



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

October 31, 2018

Board President Laura Weide called the Regular Session to order at 8:00 a.m.

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

Also in attendance were District Construction Engineer Kristin Hemenway and Maintenance Workers Jonathan Lydiard and Cyrus Gates. No public were in attendance.

Changes to Agenda

Hunter requested that the presentation portion of Item 5F be moved to the top of the Agenda to allow staff to return to work afterwards. The Board agreed.

Staff Presentation – Little Strawberry Bridge Pipe Repair

Construction Engineer Kristin Hemenway presented the Board with an overview of one of the District's summer projects, a bridge pipe repair on the Little Strawberry Bridge in Sudden Valley. The repair included use of specialized Bridgeworker equipment to allow access to the underside of the bridge.

Consent Agenda

Action Taken

McRoberts moved, Citron seconded, approval of:

- Meeting Notes from the 10/10/2018 Board Meeting
- Payroll for Pay Period #22 (10/06/2018 through 10/19/2018) totaling \$43,858.13.
- Payroll Benefits for Pay Period #22 totaling \$47,813.44.
- 3rd Quarter Payroll Taxes totaling \$6,636.70.
- Accounts Payable Vouchers totaling \$302,381.16.

Motion passed.

Resolution No. 849 – A Resolution Authorizing Investment of District Monies in the Local Government Investment Pool

Denton summarized that the District invests money in the Local Government Investment Pool (LGIP), which is a public funds investment account administered by the State Treasurer’s Office. During recent communication with the Treasurer’s Office, it was noted that the finance manager’s legal name has changed since the Board provided authorization specifying her as the investment agent for the LGIP. As a result, the Board is required to adopt a resolution authorizing the finance manager as the “authorized individual” for management of District monies in the LGIP. District legal counsel recommended changing the authorization to match a position title rather than an individual name.

Action Taken

Carter moved, Citron seconded, to adopt Resolution No. 849 as presented. Motion passed.

Resolution No. 850 – A Resolution Updating the District’s Credit Card Usage Policy

Denton explained that updates to the Administrative Code are required to reflect two recent changes in regards to the District’s credit card usage. The first is that the credit card-issuing bank has increased the limit per credit card to \$5,000. The second is the replacement of the Maintenance Supervisor position with the Operation & Maintenance Manager position. Resolution No. 850 revises the Administrative Code to reflect the new credit limit and management position.

Action Taken

McRoberts moved, Ford seconded, to adopt Resolution No. 850 as presented. Motion passed.

Resolution No. 851 – A Resolution Updating the Policy Governing Award of Public Works Contracts

Denton advised the Board that during the District’s 2018 audit by the Washington State Auditor’s Office, it was noted that state law requires governing bodies to pass a resolution allowing purchase of goods and equipment through the United States government without calling for bids. To comply with state law and to allow for cost savings to the benefit of the District, Resolution No. 851 revises Administrative Code Section 2.17.3, Waiver of Competitive Bidding, to enable the utilization of sole source purchase of goods and equipment through the federal government.

Action Taken

Carter moved, Citron seconded, to adopt Resolution No. 851 as presented. Motion passed.

Draft 2019 Budget

Clary introduced the draft 2019 budget to the Board. Denton then gave a brief explanation of the budget development process and overview of its contents. The draft 2019 budget proposes an operating budget of \$4,740,000, a capital budget of \$2,600,000, and a debt service budget of \$870,000, for a total budget of approximately \$8.2 million. Discussion followed.

District 50th Anniversary

Clary briefed the Board on ongoing preparations for recognition of the District’s upcoming 50th anniversary milestone. District staff have identified the original resolution by the Whatcom County Board of Commissioners authorizing the formation of Water District No. 10 (now the Lake Whatcom Water & Sewer District), which is dated November 21, 1968. Staff is working on special graphics, a press release, and is in contact with local vendors regarding ideas.

Monthly Budget Summary

Denton reported that the 2018 budget is still on course with the end of September numbers.

Summary of Existing District Projects

Hunter highlighted completed staff projects and number of permits and new services this year, and gave general updates on ongoing projects.

General Manager's Report

Clary updated the Board on several topics including the recent Lake Whatcom Management Program meeting, a recent meeting with Eric Johnston from the City of Bellingham regarding the Post Point Wastewater Treatment Plant Solids Disposal Upgrades, and district Community/Public Relations. Discussion followed.

After participation in a recent emergency response tabletop exercise facilitated by Whatcom County emergency management personnel (with Sudden Valley Community Association personnel), Clary recognized District Safety Officer & Engineering Technician Rich Munson for his hard work and positive interactions and outcomes in working with other agencies.

Clary also recognized Commissioner Citron, who became a Board member in October 1998, for reaching the milestone of 20 years of service to the District. Staff also offered Thanks to Commissioner Citron.

Executive Session Per RCW 42.30.140 (4)(a): Collective Bargaining - 15 Minutes

Weide recessed the Special Session to Executive Session at 10:00 a.m. It was estimated that the Executive Session would take about 15 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 10:11 a.m.

With no further business, Weide adjourned the Regular Session at 10:11 a.m.



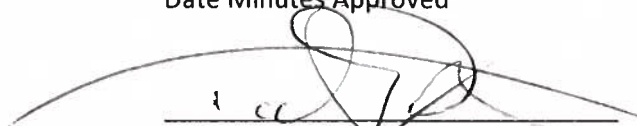
Recording Secretary, Rachael Hope

11/14/2018

Date Minutes Approved



Laura Weide



Todd Citron



Bruce R. Ford



Leslie McRoberts



John Carter

