



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

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

October 10, 2018

6:30 p.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Operations and Maintenance Manager Recruitment Update
 - B. PEBB Qualifications for Commissioners
 - C. Authorization to Represent LWWSW at WASWD
 - D. 2018 Asphalt Patching
6. OTHER BUSINESS
7. GENERAL MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. EXECUTIVE SESSION
Executive Session Per RCW 42.30.140 (4)(a): Considering issues related to collective bargaining with a labor union – 30 minutes
10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL
Item 5.A.

DATE SUBMITTED:	October 3, 2018	MEETING DATE:	October 10, 2018
SUBJECT:	Operations & Maintenance Manager Recruitment Update		
TO: BOARD OF COMMISSIONERS	FROM: Staff		
GENERAL MANAGER APPROVAL	<i>JAC</i>		
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Recruitment of the Operations & Maintenance Manager is proceeding. All 5 final candidates have been interviewed by the selection committee. General Manager Justin Clary will give a verbal update on the status of recruitment.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None.


PROPOSED MOTION

None.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL
Item 5.B.

DATE SUBMITTED:	Sept 27, 2018	MEETING DATE:	October 10, 2018
SUBJECT:	PEBB Qualification for Commissioners		
TO: BOARD OF COMMISSIONERS	FROM: Debi Denton, Finance Manager		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. RCW 57.08.100 2. 3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The Board of Commissioners requested that staff research the parameters allowing PEBB medical insurance to be offered to Board members. The parameters per RCW 57.08.100 (attached) state that a district with 5000 or more connections may provide insurance to its Commissioners. Staff contacted PEBB to verify this information. Our District does not qualify, with 3833 total connections.

WASWD is possibly presenting a bill to the WA Legislature changing those parameters. Staff will continue to monitor if there is a change to the RCW.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

None

PROPOSED MOTION

None

RCW 57.08.100**Health care, group, life, and social security insurance contracts for employees', commissioners' benefit—Joint action with other districts.**

Subject to chapter 48.62 RCW, a district, by a majority vote of its board of commissioners, may enter into contracts to provide health care services and/or group insurance and/or term life insurance and/or social security insurance for the benefit of its employees and may pay all or any part of the cost thereof. Any two or more districts, by a majority vote of their respective boards of commissioners, may, if deemed expedient, join in the procuring of such health care services and/or group insurance and/or term life insurance, and the board of commissioners of a participating district may by appropriate resolution authorize its respective district to pay all or any portion of the cost thereof.

A district with five thousand or more customers providing health, group, or life insurance to its employees may provide its commissioners with the same coverage. However, the per person amounts for such insurance paid by the district shall not exceed the per person amounts paid by the district for its employees.

[1996 c 230 § 316; 1991 sp.s. c 30 § 25; 1991 c 82 § 5; 1981 c 190 § 6; 1973 c 24 § 2; 1961 c 261 § 2.]

NOTES:

Part headings not law—Effective date—1996 c 230: See notes following RCW 57.02.001.

Effective date, implementation, application—1991 sp.s. c 30: See RCW 48.62.900.


Hospitalization and medical insurance authorized: RCW 41.04.180.

Hospitalization and medical insurance not deemed additional compensation: RCW 41.04.190.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL
Item 5C

DATE SUBMITTED:	October 3, 2018	MEETING DATE:	October 10, 2018
SUBJECT:	Authorization to Represent Lake Whatcom Water & Sewer District during the October 22, 2018 Meeting of the Washington Association of Water & Sewer Districts		
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary		
MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Proposed Letter of Authorization		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Action required during the annual meeting of the Washington Association of Water & Sewer Districts (WASWD) held on September 21, 2018 in Spokane, Washington, included adoption of the 2019 budget and election of individuals to board of director positions in which terms are scheduled to expire. However, a quorum of members was not present at the meeting (35% representation of member districts constitutes a quorum), resulting in the inability to formally act on the business items. As a result, a special meeting has been scheduled for October 22, 2018, at the Highline Water District office in Kent, Washington. A member district is deemed in attendance if at least one commissioner or an individual authorized to vote by the district is in attendance. An authorized individual may be:

- a district employee, or
- a district consultant representative

For a district employee or consultant representative to count towards the quorum and to vote for a district, the secretary of the district board of commissioners must have filed with WASWD staff before the start of the special meeting a written document addressed to the WASWD secretary and signed by the district secretary that identifies the employee or

consultant representative, and that the employee or consultant representative is authorized to represent the district during the special meeting.

The District's consultant engineer, Melanie Mankamyer of Wilson Engineering, is scheduled to attend the October 22 special meeting and has volunteered to serve as the District's representative during the meeting. Attached for the Board's consideration is a letter authorizing Ms. Mankamyer to serve as the District's representative during the October 22 meeting.

FISCAL IMPACT

Cost savings will be realized through the negation of travel expenses associated with District board or staff travel to and from the special meeting.

RECOMMENDED BOARD ACTION

Approval of the Ms. Mankamyer to serve as the District's representative during the October 22 special meeting.

PROPOSED MOTION

I move to authorize Todd Citron, Secretary of the Lake Whatcom Water & Sewer District Board of Commissioners, to provide written authorization to the Washington Association of Water & Sewer Districts secretary for the District's consultant engineer, Melanie Mankamyer, to serve as the District's representative during a special meeting of the Washington Association of Water & Sewer Districts scheduled for October 22, 2018.



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

October 10, 2018

Washington Association of Sewer & Water Districts
12720 Gateway Drive, Suite 204
Tukwila, WA 98168

To the Association Secretary:

The Lake Whatcom Water & Sewer District will be attending the Special Membership Meeting on October 22, 2018. The District will be represented by its consultant representative, Melanie Mankamyer of Wilson Engineering.

Sincerely,


Todd Citron
Secretary of the Board of Commissioners
Lake Whatcom Water & Sewer District



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5D

DATE SUBMITTED:	10/3/2018	MEETING DATE:	10/10/2018
SUBJECT:	2018 Asphalt Patching		
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. 2. 3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

As part of performing routine maintenance, repair, and installation of new water service connections, District crews routinely excavate within paved roadways. The paved surfaces include both roads in Whatcom County right of way and privately owned roads (such as Sudden Valley Community Association).

District crews install a temporary patch until a batch of permanent patches can be done all at once by a paving contractor. In May 2018 the District obtained quotes from 3 paving contractors based on a square foot unit price. The District issued a purchase order to the low quote, Western Refinery Services, Inc (WRS). The patch list in May 2018 included 36 locations that valued about \$13k including tax. The District and contractor scheduled the work to occur in August 2018.

At the beginning of August, it became apparent District crews were fully occupied performing essential functions and did not have time to prep each asphalt patch location right before WRS followed behind to install the asphalt. The District asked WRS for a square foot unit price to prepare the patches, leaving only saw cutting to District staff. A

revised purchase order was issued at the beginning of August that added prep work and more locations that totaled 53 with an estimated value \$28k.

Several more locations were added in August while the patching work was in progress. A total of 58 locations were patched with a total value of between \$41k and \$46k. District staff is working with WRS to document, verify, and finalize the measurements used for calculating the unit price work.

About half of the asphalt patch area is related to water leak repairs (mains and services lines). The other half is related to new water service installations and water/sewer main infrastructure repairs.

FISCAL IMPACT

The 2018 budget item for Operations Repair/Maintenance is \$190,000 for the year. At 8/31/2018 the amount spent was less than \$72k. It appears the line item budget will be sufficient to cover the asphalt patching costs.

RECOMMENDED BOARD ACTION

See proposed motion.


PROPOSED MOTION

I move to authorize District staff to process and pay the invoice from WRS up to \$46,000 including sales tax for the asphalt patching work, subject to final determination of square foot quantities approved by the District Engineer or General Manager.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL
Item 7

DATE SUBMITTED:	October 3, 2018	MEETING DATE:	October 10, 2018
SUBJECT:	General Manager's Report		
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Manager's Report 2. 3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Updated information from the General Manager in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



LAKE WHATCOM WATER AND SEWER DISTRICT

General Manager's Report

Upcoming Dates & Announcements

Regular Meeting – Wed. October 10, 2018 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Next Regular Board Meeting	Wed Oct 31, 2018	8:00 a.m.	Board Room
Next Employee Staff Meeting	Thu Oct 11, 2018	8:00 a.m.	Board Room Scheduled to Attend: Commissioner Todd Citron
Finance Committee Meeting	TBD	TBD	Small Conference Room
Safety Committee Meeting	Thu Oct 11, 2018	7:30 a.m.	Small Conference Room
Lake Whatcom Management Program			
Data Group Meeting	Thu Oct 11, 2018	9:00 a.m.	City of Bellingham PW Offices 2221 Pacific Street
Policy Group Meeting	Mon Oct 29, 2018	3:00 p.m.	City of Bellingham's Fireplace Room 625 Halleck Street <i>Enter through the Halleck St entrance</i>
Management Meeting	None Planned		Last meeting – March 28, 2018
Other Meetings			
Whatcom Water Districts Caucus Meeting	Wed Oct 17, 2018	1:00 p.m.	Board Room

Other Announcements & Reminders

Committee Meeting Reports

Finance Committee – last meeting was held on September 12, 2018

Safety Committee – last meeting was held on September 13, 2018

Upcoming Important Agenda Topics and Meetings

October 31, 2018 Board Meeting – an initial draft of the 2019 budget will be presented by staff


General Manager Comments

I would like to personally thank the Board for placing its faith in me to lead the District into its next 50 years of serving the Lake Whatcom community. I would also like to thank District staff for both their tremendous welcome and for accommodating my ongoing questions as I come up-to-speed on the organization.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL
Item 9

DATE SUBMITTED:	October 3, 2018	MEETING DATE:	October 10, 2018
SUBJECT:	Executive Session		
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Executive Session for the purpose of considering issues related to collective bargaining with a labor union, under RCW 42.30.140 section 4(a).

The Executive Session is expected to last 30 minutes.

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

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

N/A

PROPOSED MOTION

N/A