



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS
Minutes

March 27, 2019

Board President Laura Abele called the Regular Session to order at 8:02 a.m.

Attendees: Commissioner Laura Abele
Commissioner John Carter
General Manager Justin Clary
Recording Secretary Rachael Hope
District Legal Counsel Bob Carmichael
Commissioner Todd Citron
Commissioner Leslie McRoberts
Finance Manager/Treasurer Debi Denton
Operations & Maintenance Manager Brent Winters

Excused Absences: Commissioner Bruce Ford

No public were in attendance.

Consent Agenda

Action Taken

McRoberts moved, Carter seconded, approval of:

- Meeting Notes from the 03/13/2018 Board Meeting
- Payroll for Pay Period #07 (03/09/2019 through 03/22/2019) totaling \$43,225.08.
- Payroll Benefits for Pay Period #07 totaling \$49,697.49.
- Accounts Payable Vouchers totaling \$86,536.80.

Motion passed.

Amendment No. 01 to the 2019 Budget

Denton explained that at the March 13, 2019 board meeting, the Board of Commissioners awarded the Country Club HDD 8" Gravity Main Sewer Project to the low bidder. The construction contract awarded totaled \$760,585.00 including 8.5% sales tax. The approved 2019 Budget includes \$450,000.00 for this project. Staff recommends allocating supplemental funds as follows:

\$450,000.00	Funds Approved in 2019 Budget (Fund 420)
	Proposed Supplemental Funding Sources
\$93,390.00	Unallocated 2016 Bond Funds (Fund 431)
<u>\$217,195.00</u>	<u>Sewer/Storm Contingency Fund (Fund 425)</u>
\$760,585.00	Total

Fund 431 includes \$93,390 of unallocated funds from the 2016 Bond. The proposed allocation would utilize all remaining available funds from the 2016 Bond. Fund 425 currently has a balance of \$659,996.83 and was created to ensure that unanticipated projects related to sewer system and stormwater system expenses be funded in a timely manner. Staff recommends Fund 425 be replenished through future budget(s) to the full amount. This will be accomplished through prioritizing and scheduling capital improvement projects during the 2020 budgeting process. Discussion followed.

Action Taken

McRoberts moved, Citron seconded, to transfer \$93,390 from the 2016 Bond Fund, Fund 431, and \$217,195 from the Sewer/Stormwater Contingency Fund, Fund 425, to the System Reinvestment Fund (Fund 420) to fully fund the Country Club HDD 8" Gravity Main Sewer construction contract. Motion passed.

Staff Presentation: 10 Sunnyside Lane Lateral Failure

Winters provided a spotlight on a recent issue in the District, a lateral line failure caused by the ground shifting and a vertical joint separating on Sunnyside Lane. He highlighted where and why the problem occurred, how the District has responded, the challenges of the situation, temporary solutions, and plans for a permanent solution. Discussion followed.

Commissioner Protocol Manual Review

Clary detailed that the Commissioner Protocol Manual was originally adopted by the Board of Commissioners in 2011. The manual documents accepted practices and clarifies expectations of the Board, both holistically and as individual Commissioners. Review of the manual is one of the Board-approved staff initiatives for 2019. Both the management team and legal counsel have reviewed the manual, and proposed revisions to the manual to: align it with current laws and regulations; refine it to provide consistency of references and term uses; improve its readability; and expand it to include pertinent topics identified by staff/counsel. Discussion followed.

General Manager's Report

Clary updated the Board on a few items, including his prepared comments for the Joint Councils Meeting later in the day and the District's recent participation in a collaborative Emergency Management exercise with the Whatcom County Sherriff's Office , South Whatcom Fire Authority, the City of Bellingham Public Works Department and the Sudden Valley Community Association. Discussion followed.

Engineering Department Report

Clary presented the monthly Summary of Existing District Projects, and briefly informed the Board that staff are moving forward with the awarded contracts as well as working on getting an ad out for bids on a large valve purchase.

Finance Department Report

Denton explained that accounting and finance staff are currently working on 2018 year end statements and reporting, as well as preparing data for availability for the 2020 rate study. Discussion followed.

Operations Department Report

Winters spotlighted recent crew achievements, including completion of 95 service tasks last month, trenching and confined space training, and receipt of the District's new boom lift and the certification training received.

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

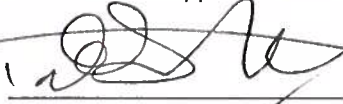


Recording Secretary, Rachael Hope

4-10-19

Date Minutes Approved

Laura Abele

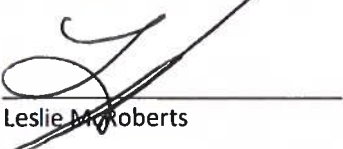


Todd Citron



John Carter

Bruce Ford



Leslie McRoberts