



## LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

### REGULAR SESSION OF THE BOARD OF COMMISSIONERS

## Minutes

*April 24 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 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  
District Legal Counsel Bob Carmichael  
Consulting Engineer Melanie Mankamy

No members of the public were in attendance.

#### **Changes to Agenda**

Clary requested the following additions to the agenda:

- Deletion of Agenda Item 5.A. Presentation on the Findings of Cathodic Protection Inspection of District Reservoirs
- Addition of new Agenda Item 5.A. Declaration of Emergency and Waiver of Competitive Bidding Requirements associated with Repair of the Sewer Lateral at 10 Sunnyside Lane
- Addition of Item 6.A. Discussion pertaining to Assessment of the District's Cyber Security
- Addition of Executive Session following Item 8

The Board agreed.

#### **Consent Agenda**

##### **Action Taken**

Citron moved, Ford seconded, approval of:

- Meeting Notes from the 04/10/2018 Board Meeting
- Accounts Payable Vouchers totaling \$69,644.80.

Motion passed.

**Declaration of Emergency and Waiver of Competitive Bidding Requirements associated with Repair of the Sewer Lateral at 10 Sunnyside Lane**

Clary recalled that at the March 27 meeting, staff presented options for repair of a sewer lateral failure at 10 Sunnyside Lane. At that meeting, staff recommended attempting repair using cast-in-place pipe as a cost-effective fix that would replace traditional excavation and repair methods, which were on hold until safer excavating conditions existed (drier summer months). An emergency situation now exists at this location due to failure of the trenchless sewer lateral repair on April 18, 2019 where the insertion tool was permanently stuck in the pipe causing a permanent full pipe blockage. An excavated repair is now required and beyond the capabilities of the District owned equipment. Clary declared an emergency as authorized under RCW 39.04.280 and authorized staff to award contracts as necessary to address the emergency. Discussion followed.

**Resolution No. 858 – Cross Connection Control Program Revision Approval**

Clary explained that as a purveyor of drinking water to the public, the District is required to follow rules and regulations that meet Washington State drinking water standards and prevent contamination of the public water system. One such requirement is the adoption and implementation of a cross-connection control program that meets Washington State Department of Health (DOH) requirements. The District has a longstanding policy related to cross-connection control, with original policy created via adoption of Resolution No. 227 in 1978. As the last revision to the District's cross-connection control program was completed via adoption of Resolution No. 784 in 2011. District staff recently completed a revision to District's program that aligns with current DOH requirements. Discussion followed.

**Action Taken**

**McRoberts moved, Citron seconded, to adopt Resolution Number 858 as presented. Motion passed.**

**Comprehensive Sewer Plan Engineering Services Contract Approval**

Hunter informed the Board that the District's current comprehensive sewer plan was completed in May 2014, and per District Administrative Code, it is to be reviewed and updated every six years. The purpose of the comprehensive sewer plan is to provide a thorough overview of the existing sewage installations and treatment facilities operated and maintained by the District as well as address potential future facilities development and projected population growth. Staff presented the Board with a Task Order proposal prepared by Wilson Engineering to update the comprehensive sewer plan. Discussion followed.

**Action Taken**

**Citron moved, Ford seconded, to authorize the General Manager to execute Task Order #2019-001 with Wilson Engineering, LLC for the Comprehensive Sewer Plan Update not to exceed \$69,950. Motion passed.**

**Other Business**

**Discussion pertaining to Assessment of the District's Cyber Security**

Clary apprised the Board of a recent cybersecurity issue in which one of the District's vendor's email accounts was compromised. The vendor's account then sent a message to a District employee that looked similar to other recent emails which targeted our staff's computers. The District's anti-malware software stopped any damage from occurring, however given that the topic was highlighted at both the recent WASWD Conference and in the WASWD newsletter, Clary wished to inform the Board and open the topic for further review. Discussion followed.

### General Manager's Report

Clary updated the Board on several topics, including his planned attendance at an upcoming Sudden Valley Community Association Board Meeting, an upcoming tour opportunity at the Post Point Wastewater Treatment Plant, and recent meetings he has attended. Discussion followed.

### Engineering Department Report

Hunter briefed the Board on the progress of several projects, including the Area Z DEA Fire Hydrant installation, movement on the Country Club and Geneva Pump Station projects, and expected construction activity this summer. Discussion followed.

### Finance Department Report

Denton presented the Board with quarterly reports showing budget and spending as well as comparison to numbers from the last several years. Discussion followed.

### Operations Department Report

Winters reported that staff completed 129 tasks last month, the water treatment plants are running well, and gave updates on the Maintenance Worker 1 position hiring process, upcoming water main flushing, and the crew's weekly safety meetings. Discussion followed.

### Executive Session Per RCW 42.30.110(1)(i)(i): Potential Litigation - 25 Minutes

Abele recessed the Regular Session to Executive Session at 9:31 a.m. It was estimated that the Executive Session would take about 25 minutes. The purpose of the Executive Session was discussing with legal counsel "potential litigation". Abele recessed the Executive Session, reconvened the Regular Session at 9:55 a.m.,

Abele transferred presiding officer duties to Citron, and left the meeting due to other obligations.


### Executive Session Per RCW 42.30.110(1)(i)(i): Potential Litigation - 10 Minutes

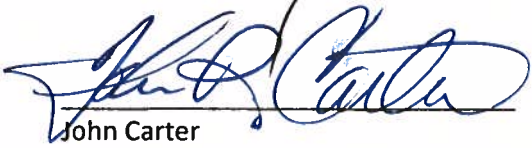
Citron recessed the Regular Session to Executive Session at 9:55 a.m. It was estimated that the Executive Session would take about 10 minutes. The purpose of the Executive Session was discussing with legal counsel "potential litigation". Citron recessed the Executive Session and reconvened the Regular Session at 10:05 a.m.

With no further business, Citron adjourned the Regular Session at 10:05 a.m.

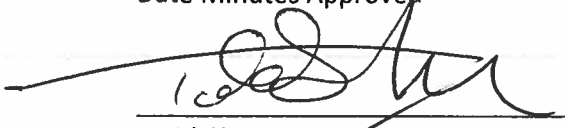
  
Recording Secretary, Rachael Hope

  
Laura Abele

  
Bruce R. Ford

  
John Carter

May 8, 2019  
Date Minutes Approved

  
Todd Citron

  
Leslie McRoberts

