



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

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

August 8, 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. Agate Heights Reservoir & Pump Station
 - B. North Shore On-Site Septic System Study Discussion
6. OTHER BUSINESS
7. UPCOMING DATES & ANNOUNCEMENTS
8. PUBLIC COMMENT OPPORTUNITY
9. EXECUTIVE SESSION
Executive Session Per RCW 42.30.110 (1)(c): Considering a potential sale of property – 15 minutes
10. EXECUTIVE SESSION
Executive Session Per RCW 42.30.110 (1)(i): Discussion of potential litigation – 15 minutes
11. EXECUTIVE SESSION
Executive Session Per RCW 42.30.110 (1)(g): Considering a personnel matter/evaluating an application for employment – 30 minutes
12. ADJOURNMENT

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LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 4

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

BACKGROUND / EXPLANATION OF IMPACT

****To Be Updated 8/8/18****

- Meeting Notes from the 7/25/2018 Board Meeting
- Meeting Notes from the 7/30/2018 Special Board Meeting
- Accounts Payable Vouchers totaling \$XX,XXX.XX.
- Payroll for Pay Period #16 (07/14/2018 through 07/27/2018) totaling \$XX,XXX.XX.
- Payroll Benefits for Pay Period #16 totaling \$XX,XXX.XX.

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LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

July 25, 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
Commissioner Leslie McRoberts
Acting General Manager/District Engineer Bill Hunter
Recording Secretary Rachael Hope
Consulting Engineer Melanie Mankamyer
District Legal Counsel Bob Carmichael

Excused Absence(s): Finance Manager/Treasurer Debi Denton

Also in attendance were Justin Clary and Ravyn Whitewolf, General Manager finalists, and Danielle Johnston from Wilson Engineering.

Changes to Agenda

Melanie Mankamyer requested that Item 5E, Developer Extension Agreement Approval – Sudden Valley Area Z Fire Hydrant, be moved to the top of the agenda after the Executive Session. The Board agreed.

Consent Agenda

Action Taken

McRoberts moved, Citron seconded, approval of:

- Meeting Notes from the 7/11/2018 Board Meeting
- Accounts Payable Vouchers totaling \$2,010.00.
- Accounts Payable Vouchers totaling \$92,853.28.
- Payroll for Pay Period #15 (06/30/2018 through 07/13/2018) totaling \$35,296.68.
- Payroll Benefits for Pay Period #15 totaling \$40,617.43.

Motion passed.

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

Weide recessed the Special Session to Executive Session at 8:00 a.m. It was estimated that the Executive Session would take about 20 minutes. The purpose of the Executive Session was for considering potential litigation. Weide recessed the Executive Session and reconvened the Regular Session at 8:20 a.m.

Executive Session Per RCW 42.30.110 (1)(i): Considering potential litigation – 15 Minutes

Weide re-recessed the Special Session to Executive Session at 8:20 a.m. It was estimated that the Executive Session would take about 15 minutes. The purpose of the Executive Session was for considering potential litigation. Weide recessed the Executive Session and reconvened the Regular Session at 8:35 a.m.

Developer Extension Agreement Approval – Sudden Valley Area Z Fire Hydrant

Hunter recalled 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 also informed the Board that the SVCA also submitted a petition to the District to waive the requirement to extend the water main across the developed property. Discussion followed.

Action Taken

Carter moved, Ford seconded, to approve the Developer Extension Agreement application for addition of a new fire hydrant in Area Z and authorize the Interim General Manager to enter into a DEA with Sudden Valley Community Association with the following conditions:

- 1. Perform a hydraulic analysis to verify the District system can service the required flow rate and fire flow storage requirements.**
- 2. Provided the hydraulic analysis verifies system can meet fire flow demands, extend the public water main through the property as identified in Administration Code 3.4.3, creating a small loop for the new hydrant (purple dashed line on Area Z Water Main Map), and requiring a modification of the Sudden Valley DEA to provide an easement and obligating Sudden Valley to provide for the water main (provided as the green section of the map) when the District determines that extension would be required.**

Motion passed.

General Manager and Operations & Maintenance Manager Recruitment Update

Hunter reported that recruitment of the new General Manager is proceeding per plan. Staff is coordinating with Prothman to schedule interviews with 4 GM candidate finalists on July 30, 2018. Hunter also walked through the proposed schedule and logistics of the interview day and provided the Board with a list of potential interview questions for review. Discussion followed.

Development of Alternative Water Sources Update

Bob Carmichael reminded the Board that County Council is currently having discussions that could make it easier for developers to drill an exempt well or develop other alternate water sources, rather than connect to a public water system, even within a public water system's retail service area.

At the May 16th, 2018 WRIA-1 caucus meeting, the five districts represented were all interested in having Bob Carmichael review the legal status and provide a position paper directed at the County on the above topic, from a water district standpoint. The paper is also intended to educate the County Council on differences between water districts, which are municipal corporations run by elected officials, and water associations, which are not. This memo was prepared and presented to the County Council by Bob Carmichael. Discussion followed.

Water District Caucus Interlocal Agreement

At the June 13, 2018 meeting, the Board authorized the interim General Manager to sign a draft interlocal agreement between the water Districts in Whatcom County. The interlocal agreement covers cost sharing for review of legal matters of common interest to the parties in addition to those associated with the WRIA 1 process such as strategic planning for protection of water resources, water rights, water/sewer system plans, and to analyze legislation affecting the Whatcom Water District Caucus. Bob Carmichael explained that since June 13th, the document has undergone several minor revisions related to the process of cost sharing, confidentiality, addition of members, and defining a point of contacts at each agency. Discussion followed.

Action Taken

Citron moved, McRoberts seconded, to authorize the interim General Manager to execute the revised interlocal agreement between the water Districts in Whatcom County. Motion passed.

North Shore On-Site Septic System Phosphorus Loading Analysis

Commissioner Ford presented the Board with a draft outline of a potential position memo for the Board to review. The Board agreed to review the information individually and come together at the next regular Board meeting to discuss their official position as well as how to best utilize the District's consultants in relation to this issue going forward.

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. The proposed task order not-to-exceed amount is \$42,046, within the approved CIP project budget.

Action Taken

Citron moved, McRoberts seconded, to authorize the Interim General Manager to execute Wilson Task Order for the Agate Heights Water Treatment Plant Upgrade Preliminary Design and Permitting for time and materials not to exceed \$42,046. Motion passed.

Monthly Budget Analysis

Hunter reported that all is on track with the annual budget.

Summary of Existing District Projects

Hunter updated the Board on the status of several ongoing projects, including the Par pump station, current compulsory sewer connection customers, the District website redesign, the salary survey, Little Strawberry bridge, and the water comprehensive plan. Discussion followed.

Other Business

Commissioner Ford relayed to the Board community concerns regarding the aesthetics of a reservoir and pump station in the Agate Heights neighborhood. The Board requested that the community association submit a written request for review and addition to a future agenda.

With no further business, Weide adjourned the Regular Session at 10:00 a.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Weide

Todd Citron

Bruce R. Ford

Leslie McRoberts

John Carter



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

SPECIAL SESSION OF THE BOARD OF COMMISSIONERS
Minutes

July 30, 2018

Board Secretary Todd Citron called the Special Session to order at 8:34 a.m.

Attendees: Commissioner John Carter
Commissioner Leslie McRoberts
Acting General Manager/District Engineer Bill Hunter
Finance Manager/Treasurer Debi Denton
Consulting Engineer Melanie Mankamyer
Dave Ralston, South Whatcom Fire Authority
Commissioner Todd Citron
Commissioner Bruce Ford
Recording Secretary Rachael Hope
District Electrician Ken Zangari
District Engineer Kristin Hemenway
Bill McDonald, The Prothman Co.

Interview Panel Orientation

Bill McDonald of The Prothman Company gave the interview panel participants a brief orientation regarding the logistics and guidelines for interviews. Discussion followed.

Executive Session Per RCW 42.30.110 (1)(g): Considering a Personnel Matter – 180 Minutes

Citron recessed the Special Session to Executive Session at 8:47 a.m. It was estimated that the Executive Session would take about 180 minutes. The purpose of the Executive Session was for considering a personnel matter/evaluating an application for employment. Citron recessed the Executive Session and reconvened the Special Session at 12:00 p.m.

Recess

Board Secretary Todd Citron recessed the meeting at 12:00 p.m. and then reconvened at 1:00 p.m.

Executive Session Per RCW 42.30.110 (1)(g): Considering a Personnel Matter – 180 Minutes

Citron recessed the Special Session to Executive Session at 1:00 p.m. It was estimated that the Executive Session would take about 120 minutes. The purpose of the Executive Session was for considering a personnel matter/evaluating an application for employment. Citron recessed the Executive Session and reconvened the Special Session at 3:00 p.m.

With no further business, Citron adjourned the Special Session at 3:00 p.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Todd Citron

Bruce R. Ford

John Carter


Leslie McRoberts

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LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL
Item 5A

DATE SUBMITTED:	August 1, 2018	MEETING DATE:	August 8, 2018
SUBJECT:	Agate Heights Water System Overview		
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter		
MANAGER APPROVAL			
ATTACHED DOCUMENTS	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Staff will present aerial and site photos of the water treatment plant, booster station, and reservoirs. The purpose is to give a broad overview of the Agate Heights Water System and current site conditions.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None.

PROPOSED MOTION

None.



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LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL
Item 5B

DATE SUBMITTED:	August 1, 2018	MEETING DATE:	August 8, 2018
SUBJECT:	North Shore On-Site Septic System Study Discussion		
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
MANAGER APPROVAL	BH		
ATTACHED DOCUMENTS	Draft Outline for Position Memo		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

At the June 27 Board Meeting, Herrera’s final technical memorandum that addresses comments received from the Board and various agencies was presented. Discussion followed regarding the Board’s response and Commissioner Ford subsequently prepared a draft outline to begin discussion on the Board’s official position and desires for next steps in this process. This agenda item is a placeholder for further discussion.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None.

PROPOSED MOTION

None.

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July 24, 2018

Lake Whatcom Water and Sewer District (LWWSD)

**Draft Outline Regarding the Issue of OSS (on-site septic systems) in the North Shore Sub basin
Contaminating Lake Whatcom**

By Bruce Ford, LWWSD Commissioner (Northshore)

PURPOSE

The LWWSD was created fifty years ago to provide water and sewer service to residents around Lake Whatcom. This draft outline represents an attempt to capture the issues and recommend policy decisions regarding the contamination of Lake Whatcom by the remaining unserved homes along the shoreline.

BACKGROUND

The LWWSD board was concerned about contamination from OSS located in the un-served area in 2017 due to reports that the Northshore septic systems were overloaded, obsolete and contributing greatly to polluting Lake Whatcom, our water supply. The board sought environmental engineering companies to test the water adjacent to the septic tanks on the shoreline of Lake Whatcom. Herrera was then contracted to test the water and report their findings. The findings were conclusive that the septic tanks were leaching directly into the lake at high concentrations of human waste coliform bacteria and phosphorous. This information was passed on to the Whatcom County staff and officials and Washington Ecology. At this point no County staff or officials have been particularly concerned.

CURRENT STATUS

The LWWSD Board of Commissioners are planning what steps shall be taken next to understand the impact that the Northshore septic tank leachate has on the Lake Whatcom water quality. This issue should be analyzed as a contributor to the loading currently being managed by the construction and operation of stormwater treatment systems around the lake. The cost analysis and public health issues of human waste and phosphorous over the long term needs to be understood. the county and state officials to become interested in this issue and participate in evaluating the impact of the Northshore septic systems on the water quality of Lake Whatcom.

OPTIONS

Do Nothing – The LWWSD has the responsibility to its customers to protect the source of drinking water. We would be negligent if we ignored this issue.

Continue to Contract Engineering Research on OSS contamination – The LWWSD has spent over \$50,000 so far to study this issue and have concluded that the un-served OSS properties on the Northshore are contaminating the lake. Our customers may not be prepared to carry the financial burden of work that the County and State should be performing. Enlisting the assistance of our engineering services provider (Wilson) to act between our environmental consultant (Herrera) and the LWWSD board of directors is a way to improve and manage the research and development of this issue.

Publicize the Issue – Our customers and Whatcom County residents are surprised to learn that human waste is being leached into Lake Whatcom. They would be interested to learn the issues why this is not being addressed by the Whatcom County officials. The LWWSD has taken a cooperative and integrated approach because we have to maintain a reputation as a responsible and active participant in local government issues. This must be balanced with our customer's "right to know". More input and participation is required from our customers and they should be consulted on what direction we should take.

Work Politically to Enact Changes – The existing staff and County leadership are aware of this issue but not coming forward with support or funding to understand the issue. New leadership and existing leaders coming up for election are looking for important issues that they can champion. District management could develop more effective communication and improved relationships with supporters of policies to understand and remedy the Northshore septic tank leachate contamination of Lake Whatcom.

Continue to Work Within the System – The LWWSD participates in the Lake Whatcom Management group, the Lake Whatcom Data group, the Whatcom County Leadership Group and several other governmental agencies and groups. We strive to be team players and part of the overall local government system. We should rise above the other political groups and take the lead in this issue. We currently contribute \$10,000 per year to the County funding of tributary monitoring in Lake Whatcom. This funding should be spent on understanding the leachate contamination issue.

The work performed by Hererra has found significant concentration and volume of human waste contaminating Lake Whatcom from point sources of surface water. Point sources such as these require permits. This point could be addressed with the Washington State and US EPA.

We have not undertaken any study or sampling of the main source of contamination from septic tanks along the North shore of Lake Whatcom. The vast majority of leachate passes underground from leach fields to the lake. The hydrology of septic tank leachate and measurement of pollutants such as phosphorous and bacteria are scientifically well founded and should be done.

End





LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL
Item 7

DATE SUBMITTED:	August 1, 2018	MEETING DATE:	August 8, 2018
SUBJECT:	Upcoming Events and Announcements		
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL	BIT		
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Upcoming Events & Announcements		
	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 Recording Secretary in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.

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LAKE WHATCOM WATER AND SEWER DISTRICT

Upcoming Dates & Announcements

Regular Meeting – Wed. August 08, 2018 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Next Regular Board Meeting	Wed Aug 29, 2018	8:00 a.m.	Board Room
Next Employee Staff Meeting	Thu Aug 09, 2018	8:00 a.m.	Board Room Scheduled to Attend: Commissioner Leslie McRoberts
Safety Committee Meeting	TBD	8:00 a.m.	Small Conference Room
Finance Committee Meeting	TBD	TBD	Board Room – Combined with regular Board Meeting
All Staff Harassment & Discrimination Training	Thu Sept 6, 2018	8:00 a.m.	Board Room
Lake Whatcom Management Program			
Policy Group Meeting	Mon Sept 17, 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		Last meeting – March 28, 2018
Other Meetings			
Whatcom Water District's Caucus Meeting	Wed Aug 15, 2018	1:00 p.m.	Board Room

Other Announcements & Reminders

- **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.
- **Upcoming Important Agenda Topics & Meetings:**
 - The new website is up and running!
 - The ongoing agenda item regarding the status of septic systems in the District near available sewer connections has been tabled until a new GM is in place in order to make sure everyone is on the same page. Staff and Wilson Engineering are still working on compiling the information so we will have a complete picture to look at when the item is brought back to the table.
 - The Fall 2018 WASWD Conference is coming up in Spokane. The dates are September 19-21. If anyone wants to attend, please let Rachael know so she can register you. We have hotel rooms booked.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL
Item 11

DATE SUBMITTED:	August 1, 2018	MEETING DATE:	August 8, 2018
SUBJECT:	Executive Session		
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1.		
	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

This agenda item is a placeholder for the board to go into Executive Session.

Executive Session for the purpose of considering a personnel matter/evaluating an application for employment, under RCW 42.30.110 section 1(g). Estimated time – 30 minutes.

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

N/A

PROPOSED MOTION

N/A

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