

Lake Whatcom Water and Sewer District  
Regular Session of the Board of Commissioners  
September 13, 2017

Board President Laura Weide called the Regular Session to order at 6:30 p.m. Other District representatives present included Commissioners Todd Citron, Curtis Casey, John Carter and Bruce Ford; District Engineer Bill Hunter; consulting engineer Melanie Mankamy; legal counsel Robert Carmichael; and Recording Secretary Rachael Hope. General Manager Patrick Sorensen had a planned absence. There were no members of the public present.

- Changes to Agenda

Weide requested to add discussion of a conversation she had with a representative of Water District 7 earlier in the day to the Other Business discussion. The Board agreed.

- Consent Agenda

- Action Taken

- Casey moved, Ford seconded, approval of:

- Minutes for the August 30, 2017 Board Meeting
    - Accounts Payable Vouchers totaling \$326,631.06
    - Payroll for Pay Period #19 (8/26/2017 through 9/8/2017) totaling \$39,646.79
    - Payroll Benefits for Pay Period #19 totaling \$44,505.43

- Motion passed.

- Division 22 Reservoir – Project Close-out

Hunter reported that staff is extremely close to being able to close out the Division 22 Reservoir project. The last items needed are the electrical sign-off, Whatcom County sign-off, and one spare part. The project will be completed by next meeting and ready for a motion to accept it as complete.

- Country Club Sewer Pump Station

Hunter explained that Draft Amendment #3 to the Architectural/Engineering Agreement with BHC Consultants includes the scope of work for detailed design drawings, specifications, cost estimates, and additional permitting for horizontal direction drilling a gravity sewer main from Country Club Sewer Pump Station to Ranch House Sewer Pump Station.

At the July 12, 2017 Board meeting, BHC and their sub consultant GeoEngineers presented various improvement alternatives for Country Club Sewer Pump Station. The District selected Alternate 3 – HDD as the preferred alternative. This amendment increases the cost for engineering through bidding by approximately \$15,000. Part of the increase is the inclusion of a place holder for an archaeologist that might or might not be necessary. Hunter pointed out that past projects, such as the Ranch House Berm, have been done nearby without problems.

- Action Taken

- Citron moved, Ford seconded, to authorize the General Manager to execute Amendment #3 to Agreement for A/E Professional Services for Country Club Sewer Pump Station Improvements with BHC for a not to exceed amount of \$206,222 and;

**Allocate an additional \$55,000 of capital improvement funds toward the design and permitting of Country Club Pump Station Improvements Project for a total 2017 budgeted amount of \$208,093. Motion passed.**

- Abandonment of On-Site Sewer Disposal Systems Update

Hunter reviewed that in 2016, District staff identified 8 properties in Geneva connected to individual septic systems, despite their being located in the ULID #18 service area adjacent to public sewer lines. On August 18, 2016 the Board reaffirmed the District's long-standing policy requiring sewer connection by adopting Resolution #828.

In September 2016, these property owners were given one year to connect. If they did not connect on their own, the District would look into connecting them and placing a lien on their property to pay the District back. Two of the properties will be fully connected by mid-September. On August 15, 2017, the District mailed a second letter to each of the 6 properties which are still not connected reminding them of the requirement to connect. Additionally, it was discovered that 2 of the remaining 6 properties not been included in and assessed the original ULID #18 fees. For these 2 properties, the ULID #18 assessment and latecomer penalty must be added to the cost of connection set forth in the original letter, unless the Board otherwise directs.

One of the property owners, Kim Yuska, appealed to the board in writing requesting their latecomer penalty be dropped or reduced as they only use their property "about 4 months out of the year after work and on some weekends." Hunter pointed out that in order to reduce the latecomer penalty for any of these properties; Resolution 672 would have to be amended. Ford articulated that the District never pro-rates fees by months of residency or other factors.

On recommendation from legal counsel, staff suggested that for the record, the Board reaffirm its intent (per Resolution No. 672) that staff seek collection of the assessment (\$2,792.78) and latecomer penalty (\$3,979.71) for the two unassessed properties under ULID #18, in addition to the cost of connection for unconnected property described in Resolution #828 on August 18, 2016 (\$5,316.00).

**Action Taken**

**Casey moved, Citron seconded, to reaffirm the boards original position to follow Resolutions 672 and 828 as written. Motion passed.**

- Resolution No. 836 Designating an Applicant Agent for a Federal Emergency Management Agency Hazard Mitigation Grant Program Application and Grant

Hunter communicated that the District is preparing to apply for a \$ 900,000 grant from the Federal Emergency Management Agency in order to make potential earthquake mitigation improvements to the existing Division 7 water reservoir. This application process requires that we have both a designated applicant agent and an alternate signatory agent. We are proposing that Patrick Sorensen, the General Manager be designated as the Applicant Agent and that Bill Hunter, District Engineer/Assistant General Manager be designated as the alternate. The federal process requires that the Board designate these agents via Resolution.

**Action Taken**

**Casey moved, Citron seconded, approval of Resolution 836 to designate Patrick Sorensen, General Manager, as the District's authorized agent to execute for and on behalf of the District a Hazzard Mitigation Grant Program application, any potential grant agreement, and payment requests. Further, that Bill Hunter,**

**District Engineer/Assistant General Manager, be designated as the alternate agent. Motion passed.**

- Comprehensive Water System Plan Update Draft for Review

Melanie Mankamyer of Wilson Engineering introduced an update to the District's Comprehensive Water System Plan. There are a few open items remaining that need to be coordinated with District staff, and Wilson will refine a few of the tables and figures to be more readable and easier to understand. The purpose of this presentation and discussion was to affirm both the consultant's and staff's direction in preparing the updated Plan. Final adoption is scheduled for the November 29, 2017 Board meeting, and discussion of the Plan and changes will be continued at board meetings between now and final adoption. The consultant will also be looking for additional direction on other issues from Board at the November 15, 2017 Special Meeting/Workshop. Discussion followed.

- Other Business

**Water District 7**

Weide reported that she had met with the President of Water District 7 earlier in the day, and he had once again inquired about the possibility of Water District 7 purchasing water from Lake Whatcom Water and Sewer District at some point in the future. Hunter recalled that the two main questions guiding this discussion in the past have been whether this would mesh with the District's mission to protect water quality in Lake Whatcom; and questions about water rights. Discussion followed.

**Statement from Commissioner**

Citron recalled a statement he had made to a developer at the August 30 Board Meeting that upon further reflection he felt was not appropriate. He extended his apologies to the Board and reported that he had already issued the same statement directly to the developer.

**Update on Geneva Woods DEA**

Hunter updated the Board, reporting that the Geneva Woods Developer Extension Agreement was on track for completion in the next day.

**Amendment to August 30 Meeting Minutes**

Ford noted that in the August 30 Board Meeting Minutes there was an error in who moved one of the motions. Staff will amend the meeting minutes for acceptance at the next board meeting.

**Meeting**

Citron mentioned that he would be attending a meeting with a subset of the Policy Group to talk about finances and funding storm water projects in the watershed, among other topics. Weide said she would likely attend.

- Manager's Report

Weide summarized the Manager's report in Sorensen's absence, and reminded the Board about upcoming events and agenda items for future meetings.

- Executive Session Per RCW 42.30.140(4) General Manager Performance Evaluation – 30 Minutes

Weide recessed the Regular Session to Executive Session at 7:50 p.m. It was estimated that the Executive Session would take about 30 minutes. The purpose of the Executive Session


was to discuss the General Manager's Performance Evaluation. Weide recessed the Executive Session and reconvened the Regular Session at 8:20 p.m.


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

  
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Recording Secretary, Rachael Hope

9.26.2017  
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Date Minutes Approved

  
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Laura Weide

  
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Todd Citron

  
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Bruce R. Ford

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Curtis J. Casey

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John Carter