



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

## REGULAR SESSION OF THE BOARD OF COMMISSIONERS

### Minutes

*December 09, 2020*

Board President Laura Abele called the Special Session to order at 6:30 p.m.

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

**Excused Absences:** Commissioner John Carter

Also in attendance were Catherine Moore of Carmichael Clark, and Melanie Mankamyer and Brian Smith of Wilson Engineering. 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

Citron moved, McRoberts seconded, approval of:

- Accounts Payable Vouchers totaling \$122,072.41
- Payroll for Pay Period #24 (11/14/2020 through 11/27/2020) totaling \$45,144.17
- Payroll Benefits for Pay Period #24 totaling \$50,851.19
- Accounts Payable Vouchers totaling \$64,025.02

Motion passed.

#### Hydraulic Analysis of the Lake Whatcom Boulevard Interceptor

Hunter introduced Brian Smith of Wilson Engineering to provide an update on the hydraulic analysis of the Lake Whatcom Boulevard Interceptor (LWBI). A Supplemental Hydraulic Sewer Model Analysis included in the 2020 Comprehensive Sewer Plan noted that "Lower sewer flows are supported by successful implementation of infiltration and inflow (I&I) reduction and water conservation programs. The capacity of LWBI should be

monitored as development occurs. Also, it is recommended that the average daily sewer flows and build out capacity used in the model be re-evaluated and that the modeling analysis be updated during the next Comprehensive Sewer Plan update, or prior to any significant development that may occur.” Smith explained that refined assumptions were used to calculate the peaking factor of wastewater flow rates during wet weather I&I events have resulted in a reduced design flow rate. The net result is cure-in-place-pipe (CIPP) rehabilitation is projected to provide sufficient capacity to serve full system build-out flow rates without use of the Sudden Valley detention basin.

Following the presentation, Winters explained that the District’s Operations staff is looking at what can be done now to improve the flow capacity. This includes sewer main flushing and camera inspection work completed in 2020 for the entire gravity sewer main section from Strawberry Point to Cable Street Sewer Pump Station. Discussion followed.

**Adoption of Fiscal Year 2021 Budget**

Denton summarized that the first draft of the Fiscal Year 2021 Budget was presented to the Board in October, along with expenditures and revenues through the end of September. The Draft Budget was revised in November and an updated version incorporating October revenues and expenditures and an in depth look at capital projects was presented to the Board in November. Staff presented the final draft of the Fiscal Year 2021 Budget for adoption. Discussion followed.

**Action Taken**

**Citron moved, McRoberts seconded, to adopt the Fiscal Year 2021 Budget, as presented. Motion passed.**

**2021 Non-represented Staff Cost-of-Living-Adjustment**

Clary explained that traditionally the non-represented employees have received the same annual cost-of-living adjustment (COLA) increase as the represented (union) employees. Non-union employees include the General Manager, District Engineer/Assistant General Manager, Finance Manager/Treasurer, Operations & Maintenance Manager, and Administrative Assistant. For 2020 the represented employees’ COLA will be 2.1%, which is equal to the Consumer Price Index for all urban consumers (CPI-U) for the Seattle metropolitan area), as reported in October 2020 for the prior year.

**Action Taken**

**Ford moved, McRoberts seconded, to approve a salary adjustment for all non-represented District staff that is equal to an increase of 2.1% and effective January 1, 2021. Motion passed.**

**2021 Wilson Engineering Rates**

Clary stated that Wilson Engineering provides on-call engineering services to the District through a professional services agreement executed on August 8, 2016, and effective through July 31, 2021. Per Section 7.4 of the agreement, Wilson Engineering may annually request revision to the approved rates to accommodate inflation and market conditions. A letter from Wilson Engineering was presented, dated December 3, 2020, requesting revision to its rates and fees for 2021. The proposed rates are anticipated to increase modestly and relatively consistent with inflationary and marketplace values.

**Action Taken**

**Ford moved, Citron seconded, to approve rates and fees to be effective January 1, 2021, for professional services performed by Wilson Engineering under the existing on-call professional**

services contract with the District, as presented in the December 3, 2020 letter from Wilson Engineering. Motion passed.

**On-site Sewage System Policy Discussion**

Clary reminded the board that together with the city of Bellingham (City) and Whatcom County (County), the District formed a partnership in 1990 to develop a joint management strategy for the Lake Whatcom watershed. The resulting Lake Whatcom Management Program guides actions by the three entities to protect the quality of Lake Whatcom water. Herrera Consulting staff provided a presentation to the Board on the results and conclusions of the 2020 monitoring effort during the Board's September 9, 2020, meeting, as well as to the Lake Whatcom Management Program Policy Group during its September 23 meeting. Since that time, Commissioner Ford has developed a letter regarding septic systems on the north shore. The Board discussed the assessment findings, Commissioner Ford's letter, the District's policy/direction regarding the existing septic systems. The Board requested that the discussion be continued during a future regularly scheduled meeting of the Board in which all five commissioners are anticipated to be present.

**General Manager's Report**

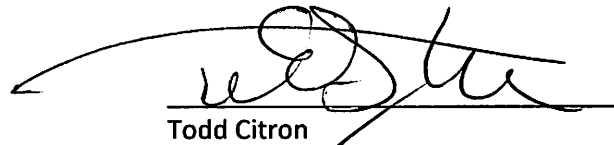
Clary updated the Board on several topics, including the District's continued response to the COVID-19 pandemic, looking ahead to logistics and planning for vaccinations when available, and discussion at the Lake Whatcom Management Program meeting regarding various urban growth areas of the City of Bellingham located in the Lake Whatcom Watershed. He also updated the Board on staff progress for the previously requested agenda item regarding policy discussion of the District's rate structure. The agenda item is scheduled for the January 13, 2021 board meeting. Discussion followed.

With no further business, Abele adjourned the Regular Session 8:25 p.m.

  
Recording Secretary, Rachael Hope

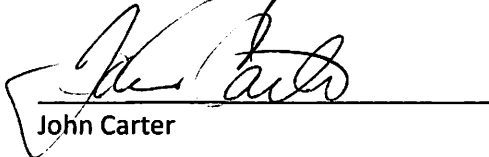
Dec. 30, 2020  
Date Minutes Approved

  
Laura Abele

  
Todd Citron

  
Bruce R. Ford

  
Leslie McRoberts

  
John Carter