



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

May 12, 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 Leslie McRoberts Operations Manager Brent Winters
Commissioner Bruce Ford Finance Manager/Treasurer Debi Denton
Recording Secretary Rachael Hope

Excused Absences: Commissioner John Carter

Also in attendance: Keith Stewart - Gray & Osborne

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.

Changes to Agenda

Clary requested the addition of item 8.A. under Other Business for discussion regarding the Sudden Valley Water Treatment Plant master planning effort. The Board agreed.

Consent Agenda

Action Taken

Citron moved, McRoberts seconded, approval of:

- Minutes for April 14, 2021 Regular Board Meeting
- Minutes for April 28, 2021 Regular Board Meeting
- Amended 1st Quarter 2021 Payroll taxes totaling \$7,912.10
- Payroll for Pay Period #09 (04/17/2021 through 04/30/2021) totaling \$43,334.43
- Payroll Benefits for Pay Period #09 totaling \$51,372.78
- Accounts Payable Vouchers totaling \$317,237.53

Motion passed.

Resolution No. 875 Revising Low-Cost Parcel Acquisition Policy in Administrative Code Title 2, Fiscal Management Policies

District Administrative Code Title 2, Fiscal Management Policies, defines the District’s financial management structure and associated policies. Aside from Chapter 2.16, Purchasing Policy, it has been a number of years since the last comprehensive review of Title 2. The Investment Committee identified over the past year a number of independent topics within the Fiscal Management Policies for potential update via policy revision. Work sessions were held on February 10 and March 10 to discuss proposed revisions to the Fiscal Management Policies. As an outcome of Board direction from those work sessions, staff developed a series of resolutions for Board consideration, with each resolution comprised of groups of like-revisions to Title 2 for creating a trackable record of policy revision.

Denton explained that Resolution No. 875 revises Section 2.17.1 of the Administrative Code to allow the District to proceed with purchase of parcels/easements estimated at \$10,000 or less without obtaining an appraisal. The previous cap for acquisitions without appraisal was \$5,000. Discussion followed.

Action Taken

Citron moved, McRoberts seconded, to approve Resolution No. 875 as presented. Motion passed.

Sudden Valley Water Treatment Plan Master Plan

Clary recalled that Gray & Osborne was contracted after an initial condition assessment in July 2020, to perform an alternatives analysis of work to be done at the District’s Sudden Valley Water Treatment Plant. The assessment identified high and low priority items that were subsequently broken down by major system, and consultants from Gray & Osborne made a series of presentations to the Board at regular meetings between September 20, 2020 and April 14, 2021.

On May 12, 2021, four Commissioners attended two separate tours of the Sudden Valley Water Treatment Plant with District Staff and Keith Stewart of Gray & Osborne. This agenda item was added to allow for discussion and comments about those in-person tours. Discussion followed.

General Manager’s Report

Clary updated the Board on several topics, including the District’s continued response to the COVID-19 pandemic, employee vaccination progress, hiring status updates for the Finance Manager and Maintenance Worker 1 positions, and his recent virtual attendance to the Association of Washington Cities annual Labor Relations Institute. Discussion followed.

With no further business, Abele adjourned the Regular Session 6:59 p.m.



Board President, Laura Abele

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on May 26, 2021
Date Minutes Approved