



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

August 26, 2020

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

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

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, Citron seconded, approval of:

- Minutes for the 8/12/20 Special Work Session
- Minutes for the 8/12/20 Regular Board Meeting
- Payroll for Pay Period #17 (08/08/2020 through 08/21/2020) totaling \$45,206.23
- Payroll Benefits for Pay Period #17 totaling \$50,983.38
- Accounts Payable Vouchers totaling \$132,368.03

Motion passed.

Presentation—Effective Utility Management Self-Assessment Results

Clary reminded the Board that one of the 2020 Management Team Initiatives was completing the Effective Utility Management (EUM) assessment process. This process has been developed by industry professionals to help water and sewer utilities make informed decisions and practical, systematic changes to enhance level-of-service and achieve excellence in utility performance.

District staff, management, and board have gone through the self-assessment process over the past few months. Clary presented the results of the self-assessment process, both by each group and in aggregate, to the Board and facilitated discussion to identify board-defined areas of focus.

Biennial Budget Analysis Discussion

Denton explained that, as one of the 2020 Management Team Initiatives, the finance department is evaluating the option of creating a biennial budget instead of an annual budget. There are no specific budgetary requirements under the RCW; water and/or sewer districts may (but are not required to) adopt budget policies as a fiscal management tool (which would be considered a best practice). While some water and/or sewer districts do not adopt formal budgets, most do. For those that do, common forms include annual and biennial budgets.

Resolution No. 767, adopted by the Board of Commissioners on November 24, 2010, set District policy for the annual development and adoption of budgets. Since its implementation, the annual budget process has proven to be an effective means of managing the District's finances. With an effective six-year capital improvement program and forecastable revenues and expenditures, conversion to a biennial budget process would be relatively seamless and could create long-term workload efficiencies. Denton reviewed highlights from a memo distributed to Board outlining similarities and differences in the types of budgeting. Discussion followed.

Agate Creek Restoration Contract Award

Clary reminded the Board that the District completed a project in 2019 that encased the portion of an exposed 8-inch diameter sewer force main in concrete that was located on the bottom of Agate Creek. As part of the project, the Washington State Department of Fish and Wildlife (WDFW) required raising the streambed in the immediate vicinity of the force main with rock to facilitate fish passage. A requirement of the permit associated with the project is to monitor the performance of the constructed project for a five-year period to ensure fish passage viability (i.e., a drop of not greater than 0.8-feet does not occur within the project area).

District staff monitored the performance of the project through the 2019-2020 winter. The project remained intact until the significant precipitation event that occurred in early February 2020 that resulted in flooding throughout much of Whatcom County. During inspection of the project site on February 7, 2020, it was noticed that much of the rock placed downstream of the crossing had washed away.

Based upon that meeting, Wilson Engineering prepared a design for restoring the streambed (with larger rock). The project was solicited for public works contract bids to qualifying contractors on the MRSC Small Works Roster (Stream Restoration category). As this project was not included in the 2020 Budget, Board action includes allocation of sewer utility funds to perform the repairs, and authorization to the general manager to execute the construction contract. Discussion followed.

Action Taken

Citron moved, McRoberts seconded, to direct \$25,628.79 of the unallocated sewer capital funds carried over from 2019 towards the Agate Creek Restoration construction contract. Motion passed.

Citron moved, McRoberts seconded, to award the Agate Creek Restoration construction contract to P&P Excavating, LLC for a total contract price of \$25,628.79 including 8.5% sales tax and authorize the General Manager to execute the contract. Motion passed.

General Manager's Report

Clary updated the Board on several topics, including the District's continued response to COVID-19, the upcoming WASWD fall virtual conference, and staff safety awards. Discussion followed.

Engineering Department Report

Hunter highlighted several projects, including the Edgewater and Dellesta Sewer Pump Station Improvements, design for the Agate Heights Water Treatment Plant upgrade, and progress on the Sudden Valley Water Treatment Plant 20-Year Facility Plan. Discussion followed.

Finance Department Report

Denton reported that revenues are tracking closely to budget, and that monitoring of overdue accounts has shown little change due to the COVID-19 pandemic. She also provided information on some expenditures that are tracking over the budget for the year. Discussion followed.

Operations & Maintenance Department Report

Winters gave a brief report on ongoing projects and development in the Operations Department, including reservoir inspections, new construction, and installation of PRV vault drains. Discussion followed.

With no further business, Abele adjourned the Regular Session 9:38 a.m.



Recording Secretary, Rachael Hope

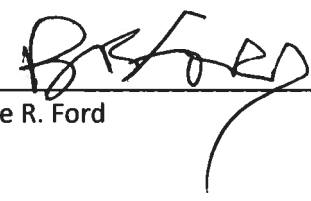
9/30/20

Date Minutes Approved

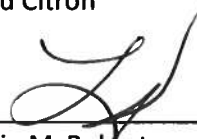
Laura Abele



Todd Citron



Bruce R. Ford



Leslie McRoberts

John Carter