



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

July 29, 2020

Board Secretary Todd Citron called the Regular Session to order at 8:04 a.m.

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

Also in attendance were District Construction Engineer Kristin Hemenway; District Engineering Technician/Safety Officer Rich Munson; and Brian Smith of Wilson Engineering.

All attendees participated remotely by phone or video conferencing. No public were in attendance.

Roll Call

General Manager Justin Clary performed a roll call to identify those in attendance, and then verbally confirmed that the meeting was noticed in accordance with Resolution No. 859 allowing remote meeting attendance as well as in compliance with current statutory requirements. It was confirmed that all participants were able to be heard and hear each other clearly.

Consent Agenda

Action Taken

McRoberts moved, Carter seconded, approval of:

- Minutes for the 7/07/20 Special Work Session
- Minutes for the 7/08/20 Regular Board Meeting
- Accounts Payable Vouchers totaling \$3,034.07
- Payroll for Pay Period #14 (06/27/2020 through 07/10/2020) totaling \$45,777.31
- Payroll Benefits for Pay Period #14 totaling \$51,262.62
- Payroll for Pay Period #15 (07/11/2020 through 07/24/2020) totaling \$47,071.90
- Payroll Benefits for Pay Period #15 totaling \$31,107.98
- Accounts Payable Vouchers totaling \$223,029.78

Motion passed.

Hydraulic Analysis of Lake Whatcom Boulevard Interceptor

Hunter explained that the purpose of the study is to analyze the performance of the Lake Whatcom Boulevard Interceptor (LWBI) gravity sewer pipe along Lake Whatcom Boulevard and to prioritize improvements that minimize the risk of overflow as the system adds more customers over time until full-build out is reached. The study focused on re-evaluating and analyzing capacity and infiltration and inflow reduction, and examining manual flow management protocols including anticipation and accommodation of spike flows.

Brian Smith of Wilson Engineering presented findings to the Board, including recommendations for future maintenance and improvement of the LWBI. The study identified capital improvement needs and priorities for the next 20+ years, providing a basis for preparing project cost estimates, scheduling capital projects, and securing funding through utility sewer rates as the District prepares for the capital plan update and rate study in 2020-2021. Discussion followed.

Commissioner Laura Abele joined the meeting at 8:18 a.m. and relieved Commissioner Citron as chair of the meeting.

Lakeview Street Reservoir Demolition Contract Close-out

Hunter recalled that the Board of Commissioners approved the contract award of the Lakeview Street Reservoir Demolition (District Capital Project #C2001) to Premium Services, Inc. during its regularly scheduled meeting on March 25, 2020. Premium Services, Inc. has completed all contract requirements and punch list items.

Action Taken

Citron moved, Ford seconded, to accept the Lakeview Street Reservoir Demolition Project as complete and authorize staff to close-out the public works project. Motion passed.

District Customer Assistance Programs Review

Clary indicated that the Lake Whatcom Water and Sewer District currently provides assistance to its customers in the form of reduced rates (40% reduction) for qualifying low-income seniors and disabled customers, and a payment program that allows customers enter into an agreement with the District to pay-off outstanding balances over up to six months without incurring additional late fees or having water service terminated.

The COVID-19 pandemic and the economic impacts that have followed have created a tremendous strain on some District customers. To alleviate this strain, the District Board of Commissioners adopted Resolution No. 865 during its regular business meeting on March 25, 2020, that temporarily suspended late fees and shut-offs for delinquent accounts. The resolution is in effect through July 31, 2020. Clary presented the Board with a draft of Resolution 868, which would extend Resolution No. 865 through November 30, 2020. Discussion followed.

Action Taken

Ford moved, Carter seconded, to adopt Resolution 868 as presented. Motion passed.

General Manager Job Description

Clary presented a draft update of the General Manager Job Description. A comprehensive review of all job descriptions that have not been updated in the past three years is one of staff's executive initiatives for 2020. While review and update of most District job descriptions is an administrative function, the general manager position reports directly to the Board of Commissioners. Significant revisions to the General Manager Job

Description included new sections to bring the description consistent with the format of other District job descriptions. Discussion followed.

On-site Sewage Disposal System-to-Sewer Conversion Program Policy

Clary commented a work session was held by the Board on July 8, 2020 to discuss the District's current policy requiring the abandonment of on-site sewage disposal systems (septic systems) and connection to District sewers. During the work session, the Board requested that this topic be included for discussion during its next regular business meeting in order to note the Board's consensus that they did not wish to make changes to the policy at this time. Discussion followed, including a determination not to implement any revisions to the existing on-site sewage disposal system-to-sewer conversion policy.

Commissioner Todd Citron left the meeting at 10:22 a.m. due to an outside commitment.

General Manager's Report

Clary updated the Board on several topics, including the District's continued response to COVID-19, approval of the 2020 update to the Sewer Comprehensive Plan by the Whatcom County Council on July 21, and upcoming meeting topics. Discussion followed.

Engineering Department Report

Hunter highlighted headway being made in capital projects and development, noting that construction season has picked up and the department is very busy.

Finance Department Report

Denton provided the Board with the Quarter 2 Financial Report and reported that thus far, revenue effects due to the COVID-19 pandemic have been minimal. Discussion followed.

Operations & Maintenance Department Report

Winters gave a brief report on ongoing projects and development in the Operations Department.

Commissioner Abele commended the staff on continuing to provide stellar customer service and quality work throughout the challenges of the COVID-19 pandemic.

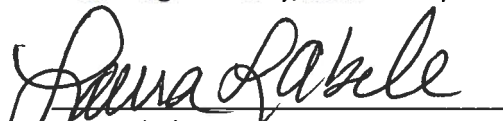
With no further business, Abele adjourned the Regular Session 10:46 a.m.




Recording Secretary, Rachael Hope

8/12/20


Date Minutes Approved



Laura Abele



Todd Citron



Bruce R. Ford



Leslie McRoberts

John Carter