



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS
Minutes
September 11, 2019

Board President Laura Abele called the Regular Session to order at 6:30 p.m.

Attendees: Commissioner Laura Abele
Commissioner Todd Citron
Commissioner John Carter
Commissioner Bruce Ford
Commissioner Leslie McRoberts
District Legal Counsel Bob Carmichael
General Manager Justin Clary
Assistant G.M./District Engineer Bill Hunter
Finance Manager/Treasurer Debi Denton
Operations & Maintenance Manager Brent Winters
Recording Secretary Rachael Hope
Consulting Engineer Melanie Mankamyer

District customers Gretta & Graham Melvin were also in attendance.

Public Comment

District customers Gretta and Graham Melvin of 1313 Oriental Avenue spoke to the Board regarding a Notice to Abandon On-Site Sewer Disposal System and Connect to Public Sewer dated February 21, 2019. This notice requires connection to the sewer lines within 18 months. The Melvins shared concerns, including the cost for construction being prohibitively high for a one-income household. The Board requested that the Melvins submit a written request to be considered by the Board at a future meeting, along with other background information on the property. Discussion followed.

Consent Agenda

Action Taken

Ford moved, Citron seconded, approval of:

- Payroll for Pay Period #17 (08/10/2019 through 08/23/2019) totaling \$49,321.63
- Payroll Benefits for Pay Period #17 totaling \$31,545.92
- Accounts Payable Vouchers totaling \$26,592.81
- Meeting Minutes for August 28, 2019 Board Meeting
- Payroll for Pay Period #18 (08/24/2019 through 09/06/2019) totaling \$45,582.20
- Payroll Benefits for Pay Period #18 totaling \$51,915.48
- Accounts Payable Vouchers totaling \$1,280,213.15

Motion passed.

Resolution 860 – Revision to the Master Fees and Charges Schedule

Clary explained that from time to time the Board of Commissioners reviews and updates the District's fees and charges to ensure that the District receives payment for services rendered. The master fees and charges schedule is codified under Title 7 of the District's Administrative Code, with the most

recent revision (Schedule 26) adopted by the Board under Resolution No. 844 during its regularly scheduled meeting on May 30, 2018. District staff completed a comprehensive review of the current schedule and defined a number of recommended revisions including adjustments to fees for equipment, hourly labor, hydrant metering, and permitting and general facilities fees. Discussion followed.

Action Taken

Carter moved, McRoberts seconded, to adopt Resolution No. 860 with an effective date of October 1, 2019. Motion passed.

Northshore Road Exposed Sewer Force Main Contract Closeout

Hunter communicated that Henifin Construction completed all contract requirements for the Northshore Road Exposed Sewer Force Main Project. Staff and the District's engineering consultant recommended accepting the project as complete and closing the contract. This project covered and protected an exposed sewer force main in Agate Creek, and raised the adjacent stream bed to facilitate fish passage over the pipe via a new roughened channel bed.

Action Taken

Citron moved, Ford seconded, to accept the Northshore Road Exposed Sewer Force Main Project as complete and authorize staff to close out the public works project. Motion passed.

General Manager Annual Performance Evaluation

Clary recounted that he entered into an employment agreement with the District on August 29, 2018 to serve as the District's general manager. Mr. Clary's first day of employment with the District was October 1, 2018. Per that agreement, the Board of Commissioners is to evaluate Mr. Clary's performance annually, on or about the anniversary of appointment. Discussion followed regarding the timeline and methods for completing the evaluation.

General Manager's Report

Clary updated the Board on several topics, including upcoming interviews with the candidates for Whatcom County Executive and City of Bellingham Mayor, the Sudden Valley Water Treatment Plant raw water line repair, and the vacant Maintenance Worker I position. Discussion followed.

With no further business, Abele adjourned the Regular Session at 7:45 p.m.



Recording Secretary, Rachael Hope


Laura Abele



Bruce R. Ford

John Carter

Sept 25, 2019
Date Minutes Approved



Todd Citron

Leslie McRoberts