

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
December 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 and Bruce Ford; General Manager Patrick Sorensen; District Engineer Bill Hunter; Finance Manager Debi Denton; consulting engineer Melanie Mankamyer; District Legal Counsel Bob Carmichael; and Recording Secretary Rachael Hope. Commissioners John Carter and Curtis Casey had excused absences. A list of interested participants is on file.

- Public Comment

Washington State Water & Sewer Management Pool Executive Director Cary Ecker Introduced himself to the board.

- Consent Agenda

- Action Taken

- Ford moved, Citron seconded, approval of:

- Minutes for the November 29, 2017 Board Meeting
 - Accounts Payable Vouchers totaling \$142,064.00.
 - Payroll for Pay Period #25 (11/18/2017 through 12/01/2017) totaling \$40,357.18.
 - Payroll Benefits for Pay Period #25 totaling \$44,596.92.

- Motion passed.

- Meeting Schedule for 2018

Sorensen explained that at one of the last meetings of each year, or the first meeting in January of each year, the Board establishes the regular meeting dates and times by Resolution. For 2017, the regular board meetings were held on the second Wednesday of each month at 6:30 p.m. with a second meeting on the last Wednesday of each month at 8:00 a.m.

Weide suggested that this agenda item be postponed to the December 27 meeting when more commissioners will be present. The Board agreed.

- Approval of Non-Union Employee COLA

Sorensen reminded the Board that traditionally the non-represented employees have received the same annual COLA increase as the represented (union) employees. Non-union employees include the District Engineer/Assistant General Manager, Finance Manager/Treasurer, General Manager, Administrative Assistant, and the Maintenance Supervisor. For 2018 the represented employee's COLA will be 3.0%.

- Action Taken

- Citron moved, Ford seconded, to authorize a 3.0% COLA for the five non-represented employees, effective January 1, 2018. Motion passed.

- Geneva Pump Station Neighbor Concerns

Dan Burwell of RH2 Engineering made a presentation regarding the Geneva Pump Station redesign and generator installation. During the pre-design process, four design alternatives were developed and presented to the Board. Staff's preferred alternative has the electrical panels and generator situated right next to the pump station wet well, which is along the west side of the public right-of-way. Unfortunately this alternative conflicts with the west neighbor's preference of panels and generator located on the east side of the right-of-way (farthest from their property and the pump station wet well).

The west neighbors asked for an opportunity to discuss with the Board the proposed location of electrical panels and generator, and request moving them to the east side of the right-of-way.

Burwell reminded the Board of the key considerations made by Staff which led to a preference of Alternate 4 (panels and generator on the west side of the right-of-way). These included distance from control panel to wet well, ease and safety of operations, distance of motor leads and sensor cables, generator maintenance, and consideration of east and west neighbors and their use of the right of way. Staff's recommendation was to go forward with Alternative 4, with additional considerations for landscaping.

Geneva residents Betty Balfour, who lives at the property on the west side of the right-of-way, and her daughter and son-in-law, Mickey and Jim Schuster, spoke to the Board about their concerns regarding the re-design. Their main concerns involved the aesthetic of the equipment and possible effect on their property value.

After a lengthy discussion, Hunter proposed further exploration into Alternative 2, with the electric panels on the west and the generator on the east side of the right-of-way. The Board instructed staff to move forward with researching planning, possible cost changes, and further effects if the District agrees to go forward with that alternative.

- Herrera Report Update

Sorensen introduced Rob Zisette of Herrera who was present by speakerphone. A brief phone conference update to the Board of Commissioners regarding the status of water quality testing along the North Shore area followed. Zisette explained the calculations being used to create the new phosphorus loading estimates. Discussion followed. Board will have a technical memo to review in early January.

- Acceptance of Water Comp Plan

Sorensen recalled that at the November 22, 2017 Board meeting, Wilson Engineering presented their draft of the proposed 10-year Water Comp Plan. The Board reviewed and it, and the draft was available for public comment through December 13, though none was received.

Wilson Engineering made minor text changes to the body of the report that do not materially change the content, and updated the District staff certifications table. There were minor tweaks to the Design and Construction Standards (Appendix H) which were also incorporated into the 2018 New Customer Packet (Appendix G).

Action Taken

Citron moved, Ford seconded, to adopt Resolution No. 840 approving the 2017 Comprehensive Water Plan Update. Motion Passed.

- Manager's Report

Sorensen summarized upcoming dates to remember, including the 2018 Commissioners Workshop on January 27, and Staff Appreciation Dinner on January 26.

With no further business, Weide adjourned the Regular Session at 7:58 p.m.



Recording Secretary, Rachael Hope

Dec 27, 2017

Date Minutes Approved

Laura Weide



Todd Citron



Bruce R. Ford

excused

Curtis J. Casey

excused

John Carter



LAKE WHATCOM WATER AND SEWER DISTRICT
BOARD OF COMMISSIONERS

MEETING SIGN-IN SHEET
(SUBJECT TO PUBLIC DISCLOSURE)

MEETING DATE: 12/13/17

NAME	ADDRESS/ BUSINESS
Betty Balfour	
Mickey Schuster	
Jim Schuster	
DAN BURWEN	R42