



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

SPECIAL SESSION OF THE BOARD OF COMMISSIONERS

Minutes

November 12, 2020

Board President Laura Abele called the Special Session to order at 6:31 p.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	District Legal Counsel Bob Carmichael
Commissioner Leslie McRoberts	Recording Secretary Rachael Hope

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

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 October 28, 2020 Regular Board Meeting
- 3rd Quarter Payroll Taxes totaling \$7,807.19
- Payroll for Pay Period #22 (10/17/2020 through 10/30/2020) totaling \$43,403.27
- Payroll Benefits for Pay Period #22 totaling \$50,657.76
- Accounts Payable Vouchers totaling \$910,373.77

Motion passed.

Resolution No. 869 Extension of the Suspension of Late Fees and Shut-offs

Clary recalled that the Board adopted Resolution No. 865 on March 25, 2020, which temporarily suspended late fees and shut-offs for delinquent accounts, as well as fees associated with voluntary suspension of services (to recognize a number of District customers that are Canadian and unable to cross the border to access their second home in the District). This Resolution was further extended by Resolution No. 868, passed on July 29, 2020, extending the measures until November 30, 2020.

Washington Governor Inslee issued Proclamation No. 20-23.1 on March 24, 2020, strongly encouraging public utilities to take actions to mitigate the economic impacts of the COVID-19 pandemic on their utility customers. A revision to this proclamation (Proclamation No. 20-23.3) was issued on May 5 that then prohibited water utilities from charging late fees or to shut-off services for failure to pay utility bills (effective through May 31). Several subsequent revisions to this proclamation have been issued that extend the prohibition against late fees and shut-offs, which have extended the prohibition through December 31, 2020.

Staff recommended that the Board extend the suspension of collection of late fees and shut-offs, but not the waiver of billing suspension fees. Discussion followed, and the Board agreed that rather than adopting further resolutions, no action would be taken and Resolution No. 868 would be allowed to expire on December 1, at which time the District would be subject to the guidance of the Governor's current and future proclamations.

Draft 2021 Budget Presentation

Denton explained that the first round of budget discussions covered revenue and operations expenditures. The topic for discussion during this session was present District staff proposed capital reinvestment projects to be completed in 2021. Hunter walked Board members through highlights of the Water & Sewer Reinvestment plans for 2021-2026. Discussion followed.

General Manager's Report

Clary updated the Board on several topics, including the District's continued response to the COVID-19 pandemic, CARES act funding updates, and work on updating the documents from last year's legislative brief to send to new and re-elected local representatives. Discussion followed.

Executive Session Per RCW 42.30.110(1)(g) General Manager Performance Evaluation - 30 Minutes

Abele recessed the Special Session to Executive Session at 7:56 p.m. It was estimated that the Executive Session would take about 30 minutes. The purpose of the Executive Session was for considering issues related to evaluating the performance of a public employee. Abele recessed the Executive Session and reconvened the Special Session at 8:17 p.m.

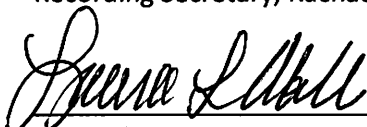
With no further business, Abele adjourned the Special Session 8:17 p.m.



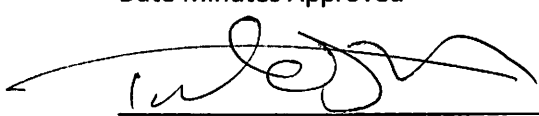
Recording Secretary, Rachael Hope

Nov. 25, 2020

Date Minutes Approved




Laura Abele




Todd Citron



Bruce R. Ford



Leslie McRoberts



John Carter