



## LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

### REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

*December 26, 2018*

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

**Attendees:** Commissioner Laura Weide      General Manager Justin Clary  
Commissioner John Carter      Finance Manager/Treasurer Debi Denton  
Commissioner Todd Citron      Operations & Maintenance Manager Brent Winters  
Commissioner Bruce Ford      Recording Secretary Rachael Hope  
Commissioner Leslie McRoberts

**Excused Absences:** Assistant General Manager/District Engineer Bill Hunter

No public were in attendance.

#### Consent Agenda

##### Action Taken

Ford moved, McRoberts seconded, approval of:

- Meeting Notes from the 12/12/2018 Board Meeting
- Payroll for Pay Period #26 (12/01/2018 through 12/14/2018) totaling \$46,203.21.
- Payroll Benefits for Pay Period #26 totaling \$48,070.67.
- Accounts Payable Vouchers totaling \$65,788.01.

Motion passed.

#### Resolution No. 853 – Designating an Authorized Agent as required by the State of Washington Hazard Mitigation Grant Program

Clary explained that the District is applying for a grant from the Federal Emergency Management Agency to make seismic improvements to multiple water reservoirs. This application process requires that the District designate an applicant agent and an alternate agent. The proposed resolution, which replaces previous Resolution No. 836, designates Justin Clary as the authorized agent and Bill Hunter as the alternate. The federal process requires that the Board designate these agents via resolution.

##### Action Taken

McRoberts moved, Citron seconded, to adopt Resolution No. 853 as presented. Motion passed.

#### Washington Paid Family & Medical Leave Program

Denton recalled that at its regularly scheduled meeting on December 13, 2018, the Board discussed the pros and cons of paying the employer-portion of the new Washington State Paid Family & Medical Leave Act (PFMLA) premiums. Remittance of the employer portion of the premium is optional for employers with fewer

than 50 employees. The Board directed staff during that meeting to determine if the District were to initially elect not to pay the employer-portion of the premium, if there are any conditions (e.g., ability to begin paying employer portions at later date).

District staff has determined this rate is set annually and all entities participating will pay the current applicable rate regardless of when their participation was initiated. The ruling has not been determined when entities may "opt in" but most likely it will be on an annual basis with a January 1 start date. Speaking to the utilization of the assistance grants offered by this program, during the previous 5 years LWWSD has only had three employees out of work for 7 to 10 days with a qualified situation. Discussion followed.

**Engineering Department Report**

Clary reported that there has been movement in the permitting process for the Country Club lift station, and a hearing is scheduled with the County for January 9. The public comment period for the Geneva project has ended, so that project may move on to the next step as well.

Commissioner Weide and the Board commended staff on the success of the District's safety program. Throughout the year, staff has done awesome work in calling out near misses, correcting issues, and keeping the workplace safe for themselves and each other.

**Finance Department Report**

Denton reported on some updates happening in the office, including hold music for the phones and adding another line to the ring rotation. She also presented the Board with the cost of low income/senior/disabled program for 2018, and reminded them the program will need to be reviewed in 2019.

**Operations Department Report**

Winters highlighted recent projects and challenges, including the recent windy weather. The storm allowed the District to see the value in its generators, as all were running after the windstorm knocked out power. He also informed the Board that crew had brought the Vac Truck down and they were able to get a tour as well as hear about some features of the truck after the meeting. Discussion followed.





**General Manager's Report**

Clary highlighted dates for upcoming Joint Councils meetings and upcoming agenda items for the Board to be aware of. Discussion followed.

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

Weide recessed the Regular Session to Executive Session at 8:50 a.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 9:10 a.m.

With no further business, Weide adjourned the Regular Session at 9:10 a.m.

 _____ Recording Secretary, Rachael Hope	1/9/19 _____ Date Minutes Approved	_____ Laura Weide
 _____ Todd Citron	 _____ John Carter	_____ Bruce Ford
 _____ Leslie Roberts		