



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

February 27, 2019

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

Attendees: Commissioner Laura Abele
Commissioner Todd Citron
Commissioner John Carter
Commissioner Leslie McRoberts
General Manager Justin Clary
Assistant General Manager/District Engineer Bill Hunter
Operations & Maintenance Manager Brent Winters
Recording Secretary Rachael Hope
Consulting Engineer Melanie Mankamyer

Excused Absences: Commissioner Bruce Ford

Also in attendance were: Kristin Hemenway, District Construction Engineer; Ted Carlson, Public Works Director for the City of Bellingham; Amy Cloud, Communications Director, Public Works Department for the City of Bellingham; Eric Johnston, Assistant Public Works Director for the City of Bellingham; and Rob Johnson, Superintendent of Plants for the City of Bellingham.

Consent Agenda

Action Taken

Carter moved, Citron seconded, approval of:

- Meeting Notes from the 01/30/2018 Board Meeting
- Accounts Payable Vouchers totaling \$17,438.51.
- Payroll for Pay Period #04 (01/25/2019 through 02/08/2019) totaling \$45,027.57.
- Payroll Benefits for Pay Period #04 totaling \$44,873.19.
- Accounts Payable Vouchers totaling \$108,456.56.
- Payroll for Pay Period #05 (02/09/2019 through 02/22/2019) totaling \$43,158.43.
- Payroll Benefits for Pay Period #05 totaling \$45,602.78.
- Accounts Payable Vouchers totaling \$94,281.39.

Motion passed.

Post Point Wastewater Treatment Plant Biosolids Facility Replacement Update

Clary introduced Eric Johnston and Rob Johnson from the City of Bellingham, who were in attendance to give a presentation on the status, current timelines, and estimated costs for design and construction of the new solids facility. Johnson explained that the Post Point Wastewater Treatment Plant, owned and operated by the City of

Bellingham, receives and treats all of the District's sewage through an interlocal agreement between the City and the District. The solids handling process equipment (incinerator) at the facility has reached the end of its useful life and needs to be replaced. Based on the City's policy for climate action, community feedback on various options, and financial analysis, a digestion process with energy recovery has been identified as the preferred solution. Construction on the upgrades is expected to commence in 2023. Discussion followed.

Resolution No. 855 Revision to Fixed Asset Policy

Clary explained that staff prepared Resolution No. 855 to update the District's Fixed Asset Policy to include language recommended by the State Auditor. These recommendations were:

- Definition of dollar thresholds for Fixed and for Attractive Assets.
- Define in detail the annual inventory plan and disposal plan.

Staff recommended updating the District's fixed asset policy via adoption of Resolution No. 855.

Action Taken

Citron moved, Carter seconded, to adopt Resolution Number 855 as presented. Motion passed.

Resolution No. 856 Revision to the Employee Information and Recognition Program

Clary reminded the board that the intent and purpose of the Employee Appreciation Program is to build upon the District's existing management-employee-commissioner relationships. The attached resolution updates Section 6 of the Employee Information and Recognition Program to define more clearly the recognition for years-of-service. This resolution also updates Section 7 to include gift cards as an option for a recognition award. Discussion followed.

Action Taken

Citron moved, McRoberts seconded, to adopt Resolution Number 856 as presented. Motion passed.

District Mission and Goals Revision

Clary recounted that on assuming the position of General Manager this past October, one of the initial tasks that he undertook was to assess how current District operations and objectives align with the District's stated mission and goals. During Board discussion in January 2019, the Board requested that language be added to the Goals specific to meeting fire flow requirements. This revised mission and goals statement reflects staff's recommendation to state the District's commitment to providing fire flow and a safe work environment. Discussion followed. Commissioner Citron requested a language change in the first paragraph of the Mission Statement, to change "at an affordable cost" to "in a cost efficient manner" in order to create a more subjective and encompassing statement.

Action Taken

McRoberts moved, Citron seconded, to approve the Mission and Goals Statement with change noted above. Motion passed.

Personnel Policies Manual Revision

Clary detailed that in tandem with the current agreement with the local chapter of the American Federation of State, County and Municipal Employees (AFSCME) that governs employment practices specific to union-represented employees, the District's personnel policies manual defines the District's philosophy, and employment practices, policies, and benefits provided to all District staff. As state and case law evolves and new issues arise, the manual has been revised from time-to-time to keep abreast with current practices and laws. The last revision to the manual was completed in June 2018. Since that time, the State Family and Medical Leave Act has become effective, a new union agreement has been executed, and staff have identified updates specific to risk management issues (addressing workplace violence and the definition of dangerous weapons). To take advantage of the revision, staff identified other miscellaneous revisions to the manual for the Board's consideration. Discussion followed.

Action Taken

Carter moved, McRoberts seconded, to approve the revised personnel policies manual, as presented.
Motion passed.

Boom Lift Purchase

Winters recalled that during development of the 2019 Budget, District operations staff identified a safety concern associated with the transition from the top of the ladder system to the fall protection railing on the top of District reservoirs. To address this concern, included within the Board-approved 2019 Budget is \$25,000 for installation of permanent fall protection railing. However, since budget approval, vendor-provided cost estimate for such a system at two reservoirs was approximately \$80,000. At such a significant cost, staff began considering other options. The preferred option is to purchase a boom lift that would allow staff to access the fall protection system at the top of reservoirs. As this piece of equipment is being purchased within the currently approved budget at a projected cost of \$29,512.05, no Board action is necessary. The purpose of this agenda item is solely to apprise the Board of the shift in the use of budget-allocated funds.

General Manager's Report

Clary updated the Board on a few items, including the District's soon-to-launch social media program, improvements in the permitting hearing process, progress on the Lake Whatcom water quality monitoring interlocal agreement, and a reminder about the Spring Washington Association of Sewer and Water Districts Conference in April. Discussion followed.

Engineering Department Report

Hunter informed the Board that permitting season is coming and will begin to ramp up soon. He also updated the board on progress in the areas of safety training, upcoming compelled sewer connections, and bid openings. Discussion followed.

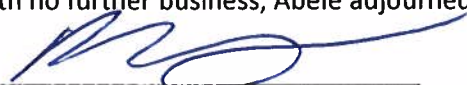
Finance Department Report

Clary briefly explained that revenues and expenditures for the year are tracking as expected, and that graphs and trends will be presented on a quarterly basis.

Operations Department Report

Winters spotlighted crew activities for February, including completion of 94 tasks in Cartegraph, successful management of weather challenges, progress on shop cleanup and safety training, and installation of deluge shower at the shop.

With no further business, Abele adjourned the Regular Session at 9:47 a.m.



Recording Secretary, Rachael Hope

March 13, 2019

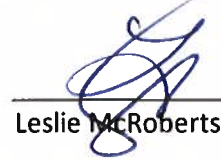
Date Minutes Approved

Laura Abele

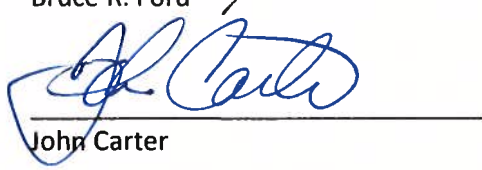


Todd Citron

Bruce R. Ford



Leslie McRoberts



John Carter

