



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

June 27, 2018

Board Secretary Todd Citron called the Regular Session to order at 8:00 a.m.

Attendees: Commissioner John Carter
Commissioner Todd Citron
Commissioner Bruce Ford
Commissioner Leslie McRoberts
Finance Manager/Treasurer Debi Denton
Recording Secretary Rachael Hope

Excused Absence(s): Commissioner Laura Weide
Acting General Manager/District Engineer Bill Hunter

A list of interested participants is on file.

New Commissioner Oath of Office – Position #4

Finance Manager Debi Denton gave the Oath of Office to Leslie McRoberts, the newly appointed Commissioner for Position #4.

Additions, Deletions, or Changes to the Agenda

Rachael Hope notified the board that a conference call was scheduled for 9:00 a.m., so Item 10 Executive Session, would take place at that time.

Consent Agenda

Action Taken

McRoberts moved, Ford seconded, approval of the Meeting Notes from the 6/13/2018 Board Meeting as amended. Motion passed.

Ford moved, McRoberts seconded, approval of:

- Meeting Notes from the 6/18/2018 Board Meeting
- Accounts Payable Vouchers totaling \$101,783.98.
- Payroll for Pay Period #13 (06/01/2018 through 06/14/2018) totaling \$36,261.45.
- Payroll Benefits for Pay Period #13 totaling \$40,528.78.

Motion passed.

Customer Request – 6 Clear Lake Court - Berry

Hope summarized that on June 18, 2018, staff received a call from a developer requesting a special exception to the current water/sewer connection fees that went into effect January 1, 2018 (\$14,348). Staff explained that the District is a public agency and its policies are set by the elected Board of Commissioners and staff does not have the authority to waive or reduce connection fees. The developer followed up with the attached letter to the Board of Commissioners requesting he be charged the old connection fees (\$10,191). Discussion followed.

Action Taken

McRoberts moved, Ford seconded, to deny Richard Berry's request for special consideration by the District to issue a new water/sewer permit at last year's connection fees. Motion Passed.

General Manager and Operations & Maintenance

Denton advised the Board that The Prothman Company received 30 applications for the General Manager position. They are currently in the process of screening and interviewing the top 15-20 applicants and are on track to present the top candidates in a work session with the Board at the July 11, 2018 meeting. Discussion followed.

Compulsory Sewer Connections – Award Construction Contracts

Melanie Mankamyer of Wilson Engineering reviewed that the District is working with 3 properties (975 Geneva St, 1213 Lakeview St, and 4354 Lakehill Lane) currently on septic systems to connect to public sewer. The properties elected to have the District make the connections, which includes development of agreements and deeds of trust to recover District costs, engineering, construction, construction administration, and inspection.

An Advertisement for Bids was published in the Bellingham Herald on May 30, 2018. A non-mandatory pre-construction meeting was held on June 12, 2018. Two addenda were issued. Bids were due June 19, 2018. Two bids were received. Wilson Engineering has verified the lower bidder's qualifications for the state's mandatory bidder responsibility requirements and the District's supplemental bidder responsibility criteria established for the project. Wilson and staff recommended awarding the contract to the lowest bidder. Discussion followed.

Action Taken

Ford moved, McRoberts seconded, to Award the Septic System Conversions Project to Len Honcoop Gravel, Inc. for a construction contract amount of \$71,708.32 (including 8.5% sales tax) and authorize staff to execute the contract once the property owners have signed the required documents. Motion passed.

Water System Comprehensive Plan – Adopt Revisions Addressing Review Comments

Mankamyer explained that the District submitted its Water System Comprehensive Plan Update to various agencies for review in December 2017. The District received approval of the Plan from the Whatcom County Engineer and the Whatcom County Health Officer. Comments were received from Washington State Department of Health and Whatcom County Planning and Development that required minor changes and corrections to the Plan. Wilson Engineering has made those changes and completed response letters to DOH and Planning. The remaining approvals needed are DOH and Whatcom County Council. Wilson Engineering recommended that the Board re-adopt the Plan with the changes prior to sending it to the Council for review and approval.

Action Taken

Carter moved, Ford seconded, to approve Resolution 848 adopting the revised Water System Comprehensive Plan. Motion passed.

North Shore On-Site Septic System Phosphorus Loading Analysis

The Board briefly reviewed Herrera's final technical memorandum that addresses comments received from the Board and various agencies. Tentatively, Rob Zisette from Herrera will present the report to the Data Team at their August meeting, answer questions, and coordinate a presentation to the Lake Whatcom Management Policy Group in September. Discussion followed.

Executive Session Per RCW 42.30.110 (1)(i): Considering pending or potential litigation – 30 Minutes

Citron recessed the Special Session to Executive Session at 9:00 a.m. It was estimated that the Executive Session would take about 30 minutes. The purpose of the Executive Session was for consideration of pending or potential litigation. Citron recessed the Executive Session and reconvened the Regular Session at 9:30 a.m.

Executive Session Per RCW 42.30.110 (1)(i): Considering pending or potential litigation – 20 Minutes

Citron re-recessed the Special Session to Executive Session at 9:30 a.m. It was estimated that the Executive Session would take about 20 minutes. The purpose of the Executive Session was for consideration of pending or potential litigation. Citron recessed the Executive Session and reconvened the Regular Session at 9:46 a.m.

Water Base Rates for Very Small Consumption Accounts

Denton recalled that during a customer request discussion, the scenario of consumption below the 600ccf base was raised. Denton examined both the FCS Group rate study which was completed in 2014, and made contact with other Districts regarding how they bill low-use or outside-only customers. Information from the rate study and a spreadsheet of a sampling of irrigation rates and comparison to our current monthly water base rate was provided. They appeared comparable at this time. Staff recommended no action at this time, and that this be looked at again during our rate study which is due next year in 2019.

District Web Site Update

Rachael Hope updated on progress that has been made since the Sole Graphics presentation in March sharing a first look at the new design and requesting feedback. She has been working with Sole consistently since, and is currently in the process of revising/creating content page by page. The current goal is to complete the content by the end of June and have a final version to bring before the Commissioners for approval.

Monthly Budget Analysis

Denton presented the Board with the monthly budget summary for May 2018 and the 2017 Year End Reports. The Finance Committee meeting was postponed to July 11.

Summary of Existing District Projects

Commissioner Ford requested that status of Chlorine dosage, including plan for increases/decreases be added to the monthly Summary of Existing District Projects.

Upcoming Events & Announcements

Citron reminded the Board to complete their quadrennial required open records act refresher training.

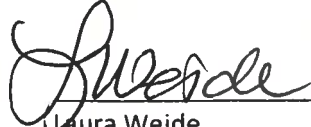
With no further business, Citron adjourned the Regular Session at 9:54 a.m.



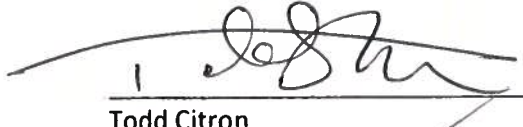
Recording Secretary, Rachael Hope

July 11, 2018

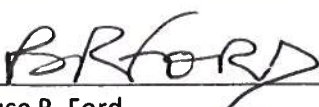
Date Minutes Approved



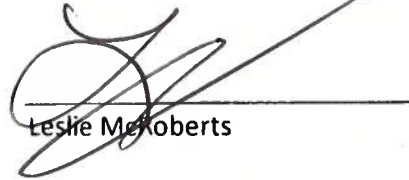
Laura Weide



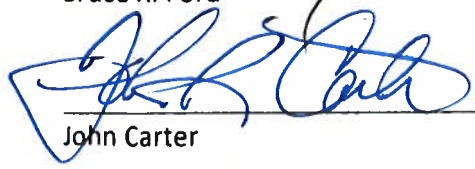
Todd Citron



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