



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

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

March 14, 2018

6:30 p.m. – Regular Session

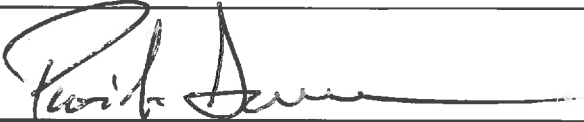
1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Surplus Items Disposal
 - B. Tank Maintenance
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 4

DATE SUBMITTED:	March 8, 2018	MEETING DATE:	March 14, 2018
SUBJECT:	Consent Agenda		
TO: BOARD OF COMMISSIONERS	FROM: Staff		
MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. See list below		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

****TO BE UPDATED 3/13/18****

- Minutes for the February 14, 2018 Board Meeting.
- Minutes for the February 28, 2018 Board Meeting.
- Accounts Payable Vouchers totaling \$XX,XXX.XX.
- Payroll for Pay Period #06 (02/24/2018 through 03/09/2018) totaling \$ XX,XXX.XX.
- Payroll Benefits for Pay Period #06 totaling \$ XX,XXX.XX.



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS
Minutes

February 14, 2018

Board President Laura Weide called the Regular Session to order at 6:30 p.m.

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

Excused Absence(s): Commissioner Curtis Casey

A list of interested parties is attached.

Additions, Deletions, or Changes to the Agenda

Sorensen requested an Executive Session between items 5C and 5D to discuss a personnel issue. The Board agreed.

Ford requested a short conversation about comments and feedback on the Herrera Report be added to the Other Business section of the meeting. The Board agreed.

Consent Agenda

Action Taken

Carter moved, Citron seconded, approval of:

- Accounts Payable Vouchers totaling \$90,042.05.
- Payroll for Pay Period #04 (01/27/2018through 02/09/2018) totaling \$41,242.98.
- Payroll Benefits for Pay Period #04 totaling \$46,512.49.

Motion passed.

Salary & Benefits Survey Update

Sorensen explained to the Board that, by policy, every 4 years the District conducts a salary and benefits study which evaluates our position in the market place. The last two surveys have been conducted by Gene Matt & Associates, however Mr. Matt is no longer available. The District sought proposals from two other providers who have had experience with public agencies in western Washington (in particular water and sewer districts).

After a careful review, Sorensen selected Ross Ardrey from NW Management Consulting, with whom the district has worked in the past on salary surveys and special recruitment, to conduct the survey this year. As in the past, the completed survey will be used by the District and labor union in our upcoming contract negotiations later this summer. We are essentially following the same approach we have done previously. This year's survey was approved and budgeted for within the 2018 budget. Discussion followed.

Disposal of Surplus Items

Hunter reminded the Board that the District must periodically dispose of unsafe, dated, and surplus items. He explained that items will be disposed of through auction, recycling, donation, or disposal in accordance with state law.

Action Taken

Citron moved, Ford seconded, to declare the presented list of items dated February 2018 as surplus and authorize the General Manager to dispose of the property in a manner consistent with state law. Motion passed.

Commissioner Vacancy

Sorensen recounted that Commissioner Curtis Casey has issued his resignation effective April 1, 2018. The Board has ninety days from the occurrence of the vacancy to appoint a qualified person to fill the vacancy. Discussion followed, including steps to take in moving forward in the search for applicants to fill the vacant position.

Succession Planning and Staffing Levels

Sorensen presented to the Board that over the last few years, the District has been considering upcoming staffing changes brought upon by pending retirements. In planning for these changes, hires have been made that have benefited the direction of this organization moving forward, specifically including greater professionalization of our staff.

In addition to providing a salary and benefits schedule that are capable of attracting and retaining qualified and professional staff; we have committed to providing ongoing training in a variety of areas based on the needs of the organization. Together these commitments benefit the District in staff retention, preparing staff for expanded roles in the future, greater efficiency, and lower liability costs over time.

Hunter explained the attached conceptual organizational chart with the potential addition of the new position of Operations and Maintenance Manager. The purpose of this position would be to meet the changing and growing expectations and goals of the District. Discussion followed.

Executive Session Per RCW 42.30.110 (1)(g): Considering a personnel matter – 15 Minutes

Weide recessed the Regular Session to Executive Session at 7:15 p.m. It was estimated that the Executive Session would take about 15 minutes. The purpose of the Executive Session was for discussion of a personnel matter. Weide recessed the Executive Session and reconvened the Regular Session at 7:30 p.m.

Executive Session Per RCW 42.30.110 (1)(g): Considering a personnel matter – 20 Minutes

Weide re-recessed the Regular Session to Executive Session at 7:30p.m. It was estimated that the Executive Session would take about 20 minutes. The purpose of the Executive Session was for discussion of a personnel matter. Weide recessed the Executive Session and reconvened the Regular Session at 7:48 p.m.

Other Business

Commissioner Ford gave an update on the Lake Whatcom Policy Group meeting and general reception of the Herrera Report by other agencies. Discussion followed.

Manager's Report

Sorensen summarized upcoming dates to remember, including the WASWD Spring Conference from April 4-6, 2018.

With no further business, Weide adjourned the Regular Session at 8:45 p.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Weide

Todd Citron

Bruce R. Ford

excused
Curtis Casey

John Carter



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

February 28, 2018

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

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

Excused Absence(s): Commissioner Curtis Casey

There were no members of the public present.

Consent Agenda

Action Taken

Carter moved, Ford seconded, approval of:

- Minutes for the January 31, 2018 Board Meeting.
- Accounts Payable Vouchers totaling \$173,171.80.
- Payroll for Pay Period #05 (02/10/2018 through 02/23/2018) totaling \$41,005.63.
- Payroll Benefits for Pay Period #05 totaling \$45,967.54.

Motion passed.

Commissioner Vacancy

Sorensen recounted that Commissioner Curtis Casey has issued his resignation effective April 1, 2018. The Board has ninety days from the occurrence of the vacancy to appoint a qualified person to fill the vacancy. Discussion followed. The Board chose a submission deadline date of April 15 for Commissioner applications, and instructed staff to proceed with advertising the commissioner position vacancy.

Monthly Budget Analysis

Denton explained some new options for investing District funds into the Washington Federal Public Funds Account. She also reminded the board that there will be a finance committee meeting in the first part of July to discuss investments coming up for decisions this summer.

Summary of Existing District Projects

Hunter updated the Board on the upcoming Geneva and Par pump station bids, the Dellesta and Edgewater projects, and the transition of job numbers to prefixes for Capital Projects, Maintenance, and Administrative Projects.

Manager’s Report

Sorensen summarized upcoming dates to remember, including the Lake Whatcom Joint Councils & Commission Meeting on March 28 and the WASWD Spring Conference from April 4-6, 2018. He also made the Board aware of an upcoming project the City has planned to update their wastewater treatment process, and informed the Board that he will be inviting someone from the city to come to an upcoming meeting to talk about the plan.

Sorensen updated the Board on progress that has been made regarding the three remaining forced sewer connections. Discussion followed.

Executive Session Per RCW 42.30.110 (1)(g): Considering a personnel matter – 15 Minutes

Weide recessed the Regular Session to Executive Session at 8:45 a.m. It was estimated that the Executive Session would take about 15 minutes. The purpose of the Executive Session was for discussion of a personnel matter. Weide recessed the Executive Session and reconvened the Regular Session at 9:00 a.m.

With no further business, Weide adjourned the Regular Session at 9:00 a.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Weide

Todd Citron

Bruce R. Ford

excused
Curtis Casey

John Carter



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.A.

DATE SUBMITTED:	March 7, 2018	MEETING DATE:	March 14, 2018
SUBJECT:	Disposal of Surplus Items		
TO: BOARD OF COMMISSIONERS	FROM: Patrick Sorensen		
GENERAL MANAGER APPROVAL	<i>[Signature]</i>		
DISTRICT ENGINEER/ASST MGR APPROVAL	BH		
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. List of Items Dated March 7, 2018		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Attached is a list of miscellaneous surplus items that the District no longer needs.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

To declare the presented list of items as surplus and authorize staff to dispose of them.

PROPOSED MOTION

To declare the presented list of items dated March 2018 as surplus and authorize the General Manager to dispose of the property in a manner consistent with state law.

March 7, 2018 Surplus List

Quantity	Item
1	Regal Dual Cylinder Scale Model No. SC401
1	Oasis Dehumidifier Model DC-75
1	Manual Transfer Switch (removed from panel enclosure)
1	Onan K2200 Generator (small unit for power hand tools) - runs
1	Homelite Trash Pump Model 111DP3-1 Serial #48201953 - runs
1	10HP Flygt Submersible Pump 3127-09050140105
1	Weather Guard Model 127 Aluminum Pickup Truck Tool Box
1	Two Aries Sewer Camera Cable Management Rollers
1	Multiquip Model MTR-60L Tamping Rammer - runs
1	Husqvarna Model 7021P Push Mower - runs
1	Ryobi 6.5HP Push Mower - runs
1	Two 5-Gallon Metal Gas Cans
1	Hach Chlorine Pocket Colonmeter II – display bad
1	Allegro Qualitative Fit Test Kit Part #2041
2	Spirian Calibration Gas Cylinder
2	Multipro Biosystems Gas Monitoring Kits – need replacement parts to work again
2	Wood part bin shelf



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL
Item 5.B.

DATE SUBMITTED:	March 8, 2018	MEETING DATE:	March 14, 2018
SUBJECT:	Contract Award for 2018 Water Facilities Inspection and Maintenance		
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter		
GENERAL MANAGER APPROVAL	<i>Keith Dun</i>		
DISTRICT ENGINEER/ASST MGR APPROVAL	BH		
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Bid Proposal (only page 1 & 2)		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

About every five to six years routine inspection, cleaning, and minor maintenance is performed by divers inside the District’s potable water reservoirs and tanks. The last time this was performed was in 2012.

The project was advertised in the Bellingham Herald on February 7, 2018. Bids were opened February 28, 2018. One bid was received.

The apparent low bidder, H2O Solutions LLC, meets the State’s Mandatory Bidder Responsibility criteria and the District’s Supplemental Bidder Responsibility criteria. H2O Solutions LLC was previously contracted by the District in 2012 for reservoir inspection and maintenance.

FISCAL IMPACT

The 2018 approved budget includes \$30,000 for this project. The total contract amount, if all of unit price work is performed, is \$35,143.15 including 8.5% sales tax.

There are sufficient capital improvements funds to cover the higher than budgeted amount.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Move to:

- Award the 2018 Water Facilities Inspection and Maintenance contract to H2O Solutions, LLC for a total contract price of \$35,143.15 including 8.5% sales tax
- Adjust the 2018 capital improvement plan budget for this project from \$30,000 to \$36,000
- Authorize the General Manager to execute the contract.

Project Name: 2018 Water Facilities Inspection and Maintenance (District Project C1806)

Name of Firm: H2O Solutions, LLC

LAKE WHATCOM WATER & SEWER DISTRICT
1220 LAKEWAY DRIVE
BELLINGHAM, WA 98229

BID PROPOSAL

In compliance with the contract documents, the following bid proposal is submitted:

BASE BID:

Item	Description	Quantity	Unit	Unit Price	Amount
A	MOBILIZATION & DEMOBILIZATION	1	LS	NA	\$ 500.00
B	FACILITY INSPECTION, VIDEO & REPORTS				
B1	Division 22 Reservoir	1	LS	NA	\$ 880.00
B2	Division 7 Reservoir	1	LS	NA	\$ 880.00
B3	Division 30 Reservoir	1	LS	NA	\$ 880.00
B4	SVWTP Reservoir	1	LS	NA	\$ 880.00
B5	SVWTP Clearwell	1	LS	NA	\$ 880.00
B6	Geneva Reservoir	1	LS	NA	\$ 880.00
B7	Agate Heights Upper Reservoir	1	LS	NA	\$ 880.00
B8	Agate Heights Lower Reservoir	1	LS	NA	\$ 880.00
B9	SVWTP Intake Structure	1	LS	NA	\$ 2,200.00
C	DIVER FLOOR CLEANING AND SEDIMENT REMOVAL				
C1	Division 22 Reservoir	1	LS	NA	\$ 1,180.00
C2	Division 7 Reservoir	1	LS	NA	\$ 1,480.00
C3	Division 30 Reservoir	1	LS	NA	\$ 980.00
C4	SVWTP Reservoir	1	LS	NA	\$ 980.00
C5	SVWTP Clearwell	1	LS	NA	\$ 1,050.00
C6	Geneva Reservoir	1	LS	NA	\$ 1,180.00
C7	Agate Heights Upper Reservoir	1	LS	NA	\$ 1,130.00
C8	Agate Heights Lower Reservoir	1	LS	NA	\$ 1,130.00
D	DIVER WALL CLEANING				

Project Name: 2018 Water Facilities Inspection and Maintenance (District Project C1806)

Name of Firm: H2O Solutions, LLC

Item	Description	Quantity	Unit	Unit Price	Amount
D1	Division 22 Reservoir	1	LS	NA	\$ 550.00
D2	Division 7 Reservoir	1	LS	NA	\$ 780.00
D3	Division 30 Reservoir	1	LS	NA	\$ 650.00
D4	SVWTP Reservoir	1	LS	NA	\$ 325.00
D5	Geneva Reservoir	1	LS	NA	\$ 650.00
D6	SVWTP Clearwell	1	LS	NA	\$ 680.00
D7	Agate Heights Upper Reservoir	1	LS	NA	\$ 325.00
D8	Agate Heights Lower Reservoir	1	LS	NA	\$ 580.00
E	MISCELLANEOUS REPAIRS				
E1	Facility Repairs (Diver) Labor & Equipment	20	HOUR	\$ 300.00	\$ 6,000.00
E2	Facility Repairs (Welder) Labor & Equipment, Exterior Reservoir	20	HOUR	\$ 50.00	\$ 1,000.00
E3	Facility Repairs (Welder) Labor & Equipment, Interior Reservoir, above Water Level	20	HOUR	\$ 50.00	\$ 1,000.00
E4	Facility Repairs Permanent Materials	1	LS	\$ 1,000.00	\$ 1,000.00
Total Base Bid					\$ 32,390.00

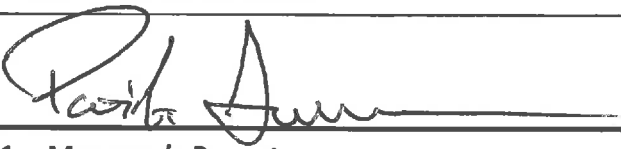
(do not include Washington State Sales Tax)



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 7

DATE SUBMITTED:	March 1, 2018	MEETING DATE:	March 14, 2018
SUBJECT:	Manager's Report		
TO: BOARD OF COMMISSIONERS	FROM: Patrick Sorensen		
MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Manager's Report		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Updated information from the General Manager in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



LAKE WHATCOM WATER AND SEWER DISTRICT

General Manager Comments

Regular Meeting – Wed. March 14, 2018 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Next Regular Board Meeting	Wed March 28, 2018	8:00 a.m.	Board Room
Next Employee Staff Meeting	Thu March 15, 2018	8:00 a.m.	Board Room Scheduled to Attend: Commissioner Citron
Safety Committee Meeting	Thu March 15, 2018	9:00 a.m.	Small Conference Room
Lake Whatcom Management Program			
Policy Group Meeting	Tue May 15, 2018	3:00 p.m.	City of Bellingham’s Fireplace Room 625 Halleck St <i>Enter through the Halleck St entrance</i>
Management Meeting	None Planned		
Other Meetings			
Washington Association of Sewer & Water Districts (WASWD) Section III Meeting	Tue March 13, 2018	6:15 p.m.	Bob’s Burgers and Brews Tulalip, WA
Whatcom Water District’s Caucus Meeting	Wed March 21, 2018	1:00 p.m.	Board Room

Other Comments

- **Committee Meeting Reports as Needed:** This is a place holder for Board and staff members to report on recent committee meetings, such as the Lake Whatcom Policy Group, since the last Board Meeting.
- **Upcoming Important Agenda Topics:**
 - The Lake Whatcom Joint Councils & Commission Meeting to be held on March 28, 2018 at 6:30 pm at City Hall Council Chamber.
 - WASWD Spring Conference in Yakima April 4, 5, & 6, 2018.



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

March 8, 2018

Cyrus Gates
Maintenance Worker II
Lake Whatcom Water & Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

Subject: Your Professional Certifications

Dear Cyrus:

I want to take a moment and recognize your recent accomplishment in obtaining your Water Treatment Plant Operator 2, the Water Distribution Manager 2, and the Cross Connection Specialist certifications. You have been with the District nearly two years now. This accomplishment and the type work you do day in and day out speak highly of you and your skills. Your outstanding service to the District is not unrecognized. Thank you!

Sincerely yours,

A handwritten signature in black ink, appearing to read "Patrick Sorensen".

Patrick Sorensen
General Manager

cc: personnel file
Bill Hunter
Board of Commissioners