



LAKE WHATCOM WATER AND SEWER DISTRICT
1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

January 31, 2018

Board President Laura Weide called the Regular Session to order at 8:00 a.m.

Attendees: Commissioner Laura Weide
Commissioner Todd Citron
Commissioner Bruce Ford
General Manager Patrick Sorensen
District Engineer/Assistant Manager Bill Hunter
Finance Manager/Treasurer Debi Denton
Consulting Engineer Melanie Mankamyer
District Legal Counsel Bob Carmichael
Recording Secretary Rachael Hope

Excused Absence(s): Commissioner Curtis Casey
Commissioner John Carter

A list of interested parties is attached.

Additions, Deletions, or Changes to the Agenda

The Board agreed to move Item 5.D. to the top of the Agenda.

Consent Agenda

Action Taken

Citron moved, Ford seconded, approval of:

- **Minutes for the January 10, 2018 Board Meeting**
- **Accounts Payable Vouchers totaling \$49,563.25.**
- **Payroll for Pay Period #02 (12/30/2017 through 01/12/2018) totaling \$41,391.53.**
- **Payroll Benefits for Pay Period #02 totaling \$48,393.24.**
- **Accounts Payable Vouchers totaling \$400,807.85.**
- **Payroll for Pay Period #03 (01/13/2018 through 01/26/2018) totaling \$41,227.06.**
- **Payroll Benefits for Pay Period #03 totaling \$52,990.20.**

Motion passed.

Water Quality/Herrera Consulting Update

Sorensen recapped that Rob Zisette of Herrera Consulting had provided a draft technical memo and presentation in preparation for the Lake Whatcom Policy Group Meeting on Monday, February 5. A brief phone conference update with Rob Zisette followed, including discussion of the presentation and methods for communicating the study to the Lake Whatcom Policy Group and other County entities.

Gary Stoyka with Whatcom County Public works & Representing the Lake Whatcom Policy Group was in attendance and provided input on the best way to present information to the Data Group and Lake Whatcom Policy Group. He emphasized the desire to have information from Herrera's studies and calculations analyzed by the experts in the Data Group. Discussion followed.

Election of Officers for 2018

Per RCW 57.12.010, the Board shall annually elect one of its members as president and another as secretary.

Action Taken

**Ford moved, Citron seconded, to elect Laura Weide as Board President for 2018.
Motion passed.**

**Ford moved, Weide seconded, to elect Todd Citron as Board Secretary for 2018.
Motion passed.**

2018 Representative to WCOG and LWPG

Sorensen reminded the Board that the District appoints a representative to serve on the Whatcom Council of Governments and a representative to the Lake Whatcom Policy Group each year.

Action Taken

**Weide nominated John Carter to serve as the Whatcom Council of Governments Representative and Bruce Ford to serve as the Lake Whatcom Policy Group Representative.
The Board agreed.**

Revised Capital Improvement Plan

Hunter explained that permits for the Country Club Horizontal Directional Drilling Project will not be ready to allow bidding or construction to occur in 2018. The approved 2018 budget includes \$450,000 allocated for construction of this project. Permitting and design will continue to progress as quickly as possible. Staff recommended revising the capital improvement plan schedule to shift \$450,000 worth of projects forward to 2018. The intent is to maintain same (or close) bottom line capital spending amounts included in the approved 2018 budget. Discussion followed, including recommendations for projects to be moved forward.

Action Taken

Citron moved, Ford seconded, to approve the revised 2018 Capital Improvement Plan as written. Motion passed.

Approval of Interlocal Agreement for Fire Hydrant Maintenance

Sorensen recounted to the Board that the District has maintained a relationship for fire hydrant maintenance with the South Whatcom Fire Authority since May 1990. This agreement has allowed the District and the SWFA to work together to ensure hydrants are properly inspected and maintained. The previous agreement had expired, and this contract is meant to renew the formal agreement with the SWFA.

Action Taken

Citron moved, Ford seconded, to approve the Interlocal Agreement for Fire Hydrant Maintenance between the District and south Whatcom Fire. Further, to authorize the General Manager to sign this agreement on behalf of the district. Motion passed.

Resolution No. 842 – Establishing Option for Qualified Low Income Senior & Disabled Customers to Defer Payment of Forced Sewer Connection Costs; Changing Interest Rate on Installments

Sorensen detailed that over the last two years, under direction from the Board of Commissioners, the District has been working with a number of properties within the Geneva community to connect to the existing sewer system next to their property. As of today there are only three known properties left to connect. We have been working with each property owner to remind them of the need to connect and our time frame in which the District will compel connection (summer of 2018). Individuals have been given the opportunity to pay their own District fees and secure the services of a qualified contractor to make the connection at a negotiated cost.

Of the three remaining required connections, two of them are qualified low-income senior citizens or low-income disabled persons. With the help of legal counsel staff proposed to modify the existing District Code as it relates to forced connections. Section 3.5.12 is proposed to be modified in changing the interest rate from a set percentage to a calculation based on arithmetic mean. Within Section 3.5.13 proposed language allows the District to collect the cost of the connection and interest when the property is legally transferred (sale or estate). Staff recommends these changes be made to our existing policy in advance of preparing to make these compelled connections.

Action Taken

Citron moved, Ford seconded, to adopt an amended version of Resolution 842 establishing an option for low income customers to defer payment of forced sewer connection costs; changing the interest rate on installments. Motion passed.

Monthly Budget Analysis

Denton presented the December 2017 monthly budget analysis to the Board. The District ended 2017 financially strong, and is looking at some investments coming due this year for re-investment. A question and answer period followed.

Summary of Existing District Projects

Hunter gave an update on the permitting for the Country Club Pump Station as well as the projects at Geneva and Par. He also discussed options for fixing a slow leak at Little Strawberry Bridge. Discussion followed.

Manager's Report

Sorensen summarized upcoming dates to remember, including the Lake Whatcom Policy Group Meeting on February 5 and the WASWD Spring Conference from April 4-6, 2018.

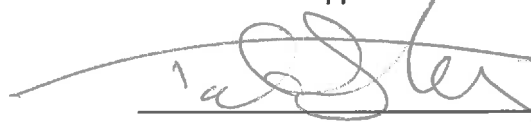
With no further business, Weide adjourned the Regular Session at 9:44 a.m.



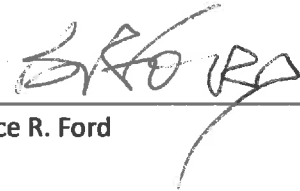
Recording Secretary, Rachael Hope

Feb. 28, 2018

Date Minutes Approved


Laura Weide

Todd Citron



Bruce R. Ford

excused
Curtis Casey

excused
John Carter

