



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS
Minutes
May 29, 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
Finance Manager/Treasurer Debi Denton
Operations & Maintenance Manager Brent Winters
Recording Secretary Rachael Hope
Consulting Engineer Melanie Mankamyer

Also in attendance were Brian Smith of Wilson Engineering, District Maintenance Worker Jon Paulson, District Construction Engineer Kristin Hemenway, and District Water Treatment Plant Operator Kevin Cook.

Changes to Agenda

Clary requested the following additions to the agenda:

- Addition of Item 5.D. Declaration of Emergency following Sudden Valley Water Treatment Plant Transformer Fire

The Board agreed.

Consent Agenda

Action Taken

McRoberts moved, Citron seconded, approval of:

- Meeting Notes from the 05/08/2019 Board Meeting
- Payroll for Pay Period #11 (05/04/2019 through 05/17/2019) totaling \$44,827
- Payroll Benefits for Pay Period #11 totaling \$50,912.44
- Accounts Payable Vouchers totaling \$309.00
- Accounts Payable Vouchers totaling \$162,125.51

Motion passed.

Agate Heights Water Treatment Plant Expansion Update

Hunter explained that Lake Whatcom Water & Sewer District owns and operates the Agate Heights water system on the north shore of Lake Whatcom. The water system source is an artesian groundwater well with treatment provided via a system with a capacity of 30 gallons per minute (gpm). The current system capacity is 57 equivalent residential units (ERU), with available system capacity of 5 additional ERUs. As a result, the District Water Comprehensive Plan and the 2019 Budget include design and permitting associated with expansion of the treatment system capacity (with system expansion scheduled to occur in 2020).

Brian Smith and Melanie Mankamyler of Wilson Engineering presented an analysis of various alternatives associated with replacement of aging equipment and expansion of treatment system capacity. Discussion followed.

Whatcom County Coordinated Water System Plan Revision Approval

Clary communicated that the Whatcom County Coordinated Water System Plan (CWSP) is a plan for public water systems within the Critical Water Supply Service Area. The CWSP represents the collective views of the Water Utility Coordinating Committee (WUCC), of which the District is a member. The current CWSP was adopted and approved in 2016. In June 2018, the Whatcom County Council directed the County Health Department to convene the WUCC to address and make recommendations to the definitions of "timely" and "reasonable" in the CWSP as they relate to the process by which an applicant may obtain approval or denial of water service from a Group A public water system, and the "transparency" of what that process is. With the District being a member of the WUCC, District Board approval of the WUCC work group's recommendations is necessary for staff to indicate support of the recommendations. No fiscal impacts are anticipated with approval of the revised CWSP. Discussion followed.

Action Taken

McRoberts moved, Carter seconded, to approve the revisions to the Whatcom County Coordinated Water System Plan, as presented, and authorize the General Manager to represent to District's approval of said revisions during the June 29, 2019 meeting of the Whatcom County Water Utility Coordinating Committee. Motion passed.

Lake Whatcom Stormwater Utility Discussion

Clary recalled that in December 2017, the Whatcom County Council established the Lake Whatcom Stormwater Utility Service Area. The Service Area includes the entire unincorporated portion of the Lake Whatcom Watershed (i.e., overlaps the entirety of the Lake Whatcom Water and Sewer District's service area). The purpose of the new stormwater utility is to provide additional funding for efforts to clean up and protect Lake Whatcom water quality. During the May 8, 2019 District Board meeting, Gary Stoyka of Whatcom County Public Works provided a presentation on the status and proposed rate structure of the utility. The Board requested that this subject be placed on a future Board meeting agenda to discuss components of the utility rate structure as they may relate to District policies. Discussion followed.

Transfer of Presiding Officer Duties

Abele transferred presiding officer duties to Citron at 9:50 a.m., and exited the meeting due to other obligations.

Declaration of Emergency Following Sudden Valley Water Treatment Plant Transformer Fire

Clary informed the Board that on Thursday, May 23, a Puget Sound Energy (PSE)- owned electrical transformer that serves the District’s Sudden Valley Water Treatment plant caught on fire. This caused a power outage to the plant, and upon inspection District staff assessed that the wiring running between the transformer and the plant had been compromised to the point of needing to be replaced. As the plant had been running on generator power, and in order to repair it and reconnect to permanent PSE power as soon as possible, Clary declared an emergency pursuant to Washington State Law. Discussion followed.

General Manager’s Report

Clary introduced new Maintenance Worker 1 Jon Paulson to the board. He also updated the Board on several topics, including 2019 county and city executive elections, board positions up for re-election in 2019, and the District’s search for a summer GIS intern. Discussion followed.

Engineering Department Report

Hunter updated the Board on the progress of several projects, including Geneva Sewer Pump Station and Country Club horizontal directional drill gravity sewer line projects. Discussion followed.

Finance Department Report

Denton presented the Board with 2018 Year End financial reports, which have been submitted to the State Auditor prior to the May 31 deadline. Revenues and expenditures are tracking closely for 2019. Discussion followed.

Operations Department Report

Winters reported that field staff are working on water main flushing. After two near-misses in May, the crew has completed additional training on trench depth and lockout tagout procedures, as well as receiving hepatitis vaccines and completing their respirator fit tests. Discussion followed.

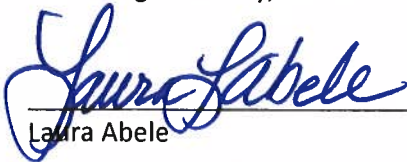
With no further business, Citron adjourned the Regular Session at 10:21 a.m.



Recording Secretary, Rachael Hope

June 12, 2019

Date Minutes Approved



Laura Abele



Todd Citron



Leslie McRoberts

Bruce R. Ford

John Carter



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