

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
October 11, 2017

Board President Laura Weide called the Regular Session to order at 6:30 p.m. Other District representatives present included Commissioners Todd Citron, John Carter and Curtis Casey; General Manager Patrick Sorensen; District Engineer Bill Hunter; consulting engineer Melanie Mankamyer; legal counsel Robert Carmichael; Engineering Technician/Safety Officer Rich Munson; and Recording Secretary Rachael Hope. Commissioner Bruce Ford had an excused absence. A list of interested participants is on file.

- Changes to Agenda

Sorensen requested the addition of agenda item 5.E., Ratification of the Declaration of Emergency made by the General Manager on 10/9/17. The board agreed.

- Consent Agenda

- Action Taken

- Casey moved, Citron seconded, approval of:

- Minutes for the September 26, 2017 Board Meeting
 - Accounts Payable Vouchers totaling \$643,845.52.
 - Payroll for Pay Period #20 (9/9/2017 through 9/22/2017) totaling \$41,251.81.
 - Payroll Benefits for Pay Period #20 totaling \$45,198.22.
 - Payroll for Pay Period #21 (9/23/2017 through 10/6/2017) totaling \$39,744.51.
 - Payroll Benefits for Pay Period #21 totaling \$44,616.92.

- Motion passed.

- Shake Alert Earthquake Detection Presentation by RH2 Engineering

Dan Erwin of RH2 Engineering briefed the Board of Commissioners and staff on a new early earthquake detection and warning system called Shake Alert. The purpose of his presentation was to explain its potential benefits to the District and to explore potential authorization to request RH2 to develop a scope and fee for implementation of the Shake Alert technology under a pilot program approved by the U.S. Geological Survey to improve the District's disaster preparedness. Discussion followed.

- Geneva & Par Pump Stations – A/E Agreement Amendment for Design

Hunter recapped that the District selected submersible pumps as the preferred design alternative for both Geneva and Par Sewer Pump Stations. RH2 is preparing permit applications and is nearing completion of their initial scope of work. The next phase of the project is detailed design, plans, specifications, cost estimates, and services during bidding.

- Action Taken

- Carter moved, Citron seconded, to authorize the General Manager to execute Amendment #2 to the A/E Agreement with RH2 for Phase 2 – Design, Plans, Specifications, & Services During Bidding for Geneva and Par Sewer Pump Station Improvements as presented, amending the Agreement Total Price to \$269,228.

- Resolution No. 838 Amending the District Administrative Code and Resolution Nos. 685, 778, & 799 Regarding Connection Charges

Sorensen recounted that at the September 26, 2017 Special Meeting of the Board of Commissioners, staff introduced a proposal to amend existing Administrative Code language regarding the duration for which water and sewer General Facility fees are valid. These fees are scheduled to increase annually every January 1, starting in 2018.

Presently, a permit and its fees are only good until the end of the calendar year issued, even if it was issued late in the year. Staff proposed making the permit valid for one year (or 365 days) from the date of issuance, with a goal of standardizing the permitting process. After discussion with the Board, staff was directed to prepare appropriate language in a Resolution describing the revised policy. Staff also provided the Board with a summary of existing permits issued. Discussion ensued.

Action Taken

Casey moved, Carter seconded, to adopt Resolution No. 838 amending the District Administrative Code and Resolution Nos. 685, 778, and 799 regarding water and sewer connection charges.

• **Lake Whatcom Policy Group Meeting Presentation Preview**

Sorensen presented a "Proposed Solution" for review and consideration in advance of the upcoming Lake Whatcom Policy Group Meeting on October 16, 2017. The hope is that it will be the basis of the District's "what's next" presentation following the Herrera presentation. This "what's next" question has been posed to District staff at both the Data Team Meeting in September and at other City/County/District meetings recently.

He provided the board with background information including a summary of the District's position, which draws from legal counsel's 2015 briefing paper and Wilson Engineering's parcel analysis. This summary was prepared by District Engineer Bill Hunter.

• **Ratification of Declaration of Emergency made by General Manager on 10.9.2017**

RCW 39.04.280 and District Administrative Code 2.17.4 requires that, if an emergency exists, the person(s) designated by the governing body may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts to address the emergency situation. It also requires if an emergency contract is awarded without competitive bidding, the Board of Commissioners or its designee enter a written finding of an emergency into the public record no later than two weeks following the contract award.

Hunter explained that an emergency situation arose due to a 14" diameter HDPE force main break at Beaver Sewer Pump Station that occurred on October 6, 2017. The District is operating in a temporary bypass mode to redirect wastewater from Beaver Pump Station back to Sudden Valley Pump Station using a portable pump and hoses. Until a permanent repair is made at Beaver Pump Station, the temporary bypass hoses at Flat Car Pump Station need to be changed to actual pipeline materials and fittings. The District estimates the Beaver Pump Station repairs could take a week or more.

As a result, General Manager Patrick Sorensen declared an emergency on October 9, 2017 and authorized staff to award contracts as necessary to address the emergency. The initial estimate to address the emergency situation was \$30,000, however, Hunter estimated the actual cost would be closer to \$15,000 and no more than \$20,000.

Action Taken

Carter moved, Casey seconded, to ratify the Declaration of Emergency that was made by Patrick Sorensen in response to the sewer break on October 5, 2017. Motion Passed.

• Other Business

Storm Water Meeting Report

Citron requested that discussion of the potential forming of a Storm Water District be added to a future agenda.

Tabletop Exercise

Rich Munson invited the commissioners to attend a tabletop exercise to be held at the District shop on October 19 in collaboration with Whatcom County Emergency Management. A second exercise will take place in November.

• Manager's Report

Sorensen summarized upcoming dates to remember and confirmed that the Special Meeting on November 15 will begin at 6:00 pm and that no regular business will be discussed at this meeting.

• Executive Session Per RCW 42.30.140(4) General Manager Performance Evaluation – 20 Minutes

Weide recessed the Regular Session to Executive Session at 8:40 p.m. It was estimated that the Executive Session would take about 20 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 9:03 p.m.

With no further business, Weide adjourned the Regular Session at 9:03 p.m.



Recording Secretary, Rachael Hope

10/25/2017

Date Minutes Approved




Laura Weide



Todd Citron

Absent?

Bruce R. Ford



John Carter

Curtis J. Casey

