meeting agendas as time permits. The first three subjects scheduled for discussion are a labor needs analysis, debt management and fiscal policies, and small water system mergers.

- Review of Engineering Consultant Fees for 2015

Sorensen stated that each year the Board reviews the proposed fees for the District's engineering consultant. Per the terms of the contract they are permitted to increase their fees to reflect increased costs of service. This increase was anticipated and included in the 2015 Budget. Wilson Engineering's General Engineering Services Contract expires on September 1, 2015.

**Action Taken**

**Millar moved, Citron seconded, to approve Wilson Engineering's proposed fees for general engineering services in 2015. Motion passed.**

- Monthly Budget Analysis

Hill gave an overview of the Monthly Budget Analysis for December of 2014. Discussion followed.

- Summary of Existing District Projects

Hunter drew the Board's attention to a list of completed projects for 2014 and gave a brief status report on the District's projects. Discussion followed.

- Steel Reservoir Cathodic Protection Systems Construction Contract – Final Acceptance

Hunter reported that Norton Corrosion Limited, LLC has completed all contract requirements and punch list items for the project. Staff recommends accepting the project as complete.

**Action Taken**

**Citron moved, Ford seconded, to accept the Steel Reservoir Cathodic Protection Systems Project as complete and direct staff to close out the project. Motion passed.**

- Manager's Report

Sorensen reported on the next Lake Whatcom Policy Group meeting, the Joint Councils/Commissioners meeting scheduled for April 22, 2015 and the annual employee recognition dinner which is scheduled to take place in February.

- Executive Session Per RCW 42.30.110(i) - Potential Litigation

**Action Taken**

**Ford moved, Citron seconded, to recess to Executive Session to discuss potential litigation. Motion passed.**

Mc Roberts recessed the Regular Session to Executive Session at 7:54 p.m. it was estimated that the Executive Session would take about 15 minutes. The purpose of the Executive Session was to discuss potential litigation. Mc Roberts recessed the Executive Session and reconvened the Regular Session at 8:05 p.m.

The Board discussed a settlement agreement to resolve an issue regarding the District's inadvertent removal of a neighboring property owner's tree while removing danger trees from the District's Lakeview Street property.

**Action Taken**

**Ford moved, Millar seconded, to pay the property owner \$2,000.00 and to leave the cut up sections of the tree on the neighbor's property for their use. Motion passed.**

With no further business, Mc Roberts adjourned the Regular Session at 8:10 p.m.

Debi Hill  
Recording Secretary, Debi Hill

1-28-2015  
Date Minutes Approved

[Signature]  
Leslie McRoberts

[Signature]  
Todd Citron

[Signature]  
John W. Millar

[Signature]  
Laura Weide

[Signature]  
Bruce R. Ford

