

Lake Whatcom Water and Sewer District  
Regular Meeting of the Board of Commissioners

**December 27, 2017**

Board President Laura Weide called the Regular Session to order at 8:00 a.m. Other District representatives present included Commissioners John Carter, 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. District Employees Randy Craker, Rich Munson, and Jason Dahlstrom were also in attendance. Commissioner Curtis Casey had an excused absence. There were no members of the public present.

- Consent Agenda

- Action Taken

- Citron moved, Ford seconded, approval of:

- Minutes for the December 13, 2017 Board Meeting
    - Accounts Payable Vouchers totaling \$169,961.74.
    - Payroll for Pay Period #26 (12/02/2017 through 12/15/2017) totaling \$42,394.44
    - Payroll Benefits for Pay Period #26 totaling \$45,854.97.

- Motion passed.

- Meeting Schedule for 2018

Commissioner Weide reminded the board that at the December 13 meeting, they had postponed discussion of the 2018 schedule to allow more commissioners to be present. 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. Commissioner Citron expressed that he is strongly in favor of keeping a morning and an evening meeting to give public and staff the greatest opportunity for participation.

- Action Taken

- Carter moved, Ford seconded, to adopt Resolution #841 Establishing the Regular Meeting Dates and Times for 2018 as the second Wednesday of each month at 6:30 p.m. and the last Wednesday of the month at 8:00 a.m.. Motion passed.

- Draft Emergency Response Plan

Sorensen recounted that on May 17, 2017, the District and Whatcom County Sheriff's Office, Division of Emergency Management entered into an agreement for emergency management services. One of the services was to update the District's Emergency Response Plan. After several months a final draft has been completed. District Safety Officer Rich Munson briefly introduced the plan. Discussion followed.

- Re-Elected Commissioner Oath of Office

District Finance Manager Debi Denton gave the Oath of Office to re-elected Commissioners Todd Citron (Position #2) and John Carter (Position #5).

- Review of Engineering Consultant Fees for 2018

Sorensen detailed that in accordance with Section 7.4 of the on-call Engineering Services Contract, Wilson Engineering provided the District with their increased rates for 2018. These rate increases are variable depending on the staff type. These numbers simply reflect inflation and the

marketplace for engineering staff and services at this time.

**Action Taken**

**Carter moved, Ford seconded, to approve Wilson Engineering's proposed fees for general engineering services in 2018. Motion Passed.**

• Summary of Existing District Projects

Hunter gave an update on the Country Club project.

• Monthly Budget Analysis

Denton provided the Board with information on the budget through November 30. Commissioner Ford requested that a category be added to employee timesheets in 2018 for Capital Projects in order to separate payroll costs for Capital Projects from payroll costs for Operations & Maintenance.

• Manager's Report

Sorensen summarized upcoming dates to remember, including the 2018 Commissioners Workshop on January 27, and Staff Appreciation Dinner on January 26. He also presented the recently updated S&P report to the Board.

• Executive Session Per RCW 42.30.110 (1)(i)(iii): Protected Communications with Legal Counsel – 20 Minutes

Weide recessed the Regular Session to Executive Session at 9:21 a.m. It was estimated that the Executive Session would take about 20 minutes. The purpose of the Executive Session was for protected communications with District Legal Counsel. Weide recessed the Executive Session and reconvened the Regular Session at 9:55 a.m.

With no further business, Weide adjourned the Regular Session at 9:55 a.m.

  
Recording Secretary, Rachael Hope

Jan 10, 2018  
Date Minutes Approved

  
Laura Weide

  
Todd Citron

  
Bruce R. Ford

excused  
Curtis J. Casey

  
John Carter