

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
April 29, 2015

Board President Leslie Mc Roberts called the Regular Session to order at 8:00 a.m. Other District representatives present included Commissioners Todd Citron and Ian Millar, General Manager Patrick Sorensen, District Engineer Bill Hunter, consulting engineer Melanie Mankamyer, Finance Manager Debi Hill and Recording Secretary Lyn Edwards. There were no members of the public present. Commissioners Laura Weide and Bruce Ford were excused from the meeting.

- Consent Agenda

- Action Taken

- Millar moved, Citron seconded, approval of:

- Accounts Payable Vouchers totaling \$79,772.73
 - Payroll for Pay Period # 8 (3/28/2015 through 4/10/2015) totaling \$40,269.80
 - Payroll Benefits for Pay Period # 8 totaling \$36,804.72
 - Payroll for Pay Period #9 (4/11/2015 through 4/24/2015) totaling \$41,446.48
 - Payroll Benefits for Pay Period #9 totaling \$24,172.25
 - Minutes for the April 8, 2015 Meeting

- Motion passed.

- Customer Request - Sherron

Sorensen reported that the residents of 4507 Cable Street had an in-ground water leak which resulted in a total bill of \$1,290.55. The remainder of the bill after applying the District's standard leak adjustment credit calculation is \$833.62. The homeowners are requesting that an additional adjustment of \$456.93 be applied to their account. The District's water leak adjustment policy allows for one leak adjustment credit per account per year. The Board discussed the customer's request for an additional leak adjustment credit and re-affirmed the District's standard leak adjustment credit policy of one adjustment per account per year. The request was therefore denied.

- Action Taken

- Citron moved, Millar seconded, to deny the request for an additional leak adjustment credit for the home located at 4507 Cable Street. Motion passed.

- Geneva AC Mains Engineering Contract Amendment – Wilson Engineering

Hunter explained that this project replaces approximately 12,500 feet of 4, 6, and 8-inch asbestos-cement water mains with new 8-inch pipe along with the fire hydrants, service lines, and other appurtenances of the water system in portions of the Geneva area. The District's engineering consultant, Wilson Engineering, has completed Phase 1 scope of work which included: Project Management, Pre-Design, Topographic Surveying, Design, and Bidding Services. Staff recommends amending Wilson Engineering's agreement to add "Phase 2 – Services During Construction" which includes Project Management, Construction Staking, Contract Administration and Inspection. Discussion followed.

- Action Taken

- Citron moved, Millar seconded, to authorize the General Manager to sign and execute an Amendment to Wilson Engineering LLC's Architectural/Engineering Agreement to include Phase 2 - Services During Construction based on time and materials not to exceed \$149,049. Motion passed.

- Resolution 816 – Water Leak Adjustment Credit Policy

Sorensen presented Resolution 816 restating and clarifying the District's current Water Leak Adjustment Credit Policy. The payment schedule provision has also been amended to include a more structured payment plan. The Board discussed Resolution 816 and requested one amendment.

Action Taken

Citron moved, Millar seconded, to adopt Resolution 816 Updating the Water Leak Adjustment Credit Policy as amended. Motion passed.

- Administrative Code Update

Sorensen explained that staff is proposing to revise the Administrative Code by changing the name of Title 2 from "Administration" to "Fiscal Management" and moving the financial/administrative related policies from other areas into one common section. This revision also incorporates recent updates to the Purchasing Policy, District Credit Card Usage Policy, Fixed Asset Policy, and Water Leak Adjustment Credit Policy. Added policies that were not originally included in the Code include the Anti-Fraud, Debt Management and Reserve Policies. The Board reviewed and discussed the Administrative Code Update and requested that further discussion be included on the agenda for the May 13, 2015 meeting.

- Letter from State Auditor

The District participated in an audit of the Department of Retirement systems earlier this year. An issue that arose during the audit was that the District's elected officials (Commissioners) had not been given the opportunity to participate in the Public Employee's Retirement Plan (PERS). In order for local elected officials to begin earning service credits in PERS, they must earn one month of salary that equals 90 X the statute minimum wage (\$852.00/month). Since the District's Commissioners are paid on a per meeting basis, they do not generally earn the minimum required amount. If the official never earns that amount in a month, they can still join; however, they will never earn service credits. The auditor's recommendation for best practices was to keep signed waivers on file to document that the Board members have been informed of their PERS eligibility and declined to join. Discussion followed.

- Other Business

North Shore Sewer Extension

Mankamyer reported on issues pertaining to a North Shore Sewer Extension.

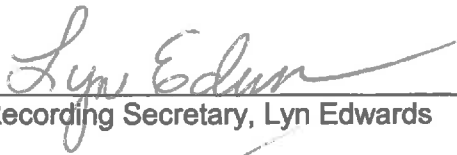
- Manager's Report

Sorensen reported regarding a pending small claims court matter.

- Executive Session Per RCW 42.30.110(g) – Personnel Issue - 15 Minutes

Mc Roberts recessed the Regular Session to Executive Session at 9:05 a.m. It was estimated that the Executive Session would take about 15 Minutes. The purpose of the Executive Session was to discuss a Personnel Issue. Mc Roberts recessed the Executive Session and reconvened the Regular Session at 9:25 a.m.

With no further business, Mc Roberts adjourned the Regular Session at 9:26 a.m.


Recording Secretary, Lyn Edwards

5-13-2015
Date Minutes Approved


Leslie Mc Roberts


Todd Citron


John W. Millar

