



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.

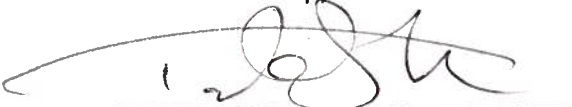


Recording Secretary, Rachael Hope

8/8/18

Date Minutes Approved

Laura Weide



Todd Citron



Bruce R. Ford



Leslie McRoberts



John Carter

