



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

## REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

*November 14, 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 Bruce Ford  
Commissioner Leslie McRoberts  
General Manager Justin Clary  
Assistant General Manager/District Engineer Bill Hunter  
Finance Manager/Treasurer Debi Denton  
Operations & Maintenance Manager Brent Winters  
Recording Secretary Rachael Hope  
District Legal Counsel Bob Carmichael  
Consulting Engineer Melanie Mankamyer

A list of interested participants is attached.

### Consent Agenda

#### Action Taken

Ford moved, Citron seconded, approval of:

- Meeting Notes from the 10/31/2018 Board Meeting
- Payroll for Pay Period #23 (10/20/2018 through 11/02/2018) totaling \$41,302.53.
- Payroll Benefits for Pay Period #23 totaling \$46,286.57.
- Accounts Payable Vouchers totaling \$115,606.33.

Motion passed.

### Septic System Conversion Project Closeout

Hunter explained that the Septic System Conversion Project connected 3 properties that were on septic systems to public sewer. Those properties were: 975 Geneva Street, 1213 Lakeview Street, and 4354 Lakehill Lane. Two of the owners qualify as low-income persons and the District will be reimbursed when the properties are sold, transferred, or change ownership. The third owner will reimburse the District by making 15 equal annual payments, the first of which is due July 1, 2019. The contractor, Len Honcoop Gravel, has completed all work for the original contract amount of \$71,708.32 including 8.5% sales tax, therefore, staff recommends the Board accept the project as complete.

**Action Taken**

Ford moved, McRoberts seconded, to accept the Septic System Conversions Project as complete and authorize staff to close out the public works project. Motion passed.

**Draft 2019 Budget Presentation & Discussion**

Denton presented the Board with an updated draft of the 2019 budget for review, which included revisions requested by the Board during its regularly scheduled meeting held on October 31. The Board is expected to be presented with a final draft for consideration of approval at the next meeting on November 28. Discussion followed.

**District 50 Year Anniversary Update**

Clary updated the Board on preparations for the District's upcoming 50<sup>th</sup> anniversary milestone. Graphic design is in process in collaboration with Sole Graphics, the District's web designer. Staff is also in the initial planning of the District's annual Recognition and State of the District Banquet to be held in January, which will include recognition of the 50-year anniversary.

**General Manager's Report**

Clary introduced the Board to Brent Winters, the District's new Operations & Maintenance Manager. Winters gave a short introduction.

Clary recognized District Construction Engineer Kristin Hemenway for her Project Management during the Par Sewer Pump Station Project. Hemenway showed dedication & excellent work ethic in doing whatever it takes to serve the community.

**Other Business**

Commissioner Ford gave a short report on the Lake Whatcom Data group meeting which he attended along with Clary. Discussion followed.

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

Weide recessed the Regular Session to Executive Session at 7:20 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 7:30 p.m.

With no further business, Weide adjourned the Regular Session at 7:35 p.m.



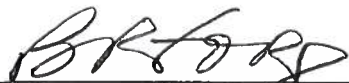
Recording Secretary, Rachael Hope

11/28/2018

Date Minutes Approved

Laura Weide

Todd Citron



Bruce R. Ford

Leslie McRoberts



John Carter

