



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

August 28, 2019

Board President Laura Abele called the Regular Session to order at 8:01 a.m.

Attendees: Commissioner Laura Abele
Commissioner Todd Citron
Commissioner John Carter
Commissioner Bruce Ford
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 Leslie McRoberts

District Engineering Technician/Safety Officer Rich Munson was also in attendance.

Consent Agenda

Action Taken

Carter moved, Ford seconded, approval of:

- Minutes for the July 31, 2019 Board Meeting
- Payroll for Pay Period #16 (07/27/2019 through 08/09/2019) totaling \$45,123.31
- Payroll Benefits for Pay Period #16 totaling \$53,361.18
- Accounts Payable Vouchers totaling \$187,909.44
- Accounts Payable Vouchers totaling \$112,733.60

Motion passed.

Staff Presentation: Asset Management System Upgrades

The District was an early-adopter of GIS-based asset management, implementing Cartegraph's software in the early 2000s. The 2019 Budget included funding to purchase additional modules of the Cartegraph software in order to expand capabilities and gain efficiencies in asset and work assignment management.

Engineering Technician/Safety Officer Rich Munson provided an overview of changes to our District-specific setup including breaking larger assets into components, regular maintenance management, and reporting. Discussion followed.

Emergency Declaration – Sudden Valley Water Treatment Plant Check Valve Replacement

Clary explained that an emergency situation exists associated with the raw water intake line for the Sudden Valley Water Treatment Plant, which is the sole water source for the District's South Shore Water System. The specific issue is a failing check valve located between the raw water intake in Lake Whatcom and the plant's pumps, which is allowing water to backflow past the check valve to the lake when the pumps are not in operation. This results in the raw water line losing prime at the pumps, which could result in pump failure, and thus, the inability to produce water at the plant.

In order to correct the situation as quickly as possible and prevent real and immediate danger to the water treatment plant, Clary declared an emergency and authorized staff to award contracts as necessary to address the emergency. The initial estimate to address the emergency situation is \$40,000. Discussion followed.

Commissioner Insurance Discussion

Clary reminded the Board that during its 2019 session, the Washington State Legislature passed Senate Bill 5122, which revised RCW 57.08.100 to remove the minimum customer base requirement (5,000 customers) for water/sewer districts to have the option of providing health insurance to commissioners. During its regularly scheduled July 31 meeting, the Board discussed the option of providing insurance to commissioners. During the meeting, a number of questions were raised by the Board, and those were addressed by Clary. Discussion followed.

2019 Whatcom County/City of Bellingham Candidate Engagement

Clary communicated that the Lake Whatcom Water and Sewer District (District), operating as a special purpose district under Washington State statute, works directly with Whatcom County (County) and City of Bellingham (City) governments on a regular basis. As such, interest has been expressed in coordination of meetings between Clary, one or two Commissioners, and the candidates for City Mayor and Whatcom County Executive. The purpose of these meetings would be to determine each candidate's position relative to topics of interest to the District, as well as to take the opportunity to apprise each candidate of the District's position on various subjects. Discussion followed.

Disposal of Surplus Property

Winters presented the Board with a list of miscellaneous surplus items that the District no longer needs. Staff recommended that the Board declare the property presented in the list as surplus and authorize staff to dispose of each.

Action Taken

Citron moved, Ford seconded, to declare the property defined in the list dated August 21, 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.

General Manager's Report

Clary updated the Board on several topics, including the fire caused near the Sudden Valley Water Treatment Plant by a failed PSE transformer, progress on an interlocal agreement aimed at further assessing the impact of septic systems on the lake, and legislative outreach. Discussion followed.

Engineering Department Report

Hunter apprised the Board of updated information on several projects, including the Area Z Fire Hydrant installation, the Country Club gravity line, and the Geneva pump station. Discussion followed.

At 9:55, Abele was excused from the meeting due to a prior commitment, and Citron assumed governance of the meeting.

Finance Department Report

Denton highlighted several items, including budget tracking, monthly bill adjustments, and upcoming bill inserts. Discussion followed.

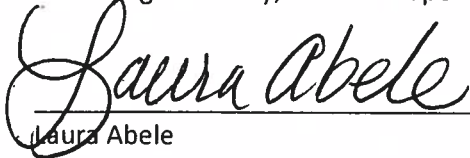
Operations & Maintenance Department Report

Winters gave a brief overview of current activities, including ongoing safety training, water treatment plant operation, and maintenance tasks and projects. Discussion followed.

With no further business, Citron adjourned the Regular Session at 10:13 a.m.

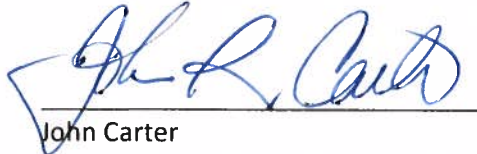


Recording Secretary, Rachael Hope



Laura Abele

Bruce R. Ford

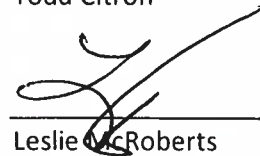


John Carter

Sept 17, 2019
Date Minutes Approved



Todd Citron



Leslie McRoberts

