



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS
Minutes
September 25, 2019

Board Secretary Todd Citron called the Regular Session to order at 8:00 a.m.

Attendees: Commissioner Todd Citron
Commissioner Leslie McRoberts
Finance Manager/Treasurer Debi Denton
Asst. General Manager/District Engineer Bill Hunter
Commissioner Bruce Ford
General Manager Justin Clary
Recording Secretary Rachael Hope

Excused Absences: Commissioner Laura Abele
Commissioner John Carter

No public were in attendance.

Consent Agenda

Action Taken

McRoberts moved, Ford seconded, approval of:

- Meeting Minutes for September 11, 2019 Board Meeting
- Payroll for Pay Period #19 (09/07/2019 through 09/20/2019) totaling \$43,714.83
- Payroll Benefits for Pay Period #19 totaling \$50,615.80
- Accounts Payable Vouchers totaling \$140,302.90

Motion passed.

Staff Presentation – Sudden Valley Water Treatment Plant Raw Water Line Repair

Hunter recalled that during the regularly scheduled Board of Commissioners meeting held on August 28, 2019, the general manager apprised the board of an emergency situation associated with the raw water line for the Sudden Valley Water Treatment Plant, specifically a failing check valve. Hunter presented photographs illustrating the recent repair of the water line by District staff. Discussion followed.

Resolution 861 – Update to Title 2 of Administrative Code

Denton explained that Title 2 is the Fiscal Management section of the District's Administrative Code. The policies within are reviewed every few years with the purpose of updating as well as keeping the District's bond rating favorable. Staff suggested several editorial revisions to portions of Title 2 to enhance consistency and readability. Highlighted changes included:

1. Remove the expiration date associated with rate reductions for low income senior/disabled customers created under Resolution No. 807.
2. Revise Section 2.16, Purchasing Policy, to make it consistent with state law.

Updates were also recommended in order to add transparency and clarity during the bond rating process. Discussion followed.

Action Taken

McRoberts moved, Ford seconded, to adopt Resolution No. 861 amending the District's Administrative Code as presented. Motion passed.

Other Business

Commissioner Ford advised the Board of a current thread in a Next Door neighborhood group regarding a septic/sewer situation on the North Shore. Discussion followed.

General Manager's Report

Clary updated the Board on several topics, including county executive and mayor candidate interviews and the open Maintenance Worker 1 position. Discussion followed.

Engineering Department Report

Hunter highlighted several topics, including the 20 active permits which have been purchased and the end of season ramp up in inspections. He also updated the board on the Country Club gravity sewer line project, progress on the Sudden Valley Water Treatment Plant 20 Year Facility Plan, and Edgewater and Dellesta sewer lift station renovation project shoreline permitting. Discussion followed.

Finance Department Report

Denton shared that monthly reports show revenue is tracking in accordance with budget and expenditures are on target for 2019, and that the first draft of the 2020 budget would be presented at the October 9 board meeting. Discussion followed.


Operations Department Report

Clary reported that the field crew's focus has been on new connections and development issues. Denton recognized District Accounting Clerk Trish Gilmore for doing a great job working with contractors on permitting, scheduling, and inspection issues.

With no further business, Citron adjourned the Regular Session at 9:04 a.m.



Recording Secretary, Rachael Hope



Laura Abele

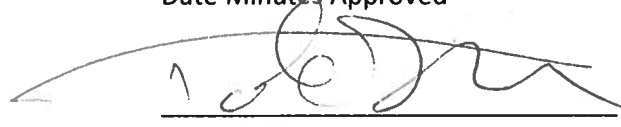


Bruce R. Ford

John Carter

10/30/19

Date Minutes Approved



Todd Citron

Leslie McRoberts