



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

SPECIAL SESSION OF THE BOARD OF COMMISSIONERS Minutes

March 29, 2018

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

Attendees: Commissioner Laura Weide
Commissioner John Carter
Commissioner Todd Citron
District Engineer/Assistant Manager Bill Hunter
District Legal Counsel Bob Carmichael
Recording Secretary Rachael Hope

Excused Absence(s): Commissioner Curtis Casey
Commissioner Bruce Ford
General Manager Patrick Sorensen
Finance Manager/Treasurer Debi Denton

A list of interested parties is attached.

Consent Agenda

Action Taken

Citron moved, Carter seconded, approval of:

- Minutes for the March 14, 2018 Board Meeting.
- Accounts Payable Vouchers totaling \$103,751.34.
- Payroll for Pay Period #07 (03/10/2018 through 03/23/2018) totaling \$44,668.42.
- Payroll Benefits for Pay Period #07 totaling \$31,517.77.

Motion passed.

Sole Graphics Presentation – District Website Update

Hope recounted that at the beginning of 2018, the District contracted with consultant Sole Graphics to perform an update to Lake Whatcom Water & Sewer District's website, as well as providing some technical and IT support on an ongoing basis.

Matt Bain, Owner, and Brooke McClary, Director of Marketing, were in attendance and Bain gave a short presentation on the proposed cosmetic and usability update to the District's website. Discussion followed.

Executive Session Per RCW 42.30.110 (1)(g): Considering a personnel matter – 30 Minutes

Weide recessed the Special Session to Executive Session at 8:48 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 Special Session at 9:03 a.m.

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

Weide re-recessed the Special Session to Executive Session at 9:03 a.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 Special Session at 9:22 a.m.

Protecting Municipal Water Rights Discussion – Crown West Realty v. WDOE

Bob Carmichael explained to the board that the Washington Association of Sewer & Water Districts (WASWD) has been following the Crown West Realty v. Department of Ecology case which involves the argument that if you hold a municipal water right and are currently only using a portion of it, the unused quantity could be at risk to be taken back. WASWD is considering filing an Amicus Brief in this case with other Districts and the PUD Association.

Sudden Valley Community Association 2018 Utility Protection Agreement

Hunter advised the board that in July-August 2018, Sudden Valley Community Association (SVCA) is planning to resurface about 2 miles of roads using a method called micro-resurfacing, which adds about 3/8-inch to the road thickness and years to the wear life of the pavement. There is a potential that some of the District assets (public infrastructure) will need adjustment or relocation, including up to 46 sewer manhole ring/covers and an uncounted number of water valve boxes. SVCA is also planning culvert replacement/improvements at several locations. At three of those locations there is a potential for utility conflicts with District water and/or sewer utilities. District staff will begin field inspections and assessment of District assets that could be impacted by the SVCA project.

In 2017 a Utility Protection Agreement was executed between the District and SVCA for a specific SVCA project called the "Louise Creek Daylighting Project." Staff intends to develop a similar agreement for the upcoming 2018 projects. During last year's Utility Protection Agreement discussions, it was noted that work on publically owned infrastructure requires following public works contracting law (i.e. prevailing wages, bonding, insurance, retainage, etc.). Staff plans to develop basic requirements for SVCA to follow and incorporate them into the 2018 agreement in case the need arises while performing these projects. The District's own requirements for small works are already spelled-out in the District's standard Small Works Contract form which can be used as the basis to develop SVCA agreement language.

Dellesta, Edgewater, Euclid Sewer Pump Station Improvements Consultant Selection

Hunter recapitulated that the District published a Request for Proposals for professional engineering services in the Bellingham Herald on February 10, 2018. Proposals were due March 7, 2018. The District's consultant selection committee met on March 22, 2018 to review, discuss, and select the most qualified consultant. The committee recommendation was to hire RH2 for these projects.

Action Taken

Carter moved, Citron seconded that the District selects RH2 as the most qualified professional engineering consultant for the Dellesta, Edgewater, & Euclid Sewer Pump Station Improvement projects and authorizes District staff to begin scope of work and fee negotiations for professional services.

Summary of Existing District Projects

Hunter updated the Board on the permitting process for the Geneva and Par Sewer Pump Station projects. Staff has revised their plan to bid these projects together, and will bid the Par Sewer Pump Station project while continuing work on permitting for the Geneva project. Hunter also gave short updates on the Water Comp Plan, the Little Strawberry Bridge leak, and the Shake Alert program. Discussion followed.

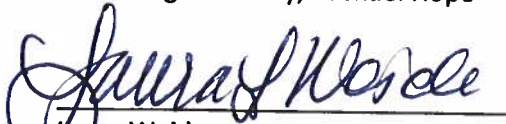
With no further business, Weide adjourned the Regular Session at 9:40 a.m.



Recording Secretary, Rachael Hope

April 11, 2018

Date Minutes Approved



Laura Weide




Todd Citron

excused

Bruce R. Ford

excused

Curtis Casey



John Carter



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