



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

January 13, 2021

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

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

Absences: Commissioner Bruce Ford

Also in attendance was Melanie Mankamyer 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

Carter moved, McRoberts seconded, approval of:

- Minutes from the December 30, 2020 Regular Board Meeting
- Payroll for Pay Period #01 (12/25/2020 through 01/07/2021) totaling \$44,521.47
- Payroll Benefits for Pay Period #01 totaling \$52,114.45
- Accounts Payable Vouchers totaling \$268,137.06

Motion passed.

Election of Board Officers

Clary recalled that the District operates under the authority of Revised Code of Washington (RCW) Title 57, Water-Sewer Districts. Under RCW 57.12.10, Commissioners-President and Secretary-Compensation, "the board shall annually elect one of its members as president and another as secretary." The District has historically fulfilled this statutory obligation during its first meeting of the calendar year.

Action Taken

Citron moved, McRoberts seconded, to appoint Commissioner Abele to serve as District Board president for the 2021 calendar year. Motion passed.

Abele moved, McRoberts seconded, to appoint Commissioner Citron to serve as District Board secretary for the 2021 calendar year. Motion passed.

Appointment of Board Representatives to the District's Investment Committee

Clary explained that Chapter 2.14 of the District's administrative code establishes an Investment Committee, which is comprised of the finance manager/treasurer, general manager, and two commissioners. Duties of the committee include, at a minimum, quarterly review of the District's investment portfolio and rate structure and annual review of the District's investment policy.

Action Taken

McRoberts moved, Abele seconded, to appoint Commissioner Carter and Commissioner Citron to serve as the Board's representatives on the District's Investment Committee for the 2021 calendar year. Motion passed.

Appointment of Board Representatives to the Whatcom County Council of Governments and the Lake Whatcom Management Program Policy Group

Clary detailed that the District annually appoints a representative to serve on the Whatcom County Council of Governments and a representative to serve on the Lake Whatcom Management Program Policy Group.

Action Taken

Citron moved, McRoberts seconded, to appoint Commissioner Carter to serve as the District's representative on the Whatcom County Council of Governments for the 2021 calendar year. Motion passed.

Citron moved, McRoberts seconded, to appoint Commissioner Ford to serve as the District's representative on the Lake Whatcom Management Program Policy Group for the 2021 calendar year. Motion passed.

On-site Sewage System Policy Discussion

As Commissioner Ford was unable to attend this meeting due to illness, President Abele recommended postponing this discussion to a future meeting. The Board agreed.

Service Area-specific Rate Structure Policy Discussion

During the regularly scheduled meeting of the Board of Commissioners on November 25, 2020, Commissioner Citron raised the topic of considering transition from a unified (District-wide) rate structure to one that is specific amongst various services areas of the District.

Staff presented the Board with a memorandum developed to facilitate policy discussion on this topic. Denton summarized several of the points outlined in the memo provided to the Board, including a brief history of the District's rate structures, general considerations for implementing an area-specific rate structure, and staff recommendations. Discussion followed.

General Manager's Report

Clary recognized District Maintenance Worker Cyrus Gates and Crew Lead Jason Dahlstrom for their late-night work during a tremendous rain event on January 2. They were assisted remotely by Assistant General Manager Bill Hunter and Safety Officer/Engineering Technician Rich Munson.

Clary also recognized Crew Lead Jason Dahlstrom for working through the night to ensure system operability during a wind storm with widespread power outages in the early hours of January 13.

Clary updated the Board on several topics, including the District's continued response to the COVID-19 pandemic and the switch from Safe Start to the Healthy Washington Road Map program and a steady increase in development inquiry volume. Discussion followed.

With no further business, Abele adjourned the Regular Session 7:58 p.m.



Board President, Laura Abele

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on Jan 27, 2021
Date Minutes Approved