



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

January 30, 2019

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

Attendees: Commissioner Laura Abele
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

Excused Absences: Commissioner John Carter

Also in attendance was Judi Gladstone, the Executive Director of the Washington Association of Sewer and Water Districts (WASWD).

Public Comment

Clary introduced Judy Gladstone to the Board. She spoke about her focus and goals for the Washington Association of Sewer and Water Districts going forward, and asked for input from the Board. Discussion followed.

Changes to Agenda

Clary requested the addition of Item 5.G. – Appointment of Don Oehler to the Whatcom County Boundary Review Board. The Board agreed.

Consent Agenda

Action Taken

Citron moved, Ford seconded, approval of:

- Meeting Notes from the 01/09/2018 Board Meeting
- Payroll for Pay Period #02 (12/29/2018 through 01/11/2019) totaling \$43,091.67.
- Payroll Benefits for Pay Period #02 totaling \$45,599.83
- 4th Quarter 2018 Payroll Taxes totaling \$5,862.85.
- Payroll for Pay Period #03 (01/12/2019 through 01/25/2019) totaling \$44,937.81.
- Payroll Benefits for Pay Period #03 totaling \$28,532.49
- Accounts Payable Vouchers totaling \$222,654.69.

Motion passed.

Resolution No. 854 Creating Administrative Code Section 3.8.1, Board of Commissioner Meetings – Time and Place

Clary explained that historically, the Board annually establishes by resolution the dates and times of regular meetings of the Board for the upcoming year. In recent years, regular board meetings have been held at 6:30 p.m. on the second Wednesday and at 8:00 a.m. on the last Wednesday of each month. Resolution No. 854 creates a set schedule for regular Board meetings, codifying the schedule for its regular meetings to mitigate the legislative effort of annual resolution adoption.

Action Taken

Ford moved, Citron seconded, to adopt Resolution Number 854 as presented. Motion passed.

District Mission and Goals Revision

Clary recounted that upon assuming the position of General Manager of the District this past October, one of his initial tasks was to assess how current District operations and objectives align with the District's stated mission and goals. To start off the new year, Clary presented the District's mission and goals statement, as well as introduced a set of operating norms, to District staff during the January staff meeting. Discussion that followed included a recommendation to include in the operating norms a statement pertaining to the District's commitment to safety. With that comment, it was noticed that the District's mission and goals are silent in regards to safety. Therefore, staff recommended that the Board consider a revision to address this staff-identified deficiency. Discussion followed.

Action Taken

Citron moved, McRoberts seconded, to approve the Mission and Goals statement as presented.

Ford moved, McRoberts seconded, to rescind the motion in favor of further discussion at a later date. Motion passed.

Disposal of Surplus Property

Winters shared a list of items which have been marked as surplus due to lack of need or state of repair. Staff recommended that the Board declare the property presented in the attached list as surplus and authorize staff to dispose of each. Discussion followed.

Action Taken

Citron moved, Ford seconded, to declare the property defined in the list dated January 2019 as surplus and authorize staff to dispose of each item in a manner that is most beneficial to the District and consistent with state law. Motion passed.

Engineering Department Report

Hunter highlighted several ongoing projects, including the Area Z Developer Extension Agreement for installation of a new fire hydrant, the new security system at the Sudden Valley Water Treatment Plant, the Geneva Sewer Pump and the Country Club horizontal directional drill projects, and progress on installation of Shake Alert devices. Discussion followed.

Finance Department Report

Denton briefly touched on the 2018 Year End reports and processes, noting that revenues and expenditures are tracking well with budgeted amounts. Discussion followed.

Operations Department Report

Winters spotlighted recently completed projects, as well as touched on the recent DOT inspection, new water service installations, new generators, weekly safety meetings, and a recent visit by the Fire Marshall to provide guidance on chemical storage improvements, amongst other things.

Appointment of Don Oehler to the Whatcom County Boundary Review Board

Clary informed the Board that the Whatcom County Boundary Review Board reviews and makes decisions concerning boundary changes, including annexations; specific water or sewer utility extensions; changes to jurisdictions; and creation of or changes to special purpose districts. The Review Board is comprised of five members, one of whom is appointed by the board from nominees of special purpose districts in the county.

District staff were notified by the clerk to the Boundary Review Board on Thursday, January 24, that the term of the special purpose district representative is expiring. That position has been held for a number of terms by Don Oehler, former Water District No. 10/Lake Whatcom Water & Sewer District commissioner (1976-1981). The clerk informed staff that Mr. Oehler is interested in serving another four-year term and requested that staff facilitate consideration of nomination for appointment of Mr. Oehler by the Lake Whatcom Water and Sewer District Board of Commissioners. Discussion followed.

Action Taken

Citron moved, McRoberts seconded, to nominate Don Oehler to be appointed to the seat representing special purpose districts on the Whatcom County Boundary Review Board for the term of March 1, 2019 through February 28, 2023. Motion passed 2-1, with Commissioner McRoberts abstaining.

General Manager's Report

Clary updated the Board on a few items, including new information about the Post Point Sewer Treatment Plant improvements and the North Shore water quality study. Discussion followed.

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

Abele recessed the Regular Session to Executive Session at 9:41 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. Abele recessed the Executive Session and reconvened the Regular Session at 10:15 a.m.

Action Taken

Citron moved, McRoberts seconded, to approve the presented Agreement between Lake Whatcom Water and Sewer District and AFSCME Council 2 Local 114WD for the dates of January 1, 2019 – December 31, 2021. Motion passed.

With no further business, Abele adjourned the Regular Session at 10:17 a.m.



Recording Secretary, Rachael Hope

2/27/2019

Date Minutes Approved



Laura Abele



Todd Citron

Bruce R. Ford

Leslie McRoberts



John Carter

