



## LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

### REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

*July 11, 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  
Commissioner Leslie McRoberts  
Acting General Manager/District Engineer Bill Hunter  
Finance Manager/Treasurer Debi Denton  
Consulting Engineer Melanie Mankamyer  
District Legal Counsel Bob Carmichael

**Excused Absence(s):** Recording Secretary Rachael Hope

Also in attendance were Bill McDonald of The Prothman Company and Ken Zangari, District Staff.

#### Consent Agenda

##### Action Taken

Carter moved, Citron seconded, approval of:

- Meeting Notes from the 6/18/2018 Board Meeting
- Accounts Payable Vouchers totaling \$127,398.08.
- Payroll for Pay Period #14 (06/16/2018 through 06/29/2018) totaling \$34,675.30.
- Payroll Benefits for Pay Period #14 totaling \$39,907.67.
- Payroll Taxes for Quarter 2 totaling \$7,075.53.

Motion passed.

##### Executive Session Per RCW 42.30.110 (1)(h): Evaluating candidate qualifications – 60 Minutes

Weide recessed the Special Session to Executive Session at 6:31 p.m. It was estimated that the Executive Session would take about 60 minutes. The purpose of the Executive Session was for evaluating the qualifications of a candidate for employment. Weide recessed the Executive Session and reconvened the Regular Session at 7:41 p.m.

##### General Manager Final Candidates

In Executive Session, the Board conducted a work session with Bill McDonald from The Prothman Company. 14 semi-finalists were chosen and screened by Prothman for consideration by the Board.

The Board chose 5 candidates to be brought in for final interviews on July 30, 2018. The final interviews will consist of two panel interviews, one with the board, and one with a panel made up of staff and consultants, as well as a tour of the District.

#### **North Shore On-Site Septic System Phosphorus Loading Analysis**

At the June 27 Board Meeting, Herrera's final technical memorandum that addresses comments received from the Board and various agencies was presented. Commissioner Ford agreed to draft a letter to begin solidifying the Board's official position and desires for next steps in this process. Commissioner Ford informed the Board he had completed an outline for the memo, and discussion followed, including plans to have Wilson Engineering draw up further synopsis.

#### **Status Update on Additional Septic Systems Near District Sewers**

Melanie Mankamyer of Wilson Engineering reminded the Board that through recent inquiries regarding sewer availability from potential property buyers, the District has identified several properties on septic systems that appear to meet the District's criteria for mandatory connection to its sewer system. This is the second of several status update Briefs that will be presented to address these goals

The District entered into a Developer Extension Agreement for the South Geneva Developer Extension which was completed in 2011. Typically, the District requires that all connection fees are paid for each lot included in the developer extension. The District granted an exception for four lots that are/were owned by the Developer. Due to inquiries by the owners of these properties, questions have arisen regarding the limited capacity of the sewer and whether any of these properties, which were ULID #18 Abutters, should be charged the ULID 18 Fee in Lieu of Assessment. Discussion followed.

#### **Developer Extension Agreement Approval – Sudden Valley Area Z Fire Hydrant**

Melanie Mankamyer of Wilson Engineering explained that the Sudden Valley Community Association (SVCA) has applied for a Conditional Use Permit (CUP) with Whatcom County to install a fabric storage building at their Area Z Maintenance yard. The structure will be about 60'x90' and installed on a concrete slab. It will be used to store their winter emergency supplies (sand, de-icer) and equipment.

SVCA received preliminary feedback from the Fire Marshal indicating that a fire hydrant will be required within 400 feet of the farthest corner of the structure. Wilson Engineering provided the application to install a fire hydrant and the approximately 400-foot water main extension to meet the Fire Marshal's requirement. Hunter asked the Board to postpone approval to the July 25 Board meeting for more in-depth review of the DEA application. The Board agreed.

#### **Records and Retention Policies & Procedures**

Denton recalled that Commissioner Citron requested this addition to the agenda to check in with staff regarding the District's current records request and records retention policies. Staff is currently in the process of performing a complete records inventory, as well as catching up on backlogs of transferring files to the State Archives and developing a plan for managing tracking and retention of electronic files.

Staff presented the Board with proposed updated Records Requests & Waiver of Information Forms. These contain the same information as the forms ratified in Resolution 817, all changes were to formatting for usability and readability. The Board approved the new forms with one adjustment.

#### **Agate Heights Water Treatment Plant Upgrade – Predesign Task Order**

Hunter explained that the District has identified upgrading the capacity of the Agate Heights Water Treatment Plant as a priority and included the Preliminary Design and Permitting in its Capital Improvement Plan for 2018 at \$51,500. Staff presented a Draft Task Order proposal outlining the scope

of work for this upgrade to the water treatment plant. Hunter asked the Board to postpone this item for further review and revisit it at the July 25 meeting. The Board agreed.

**Other Business**

Hunter and Denton provided brief updates on the ongoing salary survey and informed the Board that all three of the owners being compelled to connect to sewer in summer 2018 under District policy have executed their contracts.


With no further business, Weide adjourned the Regular Session at 8:50 p.m.

  
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Recording Secretary, Rachael Hope


*July 25, 2018*  
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Date Minutes Approved

  
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Laura Weide

  
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Todd Citron

  
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Bruce R. Ford

  
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Leslie McRoberts

  
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John Carter



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