



## LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

### REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

*November 28, 2018*

Board Secretary Todd Citron called the Regular Session to order at 8:01 a.m.

**Attendees:** 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  
Consulting Engineer Melanie Mankamyer

**Excused Absences:** Commissioner Laura Weide

Also in attendance were District Construction Engineer Kristin Hemenway and District Maintenance Lead Jason Dahlstrom. No public were in attendance.

#### Changes to Agenda

Clary requested Item 5C, Summary of Existing District Projects, be moved to the top of the agenda. The Board agreed.

#### Consent Agenda

##### Action Taken

McRoberts moved, Carter seconded, approval of:

- Meeting Notes from the 11/14/2018 Board Meeting
- Payroll for Pay Period #24 (11/03/2018 through 11/16/2018) totaling \$42,590.03.
- Payroll Benefits for Pay Period #24 totaling \$47,246.93.
- Accounts Payable Vouchers totaling \$163,009.21.

Motion passed.

#### Summary of Existing District Projects

District Maintenance Lead Jason Dahlstrom gave a project spotlight presentation highlighting how the crew managed a recent main break at Sanwick Point Court in Sudden Valley. Clary recognized the crew for working long hours in windy and wet weather.

Hunter briefly updated the Board on the status of several projects, including horizontal drilling for the Country Club station, the Division 22 tank's 1 year anniversary inspection, and several pending permits.

**Adoption of Fiscal Year 2019 Budget**

Clary recalled that earlier revisions of the budget were presented at the October 31 and November 14 regular meetings. Comments provided by the Board during those meetings have been incorporated into the presented Fiscal Year 2019 Budget. Discussion followed.

**Action Taken**

**Carter moved, McRoberts seconded, to approve the Fiscal Year 2019 Budget as presented. Motion passed.**

**Presentation of 2019 District Initiatives**

Clary explained that based upon one-on-one interviews with Board members and District staff, the management team has developed a list of initiatives for 2019. The proposed initiatives have been created to largely be completed under the fiscal constraints of the 2019 Budget and within anticipated workload capacity, with some being multi-year efforts. Initiative topics included Administrative and Organizational Document Review/Revision, Community/Public Relations Enhancement, Lake Whatcom Water Quality, Board Technology Updates, and Asset Management. Discussion followed.

**General Manager's Report**

Clary updated the Board on recent meetings he attended, and began discussion about the December 26 Board Meeting. It was agreed that the Board would discuss the need for a late-December meeting at the next regularly scheduled meeting on December 12.

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

Citron recessed the Regular Session to Executive Session at 9:16 a.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. Citron recessed the Executive Session and reconvened the Regular Session at 7:26 a.m.

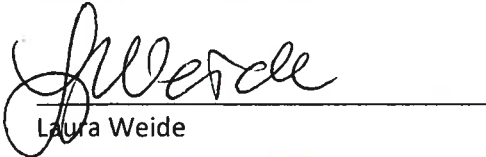
With no further business, Citron adjourned the Regular Session at 7:28 a.m.



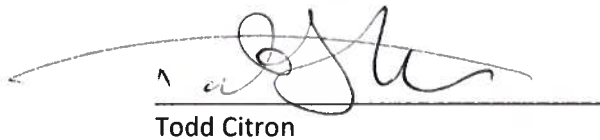
Recording Secretary, Rachael Hope

12/12/2018

Date Minutes Approved



Laura Weide



Todd Citron



Bruce R. Ford

Leslie McRoberts



John Carter