



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

February 26, 2020

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

Attendees: Commissioner Todd Citron Assistant General Manager/Dist. Engineer Bill Hunter
Commissioner John Carter Finance Manager/Treasurer Debi Denton
Commissioner Bruce Ford Operations & Maintenance Manager Brent Winters
Commissioner Leslie McRoberts Recording Secretary Rachael Hope

By Phone: Commissioner Laura Abele

Also in attendance was District Construction Engineer Kristin Hemenway.

Consent Agenda

Action Taken

McRoberts moved, Carter seconded, approval of:

- Minutes for the February 12, 2020 Board Meeting
- Payroll for Pay Period #04 (02/08/2020 through 02/21/2020) totaling \$44,149.69
- Payroll Benefits for Pay Period #04 totaling \$51,578.35
- Accounts Payable Vouchers totaling \$214,461.51

Motion passed.

Staff Presentation – Scenic Emergency Intertie Construction

Hunter recalled that prior to the 2002 construction of the water main connecting the Sudden Valley water treatment plant with its distribution system in Geneva, the District purchased water from the city of Bellingham via an intertie with a booster station located at the intersection of Lakeway Drive and Scenic Avenue. Since connection of Geneva to the South Shore Water System, the intertie has not been used. However, the District identified the potential for creating system resiliency through maintaining the intertie for emergency situations.

District Construction Engineer Kristin Hemenway presented a slideshow to the Board with photos, diagrams, and details outlining the recent conversion of the booster station to an intertie to be used in the event of an emergency on the District's side of the intertie, or in circumstances where the Geneva Reservoir may be temporarily removed from service for maintenance. Discussion followed.

Customer Assistance Program Discussion

Denton explained that the finance committee had previously discussed the potential implementation of a customer assistance program. Customer assistance programs (CAPs) are administered by a number of Washington utilities as a means of assisting low-income residential customers in paying their utility bill. After

completing preliminary research into other utility CAPs, it was suggested that the District could partner with a third party not-for-profit community-based agency to administer the program based upon parameters set by the District.

Program funding options could be by annual, Board-authorized allocation of District funds, by donations made by District customers during payment of their utility bills (similar to Fred Meyer's "round-up to the nearest dollar" program), or a combination thereof. The District would provide funding to the not-for-profit agency, and forward any customers requesting assistance to that agency to determine whether or not they qualify, and to administer the District-provided funds in accordance with the program parameters. Discussion followed, including board direction that staff perform further research into various aspects of contributing to such a program.

General Manager's Report

Hunter relayed that he and Clary are currently in discussion with the city of Bellingham to finalize an interlocal agreement regarding the Scenic Ave Intertie. Discussion followed.

Engineering Department Report

Hunter highlighted several District projects, including progress on Grey and Osborne's preliminary assessment for the Sudden Valley Water Treatment Plant Master Plan, the bidding process for demolition of the Lakeview reservoir, and expected delivery of the District's new vac truck in October 2020. Discussion followed.

Finance Department Report

Denton explained that office staff are currently gearing up for permitting season, that she attended the BIAS (District accounting software) conference, and that she and Accounting Clerk Trish Gilmore will be visiting the District's online payment provider for face-to-face training in May. Discussion followed.

Operations Department Report

Winters apprised the board of several operations projects, including the purchase of a used forklift from Star Rentals, continued vigilance of staff in regard to safety training, and repairs on a water main leak requiring replacement of a section of pipe. Discussion followed.


With no further business, Citron adjourned the Regular Session at 9:24 a.m.



Recording Secretary, Rachael Hope

March 11, 2020

Date Minutes Approved



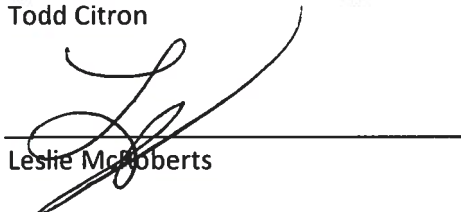
Laura Abele



Todd Citron



Bruce R. Ford



Leslie McRoberts



John Carter