

Lake Whatcom Water and Sewer District
Special Meeting of the Board of Commissioners
October 12, 2016

Board President Laura Weide called the Regular Session to order at 8:00 a.m. Other District representatives present included Commissioners Todd Citron, Bruce R. Ford and John Carter, General Manager Patrick Sorensen, consulting engineer Melanie Mankamyer, legal counsel Robert Carmichael, Finance Manager Debi Denton and Recording Secretary Lyn Edwards. Commissioner Casey was excused from the meeting. There were no members of the public present.

- Consent Agenda

- Action Taken

- Citron moved, Ford seconded, approval of:

- Accounts Payable Vouchers totaling \$166,424.70
 - Payroll for Pay Period #21 (9/24/2016 through 10/7/2016) totaling \$38,214.87¹
 - Payroll Benefits for Pay Period #21 totaling \$39,828.42
 - Minutes for the September 28, 2016 Meeting

- Motion passed.

- Local Government Investment Pool – Resolution 830

Denton explained that Resolution 830 "Authorizing Deposit and Withdrawal of Monies in the Local Government Investment Pool" replaces Resolution 715 which was adopted in 2006. Resolution 715 refers to a form that has previous staff names and signatures on it. This form has since been updated to reflect the current staff; however it should not be referred to in the resolution as this would require changing the resolution each time one of the signatories changes. Resolution 830 does not refer to a form. Discussion followed.

- Action Taken

- Citron moved, Carter seconded, to adopt Resolution 830 Authorizing the Deposit and Withdrawal of LWWS D Monies in the Local Government Investment Pool.

- Motion passed.

- Deposit Timelines – Resolution 829

Denton reported that during the District's most recent audit, the State Auditor indicated that monies collected by the District's merchant card services provider (currently Chase Bank) and the district's third party on-line service provider (currently Xpress BillPay) were not being deposited in accordance with RCW 43.09.240, which states that monies collected by local governments must be deposited within twenty-four hours of receipt. The solution to this problem is for the Board to adopt Resolution 829 authorizing the merchant card service provider and the on-line payment service provider to make weekly deposits. Discussion followed.

- Action Taken

- Citron moved, Carter seconded, to adopt Resolution 829 authorizing weekly deposits for the District's merchant card services provider and on-line payment service provider. Motion passed.

- Monthly Budget Analysis

In addition to the September Monthly Budget Analysis, Denton presented a detailed spreadsheet showing the budget impacts resulting from the District's recent bond issue. A question and answer period followed.

Action Taken

Carter moved, Citron seconded, to approve the budget amendments resulting from the District's 2016 Bond Issue. Motion passed.


• **Discussion of Policy Regarding Foreclosure of Delinquent ULID #18 Accounts**

Legal counsel Bob Carmichael explained that State law requires commencement of foreclosure proceedings when ULID assessments for a property are two or more years' delinquent. Each year numerous lots assessed for ULID #18 are found to be two or more years' delinquent in their ULID account payments to the District. These are invariably vacant lots, often with significant building limitations such as steep slopes. There are six lots that the District could file a foreclosure action against in 2016 to collect delinquent assessments, however, as in the past, the District is unlikely to recoup its foreclosure costs from their sale. Following an extensive discussion it was decided that staff will develop a policy to deal with these situations in a consistent manner and present it to the Board for consideration at a future meeting.

• **Manager's Report**


Sorensen reminded the Board that the next Lake Whatcom Policy Group meeting is scheduled for October 17, 2016 at 3:00 p.m. He also informed the Board that the Summary of Existing District Projects will be on the agenda for the second monthly meeting in the future so that maintenance staff can participate in the discussion.

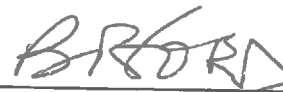
With no further business, Weide adjourned the Special Session at 9:24 a.m.


Recording Secretary, Lyn Edwards

10-26-2016
Date Minutes Approved


Laura Weide


Todd Citron


Bruce R. Ford


John Carter