

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
April 12, 2017

Acting Board President Todd Citron called the Regular Session to order at 6:48 p.m. Other District representatives present included Commissioners Curtis Casey and John Carter, District Engineer Bill Hunter, legal counsel Robert Carmichael, Finance Manager Debi Denton and Recording Secretary Lyn Edwards. There were no members of the public present. Commissioners Weide and Ford were excused from the meeting.

- Consent Agenda

- Action Taken

- Casey moved, Carter seconded, approval of:

- Accounts Payable Vouchers totaling \$347,486.59
 - Payroll for Pay Period #7 (3/11/2017 through 3/24/2017) totaling \$44,238.20
 - Payroll Benefits for Pay Period #7 totaling \$26,978.31
 - Payroll for Pay Period #8 (3/25/2017 through 4/7/2017) totaling \$39,436.98
 - Payroll Benefits for Pay Period #8 totaling \$43,060.58
 - Minutes for the March 28, 2017 Meeting

- Motion passed.

- Academy Road Water Service

At the March 28, 2017 meeting the Board directed staff to revise the Covenant Binding Property Regarding Future Water and/or Sewer Service for the property located at 1915 Academy Road as discussed and to bring the revised Covenant back to the Board for their consideration at the next meeting. The Board reviewed the revised Covenant for 1915 Academy Road.

- Action Taken

- Casey moved, Carter seconded, to approve the developer's request to waive the requirement to connect 1915 Academy Road (Gradual Valley Short Plat) to District water provided that the revised Covenant Binding Property Regarding Future Water and/or Sewer Service is recorded for all lots in the short plat prior to issuance of the Denial of Service and to authorize the General Manager to sign the Covenant on the District's behalf. Motion passed.

- Eagleridge Sewer Connection Charges Phase II

Hunter explained that at the February 23, 2017 Meeting the Board determined that a customer who was building a new home in the Eagleridge Phase II development would not have to pay a sewer connection charge because the sewer connection fees had previously been paid by the developer in the late 1980's. In evaluating this issue, staff ascertained that four other properties in Eagleridge Phase II had been charged sewer permit fees in error. The Board directed staff to refund these four property owners the sewer permit fee that they had paid plus interest. Hunter presented a memo and spreadsheet showing the fees and interest to be refunded to each of the four property owners and the method used to calculate the interest and fees to be refunded. (Copy attached). Discussion followed.

- Action Taken

- Carter moved, Casey seconded, to authorize payment of \$17,776.06 to the four respective property owners identified in the attached report. Motion passed.

- Monthly Budget Analysis

The Monthly Budget analysis was discussed. Carter provided input on investment strategies.

- Emergency Management Agreement

At the January 25, 2017 regular meeting, Whatcom County Sheriff Bill Elfo and John Gargett from Whatcom County Division of Emergency Management spoke to the Board about the benefits of joining the Whatcom County Emergency Management Council. At that time, the Board requested more detailed information including the costs and the specific services that would be provided by Whatcom County.

Staff presented a draft agreement with Whatcom County and explained that as proposed the Division of Emergency Management would serve as a consultant, using their expertise to help us to further develop and manage our existing emergency management program. Their proposal is for a three year agreement and would be categorized as a "Professional Service". The Board reviewed and discussed the proposed Emergency Management Services Agreement with Whatcom County.

Action Taken

Casey moved, Carter seconded, to approve the Emergency Management Agreement with Whatcom County for 2017 through 2019 in an amount not to exceed \$20,000.00 per year. Further, to authorize the General Manager to sign this agreement on behalf of the District.

- Aquatic Invasive Species Interlocal Agreement for 2017

Over the last several years, the District has made an annual contribution towards the Lake Whatcom Aquatic Invasive Species Prevention Program through an Interlocal agreement with the City of Bellingham. This year the District is being asked to contribute \$50,000.00 towards the program, the same amount as in previous years. The Board discussed the agreement.


Action Taken

Carter moved, Casey seconded, to approve the 2017 Lake Whatcom Aquatic Invasive Species Prevention Program Interlocal Agreement as presented. Motion passed.

- Manager's Report

The Manager's Report was briefly discussed.

With no further business, Citron adjourned the Regular Session at 7:30 p.m.


Recording Secretary, Lyn Edwards

4-26-2017
Date Minutes Approved


Todd Citron


Curtis Casey


John Carter



MEMORANDUM

To: Patrick Sorensen & Bill Hunter

From: Kristin Hemenway, Construction Engineer *(KH)*

Date: March 6, 2017

Subject: **Eagleridge Sewer Connection Charges – Phase II Development Agreement Cancelling Standard Participation Contracts and Setting Connection Fees (Dated November 6, 1989, Whatcom County Auditor’s File No. 900119085)**

This memo is prepared per your request and pursuant to the Board Meeting on February 23, 2017 where Scott Swanson queried the Board regarding the District’s handling of the pre-paid connection charges in Eagleridge. Scott Swanson presented the subject document, Whatcom County Auditor’s File No. 900119085, where it states in Section D, Item 2, Cost to Owners:

“Eagleridge Associates shall pay to the District the sum of \$16,720.00 as the connection or facilities fee for sewer service to the Eagleridge Plat, phase II, representing a total of 32 platted lots at \$585.00 per lot. Lot owners seeking sewer connection in Phase I shall be directly responsible for payment to the District of the applicable connection fee”.

Accordingly, this memo summarizes the fees paid for water and sewer connections issued for Eagleridge development Phase II where a credit may be due for excess sewer connection charges.

Table 1: Eagleridge Phase II Development
(Accounts where permit applicant and current owner remain the same (see note 1))

Acct #	Address	Div	Lot	Permit Date	Sewer Fee Paid	Owner’s Name
150001058	3226 Eagleridge Way	2	19	7/20/2006	\$3,092.00	Marco Boulos
150001526	1729 Eagleridge Dr.	2	9	9/22/2008	\$4,530.00	Kuldeep & Manjeet Parmar
150001541	3231 Eagleridge Way	2	18	9/28/2009	\$4,731.00	Ken & Amanda Dawson
150001576	3233 Eagleridge Way	2	17	7/16/2016	\$4,731.00	Sergey Savchuk
Total					\$17,084.00	

Notes:

1. I was asked to review the Whatcom County Assessor's website to determine the property owner's name, property sales history and also our records showing the permit applicant information. The table summarizes instances where the permit applicant's name remains the same as the current property owner, and additional fees were collected.
2. Account permit applications and Whatcom County Assessor information are attached for the properties listed in Table 1.

As summarized in Table 1, it appears that the District collected extra charges totaling \$17,084.00. A full analysis of Eagleridge Phases I and II permits are in my file and available for your review if needed.

The next step should be for the Accounts Receivable department to confirm receipt of the payments in the District's accounting software.

Kristin

ACCT #	ADDRESS	DIV	LOT	PERMIT DATE	SEWER FEE PAID	AVERAGE INTEREST RATE	INTEREST	TOTAL REFUND	OWNER'S NAME
150001058	3226 Eagleridge	2	19	7/20/2006	\$ 3,092.00	1.13%	\$ 369.72	\$ 3,461.72	Marco Boulos
150001526	1729 Eagleridge	2	9	9/22/2008	\$ 4,530.00	0.53%	\$ 196.19	\$ 4,726.16	Kuldeep&Manjeet Parmar
150001541	3231 Eagleridge	2	18	9/28/2009	\$ 4,731.00	0.33%	\$ 110.54	\$ 4,841.54	Ken and Amanda Dawson
150001576	3233 Eagleridge	2	17	7/16/2016	\$ 4,731.00	0.33%	\$ 15.64	\$ 4,746.64	Sergey Savchuk
TOTALS					\$ 17,084.00		\$ 692.09	\$ 17,776.06	

