

Lake Whatcom Water and Sewer District
Regular Session of the Board of Commissioners
July 12, 2017

Acting Board President Todd Citron called the Regular Session to order at 6:30 p.m. Other District representatives present included Commissioners Bruce Ford, and John Carter, General Manager Patrick Sorensen, District Engineer Bill Hunter, consulting engineer Melanie Mankamyer, legal counsel Robert Carmichael and Recording Secretary Lyn Edwards. Commissioner Weide was excused from the meeting. A list of interested participants is on file.

- Consent Agenda

- Action Taken

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

- **Accounts Payable Vouchers totaling \$183,330.42**
 - **Payroll for Pay Period #14 (6/17/2017 through 6/30/2017) totaling \$40,774.40**
 - **Payroll Benefits for Pay Period #14 totaling \$44,088.22**
 - **Minutes for the June 28, 2017 Meeting**

- **Motion passed.**

- Country Club Pump Station Options – Presentation by BHC Consultants

Erika Schuyler from BHC Consultants gave a presentation regarding the Country Club Sewage Pump Station upgrade project. The District had previously requested that BHC (and their sub-consultant Geo Engineers) evaluate trenchless alternatives for installation of a gravity sewer main from Country Club Sewer Pump Station to Ranch House Sewer Pump Station thereby eliminating the need for Country Club Sewer Pump Station. Four options were presented for consideration. Discussion followed the presentation. It was decided that staff will evaluate the presented options and make a recommendation to the Board at the July 26, 2017 meeting.

- Resolution 835 – Updating Master Fees and Charges with Schedule #24

Sorensen explained that the Master Fees and Charges Schedule has been updated to show the General Facilities Charge increases adopted at the June 14, 2017 meeting. The Board reviewed and discussed Resolution 835 and noted two errors needing correction.

- Action Taken

- **Carter moved, Ford seconded, to adopt Resolution 835 Master Fees and Charges Schedule #24 as amended. Motion passed.**

- Resolution 834 – Updating Administrative Code

During the course of business, staff finds various items in the Administrative Code that should be clarified, updated, or changed. This resolution addresses the following topics:

1. *Clarifies Low Income Senior/Disabled Water and Sewer Rates Policy.*
2. *Establishes Utility Billing Reconciliation Back Billing Time for Unauthorized Connections.*
3. *Updates Emergency Public Works and Purchases Policy.*
4. *Updates Meter Installation Policy*
5. *Updates Required Sewer Connection Policy*
6. *Clarifies Requirements for Disconnection of Abandoned Side Sewer.*

- Action Taken

- **Carter moved, Ford seconded, to adopt Resolution 834 amending the District's Administrative Code as presented. Motion passed.**

- North Shore Water Quality Update

The Board discussed the final North Shore Water Quality Report from Herrera Environmental Consultants.

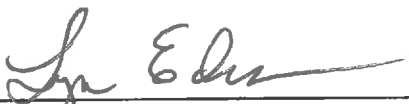
- Monthly Budget Analysis

The Monthly Budget Analysis for June was briefly discussed.

- Manager's Report

Sorensen reminded the Board about the Fall Washington Association of Sewer and Water Districts conference in September.

With no further business, Citron adjourned the Regular Session at 8:20 p.m.




Recording Secretary, Lyn Edwards

7/26/2017

Date Minutes Approved



Todd Citron



Bruce R. Ford



John Carter