



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

June 30, 2021

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

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

Also in attendance: District Employee Jason Dahlstrom, Lead Maintenance Worker
District Employee Rich Munson, Engineering Technician
District Employee Kristin Hemenway, Construction Engineer
District Employee Roxanne Peterson, Accounts Receivable Clerk

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 7.B. regarding Resolution 876 be added to the agenda. The Board agreed.

Consent Agenda

Action Taken

Carter moved, McRoberts seconded, approval of:

- Minutes for the May 26, 2021 Regular Board Meeting
- Payroll for Pay Period #12 (05/29/2020 through 06/11/2021) totaling \$45,439.09
- Payroll Benefits for Pay Period #12 totaling \$52,084.97
- Payroll for Pay Period #13 (06/12/2020 through 06/25/2021) totaling \$44,591.99
- Payroll Benefits for Pay Period #13 totaling \$51,580.55

- **Accounts Payable Vouchers totaling \$276,248.55**

Motion passed.

Sanitary Sewer System Inflow and Infiltration Repair Return on Investment Presentation

Hunter recalled that the District continually directs resources towards finding and repairing inflow and infiltration (I&I) deficiencies in the public sanitary sewer collection system. Reducing I&I results in many benefits to rate payers, which include:

- Reduction of volumetric wastewater treatment expenses paid to the City of Bellingham
- Potential reduction of Post Point Wastewater Treatment Plant capital costs (e.g., upcoming biosolids handling and nutrient removal improvements)
- Reduction of electrical power expenses for pumping
- Reduction of wear and tear on pumping systems and ancillary equipment
- Reduction in staff labor resources for flow monitoring and diversion to detention basin
- Reduction in risk of spills and overflows
- Increase in effective system capacity

The District recently completed a series of I&I repairs through the ongoing unit-price sewer system rehabilitation contract with Pro-Vac. Following completion of these improvements staff looked at the potential cost savings related only to volumetric treatment costs paid to the City of Bellingham, which indicates that the savings are significant.

Engineering Department and O&M Department reviewed the District's current program to find I&I, inspect pipeline conditions, grading of assets to estimate remaining useful life, and utilization of automated preventative maintenance work order generation. Lead Maintenance Worker Jason Dahlstrom highlighted camera van monitoring and checking of systems, as well as pump station run hour analysis and his achievement of National Certification for grading sewer pipes. Construction Engineer Kristin Hemenway presented photos and video of several examples of I&I within the system. Engineering Technician Rich Munson highlighted management of I&I, asset life, and maintenance plans using the District's Cartegraph system. Discussion followed.

Resolution No. 876 Expressing the District's Gratitude towards Finance Manager Debi Denton and Recognizing Her Years of Service to the Lake Whatcom Community

Clary presented Resolution No. 876, recognizing outgoing Finance Manager Debi Denton, who has been with the District since March 10, 2008. Denton led the District in implementing changes to financial policies, as well as providing excellent leadership, commitment to customers and staff, and improving District accounting practices. The Board recognized Denton's service, and discussion followed.

Action Taken

McRoberts moved, Citron seconded, to approve Resolution No. 876 as presented. Motion passed.

General Manager's Report

Clary updated the Board on several topics, including the District's continued response to the COVID-19 pandemic and staff vaccinations, an update on the current chlorine shortage, which will not likely affect the District's normal operations, and new Maintenance Worker I start date of July 6. Discussion followed.

Engineering Department Report

Hunter highlighted several areas, including the acceleration of development season and permit purchases, projects that will be coming up for Board approval soon, and upgrades to the District’s SCADA telemetry. Discussion followed.

Finance Department Report

Denton reported on the District’s revenues and expenditures for May, as well as provided an update on past due accounts and title transfers and the reopening of the District lobby.

Operations & Maintenance Department Report

Winters gave a brief report on field crew operations, including ongoing focus on crew safety, site inspections, increases in volume through both water treatment plants, and the pickup of construction season. Discussion followed.

Executive Session Per RCW 42.30.140(4)(a) Collective Bargaining – 30 Minutes

Abele recessed the Regular Session to Executive Session at 9:06 a.m. It was estimated that the Executive Session would take 30 minutes and no action was anticipated following the Executive Session. The purpose of the Executive Session was to consider issues related to collective bargaining with a labor union. Abele recessed the Executive Session and reconvened the Regular Session at 9:32 a.m.

With no further business, Abele adjourned the Regular Session 9:32 a.m.



Board President, Laura Abele

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on July 14, 2021
Date Minutes Approved