

Lake Whatcom Water and Sewer District
Special Meeting of the Board of Commissioners
February 23, 2017

Acting Board President Todd Citron adjourned the 9:00 a.m. Special Meeting due to lack of a quorum and announced that the meeting would be re-convened at 1:30 p.m.

Acting Board President Todd Citron called the re-convened Special Meeting to order at 1:52 p.m. Other District representatives present included Commissioners Curtis Casey and Bruce R. Ford, General Manager Patrick Sorensen, District Engineer Bill Hunter and legal counsel Robert Carmichael. A list of interested participants is on file.

- Public Comment

Scott Swanson spoke to the Board about his property located at Lot 28 Phase II Eagleridge.

- February 23, 2017 Consent Agenda

- Action Taken

- **Casey moved, Ford seconded, approval of:**

- **Accounts Payable Vouchers totaling \$151,262.80**
 - **Payroll for Pay Period # 4 (1/28/2017 through 2/10/2017) totaling \$41,703.34**
 - **Payroll Benefits for Pay Period # 4 totaling \$43,403.60**

- **Motion passed.**

- February 8, 2017 Consent Agenda (Meeting cancelled due to weather emergency).

- **Accounts Payable Vouchers totaling \$208,335.91**
 - **Payroll for Pay Period #3 (1/14/2017 through 1/27/2017) totaling \$40,143.35**
 - **Payroll Benefits for Pay Period #3 totaling \$43,019.16**
 - **Fourth Quarter 2016 Payroll Taxes totaling \$6,318.45**
 - **Minutes for the January 25, 2017 Meeting**

- **Motion passed.**

- Executive Session Per RCW 42.30.110(i)(b) – Potential Litigation – 30 Minutes

Citron recessed the Special Session to Executive Session at 2:13 p.m. The purpose of the Executive Session was to discuss potential litigation. It was estimated that the Executive Session would take about 30 minutes. Citron recessed the Executive Session and reconvened Special Session at 2:40 p.m.

- Decision Regarding Lot #28 Eagleridge Phase II Connection Fees

- Action Taken

- **Casey moved, Ford seconded, to accept that the water and sewer connection fees for Eagleridge Lot 28 Phase II are paid in full. Motion passed.**

- North Shore Water Quality Testing Update

Discussion of this item was postponed to the March 8, 2017 Regular Meeting.

- Customer Request - Monjaze

The owner of 14 Wisteria Lane has submitted a request for an adjustment to his December/January bill due to high water consumption that resulted from a running toilet. (The toilet has since been repaired). During the time period of December 2016 to mid-January 2017 8,000 cubic feet of water was used costing \$764.47. The District's Water Leak Adjustment

Policy applies to in-ground water leaks only. However, the Board of Commissioners can authorize a waiver from the policy. In this particular instance, staff recommends that the Board authorize an adjustment to the water overage rate by charging the lower tier rate of \$8.85 per 100 cubic feet to all of the overage instead of charging the conservation water overage rate of \$11.06 per 100 cubic feet after more than 2,500 cubic feet are used. This would reduce the total bill by \$65.52. The customer can also make arrangements to pay the remaining balance over time without late fees.

Action Taken

Ford moved, Casey seconded, to direct staff to re-calculate all of the December/January water overage for account number 16003004 at the lower water consumption rate resulting in a reduction of \$65.52 to the December/January bill and to offer the customer the ability to make payments over a period of time. Motion passed.

• **Utility Billing Reconciliation Report**

Sorensen gave an overview of the issue. After a brief discussion, the Commission requested that consideration of this item be postponed to the April 12, 2017 meeting when the full Board will be present.

• **Resolution 833 – Update Purchasing and Public Work Policies**

Sorensen reported that Resolution 833 is intended to amend existing Resolution No. 813 and the Administrative Code Sections 2.16 and 2.17. The Resolution updates the public bidding requirements for public works contracts from a minimum dollar amount of \$20,000.00 to \$50,000.00 in the District's Administrative Code. The Resolution is also intended to clarify and clean up some discrepancies in the Administrative Code.

Action Taken

Casey moved, Ford seconded, to adopt Resolution No. 833 in order to amend Resolution 813 and the District Administrative Code Sections 2.16 and 2.17. Motion passed.

• **Monthly Budget Analysis**

The Board briefly discussed the Monthly Budget Analysis for January.

• **Summary of Existing District Projects**

Hunter gave an overview of the District's on-going projects.

• **Revised Rates and Fees – General Engineering Services**

Sorensen explained that Wilson Engineering has submitted a list of their proposed rate increases for 2017. The increases vary depending upon the services rendered. The new numbers reflect inflation rates and the current marketplace for engineering services.

Action Taken

Ford moved, Casey seconded, to approve Wilson Engineering's proposed rates and fees for 2017 as presented. Motion passed.

• **Geneva and Par Lane Sewage Pump Stations – Engineering Services**

Hunter reported that the District published a Request for Proposals for engineering services in the Bellingham Herald on January 28, 2017 with proposals due February 17, 2017. The District's consultant selection committee met on February 21, 2017 to discuss the proposals and select the most qualified consultant. The selection committee recommended RH2 Engineers.

Action Taken

Casey moved, Ford seconded, to select RH2 Engineering as the most qualified professional engineering consultant for the Geneva and Par Sewage Pump Station Improvements project and authorize District staff to begin scope of work and fee negotiations for professional services. Motion passed.

• **Other Business**

Letter from General Manager to Field Crew

Ford commented on a letter from the General Manager to the field crew praising them for their work during a recent emergency.

• **Manager's Report**

Sorensen announced that the next Lake Whatcom Policy Group Meeting will be held on May 15, 2017 at 3:00 p.m. and the next WASWD Section 3 Meeting is scheduled for March 14, 2017 at 6:30 p.m.


With no further business, Citron adjourned the Special Session at 3:35 p.m.



Recording Secretary, Bill Hunter

3-28-2017

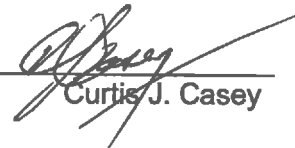
Date Minutes Approved



Todd Citron



Bruce R. Ford



Curtis J. Casey

