



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS
Minutes
November 27, 2019

Board President Laura Abele called the Regular Session to order at 8:00 a.m.

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

Excused Absences: Commissioner Leslie McRoberts

District Water Treatment Operator Kevin Cook and Utility Systems Specialist Miguel Gillis were also in attendance.

Consent Agenda

Commissioner Carter recognized that during review of the November 13, 2019 regular board meeting draft minutes, he became aware that there was no mention of sewer fees paid by the property owners at 1313 Oriental Ave, who submitted a proposal to the board at that meeting. Discussion followed.

Action Taken

Ford moved, Carter seconded, to amend the minutes for the November 13, 2019 board meeting to include the fact that the owners of 1313 Oriental Ave have been paying sewer fees since 1978 though they have not been connected to the District system. Motion passed.

Action Taken

Ford moved, Carter seconded, approval of:

- **Payroll for Pay Period #23 (11/02/2019 through 11/15/2019) totaling \$43,978.53**
- **Payroll Benefits for Pay Period #23 totaling \$50,635.55**
- **Payroll Benefits correction totaling \$4,237.31**
- **Accounts Payable Vouchers totaling \$237,439.47**

Motion passed.

Staff Presentation – Leak Detection via Data Analysis

Clary introduced the staff presentation, explaining that the District uses various techniques to monitor its water systems for leaks. He explained that having operations staff who have a strong understanding of the water system is crucial to efficient system management.

District Water Treatment Plant Operator Kevin Cook presented information on how leaks affect the District's system and methods for identifying leaks, including demonstrations of the data and software used to monitor reservoirs and identify problems. Utility Systems Specialist Miguel Gillis spoke to the board about water meters and software, and how staff uses the data produced to identify potential leaks, high usage, and other issues. They reported that in the last 20 years, the District has decreased water loss by over 15% due to employee skill and knowledge, equipment, and good leak detection. Discussion followed.

Adoption of 2020 Budget

Denton recalled that previous renditions of the draft 2020 budget were presented at the October 27 and November 13 board meetings. Changes and adjustments requested during those meetings have been incorporated into the current draft budget, as well as the addition of budget narrative and General Manager's message. Discussion followed, and the board elected to delay adoption of the final budget until the issue of commissioner insurance coverage has been decided.

Distribution of 2020 Update to the Comprehensive Sewer Plan for Agency Review

Hunter explained that the District maintains a comprehensive sewer plan that summarizes the existing system and defines future system improvements to accommodate growth and maintain existing system function through proactive replacement of applicable facilities. Per state statute, the District is required to update the plan every six years. The District's consultant engineer, Wilson Engineering, has developed an update to the plan that is now ready for agency review prior to final District adoption. The draft plan was provided electronically to the Board during its regularly scheduled November 11, 2019. The Board expressed the desire for more time to review the plan in detail. Discussion followed.

Contract with Whatcom County for Emergency Planning Services

Clary expounded that to assist the District in its emergency preparedness, the District previously entered into a three-year agreement with the Whatcom County Sheriff's Office Division of Emergency Management. With the current contract expiring on December 31, 2019, District staff have worked with County staff to develop a successor contract that allows for annual update to District emergency planning documents and holding routine emergency response exercises, as well as completion of the AWIA-required activities. It was noted that the annual cost of services of \$20,000 has been built into the draft 2020 Budget. Discussion followed.

Action Taken

Carter moved, Ford seconded, to authorize the general manager to execute the contract with Whatcom County for emergency planning services, as presented. Motion passed.

Interlocal Agreement with Whatcom County for Licensed Pictometry Imagery and Software

Hunter communicated that the District manages its water and sewer infrastructure through a GIS-based asset management system (Cartegraph). Up-to-date imagery of ground and built conditions around District infrastructure can play an important role in effective and efficient facility maintenance. With the cost of regularly obtaining current imagery extremely high, Whatcom County has taken the lead in developing a partnership of multiple cities and special purpose districts to provide a cost effective means of obtaining current imagery. This interlocal agreement establishes a cost sharing partnership for licensed pictometry imagery and software.

Action Taken

Citron moved, Ford seconded, to authorize the general manager to execute the interlocal agreement with Whatcom County to establish a cost sharing partnership for licensed pictometry imagery and software, as presented. Motion passed.

General Manager's Report

Clary updated the Board on several topics, including applications for the open Commissioner position, the hire of new Maintenance Worker I Reed Pennington, the status of several compulsory sewer connections, and the date for the 2020 staff recognition banquet. Discussion followed.

Engineering Department Report

Hunter briefed the Board on the progress of several projects, including the list of projects completed in 2019. Discussion followed.

At 9:58 a.m., Abele was excused from the meeting due to a prior commitment, and Citron assumed governance of the meeting.

Finance Department Report

Denton presented the Board with finance reports through the end of October, and reported that revenues and expenditures are tracking to budget within 1 percent. Discussion followed.

Operations Department Report

Winters highlighted the lack of any injuries or near misses for 2019, and reported that Sudden Valley Water Treatment Plant valves have arrived and are planned for installation. Discussion followed.

Change to Agenda

Commissioner Citron deferred the scheduled Executive Session to the December 11 regular board meeting, as responses have not been received and compiled.

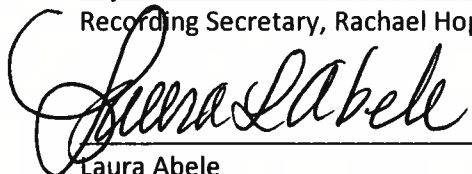
With no further business, Citron adjourned the Regular Session at 10:16 a.m.



Recording Secretary, Rachael Hope

Dec 11, 2019

Date Minutes Approved



Laura Abele




Todd Citron



Bruce R. Ford

Leslie McRoberts



John Carter

