

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
January 13, 2016

Board President Leslie Mc Roberts called the Regular Session to order at 6:30 p.m. Other District representatives present included Commissioners Todd Citron, Ian Millar, Laura Weide and Bruce R. Ford, General Manager Patrick Sorensen, District Engineer Bill Hunter, consulting engineer Melanie Mankamyer, legal counsel Robert Carmichael, Finance Manager Debi Denton and Recording Secretary Lyn Edwards. A list of interested participants is on file.

- Consent Agenda

- Action Taken

- Citron moved, Weide seconded, approval of:

- Accounts Payable Vouchers totaling \$64,168.59
 - Payroll for Pay Period #1 (12/19/2015 through 1/1/2015) totaling \$39,586.67
 - Payroll Benefits for Pay Period #1 totaling \$39,095.60
 - Minutes for the November 24, 2015 and December 30, 2015 Meetings

- Motion passed.

- First Addendum to Sewer Services Agreement with the City of Bellingham

Eric Johnston, Assistant Public Works Director for the City of Bellingham spoke to the Board about the first addendum to the District's sewer services agreement with the City. The Addendum represents the District's share of the recently completed Post Point Sewage Treatment Plant improvements. The District's portion of the improvements is 4.8% of eligible project costs or \$2,362,363.99 paid in annual installments over the next 20 years. The Board discussed Amendment #1 to the Sewer Services Agreement.

- Action Taken

- Weide moved, Ford seconded, to authorize the General Manager and Board President to sign the First Addendum on behalf of the District. Motion passed.

- Election of Officers for 2016 – Resolution 823

Per RCW 57.12.010, the Board shall annually elect one of its members as president and another as secretary.

- Action Taken

- Citron moved, Weide seconded, to elect Commissioner Weide as Board President for 2016. Motion passed.

- Action Taken

- Weide moved, Ford seconded, to elect Commissioner Citron as Board Secretary for 2016. Motion passed.

- Regular Meeting Dates and Times for 2016 – Resolution 822

At the first meeting in January of each year, the Board establishes the regular meeting dates and times for the year by Resolution. For 2015, 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 regular meeting schedule for 2016.

- Action Taken

- Citron moved, Weide seconded, to adopt Resolution #822 Establishing the Regular Meeting Dates and Times for 2016 as the second Wednesday of each

month at 6:30 p.m. and the last Wednesday of each month at 8:00 a.m. Motion passed.

- **2016 Representative to WCOG, WRIA, and the Lake Whatcom Policy Group**

Each year the Board appoints a representative to serve on the Whatcom Council of Governments, WRIA, and the Lake Whatcom Policy Group. After a brief discussion it was decided that Commissioner Ford will be the representative to the Whatcom County Council of Governments and the Lake Whatcom Policy Group. Commissioner Millar will serve as the representative to WRIA.

- **Procedures for Selection of Candidate – Commissioner Position #4**

Commissioner Mc Robert's resignation is effective January 27, 2016. The Board has ninety days from the occurrence of the vacancy to appoint a qualified person to fill the vacancy. The District advertised the position and received five applications. The Board briefly discussed the selection process and decided to conduct interviews at the January 27, 2016 meeting.

- **Summary of Existing District Projects**

Hunter presented highlights of the District's projects. Specific items of discussion included the Division 22 Reservoir and Strawberry Point Sewage Pump Station Improvements projects. Discussion followed.

- **Water Leak Adjustment Policy – Resolution 821**

At the December 9, 2015 meeting the Board amended the Water Leak Adjustment Credit Policy to state that water leaks that are over 2,500 cubic feet will be calculated at the lower tier rate rather than the higher tier conservation rate. Resolution 821 incorporates this change and also amends Item 7 to read that: "When a leak occurs the overage may be reflected on more than one consecutive billing cycle. In those instances, the District will utilize both contiguous cycles for the purpose of calculating leak adjustment credits". The Board discussed Resolution 821 and requested one minor amendment.

Action Taken

Citron moved, Ford seconded, to adopt Resolution 821 as amended. Motion passed.

- **Other Business**

ULID #18 Assessment Foreclosure

This item was originally scheduled for discussion during the Executive Session however it was decided that it would be better to discuss the matter in open session

The Board discussed the ULID #18 assessment foreclosure on Division 2 Lot 17 in Sudden Valley. District Legal Counsel Carmichael has been working with the property owner's attorney and suggested that a Restrictive Covenant be placed against the property permanently restricting it from being developed. The District would agree to release the lien and dismiss the assessment.

Action Taken

Citron moved, Weide seconded, to direct legal counsel and staff to prepare the agreement for Sudden Valley Division 2 Lot 17 as discussed and to authorize the General Manager to sign the document on behalf of the District. Motion passed.

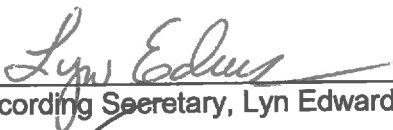
• Manager's Report

Sorensen reported on the upcoming Commissioners Workshop offered by the Washington Association of Sewer and Water Districts on January 30, 2016 in Tukwila. Commissioner Ford and Sorensen will attend the work shop.


• Executive Session Per RCW 42.30.140(4); Personnel and RCW 42.30.110(1)(h) – Review Commissioner Applicants – 60 Minutes

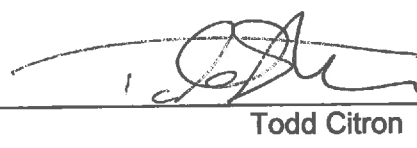
Mc Roberts recessed the Regular Session to Executive Session at 7:35 p.m. The purpose of the Executive Session was to discuss a personnel matter and to review applications for Commissioner Position #4. It was estimated that the Executive Session would take about 60 minutes. Mc Roberts recessed the Executive Session and reconvened the Regular Session at 8:25 p.m.

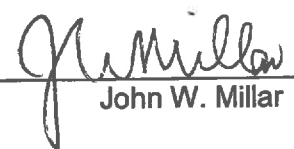
With no further business, Mc Roberts adjourned the Regular Session at 8:30 p.m.


Recording Secretary, Lyn Edwards

1-27-2016
Date Minutes Approved


Leslie Mc Roberts


Todd Citron


John W. Millar


Laura Weide


Bruce R. Ford

