



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

Date: July 8, 2021
From: Lake Whatcom Water & Sewer District
RE: Meeting Procedures During the Covid-19 Emergency

Lake Whatcom Water & Sewer District continues to operate under adjusted procedures in order to provide continuous service to our customers. That said, we are taking precautions in an effort to protect the health and safety of our staff, commissioners, and customers. Our lobby is currently closed to the public, and we are practicing social distancing guidelines as suggested by Governor Inslee and the CDC.

For the foreseeable future, Commissioners will be attending regular meetings by phone/video conference. Per Governor Inslee's [Proclamation No. 20-28.3](#), the District will provide access to interested public via phone/internet utilizing the GoToMeeting platform.

If you would like to attend the July 14, 2021 regular meeting, details can be found below. In this evolving climate, we are committed to doing everything possible to provide opportunity for public comment as well as promote health and safety. As such, the District requests that if possible, public submit comments in written form by noon the day before a scheduled meeting for inclusion in the meeting discussion.

We appreciate your understanding and patience during these uncertain times. If you have any questions, please contact Administrative Assistant Rachael Hope at rachael.hope@lwwsd.org or 360-734-9224.

July 14, 2021 Work Regular Board Meeting

Wed, Jul 14, 2021 6:30 PM - 8:30 PM (PDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/447532637>

You can also dial in using your phone.

United States: [+1 \(312\) 757-3121](tel:+13127573121)

Access Code: 447-532-637

New to GoToMeeting? Get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/447532637>



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

July 14, 2021


6:30 p.m. – Regular Session

1. CALL TO ORDER
2. ROLL CALL
3. CONFIRMATION OF COMPLIANCE WITH REMOTE MEETING ATTENDANCE PROTOCOLS
4. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Board of Commissioners. Please state your name prior to making comments.
5. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
6. CONSENT AGENDA
7. SPECIFIC ITEMS OF BUSINESS
 - A. On-call Engineering Services Consultant Selection Approval
 - B. Board Meeting Format Discussion
8. OTHER BUSINESS
9. STAFF REPORTS
 - A. General Manager
10. PUBLIC COMMENT OPPORTUNITY
11. ADJOURNMENT



**AGENDA
BILL
Item 6**

Consent Agenda

DATE SUBMITTED:	July 8, 2021	MEETING DATE:	July 14, 2021
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. See below		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

****TO BE UPDATED 7.14.2021****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 6.09.21 Regular Board Meeting
- Minutes for the 6.30.21 Regular Board Meeting
- Payroll for Pay Period #14 (06/26/2020 through 07/09/2021) total to be added
- Payroll Benefits for Pay Period #14 total to be added
- Accounts Payable Vouchers total to be added

FISCAL IMPACT

Fiscal impact is as indicated in the payroll/benefits/accounts payable quantities defined above. All costs are within the Board-approved 2021 Budget.

RECOMMENDED BOARD ACTION

Staff recommends the Board approve the Consent Agenda.

PROPOSED MOTION

A recommended motion is:

"I move to approve the Consent Agenda as presented."



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

June 09, 2021

Board President Laura Abele called the Regular Session to order at 6:32 p.m.

Attendees: Commissioner Laura Abele General Manager Justin Clary
Commissioner John Carter 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 Todd Citron

Also in attendance: Jonathan Honeywell, Sales Representative

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.E. regarding Board Representation on the Lake Whatcom Management Program Policy Group. The Board agreed.

Clary requested the addition of item 11, an Executive Session for the purpose of considering the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price under RCW 42.30.110.1(c). The Board agreed.

Consent Agenda

Action Taken

McRoberts moved, Ford seconded, approval of:

- Payroll for Pay Period #11 (05/15/2021 through 05/28/2021) totaling \$47,119.04
- Payroll Benefits for Pay Period #11 totaling \$51,953.52
- Accounts Payable Vouchers totaling \$52,258.10

Motion passed.

Sudden Valley Community Association 2021 Culvert Replacement Developer Extension Agreement

Hunter explained that the Sudden Valley Community Association (SVCA) is planning to replace an existing culvert with a concrete box culvert in summer 2021, located near addresses 228 & 230 Polo Park Drive. This is the first culvert site in a program that replaces several more culverts over the next few years.

The stream is fish bearing. In order to construct the new box culvert to match stream flowlines the existing 8-inch diameter water main needs to be relocated deeper to pass under the new culvert. No new water/sewer connections or upsizing of infrastructure for future demand is anticipated for this site or surrounding areas—it is simply a relocation of a public water main, and reconstruction of a public sewer main within a protective sleeve.

The process for installing and modifying publically owned District infrastructure is through a Developer Extension Agreement (DEA), which provides the framework for project coordination, plan review/approval, cost reimbursement, bonding, insurance, construction inspection, final acceptance, etc. SVCA submitted a DEA application along with the required \$300 application fee and detailed site plan showing proposed construction details.

Action Taken

McRoberts moved, Ford seconded, to authorize the General Manager to execute a Developer Extension Agreement with the Sudden Valley Community Association that will modify existing District-owned water and sewer mains to accommodate the SVCA's proposed box culvert located near 228 & 230 Polo Park Drive. Motion passed.

Customer Appeal – Water/Sewer Utility Bill

Denton summarized that the District received a letter from Gale Schwiesow dated May 18, 2021, requesting an appeal to the Board for relief from water consumption charges. Mr. Schwiesow's appeal is associated with water utility charges incurred as a result of a leaking water heater that occurred during the bi-monthly billing period of February 19 through April 19, 2021.

District Administrative Code allows for leak adjustments (Section 2.10.8); however, leak adjustments are only allowed for "...water bills resulting from in-ground water service line breaks between the water meter and the outermost exterior walls of the structure." Therefore, an adjustment due to a leaking hot water heater is not a qualifying event. Historically, staff have completed administrative adjustment of rates to the lower Tier 1 rate in instances where excess consumption was unintentional and resulted in fees assessed at the higher Tier 2 rate. District staff completed this adjustment on May 20, 2021, which resulted in a reduction of Mr. Schwiesow's utility bill by \$192.12

Staff explained to Mr. Schwiesow that the District is a public agency that must consistently administer its policies, as defined in the Administrative Code, and that staff does not have the authority to further reduce water consumption charges. Staff offered Mr. Schwiesow the option of a 12-month payment plan, and agreement form was provided. Mr. Schwiesow was not satisfied with this response and elected to appeal the General Manager's decision to the Board, as allowed under the Administrative Code. Discussion followed.

Action Taken

McRoberts moved, Ford seconded, to uphold the District Administrative Code as written and implemented by the General Manager, and decline Mr. Schwiesow's appeal for leak adjustment. Motion passed.

On-Call Engineering Services Professional Services Agreement Amendment No. 1

Hunter recalled that the existing 5-year professional services agreement for On-Call Engineering Services with Wilson Engineering LLC expires July 31, 2021. The District published a Request for Qualifications (RFQ) in the Bellingham Herald on May 20, 2021 for the selection of the most qualified engineering firm to provide general On-Call Engineering Services for the next 5 years. Submittals are due on June 17, 2021. Review of the qualifications by the selection committee is scheduled to occur through the end of June and into July. The goal is for the selection committee to make a recommendation to the Board at the July 28, 2021 board meeting.

Wilson Engineering LLC is actively working on several District projects (task orders), as well as preparing to begin some upcoming work. Therefore, Staff recommended adding three months to the existing agreement with Wilson Engineering LLC to provide sufficient time for completion of ongoing/planned work, and to allow for transition of active projects covered under the current agreement to move into coverage by a new 5-year agreement (firm to be determined as part of the RFQ selection process). Discussion followed.

Action Taken

Ford moved, Carter seconded, to authorize the General Manager to execute Amendment No. 1 to the professional services agreement with Wilson Engineering LLC for on-call general engineering services, as presented, which extends the period of performance through October 31, 2021. Motion passed.

Accessory Dwelling Unit Regulation Policy Discussion

Clary recounted that permitting and billing associated with accessory dwelling units (ADUs) within the District is regulated under the District's administrative code. With an increased statewide focus on affordable housing, the Board of Commissioners previously indicated a desire to review current policy related to ADU regulation.

At the Board's regularly scheduled meeting on February 24, Clary provided a memorandum developed by staff meant to facilitate Board policy discussion on the topic. Considerations raised by the Board during the February 24 meeting included: reducing general facilities charges (connection fees) to 0.5 equivalent residential unit (ERU) and eliminating additional water and/ or sewer rates for ADUs, including allowing water service through one water meter. A brief discussion followed, and the Board expressed a desire to continue discussion at a later date when all commissioners were in attendance. The topic was again discussed during the Board's regularly scheduled meeting on April 14; however, because not all five commissioners were in attendance, the Board indicated a desire to postpone substantial discussion until all five commissioners were present.

Since initiation of the District's ADU policy discussion in February, the Washington State Legislature passed HB 1220 during the 2021 legislative session, which was developed to encourage construction of ADUs as a means of meeting affordable housing goals under the State's Growth Management Act (GMA). HB 1220 adds a new section within the GMA that has direct impacts on the District's ADU policies. However, Governor Inslee partially vetoed the bill, including vetoing in its entirety the new section related to ADUs. Governor Inslee's reason for vetoing the section was due to an inadvertent error by the bill's sponsor in not specifying that the new section solely pertained to ADU development in city limits and urban growth areas (UGAs). As a result, though there are no impacts to the District's ADU policy now, it is anticipated that a bill with the ADU section will be re-introduced during the 2022 legislative session that includes the municipal limits/UGA requirement. Therefore, whatever ADU policy revisions that the Board elects to implement now, may require revision in 2022 to address connections within the Geneva UGA vs. the rest of the District. Discussion followed, during which the Board agreed to postpone further discussion until further legislative revisions are made.

Lake Whatcom Management Program Policy Group Representative

Clary related that the District is a member of the Lake Whatcom Management Program (LWMP) along with the City of Bellingham and Whatcom County. Each year, the Board selects commissioners to various external groups and programs to represent the District. Commissioner Ford was assigned as the representative to the LWMP Policy Group in January, 2021, and recently expressed a desire to allow another commissioner the opportunity to represent the District on that committee. Discussion followed.

Action Taken

Ford moved, Carter seconded, to appoint Commissioner McRoberts to serve as the Lake Whatcom Water and Sewer District representative at the Lake Whatcom Management Program Policy Group meetings for the remainder of 2021. Motion passed.

General Manager's Report

Clary updated the Board on several topics, including the District's continued response to the COVID-19 pandemic, the re-opening of the District office to the public, updates from WASWD regarding the state moratorium on shutoffs and late fees, and the start date for the new Finance Manager. Discussion followed.

Executive Session Per RCW 42.30.110(1)(c) Minimum Price for Real Estate – 30 Minutes

Abele recessed the Regular Session to Executive Session at 7:13 p.m. It was estimated that the Executive Session would take 30 minutes and that no action was anticipated following the Executive Session. The purpose of the Executive Session was to discuss the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. Abele recessed the Executive Session and reconvened the Regular Session at 7:40 p.m.

With no further business, Abele adjourned the Regular Session 7:40 p.m.

Board President, Laura Abele

Attest: _____
Recording Secretary, Rachael Hope

Minutes approved by motion at ☐ Regular ☐ Special Board Meeting on _____
Date Minutes Approved



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	General Manager Justin Clary
Commissioner Todd Citron	District Engineer/Assistant GM Bill Hunter
Commissioner John Carter	Current Finance Manager/Treasurer Debi Denton
Commissioner Bruce Ford	Incoming Finance Manager/Treasurer Jenny Signs
Commissioner Leslie McRoberts	Operations Manager Brent Winters
Recording Secretary Rachael Hope	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 _____
Date Minutes Approved



**AGENDA
BILL
Item 7.A**

**On-call Engineering Services
Consultant Selection**

DATE SUBMITTED:	July 6, 2021	MEETING DATE:	July 14, 2021
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District regularly uses the services of a consultant civil engineering firm to supplement staff services through an on-call professional services agreement (PSA). Task orders are issued on an as-needed basis to assist the District with routine professional engineering and surveying services, expertise, and support for operations, maintenance, developer improvements, water comprehensive plan updates/amendments, sewer comprehensive plan updates/amendments, and customer service. It should be noted that major capital projects, such as sewer lift station improvements, water booster station improvements, reservoir design, etc. are not typically awarded under the on-call engineering services agreement, but under separate PSAs awarded following separate public request for qualifications (RFQ) processes.

Wilson Engineering, LLC is the District's current on-call engineer, with a period of performance of August 8, 2016 through October 31, 2021 (note that the original period of performance was recently extended by Board from July 31 to enable completion of ongoing tasks that will likely extend beyond the original period of performance).

Recognizing that expiration of the current on-call engineering services PSA was approaching, the District issued an RFQ through publication in the Bellingham Herald (the District's newspaper of record) on May 20, 2021. The District received responses from five consultant teams by the 4:00 p.m., June 17, 2021, deadline. A proposal review team comprised of Commissioner Ford, the general manager, assistant general manager/district engineer, construction engineer, and engineering technician/safety officer reviewed the submittals and, based upon qualifications presented, recommend that the Board select Wilson Engineering, LLC and authorize staff to negotiate an associated PSA.

FISCAL IMPACT

Fiscal impact will be dependent upon actual task orders assigned under the professional services agreement.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

The on-call engineering services PSA has the potential to play a role in the District's operations and services under all ten EUM attributes.

RECOMMENDED BOARD ACTION

The proposal review panel recommends that the Board select Wilson Engineering, LLC as the preferred consultant for providing on-call engineering services over the next five years and authorize staff to initiate contract negotiations.

PROPOSED MOTION


Recommended motions are:

"I move to authorize the general manager to enter into negotiation of a professional services agreement with Wilson Engineering, LLC for on-call general engineering services for a period of performance not to exceed five years."



**AGENDA
BILL
Item 7.B**

**Board Meeting Format
Discussion**

DATE SUBMITTED:	July 6, 2021	MEETING DATE:	July 14, 2021
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District is a local government authorized under [Title 57 Revised Code of Washington](#). As a public agency, meetings of the governing body (the Board of Commissioners) are subject to the requirements of the Open Public Meetings Act ([Chapter 42.30 RCW](#)). However, at the outset of the COVID-19 pandemic, Governor Inslee issued Proclamation No. 20-05 declaring a state of emergency throughout Washington State, and Proclamation No. 20-28 prohibiting in-person meetings and waiving and suspending laws associated with the OPMA. As a result, the District converted to an entirely remote meeting format using the GoToMeeting online meeting platform.

As conditions have evolved throughout the pandemic, Governor Inslee has issued revisions to earlier proclamations to accommodate current conditions. The most recent revision to Proclamation No. 20-28.15 was issued in January 2021, which requires that all public meetings be held remotely, with the option of also holding an in-person component to the meeting if certain conditions are met (one of which is that meetings comply with the guidelines of "business meetings" found in the State's Miscellaneous Venues guidance). Proclamation No. 20-28.15 remains in effect.

On June 30, 2021, Governor Inslee substantially amended the Miscellaneous Venues guidance to remove nearly all capacity and operational restrictions that had previously been in that guidance document. The newly revised Miscellaneous Venues guidance now only applies to venues for public meetings and provides in its entirety:

As of June 30, 2021, the following apply to governing bodies of public agencies opting to host in-person public meetings under the Open Public Meetings Act, as permitted under Emergency Proclamation 20-28, et seq:

- *No restrictions on capacity*
- *No physical distancing requirements*

- *Follow current applicable face covering requirements as outlined in Proclamation 20-25, et seq, Secretary of Health Order 20-03.2, and LNI Publication F414-179.*

Current face covering requirements per the above cited proclamations/orders require face coverings only for those individuals that are not fully vaccinated (two weeks following receipt of a final vaccine dose). It has been confirmed with the governor's office that there are no requirements to verify vaccination status for in-person attendees to determine compliance with the mask order; however, local governments may opt to do this at their discretion.

Based upon the new guidance and easing of restrictions, District staff have prepared this agenda bill to facilitate Board discussion on next steps relative to the format of future Board meetings. Key considerations include:

- With the removal of physical distancing requirements, there are no longer constraints associated with accommodating attendees in the District's board room
- If the District returns to in-person meetings, only those individuals that are not fully vaccinated would be required to wear a mask, and it would be the Board's discretion as to whether or not to enact a policy requiring proof of vaccination to be relieved from wearing a mask
- If the District returns to in-person meetings, it must continue to provide a virtual/remote attendance option

FISCAL IMPACT

No fiscal impact is anticipated.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Customer Satisfaction

RECOMMENDED BOARD ACTION

No formal action of the Board is required.


PROPOSED MOTION

Not applicable.



**AGENDA
BILL
Item 9.A**

**General Manager's
Report**

DATE SUBMITTED:	July 8, 2021	MEETING DATE:	July 14, 2021
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. General Manager's Report		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Updated information from the General Manager in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



LAKE WHATCOM WATER AND SEWER DISTRICT
General Manager's Report
Upcoming Dates & Announcements
Regular Meeting – Wednesday, July 14, 2021 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Jul 28, 2021	8:00 a.m.	TBD
Employee Staff Meeting	Thu Jul 15, 2021	8:00 a.m.	Board Room Commissioner Carter to attend
Investment Comm. Meeting	Wed Jul 27, 2021	10:00 a.m.	TBD
Safety Committee Meeting	Thu Jul 22, 2021	8:00 a.m.	Board Room
Lake Whatcom Management Program			
Data Group Meeting	Thu Jul 8, 2021	9:00 a.m.	Remote Attendance
Policy Group Meeting	Wed Sep 1, 2021	3:00 p.m.	TBD
Joint Councils Meeting	March 2022	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Tue Jul 13, 2021	7:00 p.m.	Remote Attendance
Whatcom Water Districts Caucus Meeting	Wed Jul 21, 2021	1:00 p.m.	TBD
Whatcom County Council of Governments Board Meeting	Wed Oct 13, 2021	3:00 p.m.	TBD

Committee Meeting Reports

Safety Committee:

- No committee meeting has been held since the last board meeting.

Investment Committee:

- The committee met on June 30; discussion included status of current investment portfolio, and presentation of the timelines for development of the 2022 budget, and completion of union negotiations and the rate study.

Upcoming Board Meeting Topics

- Agate Heights water treatment plant public works project contract closeout
- Dellesta/Edgewater sewer lift stations improvements public works project contract closeout
- Beaver/Flat Car sewer lift stations PLC replacement public works project contract closeout
- Sewer system capacity presentation
- Sudden Valley water treatment plant master plan alternatives work session
- On-call engineering services professional services agreement approval

2021 Initiatives Status

Administration and Operations

Six-Year Business Plan

- Develop department-specific business plans that define staffing, facility, and equipment needs necessary to meet level-of-service standards over the six-year planning horizon.
The management team is nearing completion of first revision of the plan that takes into consideration the results of the Effective Utility Management self-assessment completed in 2020.

Rate Study

- Conduct a rate study for the water and sewer utilities for the six-year planning horizon, including funding strategies related to significant capital improvements anticipated during and beyond the planning horizon.
A presentation on progress was provided during the May 26 board meeting; most work is on-hold until cost projections associated with the Sudden Valley water treatment plant master plan are finalized.

Investment Policy Review

- Conduct a comprehensive review of the District's investment policy aimed at optimizing return on investments while sufficiently protecting District funds.
Resolution No. 473, which revised and incorporated the investment policy into the administrative code, was adopted by the board during its April 28 meeting.

Capital Improvement Program Support

- Support the Engineering Department through management of specific capital improvement project(s).
The general manager is managing the Eagleridge Water Booster-Metering Station Conversion project (District Project No. C2011) and the Water Use Efficiency Plan update (District Project No. A2115).

Fill Anticipated Finance Manager Position Vacancy

- With the retirement of the District's Finance Manager anticipated in July 2021, engage in a recruitment and hiring process that allows for seamless transition of leadership in the Finance Department.
Jennifer Signs joined the District on June 28.

Negotiate Successor District-AFSCME Agreement

- With the current labor agreement scheduled to expire December 31, 2021, negotiate a successor agreement that aligns with District financial capacity and Board goals.
A negotiations kick-off meeting has been set for July 20.

Emergency Response/System Security

America's Water Infrastructure Act-compliant Risk Management Program

- Conduct a USEPA-compliant risk and resilience assessment by June 30, 2021.
Sewer and water utility assessments are complete and were certified on February 8, 2021.
- Develop a USEPA-compliant emergency response plan by December 31, 2021.
Update to the District's emergency response plan is nearing completion.

Community/Public Relations

General

- Website
The District's web content is reviewed and updated on a regular basis.
- Social Media
Posts are made to District Facebook and LinkedIn pages regularly; Nextdoor is regularly monitored for District-related posts.
- Press Releases
Press releases were issued on February 24 (public notification of daytime road closures assoc. with Division 30 water main repairs), March 1 (EnviroStars certification) and July 8 (Jenny Signs hire).

Intergovernmental Relations

- *J Clary attended the WASWD 2022 legislative session agenda planning meeting on July 8*
- *J Clary is scheduled to attend the WASWD Section III meeting on July 13.*

Public Works Board

- Pursue appointment as WASWD representative on the Washington State Public Works Board. *Following board approval, J Clary submitted an application for appointment to the Public Works Board on February 11, 2021. J Clary has since been notified that he is a finalist for the appointment (now under consideration by Governor Inslee).*

Lake Whatcom Water Quality

Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
J. Clary attended the data group meeting on July 8.

Onsite Septic System Conversion Program

- Pursue connection of the one remaining septic-served parcel located within 200 feet of District sewer system identified in the memorandum to the Board dated April 9, 2020.
To be initiated.