



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

## REGULAR SESSION OF THE BOARD OF COMMISSIONERS

### Minutes

*March 11, 2020*

Board President Laura Abele called the Regular Session to order at 6:28 p.m.

**Attendees:** Commissioner Laura Abele  
Commissioner Todd Citron  
Commissioner John Carter  
Commissioner Bruce Ford  
Commissioner Leslie McRoberts  
General Manager Justin Clary  
Finance Manager/Treasurer Debi Denton  
Operations & Maintenance Manager Brent Winters  
District Legal Counsel Bob Carmichael  
Recording Secretary Rachael Hope

No public were in attendance.

#### Consent Agenda

##### Action Taken

Citron moved, Ford seconded, approval of:

- Minutes for the February 26, 2020 Board Meeting
- Purchase of Truck per 2020 Budget totaling \$85,789.93
- Payroll for Pay Period #05 (02/22/2020 through 03/06/2020) totaling \$43,085.95
- Payroll Benefits for Pay Period #05 totaling \$49,201.67
- Accounts Payable Vouchers totaling \$74,847.77

Motion passed.

#### Customer Appeal – Water/Sewer Bill Relief – 27 Deer Run Lane

Denton explained that the District received a letter from Ford Martin dated February 6, 2020, requesting an appeal to the Board for relief from water consumption charges at 27 Deer Run Lane. Mr. Martin's appeal was associated with water utility charges incurred as a result of a leaking toilet that occurred between November 20 and December 6, 2019. District Administrative Code allows for leak adjustments (Section 2.10.8) only for "...water bills resulting from in-ground water service line breaks between the water meter and the outermost exterior walls of the structure."

Historically, staff have completed administrative adjustment of rates to the Tier 1 (less than 2,500 cubic feet consumed) rate in instances where the excess consumption has been specifically attributed to a leak that has resulted in fees assessed at the Tier 2 (greater than 2,500 cubic feet) rate. District staff

completed this adjustment on February 3, 2020, which resulted in a reduction of Mr. Martin's utility bill by \$109.45. Mr. Martin requested an additional reduction of \$313.27. Discussion followed.

**Action Taken**

**Citron moved, McRoberts seconded, to uphold the District Administrative Code as written and implemented by the General Manager, and decline Mr. Martin's appeal for leak adjustment. Motion passed.**

**General Manager's Report**

Clary highlighted several items, including providing an update on the progression of District response to the COVID-19 epidemic and the bid opening for the Lakeview Street Reservoir demolition. He also provided the Board with examples of the workflow of a maintenance request in the District's Cartegraph software. Discussion followed.


**Executive Session Per RCW 42.30.110(1)(i)(ii) To Discuss Potential Litigation – 15 Minutes**

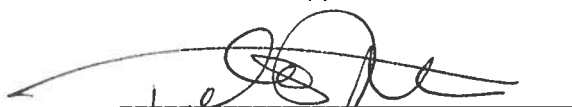
Abele recessed the Regular Session to Executive Session at 7:04 p.m. It was estimated that the Executive Session would take 15 minutes. The purpose of the Executive Session was to discuss potential litigation with legal counsel. Abele recessed the Executive Session and reconvened the Regular Session at 7:25 p.m.

With no further business, Abele adjourned the Regular Session 7:25 p.m.

  
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Recording Secretary, Rachael Hope


3/25/2020  
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Date Minutes Approved

  
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Laura Abele

  
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Todd Citron

  
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Bruce R. Ford

  
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Leslie McRoberts

  
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John Carter