



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

October 10, 2018

Board President Laura Weide called the Regular Session to order at 6:30 p.m.

Attendees: Commissioner Laura Weide
Commissioner John Carter
Commissioner Todd Citron
Commissioner Leslie McRoberts
General Manager Justin Clary
Assistant General Manager/District Engineer Bill Hunter
Finance Manager/Treasurer Debi Denton
Recording Secretary Rachael Hope
Consulting Engineer Melanie Mankamyer

Excused Absence(s): Commissioner Bruce Ford

No public were in attendance.

Changes to Agenda

Clary requested the addition of Item 5E, Memorandum of Understanding with Water & Sewer Risk Management Pool. The Board agreed.

Consent Agenda

Action Taken

Citron moved, McRoberts seconded, approval of:

- Meeting Notes from the 9/26/2018 Board Meeting
- Payroll for Pay Period #20 (09/08/2018 through 09/21/2018) totaling \$40,600.94.
- Payroll Benefits for Pay Period #20 totaling \$43,808.46.
- Payroll for Pay Period #21 (09/22/2018 through 10/05/2018) totaling \$40,234.86.
- Payroll Benefits for Pay Period #21 totaling \$44,132.40.
- Accounts Payable Vouchers totaling \$13,752.38.
- Accounts Payable Vouchers totaling \$1,061,707.82.

Motion passed.

Operations and Maintenance Manager Recruitment Update

Clary reported that after interviewing 5 top candidates, the selection committee offered the Operations & Maintenance Manager position to Brent Winters. He accepted the position with a start date of November 13, 2018.

PEBB Qualification for Commissioners

Denton recounted that the Board of Commissioners had requested that staff research the parameters allowing PEBB medical insurance to be offered to Board members. The parameters per RCW 57.08.100 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. Staff will continue to monitor if there is a change to the RCW.

Authorization for Representation at WASWD Meeting

Weide explained that during the annual meeting of the Washington Association of Water & Sewer Districts (WASWD) held on September 21, 2018, a quorum of members was not present, resulting in the inability to adopt the 2019 budget and elect new members to the board of directors. A special meeting is scheduled for October 22, 2018. Member districts may designate a district consultant representative to vote on their behalf by submitting written authorization. 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.

Action Taken

McRoberts moved, Carter seconded, 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. Motion passed.

2018 Asphalt Patching

Hunter communicated that as part of performing routine duties, District crews routinely excavate within paved roadways. District crews usually install a temporary patch until a batch of permanent patches can be done all at once by a paving contractor. In May the District obtained quotes and issued a purchase order to 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.

Due to a high summer workload, District crews were unable to schedule asphalt patch location prep with WRS. The District asked WRS for a price to prepare the patches, leaving only saw cutting to staff and a revised purchase order was issued at the beginning of August. Additionally, 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 just over \$40k. Though the amount spent for asphalt patching was within the budgeted amount included in the 2018 budget, staff asked the commissioners to authorize payment of the invoice for an amount higher than the original purchase order.

Action Taken

Citron moved, Carter seconded, to authorize District staff to process and pay the invoice from WRS of \$40,842.11 including sales tax for the asphalt patching work approved by the District Engineer or General Manager. Motion passed.

Memorandum of Understanding with Water & Sewer Risk Management Pool

Clary reminded the Board that the Water & Sewer Risk Management Pool is developing a continuity of services plan to be enacted during emergency events that render its offices uninhabitable. WSRMP requested earlier this year that the District consider developing a memorandum of understanding that would allow them to use District facilities in the event that WSRMP offices are unavailable. During its June 13, 2018 meeting, the Board directed staff to develop an MOU for providing WSRMP with the use of our facilities.

Action Taken

Carter moved, McRoberts seconded, to authorize the General Manager to execute the proposed Memorandum of Understanding by and between the Water & Sewer Risk Management Pool and the Lake Whatcom Water & Sewer District for the use of District facilities by the WSRMP during emergency events. Motion passed.

General Manager’s Report

Clary thanked the Board for placing its faith in him to lead the District into its next 50 years of serving the Lake Whatcom community and thanked District staff for their tremendous welcome. Citron offered an official welcome to Clary on behalf of the Board.

Other Business

• **Water Comprehensive Plan**

Clary reported that the Department of Health has approved the District’s 2018 Water Comprehensive Plan. The next update will be in 2028.

• **State Apprentice Program**

Mankamyer reported that at the WASWD meeting on 10/9, the presentation focused on the rollout of a new state-wide Water & Sewer Apprentice program, and provided a few general details.

Executive Session Per RCW 42.30.140 (4)(a): Collective Bargaining - 30 Minutes

Weide recessed the Special Session to Executive Session at 7:30 p.m. It was estimated that the Executive Session would take about 30 minutes. The purpose of the Executive Session was for considering issues related to collective bargaining with a labor union. Weide recessed the Executive Session and reconvened the Regular Session at 8:00 p.m.

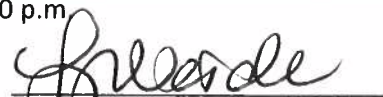
Executive Session Per RCW 42.30.140 (4)(a): Collective Bargaining - 10 Minutes


Weide re-recessed the Special Session to Executive Session at 8:00 p.m. It was estimated that the Executive Session would take about 10 minutes. The purpose of the Executive Session was for considering issues related to collective bargaining with a labor union. Weide recessed the Executive Session and reconvened the Regular Session at 8:10 p.m.


With no further business, Weide adjourned the Regular Session at 8:10 p.m.


Recording Secretary, Rachael Hope

10/31/2018
Date Minutes Approved


Laura Weide


John Carter


Todd Citron


Bruce Ford


Leslie McRoberts

