



2195 Nulle Road
Bellingham, WA 98229-9329
Phone: (360)-734-5664
Fax: (360)-715-1626
E-mail: samishwaterdistrict@comcast.net

Board of Commissioners:

Michael F. Roberts
Gordon J. Nolan
Art M. Baddorf

District Manager:

Ken Vogel

Regular Meeting of November 14, 2019

CALL TO ORDER: Board President Commissioner Michael F. Roberts called the meeting of November 14th, 2019 to order at 4:00 p.m. at the District Office. Also present were Commissioner Gordon Nolan; Commissioner Art Baddorf; District Manager Ken Vogel; Attorney Sarah Hall and District Engineer Liz Sterling. See Sign in Sheet for public attendance.

(a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of October 10, 2019. **Motion carries approved unanimously.**

(b) CLAIMS AND PAYROLL:

The Board **motioned and seconded** the approval of 24 claims for November in the amount of \$112,882.53 and the September 2019 (gross) payroll wages in the amount of \$17,772.31. **Motion carries approved unanimously.**

(c) COMMUNICATIONS:

District - None.

Commissioners - None

(d) PUBLIC FORUM: None

OLD BUSINESS:

(e) North Lake Samish Force Main Relocation Report from Wilson Engineering

Liz Sterling, from Wilson Engineering gave an update on the Force Main Relocation. She informed The Board that the SRF Loan Application for the Force Main Project was in on time and that we should know if we are on the list by the third week of January 2020.

New Business:

(f) None.

(g) Manager's Report:

District Manager Ken Vogel asked the Board what time they would like to start the Budget Meeting on the 9th of December.

The Board agreed on a 4:00 P.M. start time for the Budget Meeting.

(h). Attorneys Report:

None.

(i) Executive Session:

None.

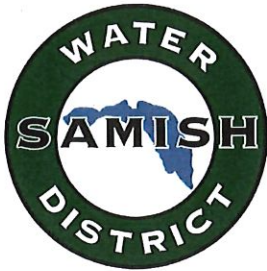
Adjourned:

The meeting was adjourned at 4:32 PM.



Mike Roberts, Commissioner
President of the Board


Gordon J. Nolan, Commissioner
Secretary of the Board
Art Baddorf, Commissioner



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Art M. Baddorf

District Manager:
Ken Vogel

Regular Meeting of October 10, 2019

CALL TO ORDER: Acting Board President Gordon J. Nolan called the meeting of October 10, 2019 to order at 4:00 p.m. at the District Office. Also present were Commissioner Art Baddorf; District Manager Ken Vogel; Attorney Sarah Hall and District Engineer Liz Sterling. See Sign in Sheet for public attendance. Commissioner Michael F. Roberts was absent.

(a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of September 10, 2019. **Motion carries, approved unanimously.**

(b) CLAIMS AND PAYROLL:

The Board **motioned and seconded** the approval of 33 claims for October in the amount of \$41,999.00 and the September 2019 (gross) payroll wages in the amount of \$17809.11. **Motion carries, approved unanimously.**

The Board reviewed the Financial Summary Activity Report and the Budget vs. Actual Report for the month of August.

(c) COMMUNICATIONS:

District - The District received a letter from The Northwest Ecological Services LLC; Mitigation Monitoring Report Year #3. A site visit by NW Ecological Services found 8 out of 22 trees have made it to year #3. The 12 trees planted by District staff in 2018 have been removed by area wildlife.

Commissioners - None

(d) PUBLIC FORUM: None

OLD BUSINESS:

(e) North Lake Samish Force Main Relocation Report from Wilson Engineering

Liz Sterling, Wilson Engineering, gave an update on the Force Main Relocation and she discussed the SRF Loan Application for the project.

New Business:

(f) Project Overview Presentation for the North Lake Samish Force Main Relocation Project- Project Scope, FY2021 SRF Loan Application (WQC-2021-SamiWD-00120), and SEPA Review Determination.

District Engineer, Liz Sterling, gave a Project Overview Presentation for the North Lake Samish Force Main Relocation Project- Project Scope, FY2021 SRF Loan Application (WQC-2021-SamiWD-00120), and SEPA Review Determination. Liz answered all of the questions that were raised.

(g) Manager's Report:

1. District Staff was able to rebuild the Check Valve's at Pump Station #7A.
2. The District Manager attended the Washington Association of Sewer & Water District's Fall Conference; September 18th-20th in Airway Heights, WA.

(h). Attorneys Report:

None.


(i) Executive Session:

None.

Adjourned:

The meeting was adjourned at 5:13 PM.

Mike Roberts, Commissioner
President of the Board



Gordon J. Nolan, Commissioner
Secretary of the Board



Art Baddorf, Commissioner



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District Manager:

Ken Vogel

Regular Meeting of September 10, 2019

CALL TO ORDER: Board President Michael F. Roberts called the meeting of September 10, 2019 to order at 4:03 p.m. at the District Office. Also present were Commissioner Gordon J. Nolan; Commissioner Art Baddorf; District Manager Ken Vogel; Attorney Sarah Hall; District Engineer Liz Sterling and District Administrative Assistant Terre Trenberth. There was no public attendance.

(a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of August 13, 2019 with the following corrections. Page 1, District Communications-correct the first sentence to read: ...the loan applicants score rating for the \$85 million... Page 2, paragraph 2, correct the first sentence to read...the District Manager and walking the possible locations of a temporary bypass... **Motion carries, approved unanimously.**

(b) CLAIMS AND PAYROLL:

The Board **motioned and seconded** the approval of 21 claims for September in the amount of \$57,485.11 and the August 2019 (gross) payroll wages in the amount of \$15,503.30. **Motion carries, approved unanimously.**

The Board reviewed the Financial Summary Activity Report and the Budget vs. Actual Report for the month of August.

(c) COMMUNICATIONS:

District -

1. The District received an email from the WA State Auditor's Office. Effective January 1, 2020, the hourly billing rate will increase to \$113.00 per hour; the 2019 billing rate was \$95.00 per hour.
2. The District received an email from Puget Sound Energy, notifying the District of their proposed rate increase, effective October 1, 2019 (if approved). Most of the District Facilities would increase by 0.09%.

Commissioners - None

(d) PUBLIC FORUM: None

OLD BUSINESS:

(e) North Lake Samish Force Main Relocation Report from Wilson Engineering

Liz Sterling, Wilson Engineering, gave an update on the Force Main Relocation and she discussed the SRF Loan Application for the project.

Liz distributed the proposal for preparation and submittal of the FY2021 SRF Loan Application which is due on October 15, 2019. This included a summary of the work scope.

New Business:

(f) Sewer Service Agreement "Washington State Department of Fish and Wildlife"

The Board **motioned and seconded** the approval of the Sewer Service Agreement for the WDFW (Samish Fish Hatchery) located at 5577 Old Hwy. 99 N. Rd., for an additional (1) LUE. **Motion carries, approved unanimously.**

(g) Manager's Report:

1. District Staff attended a meeting at Wilson Engineering presented by a local representative to review information concerning the Air-Vacs used on the District's Force Main System.
2. The District Manager attended the Evergreen Rural Water of Washington's Fall Conference and Tradeshow at the Kitsap Conference Center in Bremerton, WA August 27th -29th.
3. The District Manager will be attending the Washington Association of Sewer & Water Districts Fall Conference September 18th-20th in Airway Heights, WA.

(h). Attorneys Report:

Sarah Hall stated that she would be happy to stay on as the District's Interim Attorney until the District hires another Attorney. She recommends extending the deadline for receiving RFQ's from prospective Attorney Firms.

(i) Executive Session:


The Regular Session adjourned at 4:50 p.m. to go into Executive Session (for approximately 15 minutes) to discuss personnel matters at 4:55 p.m. and Executive Session ended at 5:10 p.m. and began the Regular Session at 5:11 p.m.

No action taken.

Adjourned:

The meeting was adjourned at 5:12 PM.

Mike Roberts, Commissioner
President of the Board



Gordon J. Nolan, Commissioner
Secretary of the Board



Art Baddorf, Commissioner



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Michael F. Roberts
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Art M. Baddorf

District Manager:
Ken Vogel

Regular Meeting of August 13, 2019

CALL TO ORDER: Acting Board President Gordon J. Nolan called the meeting of August 13, 2019 to order at 4:01 p.m. at the District Office. Also present were Commissioner Art Baddorf; District Manager Ken Vogel; Attorney Sarah Hall; District Engineers Liz Sterling and Brian Smith. District Administrative Assistant Terre Trenberth and Commissioner Mike Roberts were absent. There was no public attendance.

(a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of July 11, 2019 as submitted. **Motion carries, approved unanimously.**

(b) CLAIMS AND PAYROLL:

The Board **motioned and seconded** the approval of 25 claims in the amount of \$49,813.18 and the July 2019 (gross) payroll wages in the amount of \$18,266.44. **Motion carries, approved unanimously.**

The Board reviewed the Financial Summary Activity Report and the Budget vs. Actual Report for the month of June.

(c) COMMUNICATIONS:

District– The District received the August Public Works Board Update with a recap of the loan applicants score ratings for the \$85 million that was made available in 2019.

The Board discussed the 2019 Public Works Board Update.

Commissioners- Commissioner Nolan, requested that the September 12th regular Board Meeting be moved to September the 10th. District Manager Vogel said he would check on it and update the Board on any decision.

(d) PUBLIC FORUM: None

OLD BUSINESS:

(e) North Lake Samish Bridge Report from Wilson Engineering

Liz Sterling and Brian Smith of Wilson Engineering gave an update on the Force Main Relocation due to the North Lake Samish Bridge Replacement.

Liz stated that after visiting the project area with the District Manager and walking the possible locations of temporary bypass it was decided to revisit the Permanent Relocation of the Force Main down West Lake Samish Drive.

After hearing Liz's and Brian's report, The Board **motioned and seconded** the approval of moving in the direction of Permanently Relocating the Force Main down West Lake Samish Drive. **Motion carries, approved unanimously.**

NEW BUSINESS:

(f) None

(g) Manager's Report:

1. District staff met with Wilson Engineering at Pump Station Seven concerning The North Lake Samish Force Main Relocation Bypass.
2. The District Manager will be attending the Evergreen Rural Water of Washington's Fall Conference and Tradeshow at the Kitsap Conference Center in Bremerton WA August 27th - 29th.
3. The District Manager noted that a Request for Qualifications (R.F.Q.) for a new District Attorney has been posted on the 4th Corner Network, Inc.

(h) Attorney's Report: None

(i) Executive Session: Commissioner Gordon Nolan announced the Board would be moving into executive session from **5:00 P.M.** to **5:15 P.M.** to discuss District Personal. The Board went into executive session at **5:00 P.M.** to discuss District personal; which is covered under the Washington State Executive law **42.30.110 (g)** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.


The Board came out of executive session at **5:15 P.M.** and returned to the regular session with no further discussion or action.

Adjourned:

The meeting was adjourned at 5:18 PM.



Mike Roberts, Commissioner
President of the Board



Gordon J. Nolan, Commissioner
Secretary of the Board



Art Baddorf, Commissioner



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Art M. Baddorf

District Manager:

Ken Vogel

Regular Meeting of July 11, 2019

CALL TO ORDER: Acting Board President Gordon J. Nolan called the meeting of July 11, 2019 to order at 4:00 p.m. at the District Office. Also present were Commissioner Art Baddorf; District Manager Ken Vogel; Attorney Tom Fryer; District Engineer Liz Sterling and District Administrative Assistant Terre Trenberth. Commissioner Mike Roberts was absent. There was no public attendance.

(a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of June 13, 2019 as submitted. **Motion carries, approved unanimously.**

(b) CLAIMS AND PAYROLL:

The Board **motioned and seconded** the approval of 25 claims in the amount of \$53,609.48 and the June 2019 (gross) payroll wages in the amount of \$17,603.55. **Motion carries, approved unanimously.**

The District received an invoice for the SRF Loan payment (Dept of Ecology) for \$40,143.06, which is due on August 9th, 2019.

The Board reviewed the Financial Summary Activity Report and the Budget vs. Actual Report for the month of June.

(c) COMMUNICATIONS:

District – The District received the “Rate Outlook” letter from Enduris, regarding Policy year 2020 rates. This notice reflects a rate increase of approximately 10 to 11% for property and 5 to 7% for liability. In addition, the property excess carrier applies an inflationary factor based on construction and material costs of 4.62% on structures and 3.82% on contents.

Commissioner Baddorf asked staff to check insurance rates (in the future), every 5 years.

(d) PUBLIC FORUM: None

OLD BUSINESS:

(e) North Lake Samish Bridge Report from Wilson Engineering

Liz Sterling, Wilson Engineering, gave an update on the Force Main Relocation due to the North Lake Samish Bridge Replacement.

Liz stated that the survey of the project area is complete; a draft for the temporary bypass has been done and staff has been working with TranTech.

Liz said that a letter will be mailed to the homeowners affected by the construction of the Force Main Relocation, (17 or 18 customers). The letter will give a time frame for which the District customers can choose a day that works best for them, to meet with staff from Wilson Engineering, at the customers residence.

Staff from Wilson Engineering will meet with Manager Vogel at P.S #7, on Tuesday, July 16 at 9:30 a.m.

Liz recommends that the District apply for an SRF Loan from DOE (this year), for funding next year, before Whatcom County discovers whether they get BRAC funding. Liz will be asking the Commissioners for a decision at the next Board meeting. If Whatcom County gets BRAC funding, they will begin construction in 2021, (2-year cycle). If they don't get their funding, the next time they will be able to apply for funding again, would be in year 2023. Liz noted that the application process will take one month to complete.

NEW BUSINESS:

(f) None

(g) Manager's Report:

1. District staff worked on uncovering and opening manholes for the North Lake Samish Force Main Relocation project for Wilson Engineering.
2. District staff is working with Granich Engineered Products to solve a loss of prime issue at Pump Station 7A. Fortunately it's only affecting one of the two pumps at this time.
3. Skagit County has closed a section of Hwy. 99 for Bridge Resurfacing. They have started with the Friday Creek Bridge and will move to the Samish River Bridge. The closure will end September 13th, according to the Skagit County Website. The District has a Force Main on both Bridges.
4. The Sewer Rate Increase Notices were mailed on July 1st. The District Office started to receive inquires on July 3rd.

(h) Attorney's Report:

Attorney Tom Fryer stated that the Legal Lot of Record still needs to be finalized for P.S. #3 and incorporated into the new Quit Claim Deed.

Adjourned:

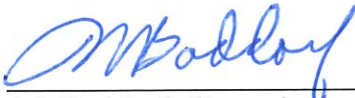
The meeting was adjourned at 5:43 PM.



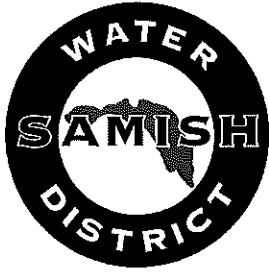
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Art M. Baddorf

District Manager:

Ken Vogel

Regular Meeting of June 13, 2019

CALL TO ORDER: Board President Mike Roberts called the meeting of June 13, 2019 to order at 4:00 p.m. at the District Office. Also present were Commissioner Gordon Nolan; Commissioner Art Baddorf; District Manager Ken Vogel; District Interim Attorney Sarah Hall; District Engineer Liz Sterling and District Administrative Assistant Terre Trenberth. See sign-in sheet for public attendance.

(a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of May 14, 2019 as submitted. **Motion carries, approved unanimously.**

(b) CLAIMS AND PAYROLL:

The Board **motioned and seconded** the approval of 25 claims in the amount of \$67,804.95 and the May 2019 (gross) payroll wages in the amount of \$18,734.12. **Motion carries, approved unanimously.**

The District received invoices for both Public Works Trust Fund Loan payments for a total of \$109,998.33, which is due July 1, 2019.

The Board reviewed the Financial Summary Activity Report and the Budget vs. Actual Report for the month of May.

Manager Vogel stated that the following pumps were pulled and repaired by Whitney Equipment. P.S. #11, Pump 1, installation of a new impeller kit and basic repair kit was installed at a total cost of \$3,430.77. Ken noted that P.S. #11, Pump 2 needs to be pulled and repaired as well.

P.S. #9, Pump 1, installation of basic repair kit, new rotor, impeller kit and seal sleeves for a total cost of \$13,769.52.

(c) COMMUNICATIONS:

District - None
Commissioner - None

(d) PUBLIC FORUM:

None

OLD BUSINESS:

(e) North Lake Samish Bridge Report from Wilson Engineering

Liz Sterling, Wilson Engineering, reviewed the proposed Agreement for Professional Engineering Service for Task 1 & 2-Survey, Permitting, Geotechnical Investigations, Whatcom County and TranTech Coordination and Engineering Design Services needed for the Force Main Relocation due to the North Lake Samish Bridge Replacement.

The Board **motioned and seconded** to approve the Agreement for Professional Engineering Services for Task 1 through 2, with Wilson Engineering. **Motion carries, approved unanimously.**

(f) Review of the 2011 Rate Study

- Resolution No.07-13 would raise rates 12% for Residential Inside Customers from \$58.68 to \$65.93 and for Residential Outside Customers from \$80.14 to \$90.05 per month.
- The FCS Group's Waste Water Rate Forecast would raise rates a little over 6% for Residential Inside Customers to \$62.48 and for Residential Outside Customers to \$85.33 per month.
- After a review of the last 6 years of the District's finances, the District Accountant suggests a 15% rate increase to fit the FCS Group's projections. This would raise rates for Residential Inside Customers to \$67.48 and for Residential Outside Customers to \$92.16 per month.

After some discussion, the Board **motioned and seconded** a single 12% rate increase starting October 1, 2019. The letters will be mailed out two months prior to October 1, 2019. The letter will state that there has not been an increase in rates since 2014. The letter will also include a warning about the cost of having more than one LUE or adding an additional LUE (with examples) and state the statue, authorizing the District to legally go back 6 years to collect on back sewer service charges. **Motion carries, approved unanimously.**

Manager Vogel stated that the Contract between the City of Burlington and the District, expires on December 31, 2020.

NEW BUSINESS:

(g) LUE Audit and Evidential Findings to Support Back Sewer Service Charges

At the last Commissioners meeting, it was mentioned during the Public Forum that the District had discovered two homes with separate living units and that letters were mailed to the Owners, explaining the new monthly billing rate and the District's legal ability to collect 6 years in back sewer service charges.

Attached are the findings supporting the start date for the back sewer service charges for Account No. 54 and Account No. 22.

Account No. 54 The District found evidence that the second unit was in use as of July 2016. This finding supports the collection of a total amount due for the back sewer service from July 2016 to July 2019 of \$2,112.48 instead of the full 6 years, totaling \$4,143.24.

Account No. 22 The District found evidence that the second unit was in use as of April 2015. This finding supports the collection of a total amount due for the back sewer service from April 2015 to July 2019 of \$2,934.00 instead of the full 6 years, totaling \$4,143.24.

After some discussion, the Board concurred on the findings.

Action Item: Manager Vogel was directed to investigate the cost of updating the District Code Book to the current date and report back to the Board about adding the codes online.

(h) Manager's Report:

1. District Operator Markus McLeod was successful in passing his Operator in Training test and will be eligible for a Group #1 certification on his one-year anniversary.
2. The District Manager met with Whatcom County Health Department; Joan Ellsworth and Sharon Cody, to talk about a possible Blue Green Algae Response Plan.
3. The District's Accounting Firm, Zarembo Paxton P.S., filed the required annual (fiscal) year-end report to the State Auditor.

Blue Green Algae Response Plan – Manager Vogel asked the Board if the District would be willing to be responsible for shipping samples to the Lab. The cost to ship each sample is between \$28.00 and \$30.00. Having this data will set a baseline to follow.

After some discussion, the Board **motioned and seconded** to approve the shipping cost of any samples brought to the District Office during regular business hours. **Motion carries, approved unanimously.**

(i) Attorney's Report:

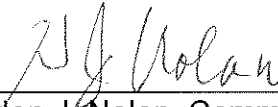
Sarah Hall stated that she can be the Interim Attorney until the end of the year, but preferably sooner.

Action Item: Manager Vogel was directed to investigate retaining an Attorney, either by retainer or an hourly rate. Vogel is to draft a Request for Proposal Letter (RFP) and a Request for Qualifications (RFQ) and report back to the Board with his findings.

Adjourned:

The meeting was adjourned at 5:44 PM.

Mike Roberts, Commissioner
President of the Board



Gordon J. Nolan, Commissioner
Secretary of the Board



Art Baddorf, Commissioner



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Board of Commissioners:

Michael F. Roberts
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Art M. Baddorf

District Manager:

Ken Vogel

Regular Meeting of May 14, 2019

CALL TO ORDER: Board President Mike Roberts called the meeting of May 14, 2019 to order at 4:00 p.m. at the District Office. Also present were Commissioner Gordon Nolan; Commissioner Art Baddorf; District Manager Ken Vogel; District Attorney Tom Fryer; District Engineer Liz Sterling and District Administrative Assistant Terre Trenberth. See sign-in sheet for public attendance.

(a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of March 14, 2019 as submitted. **Motion carries, approved unanimously.**

(b) CLAIMS AND PAYROLL:

April 2019

The Board **motioned and seconded** the approval of 24 claims in the amount of \$51,896.73 and the March 2019 (gross) payroll wages in the amount of \$16,781.15. **Motion carries, approved unanimously.**

May 2019

The Board **motioned and seconded** the approval of 25 claims in the amount of \$49,490.58 and the April 2019 (gross) payroll wages in the amount of \$17,769.68. **Motion carries, approved unanimously.**

District Manager Vogel stated that April claims and March payroll were previously signed by the Commissioners during a non-board meeting.

The Board reviewed the Financial Spreadsheets. Commissioner Baddorf asked why the Capital Fund balance is off for the month of March.

Action Item: Staff was directed to research Commissioner Baddorf's question and have an answer at the next Board meeting.

(c) COMMUNICATIONS:

District Communications: The District received a Letter of Resignation from Attorney Tom Fryer of Fryer Law Office on April 24, 2019; per the Agreement with the District, he is giving his 30-days' notice.

The Commissioners and Staff thanked Tom for all his work, assistance and dedication to the District. He will be missed by all.

Herb Barker thanked Tom for his level headed and decisive thinking and he appreciates his matter-of-fact handling of the District's affairs.

Attorney Fryer said that it has been an absolute pleasure to work for the District.

Sarah Hall has agreed to be the District's interim Attorney for a period of 2 to 3 months.

The Board **motioned** and **seconded** the acceptance of Attorney Fryer's resignation and the approval of Sarah Hall as the District's interim Attorney for up to three months. **Motion carries, approved unanimously.**

Herb asked Engineer Sterling for an update on the South Lake Samish Proposed Water System. Liz gave Herb a brief update of the proposed project; she said that the Department of Health has squashed the project; If the District supplies water, it would be considered a "public water system" and as such, the District would be required to comply with all the WAC's related to public water, including providing treatment prior to distribution to the customers.

Commissioner Communications: Commissioner Art Baddorf received a letter from the District informing him of a second LUE charge and requesting that he pay for back sewer service charges for his house located at 281 Friday Creek Road.

(d) PUBLIC FORUM:

Peter Barton who also received a letter from the District, stated that part of the house was made into a Vacation Rental by Owner (VRBO) in July 2016. He is asking the Board to waive the back-sewer charges; he is fine with paying for two (LUE's) each month.

Commissioner Roberts said that if the District waives this fee, it becomes a gift of public funds. Mike recommends putting a stay on any action until this issue is explored more.

Commissioner Roberts asked the Property Owners to submit a written request to the District, so their requests can be put on the Agenda and addressed at the next Board meeting.

OLD BUSINESS:

(e) North Lake Samish Bridge Report from Wilson Engineering

Engineer Sterling will review the Preliminary Geotechnical Feasibility Study for the Force Main Relocation Project, which is needed due to the North Lake Samish Bridge Replacement Project being done by Whatcom County.

Liz stated that during Phase-1, geotechnical investigations determined that due to limiting factors of a horizontal directional drill under the Lake, a geometrical alignment for the pipe could not be achieved. The pipe size and flexibility are also an issue. Liz said that there are just too many issues involved in trying to put the pipe in the Lake; Option 1 is not feasible, therefore Phase 2 will not be performed.

Liz will prepare a proposal for Option 2; which is to run a bypass and hang the Force Main off the Bridge. She will have the proposal ready for the Commissioners to review at the next Board meeting.

NEW BUSINESS:

(f) Jerry and Cheryl Altringer Sewer Service Agreement

Jerry and Cheryl Altringer are looking to enter into a Sewer Service Agreement for their home located at 2027 Old Hwy. 99 N. Rd. All fees have been paid.

The Board **motioned and seconded** the approval of the Sewer Service Agreement for Jerry and Cheryl Altringer, located at 2027 Old Hwy. 99 N. Rd. **Motion carries, approved unanimously.**

(g) Customer Dispute Resolution 03-19

Customer Dispute Resolution 03-19 will add a new section to chapter 4.16 of the Samish Water District Municipal Code, providing clear and consistent policies regarding dispute resolution for the District Customers.

The Board **motioned and seconded** the approval of Resolution 03-19 with the following changes. Under paragraph No. (F), omit the last sentence. **Motion carries, approved unanimously.**

(h) Manager's Report:

1. The District found two properties with lower and upper living units. Letters have been sent to the Owners, concerning the extra living unit equivalents and back sewer charges owed to the District.
2. After receiving three quotes from the local copier providers, the District signed a Lease Agreement with Bellingham Business Machines.
3. District staff has replaced the Weather Station at the District Office. The data is now available online at the Weather Link website.

4. On April 17th and 18th, District Administrative Assistant Terre Trenberth attended the 2019 Washington County's Insurance Fund (WCIF) Benefit Summit in Leavenworth, WA.

5. The District will need to dispose of the old Copier as parts for the machine are not available.

The Board **motioned** and **seconded** the approval of recycling the Savin C9029 Copier and for the machine to be removed from the District Property by Bellingham Business Machines.

Motion carries, approved unanimously.

6. Manager Vogel contacted Brian Paxton, CPA for the District, regarding the Rate Study. Brian recommended a 15% rate increase. Ken contacted the FCS Group; they have estimated a cost of \$4,000 to \$5,000 to review their previous rate study which was done in year 2011. The FCS Group told Ken to budget for \$10,000.

7. Manager Vogel attended the Lake Samish Association (LSA) meeting held on April 24th. He talked about the North Lake Samish Bridge Replacement project.

(i) Attorney's Report:

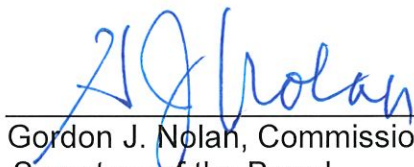
Attorney Tom Fryer stated that Whatcom County will have the Deed for P.S. #3 completed soon. The County had originally wanted additional surveying to be done, prior to completing the Deed to transfer title to the District.

Adjourned:

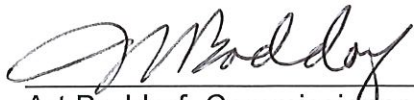
The meeting was adjourned at 5:36 p.m.



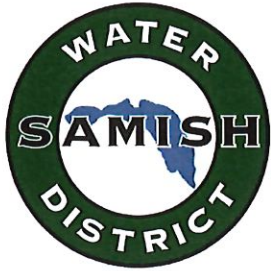
Mike Roberts, Commissioner
President of the Board



Gordon J. Nolan, Commissioner
Secretary of the Board



Art Baddorf, Commissioner



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Board of Commissioners:

Michael F. Roberts
Gordon J. Nolan
Art Baddorf

District Manager:

Ken Vogel

Regular Meeting of March 14, 2019

CALL TO ORDER: Board President Mike Roberts called the meeting of March 14, 2019 to order at 4:00 p.m. at the District Office. Also present were Commissioner Gordon Nolan; Commissioner Art Baddorf; District Manager Ken Vogel; District Attorney Tom Fryer; District Engineer Liz Sterling and District Administrative Assistant Terre Trenberth. See sign-in sheet for public attendance.

(a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of February 14, 2019 as submitted. **Motion carries, approved unanimously.**

(b) CLAIMS AND PAYROLL:

The Board **motioned and seconded** the approval of 24 claims in the amount of \$45,592.39 and the February 2019 (gross) payroll wages in the amount of \$18,038.15. **Motion carries, approved unanimously.**

(c) COMMUNICATIONS:

District: The District received a request for the District Manager and Commissioners to attend the April 24th Lake Samish Association membership meeting to discuss the sewer line replacement across the Lake; funding for the project; any possible rate increases and the possible involvement of the District concerning Blue Green Algae testing. They have also requested an article for the upcoming newsletter covering the same topics.

District Manager Vogel volunteered to attend the next LSA meeting and Commissioner Nolan will also be attending. The Board asked Manager Vogel to write an article for the LSA newsletter.

Commissioners: None

(d) PUBLIC FORUM:

Moved to Agenda Item (e).

OLD BUSINESS:

(e) South Lake Samish Public Water System Study

Engineer Sterling gave an update on the Public Water System. Liz reached out to the WA Dept. of Ecology and the WA Dept. of Health regarding the regulations governing the installation of a common public water intake in the Lake for use by the South Lake Samish Residents. She gave a summary of their responses.

Liz reported that the WA Dept. of Ecology was not interested. The WA Dept. of Health was interested, however, a common intake into the Lake would be considered a full public water system which requires that all residents within the District, be willing to submit to ULID assessments and relinquish their private, individual water rights.

Phil Kyper asked Liz if Calmor Cove paid into a larger water system, could Samish Water District get water from them if their system was upgraded. Liz responded that she doesn't see this as viable option, as permitting would still be needed to upgrade their water system size. There would still be the same problems with wells and water rights. Attorney Fryer stated that he doesn't know if Calmor Cove would even be able to provide water outside of their boundary. Liz stated that the District would be looking at treated water only; either way it will be costly.

The Board thanked Liz for all her work on her preliminary investigations of the South Lake Samish Public Water System.

(f) North Lake Samish Bridge Report from Wilson Engineering

Engineer Sterling reviewed the proposal for the preliminary tasks of the geotechnical investigations to determine the feasibility of a horizontal directional drill under the Lake. GeoEngineers has broken the work up into two preliminary phases.

Phase 1-HDD Geometric Feasibility Evaluation which will utilize available topographic information to evaluate the geometric feasibility of installing the proposed 8-inch diameter pipeline beneath Lake Samish using HDD installation methods.

Phase 2-Subsurface conditions HDD Feasibility Evaluation and Reporting which will evaluate the feasibility of the proposed conceptual HDD plan and profile in Phase-1, relative to risks presented by currently understood subsurface conditions at this site. Performance of the phase-2 work will be contingent upon the results of the Phase-1 investigations. If Wilson Engineering finds that during phase-1, that the proposed HDD geometry is not feasible, the Phase-2 work will not be performed.

After some discussion, the Board **motioned and seconded** the approval of Phase-1 and Phase-2, not to exceed a cost of \$12,816.00. **Motion carries, approved unanimously.**

(g) Discussion of the 2011 Rate Study

Tabled until the May Board meeting.

(h) Blue Green Algae Testing

Manager Vogel gave an update on the requirements and fees associated with the testing of Blue Green Algae.

Ken reported that the Health Department should be the first point of contact. He noted that King County does testing for Blue Green Algae, and it would not be cost efficient for the District to pay for the tests. Ken said that the District currently has 4 sample test kits and that District staff could take a sample if asked; if there was evidence that there was Blue Green Algae present in the Lake.

NEW BUSINESS:

(i) BP West Coast Products LLC, Sewer Service Agreement

BP West Coast Products LLC (AM/PM) is looking to enter into a Sewer Service Agreement for a Service Station and Car Wash on Old Hwy. 99, South of Cook Road. All fees have been paid.

Commissioner Art Baddorf asked if the revenue was added to the 2019 Budget. Ken replied that it was added to the budget because he knew that the District would be receiving the funds, late in 2018. Ken added that normally, he doesn't like to project hook-up connections.

The Board **motioned and seconded** the approval of the Sewer Service Agreement for BP West Coast Products LLC (AM/PM) located on Old Hwy. 99, south of Cook Road. **Motion carries, approved unanimously.**

(j) Manager's Report:

District Staff pulled pump1 at Pump Station #9 and pump 1 at Pump Station #11. Both pumps indicated a seal fail. The Pumps were delivered to Whitney Equipment for repair on March 4th. They hope to look at the Pumps next week.

Manager Vogel reported that at P.S. 7A, both Pumps 1 & 2 failed. Staff was able to repair one of the Motors and installed a new Motor to run the Pumps.

(k) Attorney's Report:

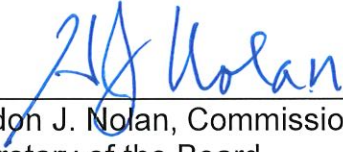
Attorney Fryer stated that P.S. #3 will be assigned a tax parcel number by Whatcom County. He doesn't foresee any problems.

Adjourned:

The meeting was adjourned at 4:53 p.m.



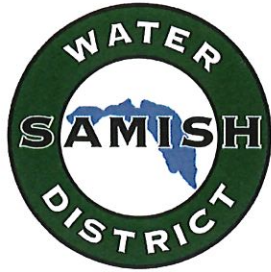
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Board of Commissioners:

Michael F. Roberts
Gordon J. Nolan
Art Baddorf

District Manager:

Ken Vogel

Regular Meeting of February 14, 2019

CALL TO ORDER: Board President Mike Roberts called the meeting of February 14, 2019 to order at 4:00 p.m. at the District Office. Also present were Commissioner Gordon Nolan; Art Baddorf; District Manager Ken Vogel; District Attorney Tom Fryer; District Engineer Liz Sterling and District Administrative Assistant Terre Trenberth. See sign-in sheet for public attendance.

(a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of January 10, 2019 with the following correction: Page 2, **(e)**, first paragraph; not to exceed ~~\$1,5000.00~~ to **\$1,500.00**. **Motion carries, approved unanimously.**

(b) CLAIMS AND PAYROLL:

The Board **motioned and seconded** the approval of 22 claims in the amount of \$67,269.74 and the January 2019 (gross) payroll wages in the amount of \$19,445.12. **Motion carries, approved unanimously.**

(c) COMMUNICATIONS:

District: The District received a letter of Resignation from Commissioner Herb Barker on January 11th, 2019.

Commissioners: None

(d) PUBLIC FORUM:

Sharon Cody asked if the District was affiliated with the Lake Management District? Commissioner Roberts replied, No.

OLD BUSINESS:

(e) South Lake Samish Public Water System Study Update

Mission Statement: "Govern community water and sewer services in a safe, environmentally responsible, cost-effective and lawful manner."

Engineer Sterling gave an update on the possibility of forming a water system that would allow the property owners on the south end of the Lake to draw from the deeper area of Lake Samish. Liz reported that she had contacted Department of Ecology and was waiting on a response.

(f) Blue Green Algae Testing

The District Manager gave an update on the requirements and the fees associated with the testing of Blue Green Algae. District Manager Vogel reported that he was in contact with Tom Kunesh from Whatcom County Health Department; Lizbeth Seebacher from the Department of Ecology and Fran Sweeny from King County Environmental Laboratory. Vogel said the testing is done by King County Environmental and is paid for by a portion of the State Tax collected from the boating registration fee and without the state funding, the testing would cost around \$250 per test.

When Manager Vogel spoke with Tom from W.C. Health Department, they spoke about developing a communication plan with the District and possibly the Lake Samish Association in the event of a toxic bloom. Vogel also stated he was able to have some sample kits shipped to the District Office with sampling and shipping directions and that he would update the Board when a communication plan is ready to be put in place.

NEW BUSINESS:

(g) Appointment of Commissioner Position #3

The Board of Commissioners **motioned and seconded** the Appointment of Art Baddorf to the Office of Samish Water District, Commissioner #3. **Motion carries, approved unanimously.**

(h) Oath of Office for Commissioner Position #3

Art Baddorf took the Oath of Office with District Attorney Tom Fryer.

(i) Issuing a Written Finding of Emergency Repair

After some discussion, the Board **motioned and seconded** the decision to sign the Written Finding of Emergency Repair for the Culvert at the District Office. **Motion carries, approved unanimously.**

(j) Discussion of the 2011 Rate Study

Action Item: After some discussion, the Board directed Manager Vogel to review the 2011 Rate Study with the District's CPA and report back to the Board with the findings.

(k) North Lake Samish Bridge Report

Liz Sterling, of Wilson Engineering gave a review of the North Lake Samish Bridge Replacement – Sewer Force Main Alternatives Analysis Report. After some discussion on the Alternatives for replacing the Sewer Force Main, the Board **motioned and seconded** the decision to have Liz move forward with GeoEngineers, Inc. to confirm the feasibility of the Directional Boring option. **Motion carries, approved unanimously.**

(l) Managers Report:

1. Staff has worked on keeping the parking lot clear of snow.
2. The District has had two power outages. The first was in Skagit and only lasted for a short time. The second was around the North end of the Lake on February 12th from noon to 7p.m.

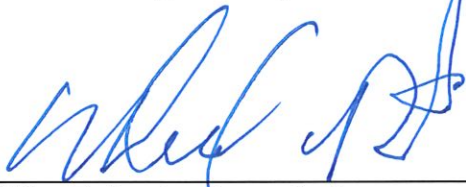
(m) Attorney's Report:

Attorney Tom Fryer delivered the Legal Lot of Record request for the property at Pump Station #2.

Attorney Fryer stated that he would be applying for a Legal Lot of Record request for the property at Pump Station #3.

Adjourned:

The meeting was adjourned at 5:30 p.m.



Mike Roberts, Commissioner
President of the Board



Gordon J. Nolan, Commissioner
Secretary of the Board



Art Baddorf, Commissioner



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Board of Commissioners:

Michael F. Roberts
Herbert A. Barker
Gordon J. Nolan

District Manager:
Ken Vogel

Regular Meeting of January 10, 2019

CALL TO ORDER: Board President Mike Roberts called the meeting of January 10, 2019 to order at 4:01 p.m. at the District Office. Also present were Commissioner Gordon Nolan; Commissioner Herb Barker; District Manager Ken Vogel; District Attorney Tom Fryer and District Engineer Liz Sterling. District Administrative Assistant Terre Trenberth was absent. See sign-in sheet for public attendance.

(a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of December 13, 2018; the Special Budget meeting minutes of December 10, 2018 and the Special Budget meeting minutes of December 19, 2019. **Motion carries, approved unanimously.**

(b) CLAIMS AND PAYROLL:

The Board **motioned and seconded** the approval of 31 claims in the amount of \$50,222.69 and the December 2018 (gross) payroll wages in the amount of \$18,038.15. **Motion carries, approved unanimously.**

(c) COMMUNICATIONS:

District: The District received a letter from Engie Insight, a bill paying company for Starbucks requesting a late fee waiver. The Board did not approve the late fee waiver.

Skagit County sent an email concerning a section of the Districts force main on hwy. 99 near the Burlington Northern Overpass.

Department of Ecology sent a notice of loan payment due February 9th, 2019 for Pump Station #4.

Commissioners: None

(d) PUBLIC FORUM:

Mission Statement: "Govern community water and sewer services in a safe, environmentally responsible, cost-effective and lawful manner."

None.

OLD BUSINESS:

(e) South Lake Samish Public Water System Study

Engineer Sterling recapped the information she presented at the last Board meeting concerning the Public Questionnaire results and the Summary of Water Rights. After much discussion the Board concluded there was not enough public support to proceed in the direction of trying to have property owners trade their water rights for a public drinking water system. The Board **motioned and seconded** to have Engineer Sterling to explore the possibility of forming a water system that would allow the property owners on the south end of the lake to draw from the deeper area of the lake, not to exceed \$1,500.00. **Motion carries, approved unanimously.**

Action Item: The Board asked Manager Vogel to investigate the cost of Blue Green algae testing from The Department of Health.

NEW BUSINESS:

(f) Resolution No. 01-19: Setting the Monthly Meeting & Budget Workshop Dates for 2019.

The Board **motioned and seconded** the approval of Resolution No. 01-19. **Motion carries, approved unanimously.**

(g) Interlocal Agreement for Payroll Services with Whatcom County.

The Board **motioned and seconded** signing the Interlocal Agreement with Whatcom County. **Motion carries, approved unanimously.**

(h) Washington State Paid Family & Medical Leave District Decision.

After some discussion the Board **motioned and seconded** the decision to pay the employee share of the Washington State Paid Family & Medical Leave and to opt out of Employer portion. **Motion carries, approved unanimously.**

(i) 2019 Civil Engineering & Surveying Services; General On-Call Agreement with Wilson Engineering

After some discussion the Board **motioned and seconded** the decision to sign the agreement with Wilson Engineering. **Motion carries, approved unanimously.**

(j) Resolution No. 02-19: Amending the Managers Employment Agreement.

After some discussion the Board **motioned and seconded** the decision to Amend the Managers Employment Agreement to reflect the approved 2019 General Fund Budget; Salaries. **Motion carries, approved unanimously.**

(k) Manager's Report:

1. On December 12th, 14th, and the 20th the District experienced some power outages. The outage on the 20th lasted until the 23rd. District staff was able to use the Portable Generators to stay ahead of any possible situations.

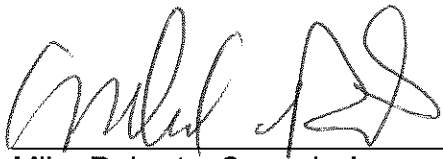
(l) Attorney's Report:

Attorney Fryer stated that it looked like Whatcom County would be approving the Legal Lot of Record request for the property at pump station #2.

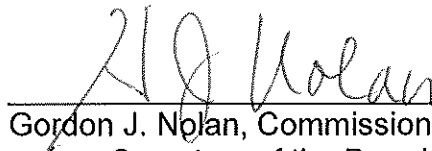
Action Item: Commissioner Roberts asked Attorney Fryer to start the Legal Lot of Record request for the property at pump station #3.

Adjourned:

The meeting was adjourned at 6:44 p.m.



Mike Roberts, Commissioner
Acting President of the Board



Gordon J. Nolan, Commissioner
Secretary of the Board

Herb Barker, Commissioner

**SAMISH WATER DISTRICT
MINUTES OF THE SPECIAL BUDGET MEETING
December 19, 2018**



CALL TO ORDER:

President Mike Roberts called the special meeting of December 19, 2018 to order at 3:57 P.M. at the District Office. Also present were Commissioner Gordon Nolan; District Manager Ken Vogel, and District Attorney Thomas Fryer. Commissioner Herb Barker was absent.

I. Review of the 2019 Budget.

The Board reviewed the adjustments to the 2019 Budget with the District Manager.

2. Resolution No. 04-18: Adopting the 2019 General Fund and Capital Fund Budgets.

The Board **motioned and seconded** the approval of Resolution No. 04-18: Adopting the 2019 General Fund and Capital Fund Budgets.

Motion carries, approved unanimously.

3. Executive Session:

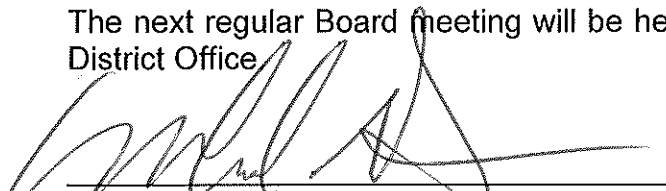
None

4. Adjournment:

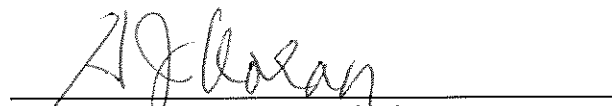
The Board adjourned the Special Budget Meeting at **4:20 P.M.**

NEXT SCHEDULED MEETING:

The next regular Board meeting will be held on Thursday January 10, 2019 at 4:00 PM at the District Office



Mike Roberts, Commissioner
Acting President of the Board



Gordon J. Nolan, Commissioner
Secretary of the Board



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Board of Commissioners:

Michael F. Roberts
Herbert A. Barker
Gordon J. Nolan

District Manager:
Ken Vogel

Regular Meeting of December 13, 2018

CALL TO ORDER: Board President Mike Roberts called the meeting of December 13, 2018 to order at 4:00 p.m. at the District Office. Also present were Commissioner Gordon Nolan; District Manager Ken Vogel; District Attorney Tom Fryer; District Engineer Liz Sterling and District Administrative Assistant Terre Trenberth. Commissioner Herb Barker was absent. See sign-in sheet for public attendance.

(a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of November 13, 2018 with the following correction. Page 2, paragraph 2; change the word in the first sentence to read from, instead of form. **Motion carries, approved unanimously.**

(b) CLAIMS AND PAYROLL:

The Board **motioned and seconded** the approval of 30 claims in the amount of \$53,629.62 and the November 2018 (gross) payroll wages in the amount of \$16,408.62. **Motion carries, approved unanimously.**

(c) COMMUNICATIONS:

District: The District received the Accountability Audit Report For the period of January 1, 2015 through December 31, 2017.

Commissioners: None

(d) PUBLIC FORUM:

Art Baddorf, 281 Friday Creek Road, voiced his concerns on the necessity of a new Bridge. He mentioned that the Public could use the Bridge as is (a one lane Bridge). He is concerned about the downtime of not having a Bridge for approximately one year.

Engineer Sterling said that she has not seen the report about the reason for building a new Bridge. She noted that the existing Bridge has been in service since the 50's.

Steve Ellsworth stated that there is an issue with water quality at the south end of the Lake. Manager Vogel said that a representative from the WA Dept. of Fish & Wildlife said to leave the Beaver Dams alone.

OLD BUSINESS:

(e) South Lake Samish Public Water System Study

Engineer Sterling presented the updated maps, one for the Public Questionnaire results and one for the Summary of Water Rights Draft. Engineer Sterling gave an update on the Public Water System. She stated that anyone in the District that has a Well, will not be able to use it unless they relinquish their water rights. She also noted that the cost will keep going up if people don't hook up in the beginning. Manager Vogel will get a solid number of yes and no votes. **Tabled until the next Board meeting.**

NEW BUSINESS:

(f) Resolution No. 04-18: Adopting the 2019 General Fund and Capital Fund Budgets

Tabled until the next Board Meeting.

(g) 2019 Board Meeting Calendar for review

Tabled until the next Board meeting in January 2019.

(h) Resolution No. 05-18: Sewer Service Agreement for JR Alton Development

The Board **motioned and seconded** resolution No. 05-18, approving the Sewer Service Agreement for Jeff Alton, JR Alton Development, located at 215 East Lake Samish Drive. **Motion carries, approved unanimously.**

(i) Resolution No. 05-19: Sewer Service Agreement for JR Alton Development

The Board **motioned and seconded** resolution No. 05-19, approving the Sewer Service Agreement for Jeff Alton, JR Alton Development, located at 209 East Lake Samish Drive. **Motion carries, approved unanimously.**

(j) 2019 Civil Engineering & Surveying Services; General On-Call Agreement with Wilson Engineering

Tabled until the next Board meeting in January 2019.

(k) Manager's Report:

1. The Board President and the District Manager met with the State Auditor for an exit conference on November 29th for the District Audit of 2015-2017.

2. Staff installed rebuilt pump #2 at pump station #9. The staff is already noticing the increased efficiency of the rebuilt pump.

(I) Attorney's Report:

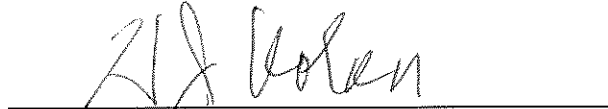
Attorney Fryer stated that he received a letter from WSDOT stating that in their view the property at P.S. #2 already has a Legal Lot of Record. Mr. Fryer has forwarded this letter to Whatcom County and is waiting on a reply.

Adjourned:

The meeting was adjourned at 4:50 p.m.



Mike Roberts, Commissioner
Acting President of the Board



Gordon J. Nolan, Commissioner
Secretary of the Board

**SAMISH WATER DISTRICT
MINUTES OF THE SPECIAL BUDGET MEETING
December 10, 2018**



CALL TO ORDER:

President Mike Roberts called the special meeting of December 10, 2018 to order at 4:03 P.M. at the District Office. Also present were Commissioner Gordon Nolan; District Manager Ken Vogel, and District Attorney Thomas Fryer. Commissioner Herb Barker was absent.

I. Items of Interest 2019.

The Board reviewed the Items of Interest with the District Manager.

2. 2019 Budget, Line Item Accounts and Capital Projects.

The Board reviewed the Line Item Accounts with the District Manager. After much discussion, the Board approved moving forward with the 2019 Budget.

Action Item: The Board asked Manager Vogel and the District Operator to attend a Chainsaw Safety Class in 2019.

3. Executive Session:

None

4. Adjournment:

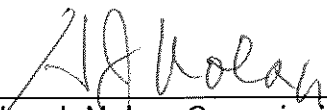
The Board adjourned the Special Budget Meeting at **5:50 P.M.**

NEXT SCHEDULED MEETING:

The next regular Board meeting will be held on Thursday December 13, 2018 at 4:00 PM at the District Office.



Mike Roberts, Commissioner
President of the Board



Gordon J. Nolan, Commissioner
Secretary of the Board



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Board of Commissioners:

Michael F. Roberts
Herbert A. Barker
Gordon J. Nolan

District Manager:

Ken Vogel

Regular Meeting of November 13, 2018

CALL TO ORDER: Board President Mike Roberts called the meeting of November 13, 2018 to order at 4:01 p.m. at the District Office. Also present were Commissioner Gordon Nolan; District Manager Ken Vogel; District Attorney Tom Fryer; District Engineer Liz Sterling and District Administrative Assistant Terre Trenberth. Commissioner Herb Barker was absent. See sign-in sheet for public attendance.

(a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of October 11, 2018. **Motion carries, approved unanimously.**

(b) CLAIMS AND PAYROLL:

The Board **motioned and seconded** the approval of 25 claims in the amount of \$44,743.45 and the October 2018 (gross) payroll wages in the amount of \$17,146.59. **Motion carries, approved unanimously.**

(c) COMMUNICATIONS:

District Communications: The District received a letter from the Washington Association of Sewer & Water Districts, informing the District that the Dues have increased to \$1,593.16 for 2019. The Dues in 2018 were \$1,588.19.

The District received a letter from the Washington Counties Insurance Fund confirming that the District staff had fulfilled the voluntary requirements for a 4% medical premium savings for the District in 2019.

Commissioners: None

(d) PUBLIC FORUM:

None

OLD BUSINESS:

(e) Action Items: Staff mailed the second Questionnaire to the Residents who didn't respond to the first Mailer sent in August. Residents were asked to respond by the 30th of November.

NEW BUSINESS:

(f) South Lake Samish Public Water System Study Update:

District Engineer Liz Sterling stated she was still working on obtaining the information from D.O.E. regarding the individual water rights for each parcel in the proposed water service area. Once Liz has the information, she will input the data into the proposed service area map.

Attorney Tom Fryer discussed water rights with the Board and after much discussion, the Board concurred to wait and see what the survey results are, of the property owners who didn't respond to the first survey request.

(g) Manager's Report:

1. District staff have been busy responding to questions from the State Auditor for the period of 2015-2017.
2. The District Manager has launched a new website. The new site has a phone friendly version and a SSL security certificate.
3. District staff pulled pump #2 from pump station #9 at Whatcom Meadows for repair. We are hoping to have it back and online by the end of November.
4. The District has switched to Comcast from Century Link for phone service at the Office. The District was able to bundle and save money on the planned security cameras and faster Internet speed with the phone plan. The cameras will cover the parking lot and the entrance points at the Office.
5. District staff have been working with the Contractor to finish the work needed for the Erickson Sewer Extension.
6. On November 5th, the District Operator in Training was cleaning the Parking Lot and found the Culvert had blown out and a void had formed, extending eight feet under the entryway to the District Office. Safety cones have been placed around the area and permits with Whatcom County have been applied for. Sand bags have been placed to try to avoid any more damage and a daily check has been put in place.

(h) Attorney's Report:

Attorney Tom Fryer stated that he is waiting on a quote from Wilson Engineering, for the work needed to procure the Legal Lot of Record for P.S. #2 from Whatcom County. He noted that it's still in progress.

IX. Executive Session: The regular meeting was adjourned at **4:55 P.M.** so the Board could sign documents. The Board then went into executive session at **5:10 P.M.** to discuss the District Manager's Contract and to conduct a performance review; which is covered under the Washington State Executive law **42.30.110 (g)** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW **42.30.140(4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

The Board came out of Executive Session at **5:33 P.M.** and returned to the regular session at **5:34 P.M.**

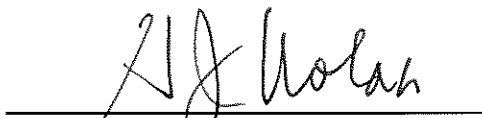
After some discussion, the Board stated Ken Vogel had satisfied his contractual duties as District Manager and agreed to pay him \$87,000 a year as-per the District Manager's Employment Contract.

Adjourned:

The meeting was adjourned at 5:45 p.m.



Commissioner Mike Roberts
President



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
September 13, 2018**

CALL TO ORDER:

Commissioner Gordon Nolan called the meeting of September 13th, 2018 to order at 4:01 P.M. at the District Office. Also present were District Manager Ken Vogel; District Attorney Thomas Fryer; Commissioner Mike Roberts attended the Meeting via telephone. Commissioner Herb Barker was absent. See sign-in sheet for public attendance.

I. (a) APPROVAL OF MINUTES:

The approval of the regular meeting minutes of August 14, 2018 was postponed until the October Board Meeting.

II. (b) CLAIMS AND PAYROLL:

The Board **motioned and seconded** the approval of 39 claims in the amount of \$79,674.03 and the August 2018 (gross) payroll wages in the amount of \$21,364.85.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District: None

Commissioner: None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items: None

VI. NEW BUSINESS:

(f) None

VII. (g) Manager's Report:

1. District Manger Vogel reported that he had hired a new Operator in Training.

VIII. (l) Attorney's Report:

None.

IX. (m) Executive Session:

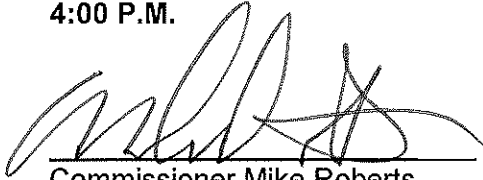
None.

X. Adjournment:

The Board adjourned the regular meeting at **4:08 P.M.**

XI. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Thursday, October 11th, 2018 at 4:00 P.M.**



Commissioner Mike Roberts
President



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
August 14, 2018**

CALL TO ORDER:

Board President Mike Roberts called the meeting of August 14th, 2018 to order at 4:00 P.M. at the District Office. Also present were Commissioner Gordon Nolan; Commissioner Herb Barker; District Manager Ken Vogel; District Attorney Thomas Fryer; District Engineer Liz Sterling and District Administrative Assistant Terre Trenberth. See sign-in sheet for public attendance.

I. (a) APPROVAL OF MINUTES:

The Board motioned and seconded the approval of the regular meeting minutes of July 12, 2018.

Motion carries, approved.

II. (b) CLAIMS AND PAYROLL:

The Board motioned and seconded the approval of 27 claims in the amount of \$55,258.00 and the July 2018 (gross) payroll wages in the amount of \$19,772.59.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District: None

Commissioner: None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items: None

VI. NEW BUSINESS:

(f) ARCO AMPM Sewer Service Agreement.

Manager Vogel stated that he spoke to the Representative for ARCO/AMPM and they will not be starting the project until (possibly) this fall. Until then, the Sewer Service Agreement will be tabled.

Commissioner Roberts asked if Attorney Fryer had reviewed the Sewer Service Agreement. Attorney Fryer responded that he had.

Action Item: Commissioner Roberts asked Manager Vogel to re-write the Sewer Service Agreement. Page 4, section 12 to read; *The Owner agrees to pay the District in United States Funds, a total sum of* instead of: *The Owner agrees to pay to the District in United States Funds, a General Facilities Charge and other fees in the sum of.*

(g) Rescheduling of the September Regular Board Meeting.

After some discussion, the Board concurred to keep the Board Meeting on September 13th. A copy of the claims will be sent via email to Commissioner Roberts, prior to the meeting, which will cover the claims only. Commissioner Roberts will join the meeting telephonically to approve said claims for September. Commissioner Nolan will be at the Office for the meeting and Commissioner Barker will be absent. Manager Vogel will sign and submit the claims and the Board will sign the September claims at the October Board Meeting.

(h) Requesting Authorization for a Commissioners Absences.

Attorney Fryer stated that if a Commissioner is going to be absent for more than three consecutive meetings, then the Commissioner who will be absent will need prior approval from the Board.

Commissioner Barker informed the Board he will be at the October meeting.

(i) Update on the South Lake Samish Water System Study.

Engineer Sterling gave an update on the South Lake Samish Water System Study. The final letter with the FAQs sheet, Public Input Survey and the Proposed Water System Boundary Map were distributed and reviewed by the Board.

Action Item: The Board **motioned and seconded** the approval of the letter and asked Manager Vogel to mail the packet to approximately 153 property owners. The Public has until September 14th, 2018 to complete and return the questionnaire.

(j) 2017 Samish Water District Financial Statement.

Brian Paxton from Zaremba Paxton Certified Public Accountants, distributed and reviewed the 2017 Samish Water District Financial Statements with the Board.

VII. (k) Manager's Report:

1. District staff installed three new Flow Meters at Pump Stations 8, 9 and 10.
2. The District Manager attended the Records Management 101 class in Redmond.
3. District staff was able to repair a section of the Fence that was removed for the Bear Creek Embankment Project, south of the Lagoons.

4. The District Office has received multiple phone calls with questions about the recent Blue Green Algae Blooms. Staff has been directing all the calls to the Whatcom County Health Department.

VIII. (l) Attorney's Report:

Attorney Fryer reported that he petitioned for a Legal Lot of Record with Whatcom County concerning the property at P.S. #2. Tom will update the Board with any progress of the Legal Lot of Record at the next Board Meeting.

IX. (m) Executive Session:

None.

X. Adjournment:

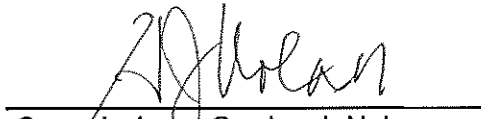
The Board adjourned the regular meeting at **5:17 P.M.**

XI. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Tuesday, September 13th, 2018 at 4:00 P.M.**



Commissioner Mike Roberts
President



Commissioner Gordon J. Nolan
Secretary



Commissioner Herb Barker



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
July 12, 2018**

CALL TO ORDER:

Acting Board President Herb Barker called the meeting of June 12, 2018 to order at 4:00 P.M. at the District Office. Also present were Commissioner Gordon Nolan; District Manager Ken Vogel; District Attorney Thomas Fryer; District Engineer Liz Sterling and District Administrative Assistant Terre Trenberth. Commissioner Mike Roberts was absent. See sign-in sheet for public attendance.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of June 12, 2018.

Motion carries, approved.

II. (b) CLAIMS AND PAYROLL:

The Board **motioned and seconded** the approval of 32 claims in the amount of \$95,150.43 and the June 2018 (gross) payroll wages in the amount of \$18,080.60. The Board also approved the third SRF Loan payment due August 9, 2018 for \$40,263.85; this was included in the claims total.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District: None

Commissioner: None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items: None

VI. NEW BUSINESS:

(f) Resolution NO. 03-18: Designation of Public Records Officer.

A Resolution of the Samish Water District Board of Commissioners, Designating Ken Vogel; District Manager as the District's Public Records Officer under RCW 42.56 AND addressing the recodification of the Public Records Act to RCW 42.56

The Board **motioned and seconded** the approval of Resolution No.03-18; designating Ken Vogel, District Manager, as the Districts Public Records Officer.

Motion carries, approved unanimously.

(g) South Lake Samish Water System Study Update and Letter Review.

Liz Sterling, District Engineer reported that the modifications have been made to the draft letter and questionnaire. She feels once the letter goes out, we should give the Public four weeks to return the survey. Liz asked for all comments or revisions to be sent to her.

Phil Kuyper asked if he and Stew Thomas could get a copy of the letter and questionnaire for review and comment. After some discussion Commissioner Barker said it was okay.

VII. (h) Manager's Report:

1. District staff did some repairs at the Treatment Lagoons, filling in bare spots of the embankment and repaired of a few small rips in the Liner.
2. The District Manager attended the Building Supervisory Skills 201 training on June 15th and the Employment Law for Supervisors on June 19th in Marysville.

VIII. (i) Attorney's Report:

Attorney Fryer gave an update concerning the property at P.S. #2. He stated there is no pressing need for the Legal Lot of Record, but he would like to move forward on obtaining one to avoid any problems in the future. Tom will update the Board with the progress of the Legal Lot of Record.

IX. (j) Executive Session:


None.

X. Adjournment:

The Board adjourned the regular meeting at **4:46 P.M.**

XI. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Tuesday, August 14, 2018 at 4:00 P.M.**



Commissioner Herb Barker
Acting President



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
June 12, 2018**

CALL TO ORDER:

Board President Mike Roberts called the meeting of June 12, 2018 to order at 3:00 P.M. at the District Office. Also present were Commissioner Herb Barker; Commissioner Gordon Nolan; District Manager Ken Vogel; District Attorney Thomas Fryer; District Engineer Liz Sterling and District Administrative Assistant Terre Trenberth. See sign-in sheet for public attendance.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of April 12, 2018. Commissioner Barker abstained due to absence.

Motion carries, approved.

The Board **motioned and seconded** the approval of the regular meeting minutes of May 10, 2018 with the following corrections: Page 2, paragraph 5. Ken Vogel added that Stew Thomas ~~that~~ had said that the Property Owners; Page 2, paragraph 6. The questionnaire should be sent to the Property Owners ~~South~~ North of the Park. Commissioner Roberts abstained due to absence.

Motion carries, approved.

II. (b) CLAIMS AND PAYROLL:

The Board **motioned and seconded** the approval of 34 claims in the amount of \$169,538.09 and the May 2018 (gross) payroll wages in the amount of \$17,424.59. The Board also approved two Public Works Trust Fund Loan payments due July 1, 2018 for a total of \$110,533.05.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District:

The District received a notice from the Washington Association of Sewer and Water Districts stating that the Board Member dollar threshold has increased to one hundred and twenty-eight dollars (\$128) per day with a new annual compensation limit of twelve thousand two hundred and eighty-eight dollars (\$12,288). The new dollar threshold takes effect July 1, 2018.

Commissioner: None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items:

Action Item: Manager Vogel was asked to check with Whatcom County Parks Department to see if they would like to be included in the possible South Lake Samish Water System for their property on the South end of East Lake Samish Drive.

Vogel was also asked to check with Phil Kuyper and Stew Thomas about the Property Owners that are North of the W.C. Park property to see if they remember whether the Owners had an interest in the proposed Public Water System.

Vogel talked with Mike McFarlane from Whatcom County Parks Department and was informed they would be very interested in the possibility of a Public Water System and he would be the contact for any information concerning the Questionnaire.

Vogel talked with Stew Thomas about the properties and he remembered someone from the Public had interest in the proposed Water System. Stew suggested sending the Questionnaire to the Property Owners North of the Park property.

District Engineer Liz Sterling, gave an update on the North Lake Samish Bridge Project. Whatcom County has not received their BRAKA funding; the Bridge design will be straight and the projected start date is in 2020.

VI. NEW BUSINESS:

(f) Ann Bremer called and canceled Agenda (f). She had questions regarding the Letter of Availability fee.

(g) South Lake Samish Water System Study Update.

Engineer Liz Sterling gave an update on the proposed South Lake Samish Water System. She reported talking with Chuck Lindsay, a Hydrogeologist with Associated Earth Sciences, who has extensive experience with the groundwater in the Alger area. Chuck gave Liz a draft scope and fee of \$35,000 for the required hydrogeologic study for the Water System.

Engineer Sterling said that Chuck is also experienced in Water Right Transfers with the Department of Ecology and gave a cost estimate of \$15,000-\$20,000. Liz suggested the District consider contracting with Associated Earth Sciences to complete the Water Right Transfers when it comes time. Liz felt a contingency of 15%-20% should be added to the total cost.

Chuck also noted that he felt the existing well used by Skagit P.U.D. wouldn't be suitable for upgrading and felt the Well drilled by the District back in 1995 would be a more appropriate solution for the new Water System.

Phil Kuyper asked Liz what her feelings are about the Calmor Cove Residents and if they are on board with the new Water System. Liz said that she doesn't think there would be a problem with Calmor Cove.

Liz noted that forming a U.L.I.D is very expensive and complicated; the District must have public support to push this through as a U.L.I.D.

Attorney Fryer stated that all the proposed District water customers would need to give up their water rights and residents would have to hook-up in the beginning.

Commissioner Roberts noted that customers would need to hook up at the time the System is put in and there will be no waiting to hook up; trading their surface water and well water rights.

VII. (h) Manager's Report:

1. The District Manager attended the Building Supervisory Skills 101 offered by the Washington Cities Insurance Authority and supported by Enduris on June 5th in Marysville.
2. The Temporary Utility Worker job was opened in May. Interviews were held during the first week of June.
3. The Chevy Trailblazer had a cracked exhaust manifold repaired. The repair shop noted that this isn't an uncommon issue for Trailblazers at the age of the Vehicle.

VIII. (i) Attorney's Report:

Attorney Fryer gave an update concerning the property at P.S. #2. He suggested that the District would save money to give the property North of Pump Station #2 an easement for their driveway that runs through the top portion of the District Property instead of doing a Lot Line Adjustment. He also noted the District probably already has an easement for the District's sewer lines that are installed around the Lake.

Engineer Sterling said the District has a ten-foot maintenance easement for all its sewer lines in the District Boundary.

IX. (j) Executive Session:

None.

X. Adjournment:

The Board adjourned the regular meeting at **4:25 P.M.**

XI. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Thursday, July 12, 2018 at 4:00 P.M.**

Commissioner Mike Roberts
President



Commissioner Gordon J. Nolan
Secretary



Commissioner Herb Barker



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
May 10, 2018**

CALL TO ORDER:

Acting Board President Herb Barker called the meeting of May 10, 2018 to order at 4:00 P.M. at the District Office. Also present were Commissioner Gordon Nolan; District Manager Ken Vogel; District Attorney Thomas Fryer; District Engineer Liz Sterling; and District Administrative Assistant Terre Trenberth. Commissioner Mike Roberts was absent.

I. (a) APPROVAL OF MINUTES:

The Board **tabled** the approval of the regular meeting minutes of April 12, 2018 until the next Board meeting.

II. (b) CLAIMS AND PAYROLL:

The Board **motioned and seconded** the approval of 30 claims in the amount of \$56,920.35 and the April 2018 (gross) payroll wages in the amount of \$18,251.81.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District:

The District received a notice from Whatcom County Auditor's Office informing the District of the passage of House Bill 1570 which retracts the Homeless Housing Surcharge exemption that previously applied to Water and Sewer Districts; increasing the recording fee by \$25.00 to \$99.00 for the first page and \$1.00 for each subsequent page.

Commissioner: None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items:

1. Manager Vogel and District Engineer Liz Sterling presented the draft South Lake Samish Public Water System Questionnaire.

The Board reviewed the draft letter and was asked to make corrections to the letter as they see fit; returning any changes to the draft letter to Manager Vogel.

Engineer Sterling thought she remembered Commissioner Roberts wanting to include the Preliminary Budget Costs in the letter. Attorney Fryer recommends that the District include the cost estimate in the letter; minimum to maximum cost to the potential customers. Attorney Fryer also talked about a possible U.L.I.D. formation if the survey response is favorable with the Public on getting a water system.

ACTION ITEM: The Board directed Attorney Fryer to look into any preliminary financial issues with the formation of a U.L.I.D. assessment of the Water System and report back to the Board.

Manager Vogel asked if the District should pursue a cost share of the Hydraulic Study with Skagit P.U.D. if the Water System moves forward. Engineer Sterling feels it would be best to work with Skagit P.U.D. to secure a space for the Water Storage Tank on the P.U.D.'s property.

Commissioners Barker and Nolan thanked Engineer Sterling for her presentation at the Stakeholders meeting at Skagit P.U.D.

Manager Vogel asked if he should contact the Whatcom County Parks to see if they are interested in the possibility of a water system for their property located on East Lake Samish Drive. Vogel added that Stew Thomas had said the Property Owners, North of the Park property, had some interest in the Proposed Public Water System.

ACTION ITEM: The Board directed Manager Vogel to contact Phil Kuyper and Stew Thomas to see if the questionnaire should be sent to the Property Owners North of the Park property and contact the W.C.P. Department to see if they are interested in a possible water system.

VI. NEW BUSINESS:

District Engineer Liz Sterling, gave an update on the Proposed South Lake Samish Water System.

This was covered in Agenda (e).

Due to a conflict with Manager Vogel's calendar on June 12th, the next Board meeting was moved up an hour from 4:00 P.M. to 3:00 P.M. The Board would like to be emailed, as a reminder of the time change.

VII. (j) Manager's Report:

1. The District Manager attended the Tools for Funding Future Infrastructure Projects in Moses Lake on April 11th.

2. The District Manager was asked to attend the L.S.A. meeting on April 18th to address the Public's concerns about the Bridge project on North Lake Samish Drive. The group's main concern was the possibility of higher sewer bills. The Manager told the group that it was the desire of the Board and of Management not to cause any increases to the District's monthly billing. The group also wanted a say in the final direction the District would take concerning the sewer pipe line. The District Manager offered to share the study when it was done but voiced that the final decision would be up to the District's Commissioners and that the Public is more than welcome to come to the Board Meetings to make comments.

3. On April 30th the District was contacted by AM-PM to start the process of entering into a Sewer Service Agreement for a future fueling station on Hwy 99, near the Cook Road intersection. A Letter of Availability was purchased on May 4th and the District Manager will be working with the City of Burlington to figure out the connection costs.

VIII. (k) Attorney's Report:

Attorney Fryer gave an update concerning the property at P.S. #2. Attorney Fryer will contact Whatcom County about getting a Legal Lot of Record and asked Wilson Engineering for a cost estimate for the Lot Line Adjustment. He will then contact the Property Owner to enter into a cost sharing agreement for the completion of the work to be done.

ACTION ITEM: Engineer Sterling was directed to work on a cost estimate for a Lot Line Adjustment for the parcel at P.S. #2.

IX. (l) Executive Session:


None.

X. Adjournment:

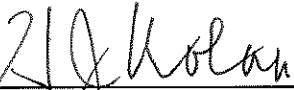
The Board adjourned the regular meeting at **5:00 P.M.**

XI. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Tuesday, June 12, 2018 at 3:00 P.M.**



Commissioner Herb Barker
Acting President



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
April 12, 2018**

CALL TO ORDER:

Board President Mike Roberts called the meeting of April 12, 2018 to order at 4:00 P.M. at the District Office. Also present were Commissioner Gordon Nolan; District Manager Ken Vogel; District Attorney Thomas Fryer; District Engineer Liz Sterling; and members from the Community (see sign-in sheet). District Administrative Assistant Terre Trenberth and Commissioner Herb Barker were absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of March 13, 2018.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 28 claims in the amount of \$47,938.95 and the March 2018 (gross) payroll wages in the amount of \$19,633.75.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District:

The District received a Class Action Lawsuit against McWane, Inc. and its divisions, Clow Water Systems Co., Tyler Pipe Co. and Tyler Union. A copy was sent to the District's Attorney, Tom Fryer, for review and discussion at the April Board meeting.

Attorney, Tom Fryer, pointed out the options the District could take with the Class Action Lawsuit and felt it would be wise to consider adding the District's name to the Lawsuit after staff had researched past projects that would apply.

Board President Roberts gave the choice to pursue the Class Action Lawsuit to the District Staff after it was researched.

The District received a letter from the Department of Revenue asking for a consultation visit concerning Unclaimed Property. District staff met with the D.O.R. on March 20th and received the information necessary to file the required annual report. The report is required even if the District does not have any Unclaimed Property to report.

Commissioner: None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items:

1. Manager Vogel and District Engineer Liz Sterling, were directed at the March 13th meeting to put together a draft agenda for the South Lake Samish Water Stakeholders meeting. This is in New Business (h).

2. Manager Vogel and Engineer Liz Sterling were asked to work on the South Lake Samish Public Water System Questionnaire. They hope to have an updated rough draft by the next Regular Board meeting in May.

VI. NEW BUSINESS:

(f) Requesting Authorization for a Commissioners Absences.

Commissioners Protocol Policy section 6.03; Board of Commissioners Attendance Policy, requires authorization for a Board member who will be absent more than three consecutive regular meetings. Commissioner Barker will be absent four consecutive months from September through December 2018.

Commissioner Roberts asked to table this until the scheduled August Board Meeting.

(g) Rescheduling of the September regular meeting.

The September 13th regular Board meeting needs to be rescheduled due to the vacation schedules of Commissioners Barker and Roberts.

Commissioner Roberts asked to table this until the scheduled August Board Meeting and research if a Commissioner could report in to the meeting via telephone to reach a quorum.

(h) South Lake Samish Water System Update and the Agenda for the May 4th Stakeholders meeting.

Engineer Sterling reported on the scheduled May 4th Stakeholders meeting concerning the South Lake Samish Water System to be held at the Skagit P.U.D. at 10 a.m. She also noted that she has confirmation from D.O.H.; D.O.E.; Skagit P.U.D. and Calmor Cove. The draft agenda for the meeting was approved by Board members Roberts and Nolan.

Liz also reported that Derek Pell from D.O.H. was in the Wilson Engineering Office during a visit unrelated to the water project. They did talk a bit about the proposed South Lake Samish Water project and Derek voiced his concerns on the public's willingness to pay for the system; the signing off of their water rights and the lack of Federal and State funding options. Derek still looks forward to the May 4th meeting.

Commissioner Roberts, who is unable to attend the Stakeholders meeting, asked if the meeting could be recorded. Attorney Tom Fryer said it would have to be verbally accepted by everyone in the meeting, then transcribed and the recording would need to be archived for a set time. Commissioner Roberts would like it to be recorded if possible.

(i) Erickson Sewer Extension

Manager Vogel reported that Greg Erickson contacted the District requesting a list of general work and repairs needed to finish his sewer extension on Samish Heights, off West Lake Samish Drive. Upon review of his extension agreement, Manager Vogel found that the agreement has gone past the limitation of period for acceptance (one year) and Manager Vogel was informed that two of the original "Owners" have been removed from the project.

District Attorney Tom Fryer, was given a copy of the Sewer Extension Agreement and advised the District that the action needed to revise the original agreement or ask for a new application is up to the Commissioners. Attorney Fryer noted that the Two-Year Maintenance Bond needs to be in place at the time of acceptance.

Commissioner Roberts asked if there will be any District costs involved in the completion of the line. Manager Vogel said that there will be some cost with the completion of the punch list from Wilson Engineering but was not sure if there would be more expenses.

Commissioner Roberts also asked if the customer has paid anything to the District for past work. Manager Vogel has been unable to pinpoint what has been paid or not and will investigate. Manager Vogel said he found the Erickson file to be quite thin and that he would work with Mr. Erickson to complete the needed work to complete the project. Commissioner Roberts made a motion to extend the agreement for one year from this date 04/12/18, **Motion was seconded and approved.**

Motion carries, approved unanimously.

VII. (j) Manager's Report:

1. Staff met with a representative from the Department of Revenue and received the information needed to file a required annual report for unclaimed property.
2. Staff made a site visit with Greg Erickson at his building site at Samish Heights to inspect the work needed to complete his sewer extension. The District will follow up with Greg on the work needed to complete his project.
3. After five years of service, Part-time Administrative Clerk, Vanessa Entrikin has left the District to pursue a full-time job. We wish her good luck at her new endeavor and thank her for her service. At this time there is no plans to fill the position.

VIII. (k) Attorney's Report:

Attorney Fryer gave an update concerning the property owner North of P.S. 2. He feels they have come to an agreement with the property line adjustment. Attorney Fryer will contact the County on getting a Legal Lot of Record and Wilson Engineering for the Lot Line Adjustment. He will then contact the property owner to enter into a cost sharing agreement for the completed work to be done.

IX. (l) Executive Session:

None.

X. Adjournment:

The Board adjourned the regular meeting at 4:57 P.M.

XI. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Thursday, May 10, 2018 at 4:00 P.M.**



Commissioner Mike Roberts
President



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
March 13, 2018**

CALL TO ORDER:

Board President Mike Roberts called the meeting of March 13, 2018 to order at 4:02 P.M. at the District Office. Also present were Commissioner Gordon Nolan; Commissioner Herb Barker; District Manager Ken Vogel; District Attorney Thomas Fryer; District Engineer Liz Sterling; District Administrative Assistant Terre Trenberth and members from the Community (see sign-in sheet).

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of February 13, 2018. Commissioner Barker abstained.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 29 claims in the amount of \$46,524.65 and the February 2018 (gross) payroll wages in the amount of \$16,734.13.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District:

The District received the final billing from WSDOT for the purchase of the property on East Lake Samish Drive; where P.S. #3 is located.

Commissioner:

None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items:

Action Item: At the February 13th Board meeting, Commissioner Roberts asked if funds were available for 2018 from the Public Works Trust Fund.

Manager Vogel found that funds are available for 2018, which are for Emergency and pre-construction projects only. The application deadline for these loans, is March 21st. The Program Specialist informed Vogel that if there are funds left over, they will reopen the application process in April 2018 and they are hoping for possible construction loan funding in 2019.

Manager Vogel would like to know if the Board recommends that he attend the free training presented by the Public Works Board on April 11th in Moses Lake; please see attachment for more details.

The Board concurred that it was Manager Vogel's decision to make on whether he attended the training presented by the Public Works Board.

Action Item: Manager Vogel placed a call to George Sidhu at Skagit P.U.D. Mr. Sidhu expressed his continuing commitment to work with Samish Water District in the possibility of providing drinking water to the South Lake Samish Residents.

Manager Vogel added that George Sidhu offered the meeting area at Skagit P.U.D. for future meetings, if needed.

VI. NEW BUSINESS:

(f)

None

VII. (g) Manager's Report:

1. District staff continued their investigation of the main sewer lines in the Thousand Trails Campground, (isolating sewer lines and sealing joints in manholes).
2. The District received the replacement 20hp motor for Pump Station #6. The previous motor fell victim to vermin damage. Staff has been baiting inside of the Pump Stations to eliminate the issue.
3. Bayside Services was called to clean the buildup in Pump Station #3 and to clean 3,043 feet of collection line on East Lake Samish Drive (from Pump Station #3 to just North of the Boat Launch).

South Lake Samish Water System Study Update.

Engineer Sterling reported that she had been in contact with Buck Smith from D.O.E. He is willing to tentatively meet on April 3rd. Manager Vogel will send out an email to the Commissioners, Stew Thomas and Phil Kuyper once we have a definite time.

Liz also spoke with a representative from D.O.H. to see if they are willing to work with Calmor Cove and allow them to hold off on phase two of their water system if the South Lake Samish Water System is moving forward. D.O.H. indicated that they will continue to coordinate with Calmor Cove regarding the required improvements to their

system until they are convinced that the Residents within Samish Water District's proposed water service area; will substantially commit their support to the new Water System.

Action Item: Manager Vogel and Engineer Liz were directed to work on the draft letter Q&A for the South Lake Samish Water System and prepare a draft agenda for the first stakeholder's meeting.

Action Item: Manager Vogel was directed to send out an email informing the Commissioners, Stew Thomas and Phil Kuyper once we have a definite meeting time with D.O.H., D.O.E. and Skagit P.U.D.

VIII. (h) Attorney's Report:

Attorney Tom Fryer reported, that Ms. Wendy Clinton sent him the dimensions of where she wanted the property lines adjusted to, which gives her more waterfront property. Tom sent a new adjusted property line map to Wendy, which would give her more waterfront while keeping the thirty-foot setback for the Generator Building. He also restated in his email to her that the cost share for the lot line adjustment would be a 50/50 split between her and the District.

The proposed Lot Line Adjustment for Pump Station #2 on East Lake Samish Drive is still being studied and negotiated.

IX. (i) Executive Session:

None.

X. Adjournment:

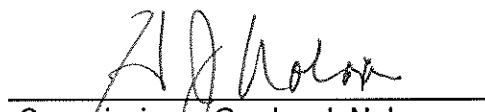
The Board adjourned the regular meeting at **5:13 P.M.**

XI. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Thursday, April 12, 2018 at 4:00 P.M.**



Commissioner Mike Roberts
President



Commissioner Gordon J. Nolan
Secretary

Commissioner Herb Barker



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
February 13, 2018**

CALL TO ORDER:

Board President Mike Roberts called the meeting of February 13, 2018 to order at 4:04 P.M. at the District Office. Also present were Commissioner Gordon Nolan; District Manager Ken Vogel; District Attorney Thomas Fryer; District Administrative Assistant Terre Trenberth and members from the Community (see sign-in sheet). Commissioner Herb Barker and District Engineer Liz Sterling were absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of January 11, 2018.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 27 claims in the amount of \$89,934.93 and the January 2018 (gross) payroll wages in the amount of \$20,024.28.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District:

The District received a Legislative Update from the Washington Association of Sewer and Water Districts. Items of discussion were: The Public Works Trust Fund- Capital Budget, which includes \$100 million for PWTF projects. The Bill also authorized \$35 million for the Clean Water State Revolving Fund and \$160 million for the Drinking Water State Revolving Fund.

The District also received an update regarding the passage of Senate Bill (ESSB) 6091, which is referred to as the Hirst Fix Bill. The Bill reauthorizes permitted exempt wells and will allow home construction to recommence in many rural areas.

Manager Vogel was directed to investigate whether funds are available for 2018 projects and report back to the Board at the next meeting.

Manager Vogel reported that the District received a Thank You note from the Whatcom County Library Mobile Services Manager Sarah Koehler and the Bookmobile staff.

Commissioner:

Someone from the Public contacted Commissioner Roberts and told him that a staff member from the District said there were no more new connections on West Lake Samish Drive. Manager Vogel said that District staff wouldn't have said that.

IV. (d) PUBLIC FORUM:

Phil Kuyper said that there has been no contact with Skagit P.U.D. for several months.

Action Item: Manager Vogel will contact Skagit P.U.D. to confirm that they are still interested in supplying water to the South Lake Samish Residents.

V. OLD BUSINESS:

(e) Action Items:

None

VI. NEW BUSINESS:

(f)

None

VII. (g) Manager's Report:

1. District staff has installed the replacement of the Pressure Tank and Office Water Treatment Equipment.

2. The District had a power outage on the 20th of January that resulted in the loss of communications from the Office SCADA System to the Pump Stations. Staff worked with QCA and Inseego to correct the issue. All communications were back online on January 26th.

3. The District had a meeting with the Management of Thousand Trails (T.T.) Campground Association to talk about adding more sewer sites in the Campground. I informed them that the flow coming out of the park is already going over the Sewer Service Agreement (SSA) flow amount and that they would have to add more capacity to their (SSA). This is in addition to what they are already asking for as per the Modification of their Sewer Service Agreement, 5/28/1999.

We discussed the possibility of Infiltration / Inflow and that the District would perform a study to find where the ground water is coming in. District staff found multiple spots on the side sewer where ground water can enter the sewer system and informed the (T.T.) maintenance crew.

After inspecting the Main Sewer System, staff repaired one of the Manholes in the parks collection system.

4. The District Manager attended an Accounting Principles class at WCC.

5. The District received a high amount of flow during the first weekend of February. Staff has been checking areas around the Lake to pinpoint where the extra flow is coming from during high rainfall events and high Lake levels.

VIII. (h) Attorney's Report:

Attorney Tom Fryer reported, the proposed Lot Line Adjustment for Pump Station #2 on East Lake Samish Drive is still being studied and negotiated.

IX. (i) Executive Session:

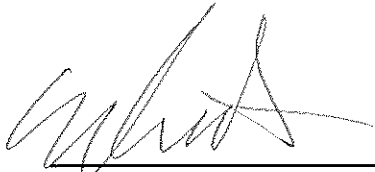
None.

X. Adjournment:

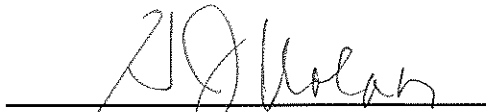
The Board adjourned the regular meeting at **4:43 P.M.**

XI. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Tuesday, March 13, 2018 at 4:00 P.M.**



Commissioner Mike Roberts
President



Commissioner Gordon J. Nolan
Secretary



Commissioner Herb Barker



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
January 11, 2018**

CALL TO ORDER:

Board President Herb Barker called the meeting of January 11, 2018 to order at 4:00 P.M. at the District Office. Also present were Commissioner Mike Roberts; Commissioner Gordon Nolan; District Manager Ken Vogel; Attorney Sarah Hall, sitting in for District's Attorney Thomas Fryer; District's Engineer Liz Sterling; District's Administrative Assistant Terre Trenberth and members from the Community (see sign-in sheet).

***Election of Officers:**

Mike Roberts was nominated Board President and Gordon Nolan was nominated Board Secretary.

Motion carries, approved unanimously.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of December 14, 2017.

Motion carries, approved unanimously (Herb Barker abstained).

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 35 claims in the amount of \$58,257.66 and the December 2017 (gross) payroll wages in the amount of \$25,729.20.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District:

None

Commissioner:

None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items:

1. Staff was directed at the December 14th meeting to review the monthly Budget vs. Actual Report to determine why the expenses were so low. On review of the report, staff removed a credit from the expense report and entered in all of December's expenses for 2017. This brings the expenses closer to the budgeted year end amount.

2. Manager Vogel and Engineer Liz Sterling were asked to put together a schedule for the South Lake Samish Public Water System Study. This schedule will be presented in New Business (g).

VI. NEW BUSINESS:

(f) Resolution No. 01-18: Setting the Monthly Meeting & Budget Workshop Dates for 2018

The Board **motioned and seconded** the approval of **Resolution No. 01-18**: setting the regular monthly Board meeting dates and the Budget workshop date for 2018.

Motion carries, approved unanimously.

(g) South Lake Samish Public Water System Study Schedule

Engineer Liz Sterling distributed and reviewed with the Board, the five steps of the 2018 Water System Preliminary Work Scope and Task Worksheet.

Liz said that Calmor Cove is hoping to start Phase 1 of their Water System upgrade in February of this year, which includes replacing their water storage tank. Liz noted the importance of Calmor Cove's residents being included in the Water System. Liz feels that without Calmor Cove, the Water System wouldn't be viable.

(h) Resolution No. 02-18: Amending the Personnel Policy to Reflect the WA State Paid Sick Leave Law.

The Board **motioned and seconded** the approval of **Resolution No. 02-18**: amending the Personnel Policy to reflect the WA State Paid Sick Leave Law. This will cover all part time and temporary District employees; giving them at least 1 hour of paid sick leave for every 40 hours worked.

Motion carries, approved unanimously.

VII. (i) Manager's Report:

1. The District received the replacement of the Office Water Treatment Equipment and should have the new system installed and online by the end of the month.

VIII. (j) Attorney's Report:

None.

IX. (k) Executive Session:

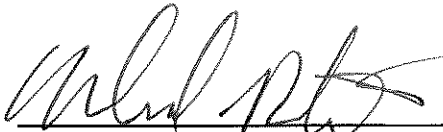
None.

X. Adjournment:

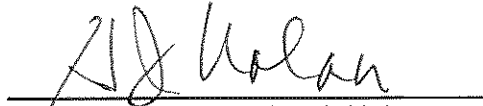
The Board adjourned the regular meeting at **4:40 P.M.**

XI. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Tuesday, February 13, 2018 at 4:00 P.M.**



Commissioner Mike Roberts
President



Commissioner Gordon J. Nolan
Secretary

Commissioner Herb Barker



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
December 14, 2017**

CALL TO ORDER:

Acting President Mike Roberts called the meeting of December 14, 2017 to order at 4:00 P.M. at the District Office. Also present were Commissioner Gordon Nolan; District Manager Ken Vogel; District's Attorney Thomas Fryer; District's Engineer Liz Sterling; District's Administrative Assistant Terre Trenberth and members from the Community (see sign-in sheet). Commissioner Herb Barker was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of November 14, 2017 with the following correction. Page 2, second paragraph; correct the spelling of the word posable to possible.

Motion carries, approved unanimously.

The Board **motioned and seconded** the approval of the Special Budget meeting minutes of December 11, 2017 with the following correction. Under Adjournment, item 4; correct the following sentence to read: The Board adjourned the Special Budget meeting at 6:20 P.M.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 32 claims in the amount of \$49,729.75 and the November 2017 (gross) payroll wages in the amount of \$25,855.75.

Motion carries, approved unanimously.

The Board questioned why the Budgeted Expenses are so far from the Actual Expenses on the Budget vs. Actual Report. Staff will look into this and have an answer for the Board at the next meeting.

The Board **motioned and seconded** the approval of the first SRF Loan payment to the Department of Ecology, in the amount of \$40,143.06. The payment is due by 12/31/17, which is paid directly from the Whatcom County Treasurer's Office.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District:

The District received a letter from the Whatcom County Auditor's Office, indicating that all winning candidates must take the Oath prior to commencing the duties of the Office in 2018.

Commissioner:

None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items:

At the November 14th, 2017 meeting, staff was directed to have the Professional Service Agreement ready for Byron Gaines by the next meeting. See New Business (i).

VI. NEW BUSINESS:

(f) Request from Customer Joel Pooley

The District received an email from Joel Pooley, requesting the Board to waive his late fee from the account.

The Board reviewed the email and after some discussion, the Board denied Mr. Pooley's request to remove the Late Fee from his account.

(g) Authorization to Void/Cancel Warrant

The Board **motioned and seconded** to void/cancel Warrant #01044164, payable to Northwest Ecological Services in the amount of \$550.00 (duplicate payment).

Motion carries, approved unanimously.

(h) Resolution No. 05-17: Adopting the 2018 General Fund and Capital Fund Budgets

The Board **motioned and seconded** to approve Resolution No. 05-17 and adopt the 2018 General Fund and Capital Fund Budgets; with the addition of an Excise Tax line in Miscellaneous Expenditures.

Motion carries, approved unanimously.

(i) Professional Service Agreement with Byron Gaines

The Board **motioned and seconded** the approval of the Professional Service Agreement with Byron Gaines. The Agreement is for one year and can be terminated by either party with 30-days' notice in writing.

Motion carries, approved unanimously.

(j) Oath of Office, Commissioner Position No.2

Attorney Tom Fryer read the Oath of Office for Position No.2 to Mike Roberts, who read it back to Tom. Mike Roberts was officially sworn in as Commissioner Position No.2.

(k) 2018 Attorney Employment Agreement with Samish Water District

The Board **motioned and seconded** the 2018 Samish Water District Attorney Employment Agreement with the Law Offices of Grochmal & Fryer, P.C. with the requested increase in the monthly retainer fee.

Motion carries, approved unanimously.

VII. (l) Manager's Report:

1. The District received the first invoice from the Department of Ecology for the Pump Station #4 SRF Loan. Whatcom County is processing the invoice and the District will be notified when the Warrant has been issued.
2. On December 11th, the District held a 2018 General Fund and Capital Fund Budget meeting. The 2018 Budget was approved with the addition of a separate line for the Excise Tax.
3. District staff replaced the Well Pump in November. This is part of the work being done for the upgrade of the Office Water System.

VIII. (m) Attorney's Report:

None.

IX. Executive Session:

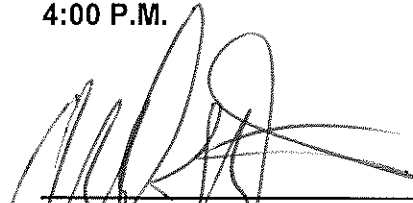
None.

X. Adjournment:

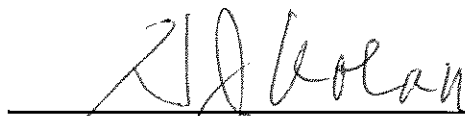
The Board adjourned the regular meeting at **5:14 P.M.**

X. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Thursday, January 11, 2018 at 4:00 P.M.**



Acting President
Commissioner Mike Roberts



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
November 14, 2017**

CALL TO ORDER:

Acting President Mike Roberts called the meeting of November 14, 2017 to order at 4:03 P.M. at the District Office. Also present were Commissioner Gordon Nolan; District Manager Ken Vogel; District's Attorney Thomas Fryer; District's Engineer Liz Sterling; District's Administrative Assistant Terre Trenberth; members of the Public, see sign-in sheet. Commissioner Herb Barker was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of October 12, 2017 with the following corrections. Page 3, first paragraph; correct the spelling of the word Damn to Dam.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 34 claims in the amount of \$48,983.70 and the October 2017 (gross) payroll wages in the amount of \$22,606.91.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District:

The District received a memo from the Whatcom County Auditor's Office regarding the submittal of Ballot Measures for the 2017 Election.

Commissioner:

None

IV. (d) PUBLIC FORUM:

Moved to Agenda Item (f).

V. OLD BUSINESS:

(e) Action Items:

1. (Action Item) staff was directed to re-calculate the expense column for the year-to-date on page 4 of the Budget vs Actual report and report back to the Board at the next meeting.

2. (Action Item) staff was directed to have the Professional Service Agreement ready for Byron Gaines by the next meeting.

VI. NEW BUSINESS:

PUBLIC FORUM:

(f) Request from the South Lake Samish Residents to study, finance and build a Water Distribution System.

Mr. Stew Thomas stated, he has been in discussions with the representatives from Calmor Cove and that the State has given Calmor Cove a list of items to be completed. He also stated that they had received a \$30,000 loan to put together a preliminary water system cost estimate provided by Dave Olsen, Engineer. Calmor Cove also applied for a \$140,000 loan from the Health Department to implement their upgrades and install a Water Tank on the west side of West Lake Samish Drive on private property.

Mr. Thomas would like to have a meeting with Calmor Cove, Whatcom County, Skagit P.U.D. and any other players in the proposed possible Water System. Mr. Thomas said that Calmor Cove may back out of the proposed Water System but they may want to purchase the water from the District to fill their water tank. Without the Calmor Cove residents, there would be approx. 100 less customers.

Engineer Liz Sterling, reported that D.O.E. would like to combine the small water system into a larger system. She is not sure if D.O.H. is aware of all the issues involved. Liz feels that Calmor Cove needs to be on board and present to D.O.H. that the District, as a public entity, would be the Administrator.

(g) Resolution No. 02-17: Amendment of Resolution No.04-13: Appointing a new Investment Officer / Cash Manager.

The Board **motioned and seconded** the approval of Resolution No.02-17; appointing Ken Vogel, District Manager, as the new Investment Officer / Cash Manager.

Motion carries, approved unanimously.

(h) Resolution No. 03-17: Authorizing and Appointing an Auditing Officer.

The Board **motioned and seconded** the approval of Resolution No.03-17; appointing Ken Vogel, District Manager, as the District Auditing Officer.

Motion carries, approved unanimously.

(i) Resolution No. 04-17: Clarifying the intent of Resolution No. 3-17 by Amending Resolution No. 05-15.

The Board **motioned and seconded** the approval of Resolution No.04-17; appointing Ken Vogel, District Manager, as the appointed Auditing Officer who is authorized to authenticate, certify and approve said claims and warrants of the District for payment by Whatcom County.

Motion carries, approved unanimously.

VII. (j) Manager's Report:

1. The District has hired Bryan Carver for the Operator in Training position. Bryan Started employment with the District on October 18, 2017.
2. Ken Vogel attended the LSA Potluck, Community event on 10/19 to report on the possible actions the District may take concerning the North Lake Samish Bridge.
3. Thousand Trails Campground has contacted the District, asking to add sewer services to approx. 40 new Campsites. Staff will be reviewing the current contract with Thousand Trails.
4. Engineer Liz Sterling, has supplied the District with a cost estimate for the Boundary Line Adjustment between the District's P.S.#2 and the Wefer-Clinton property.
5. Engineer Liz Sterling, has informed the District that Whatcom County was unsuccessful in their attempt to secure the BRAC Funding needed to replace the North Lake Samish Bridge. The County is planning on moving forward by utilizing local funds for the design phase of the project and they hope to have the BRAC Funding by 2020.
6. After discussing the proposed Water System Petition with Engineer, Liz Sterling; Manager Vogel asked that she develop the language for the first draft of the Petition using some of the information cited in the South Lake Samish Public Water System Budgetary Cost Estimate and the Frequently Asked Questions presented by the South Lake Samish Residents.

VIII. (k) Attorney's Report:

Tom Fryer stated that we need a written agreement with Wendy Wefer Clinton; 50/50 cost share of the Lot Line Adjustment.

Engineer Sterling will contact Calmor Cove, to find out from Syd, who they have been dealing with and she will also call Dave Olson, and the Department of Health.

IX. Executive Session:

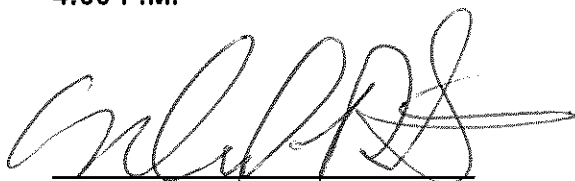
None.

X. Adjournment:

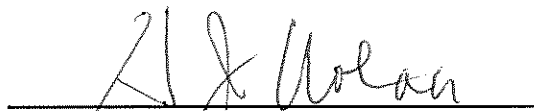
The Board adjourned the regular meeting at **5:13 P.M.**

X. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Thursday, December 14, 2017 at 4:00 P.M.**



Acting President
Commissioner Mike Roberts



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
October 12, 2017**

CALL TO ORDER:

Acting President Mike Roberts called the meeting of October 12, 2017 to order at 4:00 P.M. at the District Office. Also present were Commissioner Gordon Nolan; District Manager Byron Gaines; District's Attorney Thomas Fryer; District's Engineer Liz Sterling; District's Administrative Assistant Terre Trenberth; and District Operator Ken Vogel; members of the Public, see sign-in sheet. Commissioner Herb Barker was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of September 14, 2017 with the following corrections. Page 2, second paragraph under Agenda (f); change the last sentence to read, there are just too many unknown questions to answer.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 39 claims in the amount of \$49,462.52 and the September 2017 (gross) payroll wages in the amount of \$25,070.99.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District:

The District received a memo from the Whatcom County Auditor's Office, stating that recent State Legislation has eliminated the \$40.00 Homeless Housing Surcharge for liens and the satisfaction of liens for Water and Sewer Districts, effective October 19, 2017.

Commissioner:

None

IV. (d) PUBLIC FORUM:

Moved to Agenda Item (f).

V. OLD BUSINESS:

(e) Action Items:

1. **(Action Item)** Liz Sterling, District Engineer, will put together a Binding Site Plan for P.S. #2.

2. (Action Item) Liz Sterling, District Engineer, will review and report on the language in the Quitclaim Deed as it relates to P.S. #3.

VI. NEW BUSINESS:

(f) Request from the South Lake Samish Residents to study, finance and build a Water Distribution System.

Engineer Liz Sterling, presented the South Lake Samish Public Water System Budgetary Cost Estimate.

Engineer Sterling broke down the report into seven different categories and discussed each category with the corresponding task and estimated cost over a 9-year period. Liz also discussed the possibility of loan and grant funding that may be available to the District.

Commissioner Roberts said that we need a more accurate number of the South Lake Samish Residents on the Petition. He also noted that there are some risky issues for property owners with conditional water right withdrawal certificates. If a public water system is installed, they would be required to hook up.

After much discussion, the Board concurred that the Residents must make a commitment to relinquish their water rights for the new proposed water system. Staff was directed to develop the language for a new petition.

The Board **motioned and seconded** to direct the District Manager to budget \$30,000 in 2018 for step one in the Water Distribution System planning phase.

Motion Carries, approved unanimously.

PUBLIC FORUM:

Syd Lohn, representative for Calmor Cove, stated that their Bilateral Agreement was changed to an Agreement of Correction with the Department of Ecology and that they are applying for a construction loan at 1.5% interest for their Water System. Syd also asked for two copies of the South Lake Samish Public Water System Budgetary Cost Estimate.

Stew Thomas and Phil Kuyper also asked for copies of the South Lake Samish Public Water System Budgetary Cost Estimate.

(g) Request from Calmor Cove Regarding Reimbursement.

Removed from the Agenda by the representatives for Calmor Cove.

VII. (h) Manager's Report:

Manager Gaines reported that the District had opened the application process for the new Operator in Training position and that Ken Vogel had interviewed three of the Applicants.

-Ken Vogel will be attending the Lake Samish Association Potluck Community Event to report on the District's actions regarding the North Lake Samish Bridge.

-Whatcom County was removing the Friday Creek Weir and the Department of Ecology is considering moving the in-stream flow recorder closer to the Nulle Road Bridge, past the Beaver Dam and possibly off the District property.

-The Budget meeting is moved from the 4th to the 11th of December at 5 p.m.

-Manager Gaines will be using his vacation time for the month of November. The Board agreed with this arrangement.

VIII. (j) Attorney's Report:

Tom Fryer stated that the Quitclaim Deed for P.S. #3 is fine and recommends signing it.

The Board **motioned and seconded** the signing of the Quitclaim Deed.

Motion Carries, approved unanimously.

Tom Fryer also stated that Ms. Clinton is open to a 50/50 cost share of \$5,000 needed for the Lot Line Adjustment with the P.S. #2 Boundary Line. Tom also suggested that the District pay for the Lot of Record Application at a cost of \$500 to \$1,700. Tom noted that there is no guarantee that the County will approve or recognize this as a legal lot of Record.

IX. Executive Session: The regular meeting was adjourned at **5:40 P.M.** so the Board could sign documents. The Board then went into executive session at **5:50 P.M.** to discuss the contract for the District Manager; which is covered under the Washington State Executive law **42.30.110 (g)** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

The Board came out of Executive Session at **6:06 P.M.** and returned to the regular session at **6:07 P.M.**

After some discussion, the Board decided to revisit the Contract for Ken Vogel at the next Commissioner's Meeting. Attorney Tom Fryer, stated that the existing employment agreement made at the October 12th meeting with Ken Vogel will stand until the Contract is signed in November.

X. Adjournment:

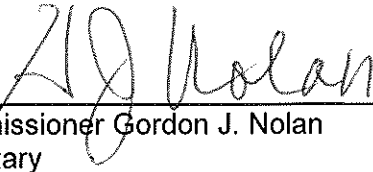
The Board adjourned the regular meeting at **6:17 P.M.**

X. NEXT SCHEDULED MEETING:

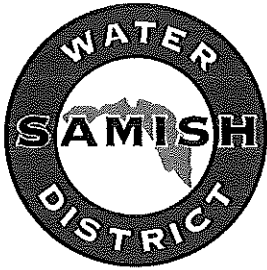
The next regular scheduled Board meeting will be held on **Tuesday, November 14, 2017 at 4:00 P.M.**



Acting President
Commissioner Mike Roberts



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
September 14, 2017**

CALL TO ORDER:

President Herb Barker called the meeting of September 14, 2017 to order at 4:00 P.M. at the District Office. Also present were Commissioner Mike Roberts; Commissioner Gordon Nolan; District Manager Byron Gaines; District's Attorney Thomas Fryer; District's Engineer Liz Sterling; District's Administrative Assistant Terre Trenberth and District Operator Ken Vogel.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of August 10, 2017 as presented.

The Board **motioned and seconded** the approval of the special meeting minutes of September 6, 2017 with the following corrections, Commissioner Mike Roberts as being present at the meeting and correct Commissioner Herb Barker's name at the signature line.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 27 claims in the amount of \$57,826.03 and the August 2017 (gross) payroll wages in the amount of \$26,136.49.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District:

None.

Commissioner:

None

IV. (d) PUBLIC FORUM:

Moved to Agenda Item (f).

V. OLD BUSINESS:

(e) Action Items:

The Board directed the District Engineer to draft a preliminary, estimated cost to determine what the price would be to build a Water Distribution System on the south end of the Lake. **This item is on Agenda (f).**

VI. NEW BUSINESS:

(f) Request from the South Lake Samish Residents to study, finance and build a Water Distribution System.

Phil Kuyper, who is representing said group distributed a FAQ (Frequently Asked Questions) regarding the Water System (**please see attachment**).

The Board stated that until the District gets a new petition signed by the residents, with all the water program information on it; there are just too many unknown questions to answers.

Customers

David Klingensmith stated that there are quite a few residents on Friday Creek that have good wells.

George Lockman asked, where is the water coming from? Commissioner Barker replied, from the Alger area. He stated that the existing well would need to be upgraded or a new well would need to be dug.

Engineer Sterling discussed the preliminary cost estimate and what it would include to develop a Water System. Liz also discussed the possibility of loan and grant funding that may be available to the District.

The Board **motioned and seconded** the authorization for Engineer Sterling to move forward with a cost estimate.

Motion Carries, approved unanimously.

(g) Request from Ms. Nelson and Mr. Anderson (wife and husband) for the Board to Review their current and second LUE sewer billing cost.

See Agenda Report.

Manager Gaines advised Ms. Nelson and Mr. Anderson that the oven must be removed from the second kitchen to eliminate the second LUE charge from their bill and that District Staff will need to complete an inspection. The Board concurred with Manager Gaines.

(h) Designation of Melanie Mankamyer, Wilson Engineering, as the District's representative at the Fall WASWD Conference.

The Board **motioned and seconded** the authorization to designate Melanie Mankamyer to be the District representative at the Fall WASWD Conference.

Motion carries, approved unanimously

VII. (i) Manager's Report:

Manager Gaines informed the Board that he will be attending the Fall WASWD Conference.

VIII. (j) Attorney's Report:

Tom Fryer stated that the P.S.#2 Boundary Line Adjustment with Ms. Clinton is an ongoing issue.

Action Item: Liz will put together a proposal for a Binding Site Plan.

Tom stated that we should split the cost 50/50 with Wendy Wefer Clinton.

IX. Executive Session: The regular meeting was adjourned at **5:30 P.M.** so the Board could sign documents. The Board then went into executive session at **5:35 P.M.** to discuss the replacement of the District Manager; which is covered under the Washington State Executive law **42.30.110 (g)** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

The Board came out of Executive Session at **6:03 P.M.** and returned to the regular session at **6:04 P.M.**

After some discussion, the Board hired Ken Vogel as the new District Manager at \$83,000 a year. The Board asked Attorney Tom Fryer to draft a contract for Mr. Vogel. The Board then hired Manager Gaines as an Interim Financial Consultant for the sum of \$200.00 an hour.


X. Adjournment:

The Board adjourned the regular meeting at **6:30 P.M.**


X. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Thursday, October 12, 2017 at 4:00 P.M.**

Commissioner Herb Barker
President



Commissioner Mike Roberts



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
August 10, 2017**

CALL TO ORDER:

President Herb Barker called the meeting of August 10, 2017 to order at 4:08 P.M. at the District Office. Also present were Commissioner Mike Roberts; Commissioner Gordon Nolan, District Manager Byron Gaines; District's Attorney Thomas Fryer; District's Engineer Liz Sterling; District's Administrative Assistant Terre Trenberth and District Operator Ken Vogel.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of July 13, 2017 as presented.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 28 claims in the amount of \$44,850.11 and the July, 2017 (gross) payroll wages in the amount of \$24,982.37. The total payroll approved for June was \$23,619.98.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District:

The District received a memo from Enduris, the District's Insurance Company, regarding policy year 2018 which has resulted in a decrease of \$452.00.

Commissioner:

None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items:

None

VI. NEW BUSINESS:

(f) Request from Erin Kayser (450 Fir Lane) to waive any existing late fees.

Ms. Kayser called the Manager prior to the Board Meeting and requested to remove her off the agenda.

(g) Request from the South Lake Samish Residents to study, finance and build a water distribution system.

Phil Kuyper, who is representing said group, distributed a petition to the Board of Commissioners with approximately 90% of the South End Lake Samish resident's signatures. Therefore, they would like the District to fund a Feasibility Study to build a Water Distribution System. However, the Commissioners had some concerns that the petition signed by the residents did not include telling the petitioners that building the said Water Distribution System relied on relinquishing their with-drawal rights in Lake Samish and their well water rights.

The Board also asked **(Action Item)** the District Engineer to put together a preliminary proposal of estimated costs to determine how much said study would cost.

(h) Environmental Services Contract with Northwest Ecological Services, LLC.

The Board **motioned and seconded** the approval of said contract in the amount of \$1,650.00.

Motion carries, approved unanimously

VII. (i) Managers Report:

none

VIII. (j) Attorney's Report:

None

IX. Executive Session: The regular meeting was adjourned at **4:50 P.M.** so the Board could sign documents. The Board then went into executive session at **4:55 P.M.** to discuss the replacement of the District Manager; which is covered under the Washington State Executive law **42.30.110 (g)** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to **RCW 42.30.140(4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.


The Board came out of Executive session at **5:08 P.M.** and returned to the regular session at **5:10 P.M.**

X. Adjournment:


The Board adjourned the regular meeting at **5:11 P.M.**

X. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Thursday, September 14, 2017 at 4:00 P.M.**



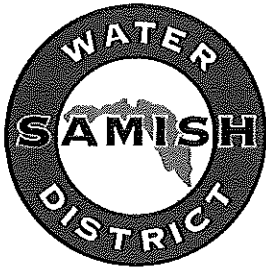
Commissioner Herb Barker
President



Commissioner Gordon J. Nolan
Secretary



Commissioner Mike Roberts



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
July 13, 2017**

CALL TO ORDER:

President Herb Barker called the meeting of June 13, 2017 to order at 4:00 P.M. at the District Office. Also present were Commissioner Mike Roberts; District Manager Byron Gaines; District's Attorney Thomas Fryer; District's Engineer Liz Sterling; and District Operator Ken Vogel. Commissioner Gordon Nolan was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of June 13, 2017 as presented.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 37 claims in the amount of \$79,755.98 and the June, 2017 (gross) payroll wages in the amount of \$21,791.09. The total payroll approved for June was \$23,619.98.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District:

None

Commissioner:

None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items:

None

VI. NEW BUSINESS:

(f) Request from South Lake Samish Residents for a Water Distribution System.

Mr. Stew Thomas, on behalf of a group of Southside Lake Samish Residents, has requested the Commissioners fund a study to determine the cost of providing a water distribution system via Skagit P.U.D. to said Southside group. This would involve the residents giving up their Lake Samish withdrawal permits for ground water withdrawal permits; whereby ground water would be wheeled to the District by Skagit County P.U.D.

The Commissioners would consider this funding if said group would petition said homeowners to consider and approve giving up their Lake Samish Water rights for ground water rights if said study determine that the cost of building and maintaining a water distribution system which was cost feasible.

Mr. Thomas indicated that they would return at a later date with said petition.

No action by the Board is needed at this time.

(g) Financial review of the District's Statement period ending December 31, 2016

Brian Paxton, Zaremba Paxton P.S., reviewed and presented the Financial Statement of the District for the year ending 2016.

This was a review only, no action taken.

(h) Environmental Services Contract with Northwest Ecological Services, LLC.

After a lengthy discussion, the Board asked the Manager to table this item because Task 1 through 4 in the contract have already been accomplished and paid for.

(Action Item) The Manager was directed to have the cost estimate page re-written and then bring it back to the Board for approval at the next Board meeting.

VII. (i) Managers Report:

1. The Manager reported that the District had completed repaving the District's Parking Lot.

2. Byron Gaines, District Manager, formal letter of resignation.

VIII. (j) Attorney's Report:

None

IX. Executive Session: The regular meeting was adjourned at **5:15 P.M.** so the Board could sign documents. The Board then went into executive session at **5:22 P.M.** to discuss the resignation and replacement of the District Manager; which is covered under the Washington State Executive law **42.30.110 (g)** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

The Board came out of Executive session at **5:36 P.M.** and returned to the regular session at **5:37 P.M.**

The Commissioners directed the District Manager to advertise the position of District Manager and return with a list of possible candidates at the August 10th 2017 regular meeting.

X. Adjournment:

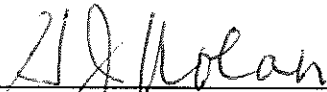
The Board adjourned the regular meeting at **5:43 P.M.**

X. NEXT SCHEDULED MEETING:

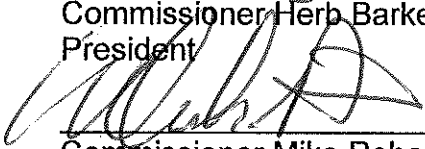
The next regular scheduled Board meeting will be held on **Thursday, August 10, 2017** at **4:00 P.M.**



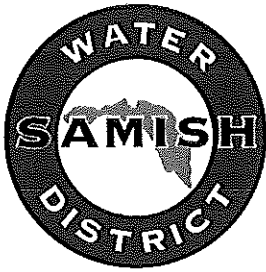
Commissioner Herb Barker
President



Commissioner Gordon J. Nolan
Secretary



Commissioner Mike Roberts



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
June 13, 2017**

CALL TO ORDER:

President Herb Barker called the meeting of June 13, 2017 to order at 4:00 P.M. at the District Office. Also present were Commissioner Gordon J. Nolan; Commissioner Mike Roberts; District Manager Byron Gaines; District's Attorney Thomas Fryer; District's Engineer Liz Sterling; District's Administrative Assistant Terre Trenberth; and District Operator Ken Vogel.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of May 11, 2017 as presented.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 31 claims in the amount of \$155,267.43 of which \$111,067.77 will be paid via EFT on July 1, 2017; the remaining \$44,199.66 in claims approved for June 13, 2017 and the May, 2017 (gross) payroll wages in the amount of \$21,791.09.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District:

None

Commissioner:

Commissioner Nolan made a motion to waive the late fees for his deceased neighbors, Mr. and Mrs. Wold. Their son, Harold Wold lives in Utah. The motion was denied in a 2 to 1 vote.

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items:

None

VI. NEW BUSINESS:

(f) Environmental Services Contract with Northwest Ecological Services, LLC.

After a lengthy discussion, the Board asked the Manager to table this item because Task 1 through 4 in the contract have already been accomplished and paid for.

(Action Item) The Manager was directed to have the cost estimate page re-written and then bring it back to the Board for approval at the next Board meeting.

(g) Purchase of Pump Station #3 property from WSDOT

District Attorney, Tom Fryer, reported that WSDOT will quit claim Pump Station #3 to the District for \$5,000.00 but the Deed will need to be reworded to adopt the District's revisions. The Board **motioned and seconded** to purchase said property for \$5,000.00.

Motion carries, approved unanimously

VII. (h) Managers Report:

1. The District hired Beau Carefelle as the District's summer helper.
2. The Manager received a request from Mr. Bill Haynes with Ashton Engineering Inc., for lake elevation levels over the past few years, however the District no longer records this data. Recent updates to our Scada system did not include this feature. If the Board wishes staff to install said feature, the price would be \$2,500.00. After a short discussion, the Board **motioned and seconded** to purchase said feature for \$2,500.00.

Motion carries, approved unanimously

VIII. (g) Attorney's Report:

Attorney Tom Fryer reported that the County wants an easement for Pump Station #3.

IX. Executive Session:

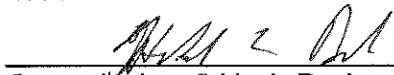
None

X. Adjournment:

The Board adjourned the regular meeting at **4:44 P.M.**

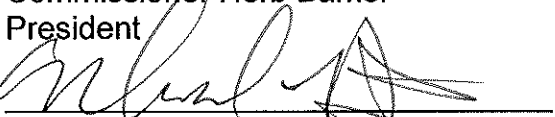
X. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Thursday, July 13, 2017 at 4:00 P.M.**

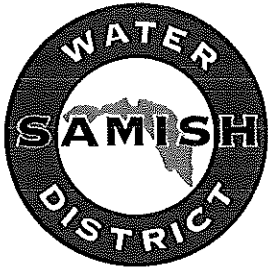


Commissioner Herb Barker
President

Commissioner Gordon J. Nolan
Secretary



Commissioner Mike Roberts



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
May 11, 2017**

CALL TO ORDER:

Acting president Mike Roberts called the meeting of May 11, 2017 to order at 4:00 P.M. at the District Office. Also present were Commissioner Gordon J. Nolan; District Manager Byron Gaines; District's Attorney Thomas Fryer; District's Engineer Liz Sterling; District's Administrative Assistant Terre Trenberth; and District Operator Ken Vogel. Commissioner Herb Barker was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of April 13, 2017 as presented.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 29 claims in the amount of \$60,238.68 for May 11, 2017 and the April, 2017 (gross) payroll in the amount of \$20,361.70.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District:

The District received an email from Whatcom County Environmental Health Department, regarding a proposed sewer connection at 439 Cain Lake Road in which they denied said connection. This is the first time that Whatcom County has denied a proposed sewer connection due to the Urban Growth Boundary restrictions.

Commissioner:

None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items:

None

VI. NEW BUSINESS:

None

VII. (f) Managers Report:

1. Staff finalized a contract with Whatcom Builders to rebuild the District Office parking lot; replace the curb; take out the corner of grass and existing curb to the left of the entrance to the District's parking lot, for a cost of \$28,044.60. Whatcom Builders will be responsible for obtaining all necessary permits.

2. Staff met with Security Solutions of Bellingham to review our security system around the District Office. They will install live cameras aimed at our mail box; where the County's Bookmobile will be parked and other locations on the District's property.

VIII. (g) Attorney's Report:

Tom Fryer, District's Attorney, reported that Whatcom County is interested in obtaining an easement on the District's property at Lift Station #3. The County might be interested in paying for a portion of the cost for acquiring the land at Lift Station #2 and may be willing to create a short plat and lot line adjustment.

IX. Executive Session:

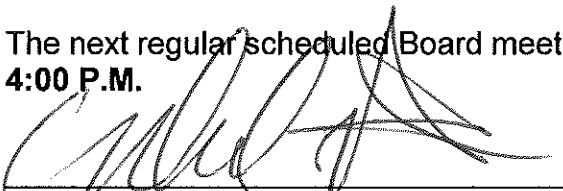
None

X. Adjournment:

The Board adjourned the regular meeting at **4:25 P.M.**

X. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Tuesday, June 13, 2017 at 4:00 P.M.**



Commissioner Mike Roberts
Acting President



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
April 13, 2017**

CALL TO ORDER:

Acting President Mike Roberts called the meeting of April 13, 2017 to order at 4:00 P.M. at the District Office. Also present were Commissioner Gordon J. Nolan, District Manager Byron Gaines; District's Attorney Thomas Fryer; District's Engineer Liz Sterling; District's Administrative Assistant Terre Trenberth; and District Operator Ken Vogel. Commissioner Herb Barker was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of March 14, 2017 as presented.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 31 claims in the amount of \$51,283.16 for April 13, 2017 and the March, 2017 payroll in the amount of \$22,990.91.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District:

None

Commissioner:

None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items:

None

VI. NEW BUSINESS:

(f) Whatcom County Bookmobile Request:

Sara Koehler, Manager of the Mobile Services Department for the Whatcom County Library System, requested locating a Bookmobile on the District's parking lot. The hours of operation would be from 3:30 PM to 5:00 PM.

After some discussion, the Board **motioned and seconded** the approval of allowing the Bookmobile to park in the District's parking lot on Saturdays, between the hours of 3:30 to 5:00 PM.

Motion carries, approved unanimously.

(g) Designating Melanie ManKamyer, Wilson Engineering as the Samish Water District's representative at the 2017 Spring WASWD Conference.

The WASWD is concerned about having a quorum at the next conference to vote on changing (lowering) the quorum requirements.

After some discussion, the Board **motioned and seconded** giving authorization to **Melanie ManKamyer** of Wilson Engineering, to be the Samish Water District representative at the spring 2017 WASWD Conference.

Motion carries, approved unanimously.

(h) SWD Lagoon Dam O&M and Emergency Action Plan:

Liz Sterling, Wilson Engineering, presented the Board with a contract to prepare an Operation & Maintenance Plan and Emergency Action Plan for the District's existing Lagoons for a cost of \$7,834.00.

After some discussion, the Board **motioned and seconded** with Wilson Engineering to prepare said Plans.

Motion carries, approved unanimously.

(I) Samish Water District Feasibility Rehab Study:

Liz Sterling, Wilson Engineering, presented the Board with a contract to develop and prepare a Feasibility Study for the future rebuild of the District's Lagoon Treatment Facility in the amount of \$24,902.00.

After some discussion, the Board **motioned and seconded** with Wilson Engineering to prepare said study.

Motion carries, approved unanimously.

(J) Amendment to an Agreement for Professional Engineering Services with Wilson Engineering regarding the Lake Samish Pump Station #4 Rebuild Project.

Liz Sterling, Wilson Engineering, proposed a modified contract by amendment to the District's SRF Loan amount by \$32,822.57 which would match the District's claim with the actual costs for reimbursement. This reimbursement has already been paid by the District.

After a lengthy discussion, the Board **motioned and seconded** the rejection of the proposed amendment and to lower the SRF Loan amount by \$32,822.57.

Motion carries, approved unanimously.

VII. (k) Manager's Report:

1. The Cottonwood Tree at Lift Station #2 has been taken down.
2. Whatcom County has installed the dam in Friday Creek. This is done annually to maintain a consistent level on Lake Samish.

VIII. Attorney's Report:

Tom Fryer, District's Attorney, reported that the D.O.T. has a valuation for the property at Lift Station # 3 of \$5,000. The District is now shown as the owner of Lift Station #2.

IX. Executive Session:

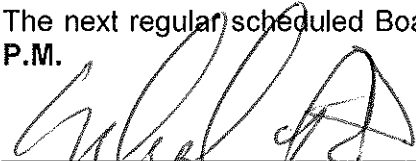
None

X. Adjournment:

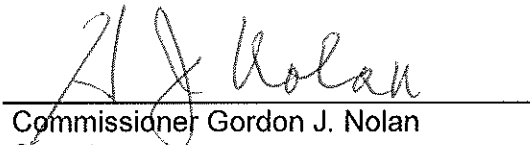
The Board adjourned the regular meeting at **4:48 P.M.**

X. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Tuesday, May 11, 2017 at 4:00 P.M.**



Commissioner Mike Roberts
Acting President



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
March 14, 2017**

CALL TO ORDER:

President Herb Barker called the meeting of March 14, 2017 to order at 4:00 P.M. at the District Office. Also present were Commissioner Gordon J. Nolan; Commissioner Mike Roberts, District Manager Byron Gaines; District's Attorney Thomas Fryer; District's Engineer Liz Sterling; District's Administrative Assistant Terre Trenberth; and District Operator Ken Vogel.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of February 14, 2017 as presented.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 30 claims in the amount of \$40,702.41 for March 14, 2017 and the February, 2017 payroll in the amount of \$19,839.05.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District:

The District received a letter from DOE informing the District to expect an Audit due to the use of Federal Funds utilized for the Lift station No. 4 Rebuild Project.

Commissioner:

None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items:

None

VI. NEW BUSINESS:

(f) Point and Pay Report:

Terre Trenberth, District's Administrative Assistant, gave a report on the pros and cons of the new Point and Pay software that was installed in 2015.

(g) Possible Relocation of the Sewer Line under Lake Samish Bridge:

Liz Sterling, District's Engineer, gave a brief report of possible locations of the District's Sewer Line should Whatcom County replace the Lake Samish Bridge. After a long discussion, the Board directed the District's Engineer to return at the next regular Board meeting with two possible scenarios and be prepared to discuss both.

- (1) Attach the sewer line underneath the new Bridge.
- (2) Install the Sewer Line in the bedrock under the Bridge.

VII. (h) Managers Report:

1. Ken Vogel, District's Operator, gave a brief update on the BNSF Bridge Overpass Force Main Relocation Project. He stated that erosion control has begun.
2. On March 21, Ken's Tree Service will be taking the Cottonwood Tree down at lift Station #2.

VIII. Attorney's Report:

Tom Fryer, District's Attorney, reported that he has been in contact with the County and recommends a lot line adjustment and easement at Lift Station #2. This will provide a legal access for the local property owner. Tom also reported that due to a scheduling conflict, he may not be able to attend the August 10, 2017 Board meeting.

IX. Executive Session:

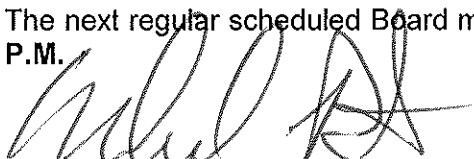
None

X. Adjournment:

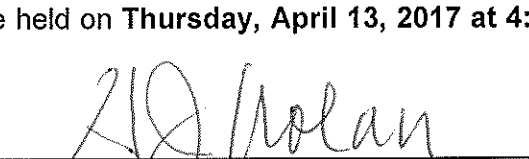
The Board adjourned the regular meeting at **4:49 P.M.**

X. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Thursday, April 13, 2017 at 4:00 P.M.**



Commissioner Mike Roberts
Acting President



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
February 14, 2017**

CALL TO ORDER:

Acting President Mike Roberts called the meeting of February 14, 2017 to order at 4:00 P.M. at the District Office. Also present were Commissioner Gordon J. Nolan; District Manager Byron Gaines; District's Attorney Thomas Fryer; and District Operator Ken Vogel. Commissioner Herb Barker was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of January 12, 2017 with the following corrections: Under Item V. Delete **Motion carries, approved unanimously** and under item VII. change the word **an** to **to** in the first paragraph.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 27 claims in the amount of \$17,457.19 for February 14, 2017 and the January, 2017 payroll in the amount of \$22,683.92.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications: None

Commissioner Communications:

Commissioner Nolan reported that there will be a Public Meeting at the Lake Samish Fire Hall regarding building of the Lake Samish Bridge Replacement Project on February 23, 2017 at 6:00 P.M.

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items:

Item 17-01: The Manager will start the process to remove the Cottonwood Tree at Lift Station #3. Staff reported that Ken's Tree Service had been contacted and the District was waiting for an estimated cost for removal.

VI. NEW BUSINESS:

None

VII. (h) Managers Report:

Staff gave a brief update on the Old Hwy 99 BNSF project.

VIII. Attorney's Report:

None.

IX. Executive Session:

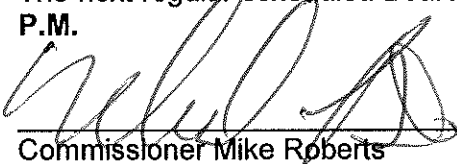
None

X. Adjournment


The Board adjourned the regular meeting at **4:16 P.M.**

X. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Tuesday, March 14, 2017 at 4:00 P.M.**



Commissioner Mike Roberts
Acting President



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
January 12, 2017**

CALL TO ORDER:

President Herb Barker called the meeting of January 12, 2017 to order at 4:00 P.M. at the District Office. Also present were Commissioner Gordon J. Nolan; Commissioner Mike Roberts; District Manager Byron Gaines; District's Attorney Thomas Fryer; and District Operator Ken Vogel.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of December 15, 2016 with no corrections.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 32 claims in the amount of \$74,002.33 for January 12, 2017 and the December, 2016 payroll in the amount of \$22,408.39.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications: None

Commissioner Communications: None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items:

None

VI. NEW BUSINESS:

(f) Election of Officers

The Board **motioned and seconded** the election of Herbert A. Barker as Board President and Gordon J. Nolan as Board Secretary.

Motion carries, approved unanimously.

(g) Resolution 01-17: Setting the regular monthly board meetings and budget workshop dates for the Board of Commissioners for the year 2017.

After some discussion, the Commissioners **motioned and seconded** the approval of Resolution 01-17.

Motion carries, approved unanimously.

VII. (h) Managers Report:

The Manager informed the Commissioners that due to a miscommunication error between Wilson Engineering and District Staff related to over payment of the retainage account for the Lift Station #4 Rebuild project.

VIII. Attorney's Report:

None.

IX. Executive Session:


None

X. Adjournment

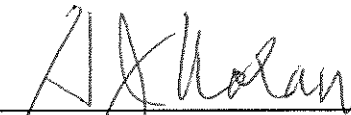
The Board adjourned the regular meeting at **4:40 P.M.**

X. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Tuesday, February 14, 2017 at 4:00 P.M.**



Commissioner Herb Barker
President



Commissioner Gordon J. Nolan
Secretary



Commissioner Mike Roberts



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
December 15, 2016**

CALL TO ORDER:

President Herb Barker called the meeting of December 15, 2016 to order at 4:00 P.M. at the District Office. Also present were Commissioner Gordon J. Nolan; Commissioner Mike Roberts; District Manager Byron Gaines; District's Attorney Thomas Fryer; and District's Administrative Assistant Terre Trenberth and District Operator Ken Vogel.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of September 9, 2016, October 14, 2016 and November 14, 2016 with no corrections.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 34 claims in the amount of \$48,732.26 for December 15, 2016 and the November, 2016 payroll in the amount of \$20,417.13.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

None

Commissioner Nolan said that this coming Sunday, between 2:00 and 4:00 P.M. at the Fire Hall, there will be a signing party for the Lake Samish Reflection Book; produced by the Lake Samish History Group.

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items:

Action Item 16-06: Changing the time for the Regular Board Meetings to 4:00 P.M.

After some discussion, the Board **motioned and seconded** the approval of changing the regular Board Meeting time to 4:00 P.M.

.Motion carries, approved unanimously.

VI. NEW BUSINESS:

(f) Authorization to Void/Cancel Warrant

The Board **motioned and seconded** the approval to cancel Warrant No. 1014731 and issue a replacement warrant that will be issued this month.

Motion carries, approved unanimously.

(g) Extension of Civil Engineering and Surveying Services for the year 2017 and 2018 with Wilson Engineering

The Board **motioned and seconded** the authorization of the extension of Civil Engineering and Surveying Services for the year 2017 and 2018 for Wilson Engineering.

Motion carries, approved unanimously.

(h) Approve the addition of item #17 to the Sewer Service Agreement.

The Board **motioned and seconded** the approval of Page 6, Item No. 17 of the District's Sewer Service Agreement.

Motion carries, approved unanimously.

(i) Resolution 06-16: Adoption of the 2017 General Fund and Capital Fund Budget.

The Board met on December 12, 2016 in a special meeting for a Budget Workshop. At that time, they reviewed and tentatively approved the 2017 General Fund and Capital Fund Budget with formal approval at the next regular Board meeting.

The Board **motion and seconded** the approval of Resolution 06-16: adoption of the 2017 General and Capital Fund Budget.

Motion carries, approved unanimously.

VII. (j) Managers Report:

The District incurred a breach in the Verizon Wireless Modems at 14 lift stations which created approx. \$1,500 in overages on our Verizon Wireless bill. The District will receive a credit for the overage, sometime in March, 2017.

VIII. Attorney's Report:

None.

IX. Executive Session:

The regular meeting was adjourned at **4:39 P.M.** so the Board could sign documents. The Board then went into executive session at **5:00 P.M.** to discuss possible litigation with a District Customer; which is covered under the Washington State Executive law **42.30.120 (iii)** Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.

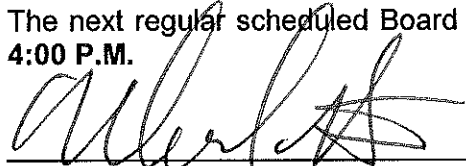
The Board came out of Executive session at **5:20 P.M.** and returned to the regular session at **5:21 P.M.**

X. Adjournment

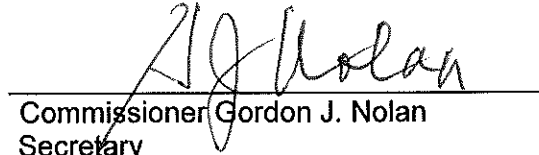
The Board adjourned the regular meeting at **5:22 P.M.**

X. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on **Thursday, January 12, 2017 at 4:00 P.M.**



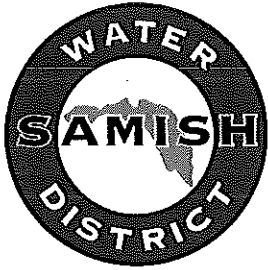
Commissioner Herb Barker
President



Commissioner Gordon J. Nolan
Secretary



Commissioner Mike Roberts



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
November 14, 2016**

CALL TO ORDER:

Acting President Mike Roberts called the meeting of November 14, 2016 to order at 4:00 P.M. at the District Office. Also present were Commissioner Gordon J. Nolan; District Manager Byron Gaines; District's Attorney Thomas Fryer; District's Engineer Elizabeth Sterling; and District's Administrative Assistant Terre Trenberth and District Operator Ken Vogel. Commissioner Herb Barker was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of October 13, 2016 with no corrections.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 33 claims in the amount of \$47,255.87 for November 14, 2016 and the October, 2016 payroll in the amount of \$2,474.21

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

The District received a modified Administrative Special Use Permit Application from Skagit County regarding a proposed Bed and Breakfast and Temporary Events Center, located at the corner of Nulle Road and Lake Samish Road.

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items:

Action Item 16-05: The Manager and District Attorney Tom Fryer will draft an agreement to hold the Owner responsible for payment for all connection fees, should Skagit or Whatcom County financing be involved.

VI. NEW BUSINESS:

(f) Resolution No. 05-16: Sewer Service Connection Financing.

The Board **motioned and seconded** the approval of Resolution No. 05-16 for deferral of payments for connection charges and fees; when necessary and as a prerequisite for a person to get a loan from a local government for the purpose of connecting to the District's Sewer Collection System.

Motion carries, approved unanimously.

(g) Additional Cost for the BNSF Overpass and Force Main Project.

The Board **motioned and seconded** the authorization of the additional cost of \$3,469.25 to be paid to P&P Construction.

Motion carries, approved unanimously.

VII. (h) Managers Report:

1. Special 2017 Budget Meeting Date.

After a long discussion, the Board has decided to hold the 2017 Special Budget Meeting on Monday, December 12, at 4:00 P.M.

2. Changing the Regular Board Meeting Time.

After a long discussion. The Board asked the Manager (**Action Item 16-06**) to add a discussion item for possible approvable in changing the Regular Board meeting time to 4:00 P.M.

VIII. Attorney's Report:

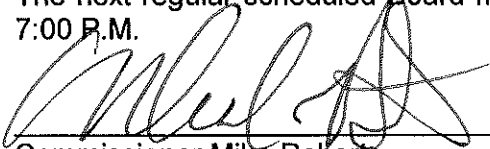
Thomas Fryer, District's Attorney, reported that he received a letter from WSDOT stating where Pump Station #3 sits. Thomas forwarded this information on to Wilson Engineering so the existing markers can be incorporated into the survey.

IX. ADJOURNMENT:

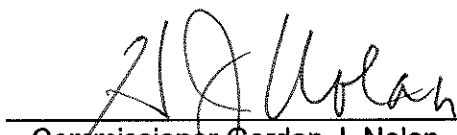
The regular meeting was adjourned at **4:37 P.M.**

X. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on Thursday December 15, 2016 at 7:00 P.M.



Commissioner Mike Roberts
Acting President



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
October 13, 2016**

CALL TO ORDER:

Acting President Mike Roberts called the meeting of October 13, 2016 to order at 7:00 P.M. at the District Office. Also present were Commissioner Gordon J. Nolan; District Manager Byron Gaines; District's Attorney Thomas Fryer; District's Engineer Elizabeth Sterling; and District's Administrative Assistant Terre Trenberth and District Operator Ken Vogel. Commissioner Herb Barker was absent.

I. (a) APPROVAL OF MINUTES:

The Board reviewed the regular meeting minutes of September 9, 2016 with the following corrections: Page 1, take the apostrophe out of Roberts; last paragraph, change the next meeting date to October 13, 2016. Minutes will be approved at the next Board meeting.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 34 claims in the amount of \$242,205.75 for October 13, 2016 and the September, 2016 payroll in the amount of \$23,234.32

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

The District received an email from the Lake Samish Association (LSA), alerting the District of a proposed Land Use application for an events /campground site just south of Nulle Road.

Commissioner Communications:

Commissioner Nolan reported that he was at the LSA meeting and the campground /events site proposal was not mentioned.

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items:

None

VI. NEW BUSINESS:

(f) Resolution No. 04-16: Sewer Service Agreement with Nathan Vaughn.

The Board **motioned and seconded** the approval of Resolution No. 04-16 for Nathan Vaughn, 1668 Lake Samish Road.

Motion carries, approved unanimously.

(g) Resolution No. 03-16: Sewer Service Agreement with Larry S. and Lualene Piedel.
The Board **motioned and seconded** the approval of Resolution No. 03-16 for Larry S. and Lualene Piedel. 605 Cain Lake Road.

Motion carries, approved unanimously.

(h) Discussion of Skagit County's loan method for paying connection charges.

Skagit County has set up a loan program for customers that the County has condemned the use of their septic tanks and told them to connect to Samish Water District's collection system. However, the District will not be paid for said connection until all work is done. Our present ordinance does not allow connection to our sewer system unless we are prepaid.

Action Item 16-05: The Manager and Attorney Tom Fryer was directed to draft an agreement to hold the Owner responsible for payment of all connection fees and if they don't pay, the sewer will be shut off.

VII. (i) Managers Report:

1. Update on the BNSF Overpass Force Main Relocation Project.

Liz Sterling, District Engineer, relayed that the project is finished. There is a disagreement with the Contractor, P&P Construction, about how much asphalt needed to be added, as well as how the contract is worded. There will be a meeting on October 18, to discuss these issues.

2. Setting the 2017 Special Budget meeting for November.

The Board decided on two possible meeting dates; November 28th or November 30th at 5:00 P.M.

(Note) After the Manager contacted Herb Barker who was not at the meeting and after subsequent phone calls and emails with the other two Board members. The date for the Budget meeting will be on Monday December 12, 2016 at 5:00 PM. This will be approved at the Regular Board meeting in November.

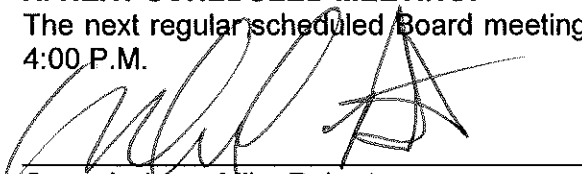
VIII. Attorney's Report:

IX. ADJOURNMENT:

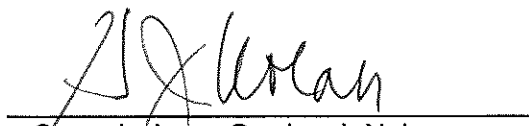
The regular meeting was adjourned at **7:35 P.M.**

X. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on Thursday November 14, 2016 at 4:00 P.M.



Commissioner Mike Roberts
President (Acting)



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
September 9, 2016**

CALL TO ORDER:

President Herb Barker called the meeting of September 9, 2016 to order at 4:30 P.M. at the District Office. Also present were Commissioner Gordon J. Nolan; District Manager Byron Gaines; District's Attorney Thomas Fryer; District's Administrative Assistant Terre Trenberth and District Operator Ken Vogel. Commissioner Mike Roberts was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of August 11, 2016.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 29 claims in the amount of \$46,456.69 for September 9, 2016 and the August, 2016 payroll.

Motion carries, approved unanimously.

III. (d) PUBLIC FORUM:


None

IV. Adjournment

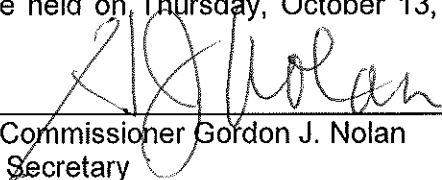
The regular meeting was adjourned at 5:00 P.M.

V. Next Scheduled Meeting:

The next regular scheduled Board meeting will be held on Thursday, October 13, 2016 at 7:00 P.M.



Commissioner Herb Barker
President



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
August 11, 2016**

CALL TO ORDER:

President Herb Barker called the meeting of August 11, 2016 to order at 7:00 P.M. at the District Office. Also present were Commissioner Gordon J. Nolan; District Manager Byron Gaines; District's Attorney Thomas Fryer; District's Engineer Elizabeth Sterling; and District's Administrative Assistant Terre Trenberth. Commissioner Mike Robert's was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of July 14, 2016 with the following corrections: Page 1, paragraph 1; delete Engineer Sterling as being present; Page 1, last sentence; change the word Fore to Force. Page 2, paragraph 5; delete the extra word "the".

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 36 claims in the amount of \$65,326.68 for August 11, 2016 and the July, 2016 payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

The District received a memo from Enduris that due to inflation and additional property coverage, the District's insurance premium increased from \$17,915 (2016) to \$20,746 (2017).

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items

Action Item No. 16-05: The Board directed the Manager to follow up on a letter he sent to the Railroad Management Company, concerning why there has been a 10% increase per year in a easement lease for the past 10 years.

VI. NEW BUSINESS:

(f) Financial Review of the District's Financial Statement period ending December 31, 2015.

Brian Paxton, Zaremba Paxton P.S., presented the 2015 Financial Statement period ending December 31, 2015, to the Board of Commissioners.

(g) Resolution No. 02-16: Revising the Sewer General Facilities Charge.

Brian Paxton, Zaremba Paxton P.S., per the District Managers request, did an analysis of the District's General Facilities Charge and has determined that an increase is justifiable based on the Consumer Price Index (CPI). He recommended the District increase our GFC charge by \$470.00 to a new (GFC) of \$5,183.00. The Board **motioned** and **seconded** the approval of Resolution No. 02-16, increasing the GFC to \$5,183.00.

Motion carries, approved unanimously.

(h) BNSF Overpass-Force Main Relocation Project Bid Award.

The Board **motioned** and **seconded** the approval for lowest bid of \$239,254.98 to be awarded to P&P Excavating LLC..

Motion carries, approved unanimously.

The Board also **motioned** and **seconded**, the authorization of the Manager to sign the fully executed contract with P&P Excavating LLC..

Motion carries, approved unanimously.

VII. (i) Managers Report:

1. Update on the Bear Creek Erosion Project

Skagit County will start work on the project this week.

2. Board meeting date for September changed.

The next regular monthly meeting will be changed to 4:30 P.M. on Friday, September 9, 2016.

VIII. Attorney's Report:

IX. ADJOURNMENT:

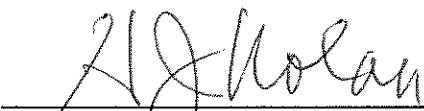
The regular meeting was adjourned at **8:20 P.M.**

X. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on Thursday October 13, 2016 at 7:00 P.M.



Commissioner Herb Barker
President



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
July 14, 2016**

CALL TO ORDER:

President Herb Barker called the meeting of July 14, 2016 to order at 7:01 P.M. at the District Office. Also present were Commissioner Gordon J. Nolan; Commissioner Mike Roberts; District Manager Byron Gaines; District's Attorney Thomas Fryer; District's Administrative Assistant Terre Trenberth and District Operator Ken Vogel.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of June 14, 2016 with the following corrections: Page 2, paragraph 3; change the word recommends to recommend.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 40 claims in the amount of \$63,501.32 for July 14, 2016 and the June, 2016 payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

None

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items

The Manager wrote a letter to Vineyard Development stating that sewer services will be provided based on the approval of Skagit County. The letter was mailed on June 23, 2016.

VI. NEW BUSINESS:

None

VII. (f) Managers Report:

1. Update on the BNSF Bridge Force Main Relocation Project

Liz Sterling, District Engineer, sent an email with the update on the project to Skagit County. Most of the Force Main on the South side will remain in place. Liz is working with the Contractor for Skagit County to hopefully increase the ground cover over the Force Main near the culvert crossing.

A portion of the Force Main will need to be relocated on the North side. It is close enough to the existing water line that the Contractor will need to shore the existing Force Main while the new line is installed.

Liz would like to finalize the bid documents during the week of the 18th. She would like to advertise on 7/26 and then receive bids on 8/9; in time for the next Board meeting.

2. Bear Creek Erosion Project

The Manager stated that Skagit County, through their Natural Resources Stewardship Program (NRSP), has discovered that they will need permits from the Washington Department of Fish and Wildlife (WDFW) and possibly other Agencies, before they can start the riparian restoration and bank stabilization on Bear Creek, near the District's Lagoons. Byron also informed the Board, that the District will delay repairs to the Lagoon Fences until the Bear Creek Erosion Project is done.

3. Workers Compensation (L& I) withheld.

The Manager received a phone call from Jeff Klingensmith with Whatcom County Finance Department, stating that the L&I was not withheld from the Commissioners pay for June, 2016 and if the District wanted to absorb the 27 cents due per Commissioner or collect the 27 cents on July payroll. Manager Gaines informed the Board that he instructed Jeff to charge the District for the total of 81 cents.

VIII. Attorney's Report:

The District's Attorney, Tom Fryer, has been in contact with WSDOT regarding the land surrounding Pump Station #3. They are working on a valuation memo to expedite the sale of the property.

IX. ADJOURNMENT:


The regular meeting was adjourned at 7:21 P.M.

X. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on Thursday August 11, 2016 at 7:00 P.M.



Commissioner Herb Barker
President



Commissioner Gordon J. Nolan
Secretary

Commissioner Mike Roberts



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
June 14, 2016**

CALL TO ORDER:

President Herb Barker called the meeting of June 14, 2016 to order at 7:00 P.M. at the District Office. Also present were Commissioner Gordon J. Nolan; Commissioner Mike Roberts; District Manager Byron Gaines; District's Attorney Thomas Fryer; District's Engineer Elizabeth Sterling; District's Administrative Assistant Terre Trenberth and District Operator Ken Vogel.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of May 12, 2016 with no changes.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 41 claims in the amount of \$227,005.54 for June 14, 2016 and the May 2016 payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

None

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items

None

VI. NEW BUSINESS:

(f) Presentation by Vineyard Development

The Board listened to Mr. Bill Sygitowicz, owner of Vineyard Development, Real Estate Consultant for the Proposed Avalon Master Planned Community Development surrounding the Avalon Golf Course. They are proposing to build 3,500 homes over the next 15 years. Vineyard Development is applying for a special Urban Planned Use Permit with Skagit County. Mr. Sygitowicz is asking for a Letter of Availability for sewer from the District.

After some discussion, the Board (**Action Item**) directed the Manager to write a letter stating that sewer service will be provided based on the approval of Skagit County. The Manager will email the draft letter to the Commissioners.

VII. (g) Authorize a Temporary Easement to Skagit County

Skagit County is requesting a Temporary Easement on Bear Creek to repair stream erosion. This is a 10-year agreement where the first 3 years Skagit County will actively maintain the easement area. The District will be responsible for maintaining the easement area for the next 7 years.

The Manager, District's Attorney and District's Engineer have reviewed the agreement and recommends approval by the Board.

The Board **motioned and seconded the authorization** for the District Manager to sign the Temporary Easement with Skagit County to repair said erosion to Bear Creek.

Motion carries, approved unanimously.

VIII. (h) Request for the Department of Ecology (DOE) to locate a stream gaging station on District Property

The Board **motioned and seconded the authorization** for the District Manager to sign the DOE contract to locate and install a continuous near real-time stream gaging station on the District's Property.

Motion carries, approved unanimously.

IX. (i) Managers Report:

The District has learned that Skagit County has changed their Storm Water Design for the BNSF Bridge Project which may reduce the amount of sewer line that has to be relocated. Staff will continue to have discussions with Skagit County for additional reductions.

X. Attorney's Report:

The District's Attorney, Tom Fryer, said he received an email from WSDOT regarding the land surrounding Pump Station #3. It appears that WSDOT will surplus the property once their administrative procedures have been accomplished.

XI. ADJOURNMENT:

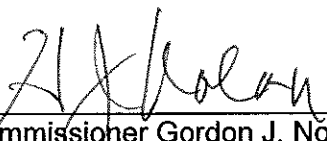
The regular meeting was adjourned at **7:58 P.M.**

XII. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on Thursday July 14, 2016 at 7:00 P.M.



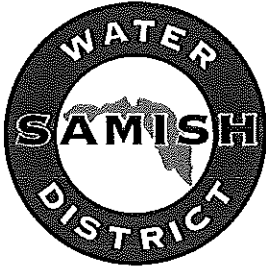
Commissioner Herb Barker
President



Commissioner Gordon J. Nolan
Secretary



Commissioner Mike Roberts



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
May 12, 2016**

CALL TO ORDER:

President Herb Barker called the meeting of May 12, 2016 to order at 7:00 P.M. at the District Office and then immediately closed the meeting at 7:01 P.M. in order to allow the Board to tour the Upgrade of the Pump Station No. 4 Sewer Rebuild Project. Herb then reopened the meeting at 7:32 P.M. Also present were Commissioner Gordon J. Nolan; Commissioner Mike Roberts; District Manager Byron Gaines; District's Attorney Thomas Fryer; District's Engineer Elizabeth Sterling; District's Administrative Assistant Terre Trenberth and District Operator Ken Vogel.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of April 14, 2016 with the following changes; page 1, paragraph 2, change the meeting minutes to March 10, 2016; page 3, change the next regular scheduled Board meeting to be held on May 12, 2016.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 33 claims in the amount of \$55,842.91 for May 12, 2016 and the April 2016 payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

The District received the original Quitclaim Deed for the property where Lift Station #3 sits. Said Deed was recorded with the Whatcom County Auditor's Office. Staff will send a copy of the Deed to Tom Fryer (District Attorney).

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items

None

VI. NEW BUSINESS:

(f) BNSF Overpass Force Main Relocation Project

Liz Sterling, District's Engineer, sent cost estimates and drawings to Skagit County for review. Skagit County has changed the requirement of the 5 ft. cover over our line to a 3 ft. cover. Liz's conversation with Skagit County on working with the District to fold in the sewer relocation work into their project was not very successful.

Tom Fryer, District's Attorney, said the Franchise Agreement with Skagit County states that the notice to the District only has to be 48 hours. He stated that the County is obligated to the same degree to accommodate the District in so that we don't have to spend money unnecessarily. Tom also said that our legal position with Skagit P.U.D. is good because our line was there first; all the District would need to do is show proof that the District has legal precedence over the P.U.D's. waterline within the Franchise Agreement.

Liz stated that Skagit County will be talking to Skagit P.U.D. about the crowded area of the two lines (water and sewer) within the easement. If the District doesn't have to move the line due to the P.U.D's line, it would save the District approximately \$10,000. Liz also said that it would be very unlikely that the District would be able to secure funding for this project from State or Federal monies.

After some discussion, the Board concurred that Liz should continue talks with Skagit County on how we might be able to reduce the cost of this project.

VII. (g) Manager's Report:

1. One of the sewer pumps at Pump Station No. 14 has failed. A new pump has been ordered and we are waiting for the delivery of said new pump. The cost of the new pump is \$3,950.

VIII. (h) Attorney's Report:

None

IX. (i) EXECUTIVE SESSION:

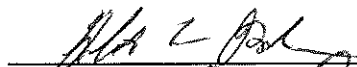
None

X. ADJOURNMENT:

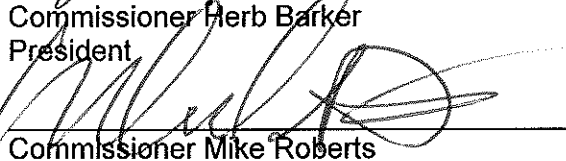
The regular meeting was adjourned at **8:25 P.M.**

XI. NEXT SCHEDULED MEETING:

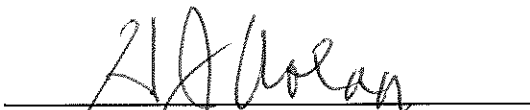
The next regular scheduled Board meeting will be held on Tuesday June 14, 2016 at 7:00 P.M.



Commissioner Herb Barker
President



Commissioner Mike Roberts



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
April 14, 2016**

CALL TO ORDER:

Acting President Mike Roberts called the meeting of April 14, 2016 to order at 7:00 p.m. at the District Office. Also present were Commissioner Gordon J. Nolan; District Manager Byron Gaines; District's Attorney Thomas Fryer; District's Engineer Elizabeth Sterling; Administrative Assistant Terre Trenberth and District Operator Ken Vogel.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of March 10, 2016 with the following correction; Page 2, No.5, change a portion of the last sentence to read: he was informed that the County will pay for repair of said erosion. **Motion carries, approved unanimously.**

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 40 claims in the amount of \$163,598.67 for April 14, 2016 and the March 2016 payroll. **Motion carries, approved unanimously.**

III. (c) COMMUNICATIONS:

District Communications:

The District received a letter from the Washington State Auditor's Office informing the District that the hourly rate for travel will change from \$93.00 per hour to \$40.00.

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items

None

VI. NEW BUSINESS:

(f) Authorization to Sign Documents with WSDOT:

The District's Attorney, Tom Fryer, reviewed with the Commissioners the two application forms (Real Estate Service and JA Account) which had been received by the District from WSDOT. They are related to the purchase of land which Lift Station #2 sits on. Tom recommended the District Manager to sign both. The application for the JA Account could have a maximum cost of \$15,000.

The Board **motioned** and **seconded** the approval of authorizing the District Manager to sign said Applications. **Motion carries, approved unanimously.**

(g) BNSF Overpass Force Main Relocation Project:

The District Manager, Byron Gaines, reported that the District was recently contacted by Skagit County Public Works Department regarding the relocation of the District's Force Main due to the planned construction of a new BNSF Overpass Bridge Project located on Old Hwy. 99 North. The cost of said relocation has been estimated by the District's Engineer to be \$512,637. This relocation cost is not part of the District's 2016 Budget and it would have a significant effect on our Unappropriated Fund Balance.

The Manager and District Engineer will be attending a meeting with Skagit County Public Works to discuss possible strategies to reduce or delay the project so additional funds can be found.

The Manager will review said meeting with the Commissioner's at the regular Board meeting in May.

VII. (h) Manager's Report:

1. **Lift Station #4 Rebuild Project-** the District's Engineer, Liz Sterling, reported that staff and herself are ready to do a walk through on the final punch list. There will be one more pay request and change order.

2. The District received a request from Whatcom County Auditor's Office to verify the District Boundary Map. This led to discovery of two parcels to the west of Finney Creek short plat that were added to the District's map by error. Liz Sterling, District's Engineer, has already informed the County that the map they have on file is correct.

VIII. (i) Attorney's Report:

The District's Attorney, Thomas Fryer, reported that the District had received a public records request for personnel records for 2015. He stated this information is not exempt from the Washington Public Records Act and has directed staff to email a one page document with said request.

IX. (j) EXECUTIVE SESSION:

The Board went into Executive Session at 7:52 P.M. and returned to the regular meeting at 7:53 P.M.

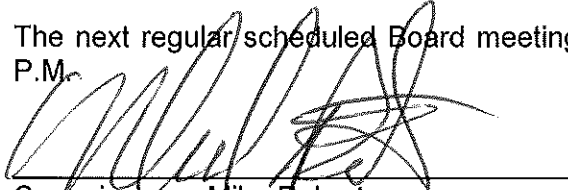
The Board **motioned** and **seconded** the approval of Manager Gaines signing the document to release all claims for the Hanover Insurance Group. **Motion carries, approved unanimously.**

X. ADJOURNMENT:

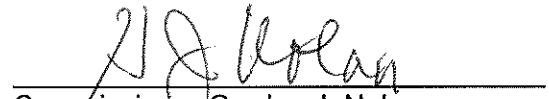
The regular meeting was adjourned at **7:55 P.M.**

XI. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on Thursday May 12, 2016 at 7:00 P.M.



Commissioner Mike Roberts
Acting President



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
March 10, 2016**

CALL TO ORDER:

President Herb Barker called the meeting of March 10, 2016 to order at 6:56 p.m. at the District Office. Also present were Commissioner Gordon J. Nolan; Commissioner Mike Roberts; District Manager Byron Gaines; District's Attorney Thomas Fryer; District's Engineer Elizabeth Sterling; Administrative Assistant Terre Trenberth and District Operator Ken Vogel.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of February 11, 2016. **Motion carries, approved unanimously.**

II. (b) CLAIMS:

The Manager gave Commissioner Herb Barker an update on the purchase of a new portable generator which will replace the old stationary generator at Pump Station #4.

The Board **motioned and seconded** the approval of 32 claims in the amount of \$221,104.42 for March 10, 2016 and the February 2016 payroll. **Motion carries, approved unanimously.**

The Board also reviewed the February 2016 Budget vs Actual report and the year to date Financial Summary.

III. (c) COMMUNICATIONS:

District Communications:

None

Commissioner Communications:

Commissioner Gordon Nolan reported that there is a sign at the Samish Bridge stating traffic across the Bridge will be limited to one lane while Whatcom County Public Works begin to repair the Bridge.

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items

None

VI. NEW BUSINESS:

None

VII. (f) Manager's Report:

1. Manager Gaines thanked Staff for doing a good job in the operation of running the District in his extended absence due to illness.
2. **Lift Station #4 Rebuild Project-** The District's Engineer Liz Sterling, reported the project is nearing completion; contractors are working on the punch list. There will be at least two more pay estimates.
3. **Old Highway 99 N. Bridge Replacement Project-** Skagit County wants the District's sewer line under this bridge to be moved by September.
4. Repairs to the Lake Samish Bridge by Whatcom County Public Works will begin in mid-March. There are no adjustments to the District's sewer line at this time.
5. The Manager reported that due to his concerns about bank erosion on Bear Creek, that he had contacted Skagit County. After inspecting the site with Skagit County Habitat, he was informed that the County will pay for repair of said erosion.

VIII. (g) Attorney's Report:

The District's Attorney, Thomas Fryer, reported that Washington State Department of Transportation (WSDOT) has received the Quitclaim Deed and fees for Lift Station #2 and also spoken with Sharon at WSDOT about filling out a JA Application to pay for administrative costs associated with purchasing the land on which Lift Station #3 sits.

IX. (h) EXECUTIVE SESSION:


None.

X. ADJOURNMENT:

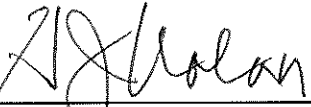
The regular meeting was adjourned at **7:28 P.M.**

XI. NEXT SCHEDULED MEETING:

The next regular scheduled Board meeting will be held on Thursday April 14th, 2016 at 7:00 P.M.



Commissioner Herb A. Barker
President



Commissioner Gordon J. Nolan
Secretary



Commissioner Mike Roberts



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
February 11, 2016**

CALL TO ORDER:

President Michael F. Roberts called the meeting of February 11, 2016 to order at 7:00 p.m. at the District Office. Also present were Commissioner Gordon J. Nolan; District Manager Byron Gaines; District's Attorney Tomas Fryer; District's Engineer Elizabeth Sterling; Administrative Clerk Vanessa Entrikin and District Operator Ken Vogel. Commissioner Herb Barker was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of January 14, 2016. **Motion carries, approved unanimously.**

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 34 claims in the amount of \$402,171.00 for February 11, 2016. **Motion carries, approved unanimously.**

III. (c) COMMUNICATIONS:

District Communications:

1. The District received a letter from the U.S. Census Bureau alerting the District that we will be receiving a survey form in the near future.
2. Skagit County Treasurer's Office notified the District that we can expect payment for an invoice regarding a sewer connection at 4059 Old Hwy. 99 N. in about three to four weeks.

Commissioner Communications:

None.

IV. (d) PUBLIC FORUM:

Robin Cully asked the Commissioners if they could waive a recent late fee. The request was denied.

V. OLD BUSINESS:

(e) Action Items

None

VI. NEW BUSINESS:

(f) Change Orders #2, #3 and #4 for Lift Station No. 4 Rebuild project.

The Commissioners **motioned and seconded** the change orders #2, #3, and #4 change for Pump Station #4 Rebuild Project.

Motion carries, approved unanimously.

(g) Creation of a Vice President position.

After a lengthy discussion, the Commissioners decided there was no need to create the position.

(h) Department of Ecology's Report concerning the District's Sewage Lagoons.

The Manager reported a recent inspection and report of the District's Sewage Lagoons by the Department of Ecology which yielded the following conclusions:

1. The District needs to create an Operation and Maintenance plan of the Sewage Lagoons.
2. The District will need to create an Emergency Action Plan of said Lagoons.
3. The District will need to address erosion on the upstream slop of said lagoon.
4. Any future liner replacement work must be approved by the Department of Ecology, Dam Safety Office before work begins.

The Board **motioned and seconded** for the Manager and District Engineer, Liz Sterling to review and to take action to be in compliance.

Motion carries, approved unanimously.

(i) Resolution No. 01-16: Sewer Service Agreement with Charles M. Wren.

The Board **motioned and seconded** the sewer service agreement with Charles M. Wren at 3603 Friday Creek Rd.

Motioned carries, approved unanimously

VIII. (j) Managers report

1. Liz Sterling gave a brief update on the Lift Station #4 Rebuild Project
2. The Manager will be checking with Whatcom County on the Lake Samish Bridge repairs.
3. The Manager reported that the District was in discussions with Skagit County about erosion problems on District property next to Bear Creek.

IX. (k) EXECUTIVE SESSION:

The Board adjourned into executive session at **7:42 PM** under State Law RCW 43.30.110 (b): to consider the selection of a site or the acquisition of real estate by lease or purchase when the public knowledge regarding such consideration would cause a likelihood of increased price.

The Board reconvened to regular session at **8:13 PM**. The Board then directed the Manager to sign a quitclaim deed for property near Pump Station #2.

X. ADJOURNMENT:

The regular meeting was adjourned at **8:13 P.M.**

XI. NEXT SCHEDULE MEETING:

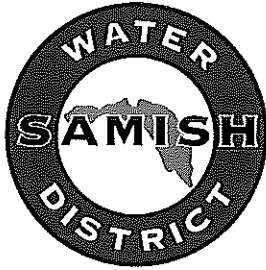
The next regular scheduled Board meeting will be held on Thursday March 10th, 2016 at 7:00 P.M.



Commissioner Michael F. Roberts
President



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
January 14th, 2016**

CALL TO ORDER:

President Michael F. Roberts called the meeting of January 14, 2016 to order at 7:00 p.m. at the District Office. Also present were; Commissioner Herbert A. Barker; Commissioner Gordon J. Nolan; District's Attorney Tomas Fryer; District's Engineer Elizabeth Sterling; District Administrative Assistant Terre Trenberth and District Operator Ken Vogel.

I. OATH OF OFFICE:

District Attorney Tom Fryer, formally swore in Gordon J. Nolan for Commissioner, Position No. 1 of Samish Water District.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of September 10, 2015. Commissioner Roberts abstained as he did not attend the meeting. **Motion carries, approved unanimously.**

The Board **motioned and seconded** the approval of the regular meeting minutes of December 10, 2015 with the following correction; under District Communications, third sentence in paragraph 1, change the word Commission to Commissioner Gordon Nolan. Commissioner Barker abstained as he did not attend the meeting. **Motion carries, approved unanimously.**

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of 36 new claims in the amount of \$218,175.51 for January 14, 2016 and two previously paid claims for a total of \$37,282.57 and December 2015 payroll. **Motion carries, approved unanimously.**

III. (c) COMMUNICATIONS:

District Communications: The District received a memo from the Whatcom County Auditor's Office informing the District of the associated costs for the General Election for each government entity in Whatcom County. Samish Water District's share of the cost is \$424.65, which has been included in January 2016 claims.

Commissioner Communications:

None.

IV. (d) PUBLIC FORUM:

None

V. OLD BUSINESS:

(e) Action Items

None

VI. NEW BUSINESS:

(f) Election of Board Officers

Action Item 16-01: The Board directed the Manager to amend the Commissioners Protocol Policy to add the position of Vice President to the list of Board Officers and present said amendment at the next Board meeting.

The Board **motioned and seconded** the election of Herbert A. Barker as Board President and Gordon J. Nolan as Board Secretary. **Motion carries, approved unanimously.**

(g) Interlocal Agreement for Payroll Services with Whatcom County

The District received an Interlocal Agreement with Whatcom County for Payroll Services. The Agreement is for a three year term (January 1, 2016 to December 31, 2018).

The Board **motioned and seconded** the approval of the three year Interlocal Agreement with Whatcom County for payroll services. **Motion carries, approved unanimously.**

(h) Quitclaim Deed from Washington State Department of Transportation (WSDOT)

The District received a Quitclaim Deed from WSDOT for the transfer of land where Pump Station No. 2 is located. The District purchased the land from WSDOT in December, 2015.

District Attorney Tom Fryer, stated his concern over the complicated legal description and he would like to have Wilson Engineering verify that Pump Station No. 2 lies within the boundary of the legal description that WSDOT has provided.

District Engineer Liz Sterling said that verifying the boundaries of Pump Station No. 2 would not require any field work. She said that it would take approximately 6 to 8 hours of work for them to review. The cost would be \$1,000.00 or less, and a map would be included with the boundaries.

Action Item 16-02: The Manager was directed to contact Liz at Wilson Engineering, to move forward on verifying the legal description for Pump Station No. 2. Staff was also directed to notify the District's Insurance Company of the property purchased from WSDOT.

The Commissioners expressed concern over Interstate 5 drainage runoff and any toxicity from that runoff that would exempt WSDOT from liability. Attorney Tom Fryer will re-write the language on this issue.

Action Item 16-03: Staff was directed to buy two signs that say "no trespassing" and to place one sign close to the dock of Pump Station No. 2 and one sign near the entrance gate.

The Board **motioned and seconded** to table the signing of the Quitclaim Deed with WSDOT. **Motion carries, approved unanimously.**

(i) MANAGER'S REPORT:

1. Pump Station No. 4 Rebuild Project Update. Engineer Liz Sterling stated that the station startup will be during the second week in February. The first loan draw of \$500,000 from the SRF loan proceeds should be received by February 1, 2016.

VIII. (j) ATTORNEY'S REPORT:

No Report

IX. (k) EXECUTIVE SESSION:

None

X. ADJOURNMENT:

The regular meeting was adjourned at 7:50 P.M.

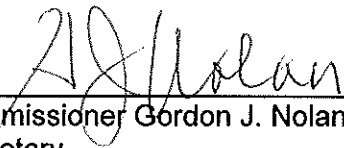
XI. NEXT SCHEDULE MEETING:

The next regular scheduled Board meeting will be held on Thursday February 11th, 2016 at 7:00 P.M.

Commissioner Herbert A. Barker
President



Commissioner Michael F. Roberts



Commissioner Gordon J. Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
December 10, 2015**

CALL TO ORDER:

Commissioner Mike Roberts called the meeting of December 10, 2015 to order at 7:00 p.m. at the District Office. Also present were Commissioner Gordon Nolan, District Manager Byron Gaines, District Attorney Tom Fryer, District Administrative Assistant Terre Trenberth and District Operator Ken Vogel. Commissioner Herb Barker was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of November 12, 2015, and November 24, 2015 special meeting minutes.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of December 10, 2015 claims for 36 payments for a total of \$203,914.74 and November 2015 payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

1. The District received a letter from the Whatcom County Auditor's Office regarding how a Commissioner may take the Oath of Office after being newly elected. This will require Commissioner Gordon Nolan to take the Oath at the beginning of the meeting in January 2016, before any business is conducted.

2. The District received a letter and Surplus Real Estate Purchase form from WSDOT. They are selling the property where Lift Station #2 is located, for \$35,000. District Attorney, Thomas Fryer's recommendation is for the District to purchase the property. Under the governmental tort immunity, the District would not be liable for any claim or suit from the public in regard to the property if the District was to purchase it.

The Board **motioned and seconded** the approval of purchasing the land where Pump Station # 2 is located for \$35,000.00 from WSDOT.

Motion carries, approved unanimously.

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

None

V. (e) Action Item

None

VI. New Business:

(f) Resolution No. 09-15: Approval of Sewer Service Agreement with Kristi L. and Joshua D. Hauenstein.

The Board of Commissioners approved a Sewer Service Agreement with Kristi L. and Joshua D. Hauenstein located at 3059 Old Hwy 99 N. Rd.

The Board **motioned** and **seconded** Resolution No. 09-15.

Motion carries, approved unanimously.

(g) Resolution 10-15: Adoption of the 2016 General Fund and Capital Fund Budget.

The Board **motioned** and **seconded** the approval of adopting the 2016 General Fund and Capital Fund Budget.

Motion carries, approved unanimously.

VII. (h) MANAGER'S REPORT:

1. Lift Station #4 Rebuild Project Improvement Update.

The Manager informed the Board that the District has been pumping a large amount of flow to the City of Burlington due to all the rain. However, construction is on schedule.

2. Annual Commissioners Workshop.

The Manager informed the Board of the annual Commissioners Workshop to be held in Tukwila on January 30, 2016 and should any Board member wish to attend, please contact him.

3. Manager absents.

Manager Gaines will be out of the Office from December 11 to December 17 to attend the pinning of his daughter to become a nurse in Oklahoma. Also, he will be out of the Office for hand surgery from December 21 to December 23rd.

VIII. (i) ATTORNEY'S REPORT:

None

IX. (j) EXECUTIVE SESSION:

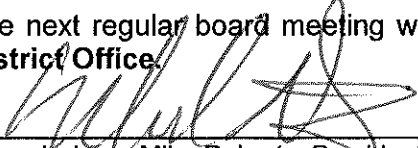
None

X. ADJOURNMENT:


The regular meeting was adjourned at 7:38 P.M.

XI. NEXT SCHEDULED MEETING:

The next regular board meeting will be held on **Thursday, January 14 at 7:00 PM at the District Office.**



Commissioner Mike Roberts, President



Commissioner Gordon Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
November 12, 2015**

CALL TO ORDER:

Commissioner Mike Roberts called the meeting of November 12, 2015 to order at 7:00 p.m. at the District Office. Also present were Commissioner Gordon Nolan, District Manager Byron Gaines, District Attorney Tom Fryer, District Engineer Liz Sterling, and District Administrative Assistant Terre Trenberth. Commissioner Herb Barker was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of October 13, 2015.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of November 12, 2015 claims for 33 payments for a total of \$149,703.69 and October 2015 payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

1. None

Commissioner Communications:

Commissioner Gordon Nolan gave the District an abbreviated version of the adopted Lake Samish Basin Stormwater Plan, which he received at the Lake Samish Association meeting.

IV. (d) PUBLIC FORUM:

None

V. (e) Action Item

None

VI. New Business:

(f) Extension of the Wilson Engineering Contract.

The Board of Commissioners approved the engineering extension agreement with Wilson Engineering with a 2% rate increase.

The Board **motioned** and **seconded** said extension.

Motion carries, approved unanimously.

VII. (g) MANAGER'S REPORT:

1. Lift Station #4 Rebuild Project Improvement Update.

Liz Sterling, District Engineer, informed the Board of Commissioner's that there will be a startup of the pumps on Tuesday the 17th of November. The Manager will call the Commissioners 30 minutes ahead of time to see if they want to attend.

2. Budget Workshop Meeting.

The Manager reminded the Commissioners of the 2016 Budget Workshop meeting on November 24, 2015 at 6:00 PM.

VIII. (j) ATTORNEY'S REPORT:

Tom Fryer, District Attorney, stated that WSDOT needs the legal description for P.S. #2 and there will not be an appraisal for P.S. #3; the fair market value will be under \$50,000.

IX. (k) EXECUTIVE SESSION:

None

X. ADJOURNMENT:

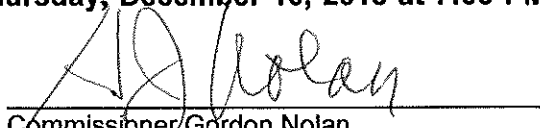
The regular meeting was adjourned at 7:43 P.M.

XI. NEXT SCHEDULED MEETING:

The next regular board meeting will be held on **Thursday, December 10, 2015 at 7:00 PM at the District Office.**



Commissioner Mike Roberts, President



Commissioner Gordon Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
October 13, 2015**

CALL TO ORDER:

Commissioner Mike Roberts called the meeting of October 13, 2015 to order at 7:00 p.m. at the District Office. Also present were Commissioner Gordon Nolan, District Manager Byron Gaines, District Attorney Tom Fryer, District Engineer Liz Sterling, District Administrative Assistant Terre Trenberth and District Operator Ken Vogel. Commissioner Herb Barker was absent.

I. (a) APPROVAL OF MINUTES:

The Board reviewed the regular meeting minutes of September 10 2015. Formal approval will not be given until January 14, 2016 when Commissioner Herb Barker is present.

II. (b) CLAIMS:

The Board motioned and seconded the approval of October 13, 2015 claims for 31 payments for a total of \$317,090.58 and September 2015 payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

1. The District received notice from Whatcom County Finance Department that the District will need to apply for and submit our own Federal Tax ID number to Whatcom County. The District has been using the County's EIN number, however due to changes in Federal Health Law the District is required to be reported under its own number. This change will become effective on January 1, 2016.

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

None

V. (e) Old Business:

None

VI. New Business:

(f) Change Order No. 1 for Tiger Construction:

1. Substitute Check Valves
2. Flowmeter Spool and FCAs
3. Over Excavation Backfill

The Board **motioned** and **seconded** the approval of Change Order No. 1.

Motion carries, approved unanimously.

(g) Resolution No. 07-15.

The Commissioners **motioned** and **seconded** the approval of a sewer service agreement for Ki S. Lee at 3094 Glenhaven Drive.

Motion carries, approved unanimously.

(h) Resolution No. 08-15.

The Commissioners **motioned** and **seconded** the approval of a sewer service agreement for William E. Kramer at 2857 Old Hwy, 99 N. Rd.

Motion carries, approved unanimously.

VII. (I) MANAGER'S REPORT:

1. Lift Station #4 Rebuild Project Improvement Update.

Liz Sterling, District Engineer, informed the Board of Commissioner's that there was an engineering error on pipe sizing. Wilson will assume the cost of the incorrect sizing. Also, there will be a \$20,000 Change Order for additional upsizing of the sewer line. The Board also thanked Liz for finding the mistake so quickly and her honesty to the District staff for the mistake.

2. Point and Pay Update.

The District's billing software compay has been slow to respond to the District's request in integrating the Waterware Software with Point and Pay's software. They should be ready to offer debit/credit card and E-check services to customers by January 1, 2016.

3. Budget Workshop Meeting.

The Commissioner's set the date for November 24 , 2015 at 6:00 PM for the 2016 Budget Workshop meeting.

VIII. (j) ATTORNEY'S REPORT:

Tom Fryer, District Attorney, stated that WSDOT needs the legal description for P.S. #2 and there will not be an appraisal for P.S. #3; the fair market value will be under \$50,000.

IX. (k) EXECUTIVE SESSION:


None

X. ADJOURNMENT:

The regular meeting was adjourned at 7:43 P.M.

XI. NEXT SCHEDULED MEETING:

The next regular board meeting will be held on **Thursday, November 12, 2015 at 7:00 PM**
at the District Office.



Commissioner Mike Roberts, President



Commissioner Gordon Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
September 10, 2015**

CALL TO ORDER:

Commissioner Herb Barker called the meeting of September 10, 2015 to order at 7:00 p.m. at the District Office. Also present were Commissioner Gordon Nolan, District Manager Byron Gaines, District Attorney Tom Fryer, District Engineer Liz Sterling, District Administrative Assistant Terre Trenberth and District Operator Ken Vogel. Commissioner Mike Roberts was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of August 13, 2015.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of September 10, 2015 claims for 31 payments for a total of \$35,329 and August 2015 payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

1. The District received notice from Puget Sound Energy that they have requested an increase in rates from the Washington State Utilities and Transportation Commission.
2. The District received a memo from Chalice Dew-Johnson, Whatcom County Division of Emergency Management, asking for assessment damages due to the recent storm on August 29th and 30th, 2015. Staff has submitted a preliminary assessment for damages to the District's Lagoon Fences.

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

None

V. (e) Old Business:

None

VI. New Business:

(f) Evaluation of the District's Wastewater Treatment Lagoons.

Liz Sterling, the District's Engineer, reviewed the Fire Mountain Farms Report concerning the quantity and quality of biosolids in the District's Lagoons with the Board of Commissioners. She indicated that the Lagoons still have capacity for another 5 years, however the integrity of the liner in pond #2 may be in question since there are two areas of the liner that float to the top at certain times of the year.

Staff recommended and the Board of Commissioners approved that the Fire Mountain Farms Report become part of the five year capital plan and the engineering cost be part of the 2016 Budget.

Motion carries, approved unanimously.

VII. (g) MANAGER'S REPORT:

1. Staff updated the Board of Commissioners on the Lift Station #4 Rebuild Project Improvements. There have been weekly meetings with Tiger Construction. They should start work on Monday, September 14, 2015.

2. Staff has submitted the application to Point and Pay. This program will allow customers to pay online with a debit or credit card and by E-check. This process will take approximately 60 days to complete.

3. Manager Gaines will be attending the annual WASWD Fall Conference in Wenatchee, Washington from September 22 through September 24, 2015.

4. Commissioner Herb Barker informed the Board, that he will be absent for the October, November and December regular Board meetings.

VIII. (h) ATTORNEY'S REPORT:

None

IX. (i) EXECUTIVE SESSION:

None

X. ADJOURNMENT:

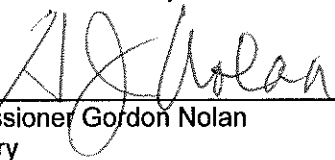
The regular meeting was adjourned at 7:33 P.M.

XI. NEXT SCHEDULED MEETING:

The next regular board meeting will be held on **Thursday, October 15, 2015 at 7:00 PM at the District Office.**



Commissioner Herb Barker, Acting President



Commissioner Gordon Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
August 13, 2015**

CALL TO ORDER:

Commissioner Mike Roberts called the meeting of August 13, 2015 to order at 7:00 p.m. at the District Office. Also present were Commissioner Gordon Nolan, Commissioner Herb Barker, District Manager Byron Gaines, District Attorney Tom Fryer, District Engineer Liz Sterling, and District Administrative Assistant Terre Trenberth. There were three members from the community: Bart Thompson, Kathy Thompson and Mark Prather.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of July 16, 2015 with the following corrections, 2nd page, 1st paragraph should read as follows: Whereas, Resolution No. 04-15 was adopted on May 14, 2015 and remove the word (and) at the end of the fifth paragraph.

Motion carries, approved unanimously

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of August, 2015 claims for 30 payments for a total of \$60,446.36 and July 2015 payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

1. The District received notice of an hourly rate increase from the Washington State Auditor's Office.
2. Enduris, the District's Insurance Company, informed the District of a 1.9% rate increase on certain coverage (liability, property, and replacement cost for vehicles).

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

Bart Thompson, 625 Summerland Road, handed out a document for the Board members and Byron Gaines, and then read said document. Bart said that they are being harassed and he has only been contacted once about the duplex issue; his house is not a duplex and is not zoned for said use. He said there has been a mix up with the County on his address, between 617 and 625 Summerland; his address should be 625 Summerland. He said that someone tried to enter his house, which happened to be during the same week that a District

staff person hand delivered a letter to his house. He is demanding the resignation of Manager Gaines for harassment, unethical and unprofessional business conduct.

Byron said that no one from the District tried to enter his house. That when a district staff member went to the house to deliver a delinquent letter, he was told by the person that answered the door, that this house was a duplex. Mark Prather spoke up and said that he was being sarcastic and kidding around when he made that statement to a staff member.

Byron asked Bart if there was a kitchen in the lower level. Bart replied that there was not. Byron said that the District needs to inspect the house and then a determination can be made on the living status of the house.

Kathy Thompson spoke up and said that the name of the person that tried to enter their house was Susan and that she has the license plate number. She also said that she had called the Police. Commissioner Mike Roberts asked Kathy for the information she had, because he wanted to know who was impersonating the District. Kathy said she would comply. She also stated the person living downstairs is a cousin, (Mark Prather) and that there are no kitchen facilities in the lower level; just a freezer and that the kitchen on the main level is shared by all.

V. (e) Old Business:

None

VI. New Business:

(f) Resolution 06-15: Cancellation of warrant.

The Board motioned and seconded the approval of Resolution 06-15, authorizing the cancellation of the warrant for \$70.50 made payable to Life map.

Motion carries, approved unanimously

VII. (g) MANAGER'S REPORT:

1. The Commissioners received an update on the Lift Station #4 Rebuild Project improvement from Liz Sterling, District Engineer. Liz said there will be a pre-construction meeting on Monday, August 17th, 2015 with Tiger Construction at 9:00 A.M. Liz stated that she received notification from D.O.E. that requests for money can now be made. She said that Tiger already has the panels at their location.

It was the consensus of the Board to set up a cash fund, in order to pay for upfront costs that Tiger Construction already had to pay, as well as future costs to Tiger until the District receives loan money.

2. The Manager informed the Board that Terre Trenberth, Administrative Assistant, attended a one day Health Care Reform Seminar in Yakima, Washington on July 29, 2015.

3. Commissioners Herb Barker and Mike Roberts would like the instructions on the webinar for the Open Public Meetings Act, to be e-mailed to them.

4. Commissioner Mike Roberts informed the rest of the Board, that he will be absent for the September regular Board meeting.

VIII. (h) ATTORNEY'S REPORT:

Tom Fryer, District Attorney, said that there has been no change with the status of Pump Stations #2 & #3 with WSDOT, and that there is no need for additional surveying.

IX. (l) EXECUTIVE SESSION:

None


X. ADJOURNMENT:

The regular meeting was adjourned at 7:48 P.M.

XI. NEXT SCHEDULED MEETING:

The next regular board meeting will be held on **Thursday, September 10th, 2015 at 7:00 PM at the District Office.**

Commissioner Mike Roberts, President



Commissioner Herb Barker



Commissioner Gordon Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
July 16, 2015**

CALL TO ORDER:

Commissioner Mike Roberts called the meeting of July 16, 2015 to order at 7:01 p.m. at the District Office. Also present were Commissioner Gordon Nolan, Commissioner Herb Barker, District Manager Byron Gaines, District Attorney Tom Fryer, District Engineer Liz Sterling, District Administrative Assistant Terre Trenberth and District Operator Ken Vogel.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of June 11, 2015.

Motion carries, approved unanimously

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of July, 2015 claims for 30 payments for a total of \$36,876.58; including Excise Tax for June of \$1,530.02.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

None

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

None

V. (e) Old Business:

None

VI. New Business:

(f) Resolution 05-15: Clarifying the intent of Resolution 04-15.

At the request of Whatcom County Finance Department, the Board of Commissioners clarified the meaning and intent of Resolution 04-15. The Board **motioned and seconded** the approval of Resolution 05-15 with the following corrections: change the date in the

second paragraph as follows: Whereas, Resolution No. 04-15 was adopted on May 14, 2015 and remove the word "and" at the end of the fifth paragraph.

Motion carries, approved unanimously

VII. (g) MANAGER'S REPORT:

1. The Commissioners received an update on the Lift Station #4 Rebuild Project improvement from Liz Sterling, District Engineer. Liz stated that she expects construction of the project to be completed before Thanksgiving.
2. The District Manager gave a brief summary of the product "Point & Pay", a software for payment service which enables the District to except credit/debit cards and electronic checks through the District's Website and in-office payments. Customers pay 2.35% with a minimum \$2.00 charge. The charge for customers who pay in person with a debit/credit card is \$1.00; electronic checks are \$2.00. There is no cost to the District except for the credit card reader for the District's Office. The Board's consensus was that "Point & Pay" seems like a good idea. They also requested that if this program is implemented, a letter needs to go out to the customers for informational purposes.
3. The District Manager concaved a recent opportunity with Attorneys Title Company, Tacoma, Washington. The said company did not inform the District of a pending property sale for a payoff amount of a customer's account. The Manager wrote a letter to said company to avoid problems like this in the future.
4. The District Manager informed the Commissioners that the District had received a draft report on the inspection of the Wastewater Lagoons. Staff is evaluating said report.

VIII. (h) ATTORNEY'S REPORT:

Tom Fryer, District Attorney, informed the Commissioners that he is waiting on WSDOT to determine what portion of land and the price of said land the District will need to pay for Pump Station No. 2.

IX. (I) EXECUTIVE SESSION:

None

X. ADJOURNMENT:

The regular meeting was adjourned at 7:40 P.M.

XI. NEXT SCHEDULED MEETING:

The next regular board meeting will be held on **Thursday August 13, 2015 at 7:00 PM at the District Office.**

Commissioner Mike Roberts, President



Commissioner Herb Barker



Commissioner Gordon Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
June 11, 2015**

CALL TO ORDER:

Commissioner Mike Roberts called the meeting of June 11, 2015 to order at 7:01 p.m. at the District Office. Also present were Commissioner Gordon Nolan, District Manager Byron Gaines, District Attorney Tom Fryer, District Engineer Liz Sterling, District Administrative Assistant Terre Trenberth and District Operator Ken Vogel. Commissioner Herb Barker was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of April 16, 2015, with the following changes: Add Tom Fryer as present, 2nd paragraph, last sentence, "A commissioner can't attend meetings representing the District at their own discretion".

Motion carries, approved unanimously

The Board **motioned and seconded** the approval of the regular meeting minutes of May 14, 2015.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of June 11, 2015 claims for 23 payments for a total of \$26,752.85; one claim for the PWTF loan payment of \$112,137.26 and one claim for Excise Tax of \$675.19 and June payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

1. The District was notified by the DRS that an increase in Employer and Employees' contribution rate will occur on July 1, 2015.
2. An official copy of the State Audit Report for the years 2012, 2013, and 2014 was given to the Board of Commissioners.
3. The District received notice from Enduris that they had expanded the District's coverage of Liability Insurance.

Commissioner Communications:

Commissioner Nolan commented that he was up for election this year.

IV. (d) PUBLIC FORUM:

None

V. (e) Old Business:

None

VI. New Business:

(f) Financial Review of the District's Financial Statement period ending December 31, 2014.

Brian Paxton, CPA with Zaremba Paxton P.S. reviewed the 2014 Financial Statement with the Board of Commissioners.

VII. (g) MANAGER'S REPORT:

1. Commissioners received an update on the Lift Station #4 Rebuild Project improvement update.
2. Staff reviewed with the Commissioners an ongoing problem with P.S.E. regarding delinquency notices.
3. The District Manager informed the Commissioners that we had hired a summer helper. His name is Shaun del Rosario.
4. Staff updated the Commissioners on customer account discoveries.

VIII. (h) ATTORNEY'S REPORT:

Tom Fryer, District Attorney, informed the Commissioners that WSDOT needs to inform the District in writing exactly what they want regarding the purchase of the property we need for Pump Station #3.

Tom also recommended we sign the Interlocal Agreement with Whatcom County regarding payroll warrants.

IX. (I) EXECUTIVE SESSION:

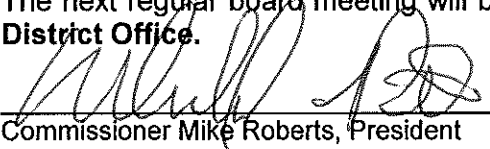
None

X. ADJOURNMENT:


The regular meeting was adjourned at 7:45 P.M.

XI. NEXT SCHEDULED MEETING:

The next regular board meeting will be held on **Thursday July 16, 2015 at 7:00 PM at the District Office.**



Commissioner Mike Roberts, President



Commissioner Gordon Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
May 14, 2015**

CALL TO ORDER:

Commissioner Herb Barker called the meeting of April 16, 2015 to order at 7:18 p.m. at the District Office. Also present were Commissioner Gordon Nolan, District Manager Byron Gaines, District Attorney Tom Fryer, District Administrative Assistant Terre Trenberth and District Operator Ken Vogel. Commissioner Mike Roberts was absent. Also, two members of the community, see sign in sheet.

I. (a) APPROVAL OF MINUTES:

The approval of the regular meeting minutes of April 16, 2015 are deferred to the next regular board meeting on June 11, 2015.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of May 14, 2015 claims and payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

1. None

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

None

V. (e) Old Business:

None

VI. New Business:

(f) Amendment to the District Manager's Contract.

The Board of Commissioners motioned and seconded an amended to section "C" of the Employment Agreement for the District Manager from 4 hours to 8 hours of accrued sick leave for each calendar month of employment and changed the total accumulation of sick leave to 320 hours. Also on line 5, the maximum sick leave accrued was changed from 40 hours to 80 hours. All changes were made retroactive from February 12, 2009.

Motion carries, approved unanimously.

(g) Resolution No. 03-15: Amending Section 9.02 (Overtime) of the Administrative Procedures and Guidelines for the Personnel Rules and Regulations.

The Board of Commissioners, acting on a recommendation for the State Auditor's Office, amended Section 9.02 (Overtime) by adding " Hourly employees may substitute accumulated sick leave or accrued vacation in place of actual worktime to qualify for overtime Pay".

Motion carries, approved unanimously.

(h) Resolution No. 04-15: Authorizing and appointing a District Auditing Officer

The Board of Commissioners motion and seconded the appointment of Byron Gaines as the Samish Water District's Auditing Officer and making it retroactive to coincide with the date of his initial employment of June 25, 2007.

Motion carries, approved unanimously.

(i) SRF Loan Amendment for the Lake Samish Pump Station No. 4 Rebuild Project.

The Board of Commissioners motioned and seconded the submitting of the loan amendment request to Washington State Department of Ecology for \$399,070 to cover the additional construction costs.

Motion carries, approved unanimously.

VII. (j) MANAGER'S REPORT:

1. Staff will continue to work with the Washington State Auditor's office to finish the required State audit report.

VIII. (k) ATTORNEY'S REPORT:

Tom Fryer, District Attorney, informed the Commissioners that WSDOT is in the process of doing an valuation for the possible sale on the property that pump #2 and #3 lift station set on.

IX. (l) EXECUTIVE SESSION:

None


X. ADJOURNMENT:

The regular meeting was adjourned at 8:00 PM.

XI. NEXT SCHEDULED MEETING:

The next regular board meeting will be held on **Thursday June 11, 2015 at 7:00 PM at the District Office.**


Commissioner Mike Roberts, President


Commissioner Gordon Nolan, Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
April 16, 2015**

CALL TO ORDER:

Board President Mike Roberts called the meeting of April 16, 2015 to order at 7:00 p.m. at the District Office. Also present were Commissioner Gordon Nolan, District Manager Byron Gaines, District Engineer Liz Sterling, District Attorney Tom Fryer and District Administrative Assistant Terre Trenberth. Commissioner Herb Barker was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of March 12, 2015.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of April 16, 2015 claims and payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

1. The District was awarded a Wellness Grant from the Washington Counties Insurance Fund (WCIF) in the amount of \$500. The purpose of the Wellness Grant program is to promote and encourage a healthy lifestyle through incentives to achieve physical activity and nutritional goals. The District pays for approved purchases and incentive prizes and is reimbursed by WCIF. Pedometers have been ordered for District staff. As long as staff participates in the Wellness Program, the District will receive a 4% discount on our medical premium. Commissioner Roberts commented that he would not be opposed to ordering Fitbit's (heart rate and activity wristbands).

2. The Commissioners reviewed a memo from Blair Burroughs, Executive Director of WASWD, regarding whether the Board of Commissioners has the right to control what meetings a commissioner can attend and receive compensation, or is this a right built into the position so that each commissioner has individual discretion to determine which meeting can be attended as long as they pertain to District business. District Attorney, Tom Fryer said that Commissioners can adopt their own meeting policy. A Commissioner can't attend a meetings representing the District at their own discretion. He feels this is a non-issue with our District.

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

None

V. (e) Old Business:

Action Item 07-15: Staff research fees imposed by Whatcom County. *It is on the April agenda.*

VI. New Business:

(f) Site Survey work for Lift Stations No. 2 & 3 as proposed by Wilson Engineering.

The Board of Commissioners motioned and seconded the approval of site survey work at Lift Stations 2 & 3.

Motion carries, approved unanimously.

(g) Whatcom County Finance Department Fee for Payroll/Check Writing.

After a lengthy discussion, the Board of Commissioners choose to take no action to challenge said imposed fee by Whatcom County Finance Department. There was, however concern expressed by District Manager Gaines that there could be other fees imposed by the County for other types of check writing, such as paying vendors.

(h) Bid Award for the Lake Samish Pump Station #4 Rebuild Project.

On April 8, 2015, bids were opened for the Lake Samish Pump Station #4 Rebuild Project. Tiger Construction was the low bidder at \$967,010.81. After some discussion, the Board motioned and seconded to amend the executed loan amount by augmenting funds to cover the difference from the original construction estimate and the bid amount plus 5% for change orders.

The Board motioned and seconded the notice of award to Tiger Construction for the Pump Station #4 Rebuild Project.

Motion carries, approved unanimously.

(i) Amendment to the District Manager's Contract

The Board of Commissioners amended Section 3 (Sick Leave) of the District Manager's Contract from 4 hours to 8 hours of accrued sick leave for each calendar month of employment and made this change retroactive from February 12, 2009.

Motion carries, approved unanimously.

VII. (j) MANAGER'S REPORT:

1. Staff had an opening meeting with the Washington State Auditor's Office, who is presently conducting a required financial audit (every three years) on Samish Waster District.

2. After some discussion, the Board of Commissioners decided not to object in allowing Skagit County P.U.D. to serve potable water inside the District boundary at 135 Summerland.

3. The District Manager informed the Board of Commissioner that he will be on vacation April 20 to April 24, 2015.

VIII. (k) ATTORNEY'S REPORT:

Tom Fryer, District Attorney, informed the Commissioners that they need to complete a training course regarding the Public Records Act, the Open Public Meetings Act, and the Records Management and Retention Training.

IX. (l) EXECUTIVE SESSION:

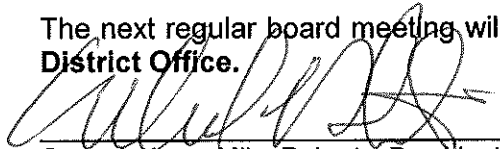
None

X. ADJOURNMENT:


The regular meeting was adjourned at 7:58 PM.

XI. NEXT SCHEDULED MEETING:

The next regular board meeting will be held on **Thursday, May 14, 2015 at 7:00 PM at the District Office.**



Commissioner Mike Roberts, President



Commissioner Gordon Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
March 12, 2015**

CALL TO ORDER:

Board President Mike Roberts called the meeting of March 12, 2015 to order at 7:00 p.m. at the District Office. Also present were Commissioner Gordon Nolan, Commissioner Herb Barker, District Manager Byron Gaines, District Engineer Liz Sterling, District Administrative Assistant Terre Trenberth and District Operator Ken Vogel.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of February 12, 2015.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of March 12, 2015 claims and payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

The District received and the Board reviewed a copy of the 2014 Comprehensive Annual Financial Report Summary from the Washington State Auditor's Office.

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

None

V. (e) Old Business:

Action Item 06-15: Charging customers retroactive for fixture fees for prior years as set forth in the monthly charge found in resolution 01-15. *District Attorney Tom Fryer recommended not charging customers retroactive fees. The Board agreed with the District Attorney's recommendation.*

VI. New Business:

(f) Bid award for Pump Station #4 Rebuild Project

On March 10th, 2015 bids were opened for the Pump Station #4 Rebuild Project. All bids were over the Engineer's estimate, therefore, after considerable discussion the Board of Commissioners elected to throw out the bids and have the Engineer update the Engineer's estimate and rebid Pump Station #4 rebuild Project.

Motion carries, approved unanimously.

(g) Resolution No. 02-15: Authorize the District Manager to execute a loan agreement with the Washington State Department of Ecology (DOE).

After a lengthy discussion, the Board of Commissioners **motioned** and **seconded** the approval of Resolution No. 02-15.

Motion carries, approved unanimously.

(h) New payroll check fee from Whatcom County

The District received a letter from Brad Bennett, Finance Manager for Whatcom County, informing the District of a new payroll check fee of \$10.00 per employee. This new fee will start July 1, 2015. Since Washington State Law (RCW 57.20.135) requires the Whatcom County to be the District's Treasurer due to the lack of enough sewer customers. The District Manager expressed concern that this could be the start of Whatcom County imposing additional fees on the District when the District cannot act as its own Treasurer.

Action Item 07-15: Staff was directed to research fee charges imposed by Whatcom County regarding the District's payroll.

Attorney Tom Fryer said he would be talking to some of the other smaller District's in Whatcom County, regarding this issue.

VII. (i) MANAGER'S REPORT:

1. Staff informed the Commissioners that the District was in the process of replacing the Scada Modems at all Lift Stations.

VIII. (j) ATTORNEY'S REPORT: Tom Fryer, District's Attorney, informed the Commissioners that he had sent two letters to two sewer customers that have not responded to the District's letters regarding payment of back sewer charges.

IX. (k) EXECUTIVE SESSION:

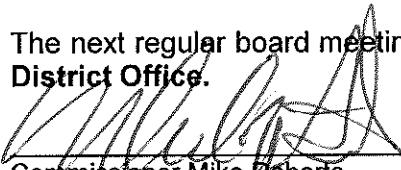
None

X. ADJOURNMENT:

The regular meeting was adjourned at 8:13 PM.

XI. NEXT SCHEDULED MEETING:

The next regular board meeting will be held on **Thursday, April 16, 2015 at 7:00 PM at the District Office.**



Commissioner Mike Roberts
President



Commissioner Gordon Nolan
Secretary

Commissioner Herb Barker



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
February 12, 2015**

CALL TO ORDER:

Board President Mike Roberts called the meeting of February 12, 2015 to order at 7:03 p.m. at the District Office. Also present were Commissioner Gordon Nolan, District Manager Byron Gaines, District Engineer Liz Sterling, District Administrative Assistant Terre Trenberth and District Operator Ken Vogel. Commissioner Barker had an excused absence and was not present.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of January 15, 2015.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of February 12, 2015 claims and payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

None

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

None

V. (e) Old Business:

Action Item 05-15: Staff will create a resolution that will charge a \$5.00 per fixture fee (bathroom, sink or shower) for buildings that do not have cooking or kitchen features.

VI. New Business:

(f) Resolution 01-15: Adding a new Section to Chapter 4.16 of the Samish Water District Municipal Code to address rates for structures and buildings ancillary to a single family dwelling.

After some discussion, a **motion** was made and **seconded** to pass said Resolution 01-05.

Motion carries, approved unanimously.

Action Item 06-15: After further discussion, staff was asked to bring this item back to the March regular meeting to discuss charging customers for prior years, who have been paying for 1 LUE as set forth in the monthly charge found in Resolution 01-15.

(g) Record Destruction Authorization: The Board of Commissioners approved the list of old records for destruction.

Motion carries, approved unanimously.

VII. (h) MANAGER'S REPORT:

1. Liz Sterling, District Engineer, informed the Board that bidding for the Rebuild of Lift Station No. 4 will occur in the first part of March.
2. The Manager informed the Commissioners that he had asked the Skagit Valley Herald to remove a newspaper placement holder from the District's property.
3. Staff informed the Commissioners that there were discussions regarding easement and franchise agreements with WSDOT concerning Sewer Lift Stations 2 & 3. Wilson Engineering will be conducting a survey so the District can decide whether to buy the property where said Lift Stations sit.

VIII. (i) ATTORNEY'S REPORT:

None

IX. (j) EXECUTIVE SESSION:

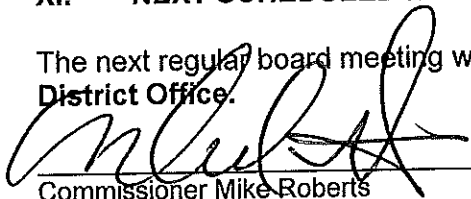
None

X. ADJOURNMENT:

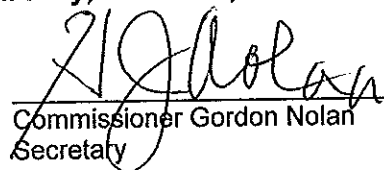
The regular meeting was adjourned at 7:44 PM.

XI. NEXT SCHEDULED MEETING:

The next regular board meeting will be held on **Thursday, March 12, 2015 at 7:00 PM at the District Office.**



Commissioner Mike Roberts
President



Commissioner Gordon Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
January 15, 2015**

CALL TO ORDER:

Board President Mike Roberts called the meeting of January 15, 2015 to order at 7:01 p.m. at the District Office. Also present were Commissioner Gordon Nolan, Commissioner Herb Barker, District Manager Byron Gaines, District Attorney Thomas Fryer, District Engineer Liz Sterling, District Administrative Assistant Terre Trenberth and District Operator Ken Vogel.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of December 11, 2014, with the following corrections: Change the last sentence, first paragraph to : Five members of the community were present.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of January 15, 2015 claims and payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

1. Whatcom County Auditor's Office informed the District of the voter turnout for 2014 and election dates for 2015.
2. Puget Sound Energy gave notice of a .83 % rate increase.
3. A copy of the Enduris Annual 2014 Membership Report was distributed to the Board.

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

None

V. (e) Old Business:

None

VI. New Business:

(f) Election of Officers: Commissioner Barker **motioned** for the positions of President (Commissioner Roberts) and Secretary (Commissioner Nolan) for 2015 to remain the same as 2014. Commissioner Nolan **seconded the motion**.

Motion carries, approved unanimously.

(g) The Board of Commissioners approved an extension of Engineering and Surveying Services for 2015 with Wilson Engineering.

Motion carries, approved unanimously.

VII. (h) MANAGER'S REPORT:

1. Flow meters were replaced at lift stations 11 & 14.
2. The Manager will be having rotary cuff surgery in the later part of February.
3. Liz Sterling, District Engineer, reported that the Federal Cross Cutters have be approved. A resolution needs to be approved for authorized signers for the SRF Loan Funding.

VIII. (i) ATTORNEY'S REPORT:

The District's Attorney reported that WSDOT may be selling the land where Lift Station #2 and #3 sit. Before the property goes to public auction, the District will get the first right of refusal to purchase the land.

IX. (j) EXECUTIVE SESSION:

The Board of Commissioners adjourned into Executive Session at 7:28 PM to review items under RCW42.30 (I). To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member action in an official capacity is, or is likely to become a party , when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequent to the agency.

The Board of Commissioners reconvened back in to regular session at 7:52 PM and directed staff to prepare the following action items.

Action Item 06-15: Staff will create a resolution that will charge a \$5.00 per fixture (bathroom, sink or shower) for buildings that do not have cooking or kitchen features.

X. ADJOURNMENT:

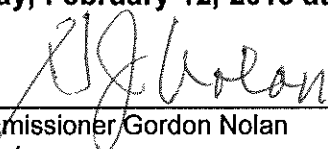
The regular meeting was adjourned at 8:10 PM.

XI. NEXT SCHEDULED MEETING:

The next regular board meeting will be held on **Thursday, February 12, 2015 at 7:00 PM at the District Office.**



Commissioner Mike Roberts
President



Commissioner Gordon Nolan
Secretary

Commissioner Herb Barker



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
December 11, 2014**

CALL TO ORDER:

Board President Mike Roberts called the meeting of December 11, 2014 to order at 7:02 p.m. at the District Office. Also present were Commissioner Gordon Nolan, Commissioner Herb Barker, District Manager Byron Gaines, District Attorney Thomas Fryer, District Engineer Liz Sterling, District Administrative Assistant Terre Trenberth and District Operator Ken Vogel. Five members of the community were present.

I. (a) APPROVAL OF MINUTES:

The Board motioned and seconded the approval of the special meeting minutes of December 8, 2014, with the following corrections: (1) change the sentence to read, The Board of Commissioners went into executive session at 6:03 PM and (2) change paragraph 2 and omit the word is in the first sentence.

The Board motioned and seconded the approval of the regular meeting minutes of November 13, 2014, with the following corrections: change the next regular board meeting date to Thursday, December 11, 2014.

Motions carries, approved unanimously.

II. (b) CLAIMS:

The Board motioned and seconded the approval of December 2014 claims and payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

None

Commissioner Communications:

Commissioner Barker received calls from sewer customers Shane Wefer and Lynn Bell. He suggested they come to the meeting on December 11, 2014.

IV. (d) PUBLIC FORUM:

Mr. Shane Wefer, Mr. Lynn Bell and Tom Aliotti spoke of the unfairness of being charged for six years on back sewer charges that the District had no record of sewer connections. Commissioner Roberts said they would be talking about this issue in the executive meeting.

V. (e) Old Business:

None

VI. New Business:

(f) The Board of Commissioners approved Resolution 03-14 which adopted the 2015 General fund and Capital Fund Budget.

Motions carries, approved unanimously.

(g) The Board of Commissioners approved Resolution No. 04-14 which set the regular board meeting dates for 2015.

Motions carries, approved unanimously.

(h) The Board of Commissioners approved an extension of Engineering and Surveying Services for 2015 with Wilson Engineering.

Motions carries, approved unanimously.

VII. (i) MANAGER'S REPORT:

1. The Manager reported that the District had replaced flow meters at Lift Stations 11 and 14.
2. The Manager reported that there had been a power outage on November 8th and 9th, 2014 in the Lutherwood and Roy Road area.
3. Liz Sterling, District Engineer, reported that the contract modifications that the Department of Ecology (DOE) wanted and the Attorney's letter which stated the legality of financing the Rebuild of Lift Stations #4 has been sent to the DOE.

VIII. (j) ATTORNEY'S REPORT:

None

IX. (k) EXECUTIVE SESSION:

The Board of Commissioners adjourned into Executive Session at 8:12 PM to review items under RCW42.30 (I). To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member action in an official capacity is, or is likely to become a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequent to the agency.

The Board of Commissioners reconvened back in to regular session at 9:03 PM and directed staff to prepare the following action items.

1. **Action Item 01-15:** The Manager will work up a list of costs and information on the issuance of a Letter of Availability and inspections for every 5 years.
2. **Action Item 02-15:** The Manager will work with the Rate Consultant to determine what the sewer charge will be for an unattached structure with only a bathroom.

3. **Action Item 03-15:** The Manager and District Attorney will work together to draft a policy for a secondary charge for an unattached structure with only a bathroom.

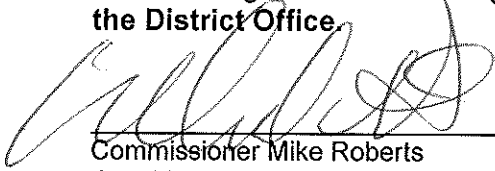
4. **Action Item 04-15:** Staff will create a letter to announce a change in secondary charge policy.

X. ADJOURNMENT:

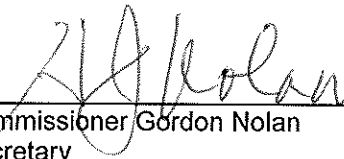
The regular meeting was adjourned at 9:17 PM.

XI. NEXT SCHEDULED MEETING:

The next regular board meeting will be held on **Thursday, January 15, 2015 at 7:00 PM at the District Office.**



Commissioner Mike Roberts
President



Commissioner Gordon Nolan
Secretary



Commissioner Herb Barker



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
November 13, 2014**

CALL TO ORDER:

Board President Mike Roberts called the meeting of November 13, 2014 to order at 7:00 p.m. at the District Office. Also present were Commissioner Gordon Nolan, District Manager Byron Gaines, District Attorney Thomas Fryer, District Engineer Liz Sterling, District Administrative Assistant Terre Trenberth and District Operator Ken Vogel. One member of the community was present. Commissioner Herb Barker was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of October 9, 2014, as presented.

Motions carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of November 13, 2014 claims and payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

1. The District received an email from Whatcom County regarding updating their Comp Plan to include water and sewer service area growth projections.
2. The District received an email from the Whatcom County Auditor informing the District of the new process of submitting ballot measures.

Commissioner Communications:

Commissioner Nolan reported on the most recent Lake Samish Association meeting held at the Lake Samish Fire Hall.

IV. (d) PUBLIC FORUM:

David Schneider reported that he is coordinating a memorial for the late Bruce Harris.

V. (e) Old Business:

None

VI. New Business:

(f) The Board of Commissioners authorized a bid award to Mr. Gary Markusen in the amount of \$2,501 for the District's 2003 Chevy Silverado Truck.

(g) The Board of Commissioners approved Resolution No. 02-14 which commended the late Bruce Harris for his many years of community service.

(h) The Board of Commissioners approved the second phase of the GIS mapping to be done by Wilson Engineering which includes the Burlington Force Main.

VII. (i) MANAGER'S REPORT:

1. The Manager reported that the District will be replacing flow meters at Lift Stations 11 and 14.

2. The Manager reported that staff has discovered a potential of 15 additional sewer connections tied to the District's collection system.

3. A Special Budget meeting will be held on December 8th, 2014 at 6:00 PM to review the proposed 2015 Budget.

VIII. (j) ATTORNEY'S REPORT:

Tom Fryer, the District's Attorney, suggested that District staff might take a recent class offered on the Open Meetings Act, Records Retention and Management for Sewer and Water Districts.

IX. (k) EXECUTIVE SESSION:

None

X. ADJOURNMENT:

The regular meeting was adjourned at 8:09 PM.

XI. NEXT SCHEDULED MEETING:

A special budget board meeting will be held on **December 8th, 2014 at 6:00 PM at the District Office.**

The next regular board meeting will be held on **Thursday, December 11, 2014 at 7:00 PM at the District Office.**



Commissioner Mike Roberts
President



Commissioner Gordon Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
October 9, 2014**

CALL TO ORDER:

Board President Mike Roberts called the meeting of September 11, 2014 to order at 7:01 p.m. at the District Office. Also present were Commissioner Gordon Nolan, Commissioner Herb Barker, District Manager Byron Gaines, District Attorney Thomas Fryer, District Engineer Liz Sterling, District Financial Advisor Brian Paxton, District Administrative Assistant Terre Trenberth and District Operator Ken Vogel . Two members of the community were present.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of September 11, 2014, as presented.

Motions carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of October 9, 2014 claims and payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

1. The City of Burlington informed the District that they will credit \$61.14 that was overcharged for wastewater treatment on the July 2014 statement.
2. Debbie Adelstein, Whatcom County Auditor, informed the District that there was an overcharge of \$4.43 to the Samish Water District for the November 2011 General Election.

Commissioner Communications:

Commissioner Barker informed the Board that he had received a complaint about a connection charge from a District customer. He told the customer he could come to the next Board meeting and express his concerns.

IV. (d) PUBLIC FORUM:

None

V. (e) Old Business:

None

VI. New Business:

(f) Brian Paxon, Zaremba Paxton P.S., presented an overview of the District's Financial Statement for 2013.

(g) The Board of Commissioners approved a contractual service agreement with Wilson Engineering to provide a project management bid and construction phase support for the Lake Samish Pump Station No. 4 rebuild Project.

VII. (h) MANAGER'S REPORT:

1. Terre Trenberth attended the ACE Health Care Seminar presented by WCIF (Washington Counties Insurance Fund).

2. The Manager attended the 2014 Fall Water and Wastewater Conference in Spokane, Washington.

3. There was a power outage on September 12, 2014 that affected three lift stations. All lift stations returned to normal operation on the same day.

VIII. (i) ATTORNEY'S REPORT:

Tom Fryer, the District's attorney, indicated the requested legal approval letter for the SRF Loan should be ready shortly.

IX. (j) EXECUTIVE SESSION:

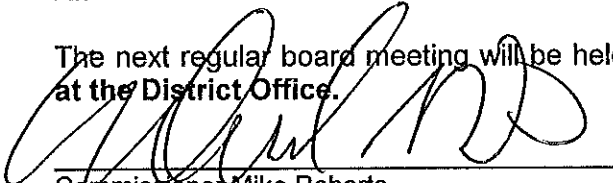
None

X. ADJOURNMENT:

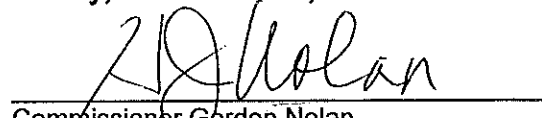
The regular meeting was adjourned at 7:58 PM.

XI. NEXT SCHEDULED MEETING:

The next regular board meeting will be held on **Thursday, November 13, 2014 at 7:00 PM at the District Office.**

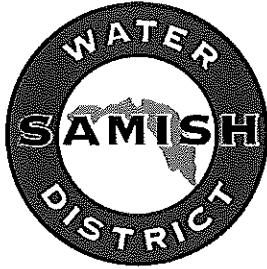


Commissioner Mike Roberts
President



Commissioner Gordon Nolan
Secretary

Commissioner Herb Barker



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
September 11, 2014**

CALL TO ORDER:

Board President Mike Roberts called the meeting of September 11, 2014 to order at 7:00 p.m. at the District Office. Also present were Commissioner Gordon Nolan, Commissioner Herb Barker, District Manager Byron Gaines, District Attorney Thomas Fryer, District Engineer Liz Sterling, Chris Gonzales with the FCS Group and District Administrative Assistant Terre Trenberth. One member of the community was present.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of August 14, 2014, with the following correction; page 1, District Communications No. 2, change rate to 2.4%.

Motions carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of September 11, 2014 claims and payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

1. The District received a memo from the State Auditor's Office detailing new reporting requirements. Brain Paxton, CPA for Zaremba Paxton P. S. will be at the October meeting to report those changes.

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

V. (e) Old Business:

Action Item No: 07-14: The Manager will determine what the dollar amount is on the Enduris rate increase.

VI. New Business:

(f) Chris Gonzales, Rate Specialist with FCS Group, reported that there will be no need for a rate increase for 2015.

VII. (g) MANAGER'S REPORT:

1. The Manager reported that staff had discovered 5 additional sewer connections during the GIS/Customer mapping assessment survey.

2. Liz Sterling, District Engineer; Thomas Fryer, District Attorney and the District Manager will be working on a draft engineering contract and present it to the Commissioners during the October Board meeting.

VIII. (h) ATTORNEY'S REPORT:

None

IX. (i) EXECUTIVE SESSION:

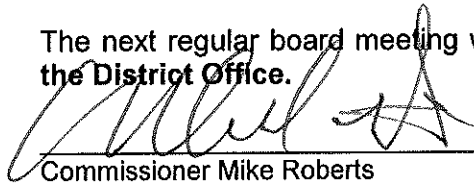
None

X. ADJOURNMENT:

The regular meeting was adjourned at 7:47 PM.

XI. NEXT SCHEDULED MEETING:

The next regular board meeting will be held on **Thursday, October 9, 2014 at 7:00 PM at the District Office.**



Commissioner Mike Roberts
President



Commissioner Gordon Nolan
Secretary



Commissioner Herb Barker



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
August 14, 2014**

CALL TO ORDER:

Board President Mike Roberts called the meeting of August 14, 2014 to order at 7:00 p.m. at the District Office. Also present were Commissioner Gordon Nolan, District Manager Byron Gaines, District Attorney Thomas Fryer, District Engineer Liz Sterling and District Administrative Assistant Terre Trenberth. Also one member of the community was present. Commissioner Herb Barker was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of July 10, 2014 with the following correction; page 2, Manager's report item 1, change Lis to Liz.

Motions carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of August 14, 2014 claims and payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

1. The District received correspondence from the Washington State Auditor's office that they had increased their monthly billing rate from \$83.50 to \$88.50 per hour.
2. The District has been informed by Enduris that there will be a 2.4% rate increase in the District's 2015 insurance policy.

Action Item No: 06-14: The Manager will determine what the dollar amount is on the Enduris 2.4% rate increase.

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

Bruce Harris informed the Commissioners that the fish ladder used in Friday Creek cannot be lowered any further creating a insufficient 2 CFS water flow.

V. (e) Old Business:

None

VI. New Business:

(f) The Manager, on behalf of the District, attended a meeting of the South Lake Samish Neighbors concerning feasibility study for potable water. This study concluded that there were only two feasible sources of potable water. The first is to pool senior and junior water rights from the south end permit holders of Lake Samish and the second was to buy wholesale water from Skagit PUD.

(g) The Manager reported that he had received a number of letters from customers concerning the Flower of Life Farm at 3431 Old Highway 99 North Rd. who is proposing to produce and process marijuana. The Manager has contacted each customer to inform them that we are aware of the situation and have passed all correspondence on to the City of Burlington who treats our wastewater.

VII. (g) MANAGER'S REPORT:

1. The Manager and District Engineer attended the SRF Loan funding workshop in Tacoma Washington.
2. Liz Sterling, District Engineer, provided handouts on the summary of the costs for the SRF Loan Agreement for the rebuild of Lift Station #4. She also updated the Commissioners on the engineering costs of said lift station.
3. The District had a power outage on August 12, 2014 that shut down pump stations 1, 2, 3 and 4.

VIII. (h) ATTORNEY'S REPORT:

None

IX. (i) EXECUTIVE SESSION:

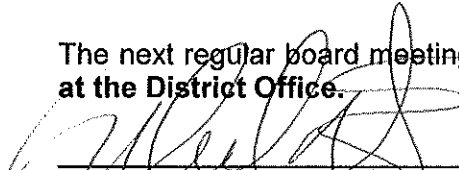
None

X. ADJOURNMENT:

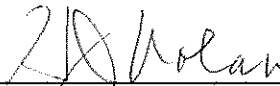
The regular meeting was adjourned at 7:45 PM.

XI. NEXT SCHEDULED MEETING:

The next regular board meeting will be held on **Thursday, September 11, 2014 at 7:00 PM at the District Office.**



Commissioner Mike Roberts
President



Commissioner Gordon Nolan
Secretary

Commissioner Herb Barker



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
July 10, 2014**

CALL TO ORDER:

Board President Mike Roberts called the meeting of July 10, 2014 to order at 7:00 p.m. at the District Office. Also present were Commissioner Gordon Nolan, Commissioner Herb Barker, District Manager Byron Gaines, District Attorney Tim Slater, New District Attorney Thomas Fryer, District Engineer Liz Sterling and District Administrative Assistant Terre Trenberth.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of June 12, 2014 with the correction of deleting the d from smoked in the Manager's report item #4.

The Board **motioned and seconded** the approval of the special meeting minutes of June 17, 2014.

The Board **motioned and seconded** the approval of the special meeting minutes of June 19, 2014 with the correction of deleting Brochmal and replacing it with Grochmal in the first paragraph.

Motions carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of July 10, 2014 claims and payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

The District received confirmation from the Department of Ecology that Section 106 (Historic Preservation Act) has now been fulfilled.

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

None

V. (e) Old Business:

Action Item No: 05-14: The Manager will prepare a contract with Grochmal & Fryer to provide legal services for the District. This was completed on July 10, 2014 and placed on the agenda.

VI. New Business:

(f) Resolution 01-14: Contract with Grochmal & Fryer for Legal Services.

The Commissioners' motioned and approved a retainer contract with Grochmal & Fryer to provide legal services to the District.

Motion carries, approved unanimously.

VII. (g) MANAGER'S REPORT:

1. ^{Liz} Liz Sterling (District Engineer) updated the Board on the Lift Station # 4 Rebuild Project.
2. The District experienced a power outage on Sunday 06/29/14 between the hours of 2PM and 4PM.
3. The District retained the services of Pete Smit, beaver trapper, to remove two beavers that were recently discovered on Friday Creek.
4. The District said goodbye to retiring Tim Slater who had served as the District's Attorney.

VIII. (h) ATTORNEY'S REPORT:

None

IX. (i) EXECUTIVE SESSION:

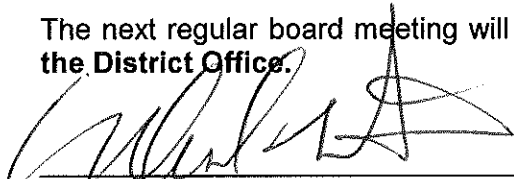
None

X. ADJOURNMENT:

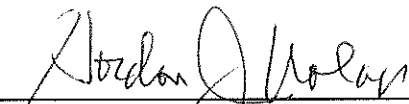
The regular meeting was adjourned at 7:29 PM.

XI. NEXT SCHEDULED MEETING:

The next regular board meeting will be held on **Thursday, August 14, 2014 at 7:00 PM at the District Office.**



Commissioner Mike Roberts
President



Commissioner Gordon Nolan
Secretary

Commissioner Herb Barker



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
June 12, 2014**

CALL TO ORDER:

Board President Mike Roberts called the meeting of June 12, 2014 to order at 7:00 p.m. at the District Office. Also present were Commissioner Gordon Nolan, Commissioner Herb Barker, District Manager Byron Gaines, District Attorney Tim Slater, District Engineer Liz Sterling and District Administrative Assistant Terre Trenberth.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of May 15, 2014. Commissioner Herb Barker abstained.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of June 12, 2014 claims and payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

No Communications received.

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

None

V. (e) Old Business:

Action Item No: 04-14: The Manager and District Attorney will prepare questions to be used in the interview with potential new District Attorneys.

VI. New Business:

(f) Lake Samish Pump Station No.4 Rebuild Project: Revised Engineering Contract: As directed by the Board of Commissioners at the last regular meeting, Liz Sterling, District Engineer, presented an adjusted Engineer Contract with Wilson Engineering. The total amount adjusted was \$17,519.00.

The Board motioned and seconded the approval of said \$17,519.00 adjustment.

Motion carries, approved unanimously.

(g) Discussion of RFQ,s for legal services: The Commissioners reviewed and approved the questions that will be asked of the applicants for Legal Counsel for the Samish Water District. After considerable discussion, the Commissioners directed the District Manager to set up interview dates for June 17th and June 19th. The applicants to be interviewed will be Buri Funston Mumford Law Firm, Grochmal & Fryer Law Office, Shultz Law Offices and Zervas Law Firm.

VII. (h) MANAGER'S REPORT:

1. District Manager informed the Commissioners that a summer maintenance worker had been hired. Her name is Cara Jerde.
2. District Manager informed the Commissioners that the Districts SCADA system which is 10 years old will need to be replaced at budget time.
3. There was a power outage on Cain Lake road from a falling tree on May 23 which knocked power out at pump station #9. The Power was restored about 6 hours later.
4. The District smoke tested pump station #8. Nothing was found.
5. The Administration Building has been invaded by black ants. The District hired Environmental Pest Control to spray the building.
6. We have had to rebuild Terre's computer which showed signs of crashing.

VIII. (i) ATTORNEY'S REPORT:

None

IX. (j) EXECUTIVE SESSION:

None

X. ADJOURNMENT:

The regular meeting was adjourned at 8:36 PM.

XI. NEXT SCHEDULED MEETING:

The next special board meeting will be held on **Tuesday, June 17, 2014 at 7:00 PM at the District Office and then again on Thursday, June 19, 2014.**

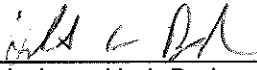
The next regular board meeting will be held on **Thursday, July 10, 2014 at 7:00 PM at the District Office.**



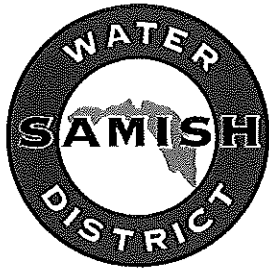
Commissioner Mike Roberts
President



Commissioner Gordon Nolan
Secretary



Commissioner Herb Barker



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
May 15, 2014**

CALL TO ORDER:

Board President Mike Roberts called the meeting of May 15, 2014 to order at 7:01 p.m. at the District Office. Also present were Commissioner Gordon Nolan, Commissioner Herb Barker, District Manager Byron Gaines, District Attorney Tim Slater, District Administrative Assistant Terre Trenberth and District Operator Ken Vogel.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of April 10, 2014. Commissioner Herb Barker abstained.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of May 15, 2014 claims and payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

The District received a letter from Comcast Business Service notifying the District of a \$10.00 monthly increase effective May 15, 2014.

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

None

V. (e) Old Business:

Action Items No; 03-14: The Manager will contact 4th Corner Network to distribute the District's legal service RFQ's.

VI. New Business:

(f) Tabled and deleted.

(g) Review of Pump Station No. 4 Rebuild Project: Liz Sterling, District Engineer, updated the Commissioner's on the on-going Pump Station No. 4 Rebuild Project. She was recently

made aware that expenses incurred by the District prior to completion of the Federal Cross Cutter requirements will be eligible for reimbursement under the SRF Loan. There will also be an additional \$17,519.00 required to meet permitting and environmental reviews and \$2,000.00 for a building permit which was not included in the original estimate.

(h) Request for Qualifications for Legal Counsel: To this date, the District has received 3 proposals. The Commissioners would like to review all RFQ's before the next regular meeting and also set aside a possible date of June 19th for interviews.

VII. (i) MANAGER'S REPORT:

1. The District Engineer gave a brief update on the Lift Station No. 10. Significant leaks from corrosion of the galvanized pipes have developed on both pump discharge lines. The leaks are putting pressure on the station's grinder pumps. She recommends bringing the station up to date to last the next 20 years. The biggest material costs will be the pump and Control cabinet cost. Estimated cost at this time is between \$20,000 to \$30,000.

2. The Manager informed the Board, that the District will be interviewing for the summer help position.

3. The Manager reviewed with the Commissioners a new E-Bill Enrollment Form.

VIII. (j) ATTORNEY'S REPORT:

None

IX. (k) EXECUTIVE SESSION:

None

X. ADJOURNMENT:

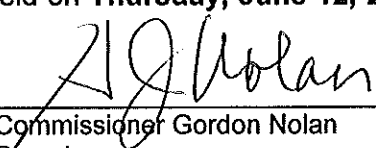
The regular meeting was adjourned at 8:10 PM.

XI. NEXT SCHEDULED MEETING:


The next regular scheduled board meeting will be held on **Thursday, June 12, 2014 at 7:00 PM at the District Office.**



Commissioner Mike Roberts
President



Commissioner Gordon Nolan
Secretary



Commissioner Herb Barker



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
April 10, 2014**

CALL TO ORDER:

Board President Mike Roberts called the meeting of April 10, 2014 to order at 7:01 p.m. at the District Office. Also present were Commissioner Gordon Nolan, District Manager Byron Gaines, District Attorney Tim Slater, District Administrative Assistant Terre Trenberth and District Operator Ken Vogel. Commissioner Herb Barker was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of March 13, 2014.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of March 13, 2014 claims and payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

None

Commissioner Communications:

Commissioner Nolan reported that Whatcom County was considering hiring someone to manage the Stormwater Management Program. The District Manager will contact the County for more information.

IV. (d) PUBLIC FORUM:

None

V. (e) Old Business:

Action item No. 04-14: The Manager will contact 4th Corner Network Inc. to distribute the District's RFQ's for legal services in both Whatcom and Skagit Counties.

VI. New Business:

(f) Record Destruction Authorization: The Board approved said destruction and Authorization.

(g) Health Insurance and Pay Adjustment: The Commissioners approved the presented WCIF Health Plan. The employee pay adjustment associated with lower premium cost was tabled until the next Board meeting when Commissioner Barker will be present.

(h) Request for Qualifications for Legal Counsel: The Board reviewed and authorized the Manager to send out the RFQs for legal services.

VII. (i) MANAGER'S REPORT:

1. The District Engineer gave a brief update on the Rebuild of Lift Station #4.
2. Liz Sterling, the District's Engineer, gave a brief report on the repairing of Lift Station #4. She is also preparing a report for the long term rehab of Lift Station #4 and it will be ready at the next scheduled Board meeting.
3. The Manager was asked to send an email to the Commissioners reminding them of the May 15th Board Meeting, which is on the 3rd Thursday of the month.

VIII. (i) ATTORNEY'S REPORT:

None

IX. (j) EXECUTIVE SESSION:

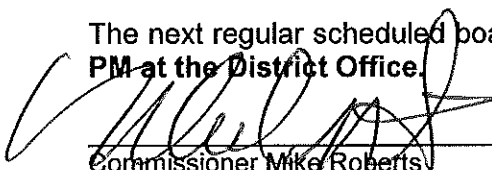
None

X. ADJOURNMENT:

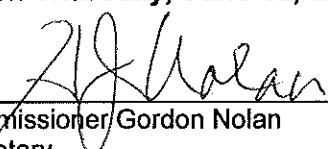
The regular meeting was adjourned at 7:47 PM.

XI. NEXT SCHEDULED MEETING:

The next regular scheduled board meeting will be held on **Thursday, June 12, 2014 at 7:00 PM at the District Office.**



Commissioner Mike Roberts
President



Commissioner Gordon Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
March 13, 2014**

CALL TO ORDER:

Board President Mike Roberts called the meeting of March 13, 2014 to order at 7:00 p.m. at the District Office. Also present were Commissioner Gordon Nolan, District Manager Byron Gaines, District Attorney Tim Slater, District Clerk Vanessa Entrikin, and District Operator Ken Vogel. Commissioner Herb Barker was absent.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of February 13, 2014 with the following correction. Change District office so the letter o in office is a capital in the first sentence (Office), paragraph 1, on the first page.

Motion carries, approved with one abstention.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of March 13, 2014 claims and payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

1. The Managers provided the Commissioners with a Bellingham Herald news article concerning boat inspection funding to prevent harmful shellfish from entering Lake Whatcom and Lake Samish.
2. The Commissioners reviewed a letter from the Department of Ecology that informed the District that we had made the State Fiscal Year 2015 Draft Water Quality funding offer List.
3. The Commissioners reviewed a renewal notice from Willamette Dental Group that would increase our existing cost by 1.03 % for the coming year.

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

David Schneider commented that he was pleased that the Whatcom County Council passed the Samish Basin Stormwater Comp Plan.

V. (e) Old Business:

Action item No. 01-14: Staff will make a computer copy of the old notary logs that will be purged from the District files. This was completed on February 25, 2014.

VI. New Business:

(f) Request from the Fairfield Inn & Suites to dismiss penalty fee.

The Commissioners voted to deny said request and asked the Manager to send a letter.

(g) Samish Water District new web site: Staff made a brief presentation to the Commissioners regarding the creation of the District's new web site.

(h) Cancellation of Warrant: Commissioners approved the cancellation of warrant number #932245 and reissue of warrant in replacement.

VII. (h) MANAGER'S REPORT:

1. The District Engineer gave a brief update on the Rebuild of Lift Station #4.
2. The Commissioners were informed that Staff had replaced modems at the Burlington Pump Station and The Upper Skagit Metering Station.

VIII. (i) ATTORNEY'S REPORT:

District Attorney Tim Slater informed the Commissioners that he would be retiring this year. However, he would stay on until the Commissioners find a replacement.

Action item No: 02-14: The District will prepare a Request for Qualification for Legal Services.

IX. (j) EXECUTIVE SESSION:

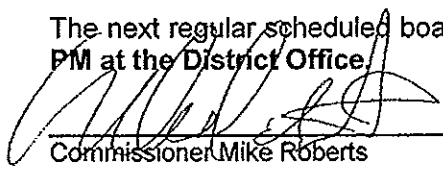
None

X. ADJOURNMENT:

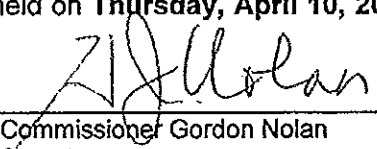
The regular meeting was adjourned at 7:55 PM.

XI. NEXT SCHEDULED MEETING:

The next regular scheduled board meeting will be held on **Thursday, April 10, 2014 at 7:00 PM at the District Office**



Commissioner Mike Roberts
President



Commissioner Gordon Nolan
Secretary



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
February 13, 2014**

CALL TO ORDER:

Board President Mike Roberts called the meeting of February 13, 2014 to order at 7:00 p.m. at the District office. Also present were Commissioner Gordon Nolan, Commissioner Herb Barker, District Manager Byron Gaines, District Attorney Tim Slater, Administrative Assistant Terre Trenberth, and District Operator Ken Vogel.

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of January 16, 2014. Commissioner Herb Barker abstained.

Motion carries, approved with one abstention.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of February 13, 2014 claims and payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

The Board of Commissioners reviewed House Bill 2186 and Senate Bill 2014 that is being considered for 2014 legislation. It was determined after consulting with the District's Attorney, Tim Slater, the Board concluded that there would be no effect on the Samish Water District.

Commissioner Communications:

Commissioner Barker informed the Board, he would not be attending the March regular board meeting.

IV. (d) PUBLIC FORUM:

None

V. (e) OLD BUSINESS:

None

VI. NEW BUSINESS:

(f) Oath of Office

Herb Barker, who was elected to fill Commissioner Position No. 3 was sworn in by the District's Attorney, Tim Slater, to fill said position.

(g) Record Destruction Authorization: The Board of Commissioners reviewed and authorized purging a list of records prepared by staff, however, Commissioner Barker asked staff to retain a computer copy of the notary files that were meant to be destroyed.

VII. (h) MANAGER'S REPORT:

1. The Manager gave a brief update on the engineering and update on the progress to the Lift Station #4 project.
2. The Manager informed the Commissioners that staff had to transfer funds to pay an engineering invoice for Pump Station #4 project.
3. The Manager informed the Commissioners that staff will be replacing the exterior lighting for the Administration Building.

VIII. (i) ATTORNEY'S REPORT:

No Report

IX. (j) EXECUTIVE SESSION:

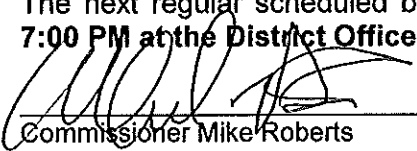
None

X. ADJOURNMENT:

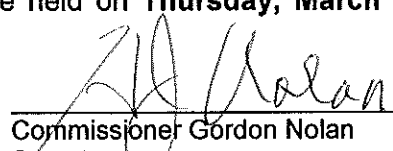
The regular meeting was adjourned at 7:35 PM.

XI. NEXT SCHEDULED MEETING:

The next regular scheduled board meeting will be held on **Thursday, March 13, 2014 at 7:00 PM at the District Office.**



Commissioner Mike Roberts
President



Commissioner Gordon Nolan
Secretary

Commissioner Herb Barker



**SAMISH WATER DISTRICT
MINUTES OF THE REGULAR MEETING OF
January 16, 2014**

CALL TO ORDER:

Board President Mike Roberts called the meeting of January 16, 2014 to order at 7:00 p.m. at the District office. Also present were Commissioner Gordon Nolan, District Manager Byron Gaines, District Engineer Liz Sterling, District Attorney Tim Slater, Administrative Assistant Terre Trenberth, District Operator Ken Vogel and members from the community. Commissioner Herb Barker had an excused absence. (See sign in log).

I. (a) APPROVAL OF MINUTES:

The Board **motioned and seconded** the approval of the regular meeting minutes of December 12, 2013.

Motion carries, approved unanimously.

II. (b) CLAIMS:

The Board **motioned and seconded** the approval of December 2013 claims and payroll.

Motion carries, approved unanimously.

III. (c) COMMUNICATIONS:

District Communications:

1. The Manager informed the Commissioners about a bill that is being considered by the State Department of Ecology for "fish consumption" standards.
2. The District received a notice from the Whatcom County Auditor's office that we had 433 people from the Samish Water District that voted in the last election.
3. The Manager informed the Commissioners that the Whatcom County PUD had received a grant from the Health Department to study the feasibility of providing potable water for the Lake Samish area.

Commissioner Communications:

None

IV. (d) PUBLIC FORUM:

None

V. (e) OLD BUSINESS:

None

VI. NEW BUSINESS:

(f) Election of Board Officers: Commissioner Nolan nominated Commissioner Roberts for President. Commissioner Roberts nominated Commissioner Nolan for Secretary.

Motion carries, approved unanimously.

(g) Critical Areas Delineation Report: Liz Sterling, the District's Engineer, gave an overview of the Critical Areas Delineation Report concerning the Rebuild Project of Lift Station #4. The report sighted mitigations areas that will have to be documented and maintained for three years.

VII. (h) MANAGER'S REPORT:

1. The Manager reported that two modems had been replaced in the District's SCADA system.

2. Liz Sterling, the District's Engineer, informed the Commissioners that the District's Comp Plan was finished.

VIII. (i) ATTORNEY'S REPORT:

No Report

IX. (j) EXECUTIVE SESSION:

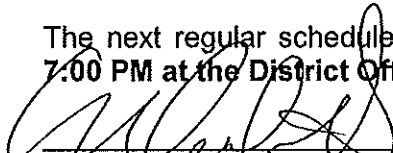
None

X. ADJOURNMENT:

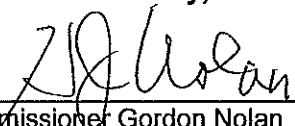
The regular meeting was adjourned at 7:28 PM.

XI. NEXT SCHEDULED MEETING:

The next regular scheduled board meeting will be held on **Thursday, March 13, 2014 at 7:00 PM at the District Office.**



Commissioner Mike Roberts
President



Commissioner Gordon Nolan
Secretary