

Lake Whatcom Water and Sewer District  
Regular Meeting of the Board of Commissioners  
March 30, 2016

Board President Laura Weide called the Regular Session to order at 8:00 a.m. Other District representatives present included Commissioners Todd Citron, Ian Millar, Curtis Casey and Bruce R. Ford, General Manager Patrick Sorensen, District Engineer Bill Hunter, consulting engineer Melanie Mankamyer, Finance Manager Debi Denton and Recording Secretary Lyn Edwards. Also present were staff members Kevin Cook and Rich Munson. A list of interested participants is on file.

- Consent Agenda

- Action Taken

- Citron moved, Casey seconded, approval of:

- Accounts Payable Vouchers totaling \$161,998.44
    - Payroll for Pay Period #6 (2/27/2016 through 3/11/2016) totaling \$37,627.05
    - Payroll Benefits for Pay Period #6 totaling \$38,382.39
    - Payroll for Pay Period #7 (3/12/2016 through 3/25/2016) totaling \$42,101.54
    - Payroll Benefits for Pay Period #7 totaling \$24,978.99
    - Minutes for the March 9, 2016 Meeting

- Motion passed.

- Cascadia Earthquake Drill – Staff Presentation

District Engineering Technician Rich Munson, Dave Ralston from South Whatcom Fire Authority and Norman R. Smith from Sudden Valley Community Association spoke to the Board about an emergency response drill entitled "Cascadia Rising" which is planned to take place throughout Whatcom County June 7<sup>th</sup> through the 10<sup>th</sup>. The drill will partner the District with South Whatcom Fire Authority, Sudden Valley Community Association and Whatcom County Emergency Management Services to address the planned scenario of a 9.0 earthquake. The drill is designed to test the effectiveness of current emergency response plans, policies, and procedures and to determine how the plans would be utilized in a multi-agency response. Discussion followed.

- Washington State Department of Health Award

Bob James and Jolyn Leslie from the Washington State Department of Health presented the District with an award in recognition of "15 years of top performance" for the District's South Shore Water System. Water Treatment Plant Operator Kevin Cook was present to accept the award on behalf of the District.

- Resolution 824 – Updating the District's Credit Card Usage Policy

Denton explained that Resolution 824 updates the District's Credit Card Usage Policy to reflect new credit cards issued to the District by a new banking institution to replace the old ones. The Board discussed Resolution 824.

- Action Taken

- Casey moved, Citron seconded, to adopt Resolution 824 Updating the District's Credit Card Usage Policy. Motion passed.

- Resolution 825 – Establishing a Rate Setting Policy

Denton explained that the District has historically contracted with a rate consultant to do periodic rate studies but does not have a formal policy in place. Staff is proposing to memorialize the

District's rate setting policy through the adoption of Resolution 825. The Board discussed Resolution 825.

**Action Taken**

**Casey moved, Citron seconded, to adopt Resolution 825 Establishing a Rate Setting Policy. Motion passed.**

• **Resolution 826 – Establishing a Capital Improvement Plan Policy**

Denton explained that the District has historically updated its Capital Improvement Plan on a regular basis, but has not had a policy in place addressing this procedure. Resolution 826 establishes a Capital Improvement Plan Policy. The Board discussed Resolution 826.

**Action Taken**

**Citron moved, Ford seconded, to adopt Resolution 826 Establishing a Capital Improvement Plan Policy. Motion passed.**

• **Strawberry Point Pump Station Improvements – Engineering Agreement Amendment**

Hunter reported that RH2 Engineering has finished their Phase 3 Scope of Work which was to re-design and re-bid the project to lower construction costs. Staff and RH2 have developed an agreement amendment adding "Phase 4 – Services during Construction" which includes construction contract administration, review of submittals, inspection, testing, startup, SCADA programming, and the record drawings for the project. Discussion followed.

**Action Taken**

**Citron moved, Casey seconded, to authorize the General Manager to sign and execute an Amendment to RH2 Engineering's Architectural/Engineering Agreement to include Phase 4 - Services During Construction based on time and materials not to exceed \$49,923.00. Motion passed.**

• **North Shore Water Quality Sampling RFP**

Hunter gave an overview of the draft Request for Proposals for the North Shore area water quality testing program. The Board had previously directed staff to investigate the costs to hire a consultant to do a water quality testing program in an area of the lake that is beyond the District's sewer interceptor. Homes in this area are currently using septic tanks which could be leaching into the lake thereby causing water quality concerns. Following a lengthy discussion, the Board approved the draft RFP and provided staff with further direction.

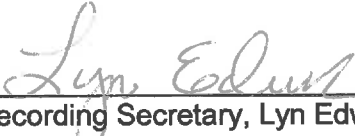
• **Other Business**


Millar reported on several issues regarding WRIA 1 (Water Resources Inventory Area 1).

• **Manager's Report**


Sorensen mentioned that the District received 82 applications for the vacant Maintenance Worker 1 position and that interviews with six of the applicants have been scheduled. He also reminded the Board that the first regular meeting in April was rescheduled to Monday April 11<sup>th</sup> at 6:30 p.m. The Washington State Department of Health water system consolidation grant program was also briefly discussed.

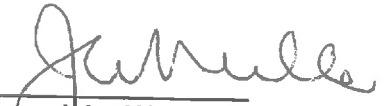
With no further business, Weide adjourned the Regular Session at 9:35 a.m.


  
Recording Secretary, Lyn Edwards


  
Date Minutes Approved

  
Laura Weide

  
Todd Citron

  
John W. Millar

  
Bruce R. Ford

  
Curtis J. Casey

