



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

Date: September 2, 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 September 8, 2021 work session or regular board 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.

September 8, 2021 Work Session & Regular Board Meeting

Work Session	5:30 – 6:30 PM (PDT)
Regular Board Meeting	6:30 – 8:30 PM (PDT)

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

<https://global.gotomeeting.com/join/516723389>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 516-723-389

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LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

September 8, 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. Developer Extension Agreement Approval—District Water Main Extension
 - B. Customer Appeal—Request for Water/Sewer Connection Fees Reimbursement
 - C. Sewer System Rehabilitation Program Resource Allocation Discussion
 - D. Mandatory Vaccination of District Staff Policy Discussion
8. OTHER BUSINESS
9. STAFF REPORTS
 - A. General Manager
10. PUBLIC COMMENT OPPORTUNITY
11. EXECUTIVE SESSION
Executive Session per RCW 42.30.110(1)(g): To review the performance of a public employee (General Manager performance evaluation) – 30 minutes
12. ADJOURNMENT



**AGENDA
BILL
Item 6**

Consent Agenda

DATE SUBMITTED:	September 2, 2021	MEETING DATE:	September 8, 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 9.08.2021****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the August 25, 2021 Regular Board Meeting
- Payroll for Pay Period #18 (08/21/2021 through 09/03/2021) total to be added
- Payroll Benefits for Pay Period #18 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

August 25, 2021

Board President Laura Abele called the Regular Session to order at 8:01 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 Jenny Signs
Commissioner Bruce Ford	Operations Manager Brent Winters
Commissioner Leslie McRoberts	Recording Secretary Rachael Hope

Also in attendance were Keith Stewart of Gray & Osborne 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.

Changes to Agenda

Clary expressed that Commissioner Ford had requested some discussion of the District's COVID-19 vaccination policies, and the topic was added under Item 8: Other Business.

Consent Agenda

Action Taken

Carter moved, Ford seconded, approval of:

- **Minutes for the August 11, 2021 Special Meeting/Work Session**
- **Minutes for the August 11, 2021 Regular Board Meeting**
- **Payroll for Pay Period #17 (08/07/2021 through 08/20/2021) totaling \$47,168.99**
- **Payroll Benefits for Pay Period #17 totaling \$49,707.69**
- **Accounts Payable Vouchers totaling \$60,481.22**

Motion passed.

Sudden Valley Water Treatment Plant Master Plan Alternatives Analysis

Hunter briefly explained that this is the second in a series of meetings and agenda items with the purpose of discussing plans for the Sudden Valley Water Treatment Plant over the next 20 years. In July 2020, Gray & Osborne (G&O) completed a condition assessment in which engineers evaluated the SVWTP from a process, structural/architectural, mechanical, and electrical perspective. Following the condition assessment, G&O was contracted to perform an alternatives analysis to help the District select and prioritize specific short- and long-term improvements to the treatment equipment and processes currently in use. For each major system, G&O developed alternatives that were documented in the form of separate technical memoranda and presented to the Board during regularly scheduled board meetings.

Since then, G&O and District staff have worked together to develop a series of phased improvements to the plant that accomplish the preferred alternatives over the 20-year planning horizon. This preferred set of alternatives was presented to the Board during a work session held on August 11, 2021. The purpose of today's discussion was to facilitate discussion and further consider recommended alternatives. Keith Stewart of G&O was present and available to answer questions and provide guidance. Discussion followed.

Rocky Ridge/Lakewood Sewer Lift Stations Improvement Project Design Award

Hunter apprised the Board that the District's current Capital Improvement (System Reinvestment) Program and that the 2021 Budget identifies the initiation of design and permitting associated with the renovation of the Lakewood and Rocky Ridge sewer lift stations (District Project No. C2112) with construction activities anticipated to be completed in 2023.

The District issued request for qualifications (RFQ) for design/permitting services associated with this project through publication in the Bellingham Herald on June 30, 2021. The District received responses from three consultant teams and a proposal review team was created to review the submittals. The selection committee ultimately recommended awarding the project design to RH2 Engineering, partly due to their familiarity with the electrical configurations and controls of District pump stations following previous projects.

Action Taken

Citron moved, Ford seconded, to authorize the general manager to enter into negotiation of a professional services agreement with RH2 Engineering for design and permitting services associated with the Rocky Ridge/Lakewood Sewer Lift Stations Improvement Project. Motion passed.

District COVID-19 Policy Discussion

Clary recalled that following Governor Inslee's recent mandate of COVID-19 vaccines for Washington State Employees, Commissioner Ford requested to further discuss whether this proclamation would influence the District's stance on employee vaccinations. Clary highlighted the current employee exposure plan and policy associated with masking and vaccines. Commissioner Citron requested that a full agenda item be added to a future meeting for further discussion of the Board's position on mandating vaccines for employees.

General Manager's Report

Clary updated the Board on several topics, including the District's continued response to the COVID-19 pandemic as well as a recent meeting with 40th District State Representative Alex Ramel regarding the Puget Sound Draft Nutrient Permit. Discussion followed.

Engineering Department Report

Hunter highlighted several areas, including Department of Health-approved expanded capacity of the Agate Heights Water Treatment Plant following recent upgrades, staff's work on an application for the 2021 Hazard Mitigation Assistance Grant, and upcoming valve replacements at the Geneva Reservoir. Discussion followed.

Finance Department Report

Signs reported that as of July 31, revenues and expenditures are tracking to budget. She also recounted that permitting revenues continue to come in higher than projected, and discussed staff's monitoring of past due accounts, including upcoming courtesy notices in development.

Operations & Maintenance Department Report

Winters gave a brief report on field crew operations, including recent wildfire smoke program training, operations at the Sudden Valley Water Treatment Plant, installation of new water services, and deployment of the District's new construction water policy. Discussion followed.

Executive Session Per RCW 42.30.110(1)(g) Reviewing the Performance of a Public Employee – 30 Minutes

Abele recessed the Regular Session to Executive Session at 9:26 a.m. It was estimated that the Executive Session would take 30 minutes. The purpose of the Executive Session was to discuss the General Manager's annual performance appraisal by the Board. Abele recessed the Executive Session and reconvened the Regular Session at 9:41 a.m. No action was taken.

With no further business, Abele adjourned the Regular Session 9:41 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**

**2377 Northshore Rd
Water Main Extension
Application to Establish
Developer Extension Agreement**

DATE SUBMITTED:	September 1, 2021	MEETING DATE:	September 8, 2021
TO: BOARD OF COMMISSIONERS		FROM: Bill Hunter, District Engineer / Assistant General Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		<ol style="list-style-type: none"> 1. Developer Extension Agreement Application 2. Assessor Map 3. Vicinity Map 4. Proposed Water Main Extension Sketch 5. Select Pages from Water System Comprehensive Plan Appendix C 6. Select Pages from 3/31/2021 Board Meeting Minutes 	
TYPE OF ACTION REQUESTED		RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>
		INFORMATIONAL /OTHER <input type="checkbox"/>	

BACKGROUND / EXPLANATION OF IMPACT

During its regularly scheduled meeting held on March 31, 2021, the Board considered a petition to waive or reduce connection requirements regarding the extension of approximately 80-feet of water main across the lot frontage of 2377 North Shore Road. The subject property is a sewer-only customer that draws drinking water directly from Lake Whatcom. The Board declined the petition required that a public water main extension across the lot frontage be required as a condition for water service (see attached meeting minutes).

Subsequently, the District received an application and associated fee to establish a Developer Extension Agreement (DEA) from Mr. Norman Chang to extend approximate 80 feet of public water main across the road frontage of the subject property. See attached application, assessor map, vicinity map, and sketch of proposed water main extension.

Based on a memorandum dated December 7, 2017, from Wilson Engineering, an 8-inch diameter main is sufficient to supply a future system as studied in the North Shore Water System Consolidation Feasibility Study. The memo is attached for referenced and is part of Appendix C in the 2018 Water System Comprehensive Plan that contains the full feasibility study.

FISCAL IMPACT

None

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Customer Service

Community Sustainability

RECOMMENDED BOARD ACTION

Mr. Chang has provided a completed application, the application fee, and a detailed site plan showing proposed improvements. The proposed DEA adds one new water connection to the Agate Height Water System which has adequate capacity for the connection.

Staff recommends the Board authorize the execution of a Developer Extension Agreement to extend the public water main across the lot's frontage.


PROPOSED MOTION

Recommended motion is:

"I move to authorize the General Manager to execute a Developer Extension Agreement with the Norman Chang to extend the public water main across the frontage of the property located at 2377 Northshore Road in accordance with the District's Design and Construction Standards, current Water System Comprehensive Plan, and policies that will result in one new water service connection at the subject property."

LAKE WHATCOM WATER & SEWER DISTRICT

APPLICATION TO ESTABLISH DEVELOPER EXTENSION AGREEMENT (DEA)

1. Printed Name	2. Signature	3. Date Signed
Norman Chang		August 12, 2021
4. Address		5. Phone
2377 Northshore Road		Home 360-223-2892
Bellingham, WA 98226		Work
Mailing Address: PO Box 4793 Blaine WA 98231		Fax
6. Attach Following Maps (11 x 17 or smaller):		
<input checked="" type="checkbox"/> Assessor map with parcels highlighted (black and white copies only, please)		
<input checked="" type="checkbox"/> Proposed plat or lot layout with proposed water and/or sewer improvements. Show existing and proposed utility easements and public right-of-ways See attached LWWSD As-Built and City Map		
7. Project Name		
2377NS		
8. Site and Project Information		
List of Parcel Numbers: 3803254025440000	Proposed Number of Water Services:	One
	Proposed Number of Sewer Services:	None
Current Zoning: R5A	Total Acres: 0.37	
Anticipated Start of Construction: ASAP	Anticipated Construction Duration: 1 month or less	
Provide a brief narrative description of the proposed development and requested water and/or sewer services. (If you require more space, please attach a separate sheet of paper): I wish to connect to water. Water main is at NW corner of property. Already connected to sewer.		

To be completed by District			
9. Application Complete	10. Application Fee Received	11. Receipt #	12. Received by
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	#20294, 8/18/2021	Accounting Staff
13. General Manager Signature		14. Date Signed	

SPECIAL NOTICES TO APPLICANT
➤ When you request to establish a DEA with the District, we will provide you with an Application and a sample of a Developer Extension Agreement. The sample is provided to you for information and planning purposes only.
➤ Once the District approves your application, you will be asked to complete and submit the DEA.
➤ Application processing steps are printed on the reverse of this form.
➤ This Application, once accepted and approved by the District, does not constitute, nor does it imply, a guarantee by the District to provide water or sewer service.
➤ This is NOT a "Will Serve" document.

OVERVIEW OF DEVELOPER EXTENSION PROCESS

Application Process:

- A. Developer identifies basic facilities needed for the project.
- B. Developer completes a Developer Extension Agreement (DEA) Application Form.
- C. Board of Commissioners evaluates whether or not to allow extension.

After Board of Commissioners decides to allow extension:

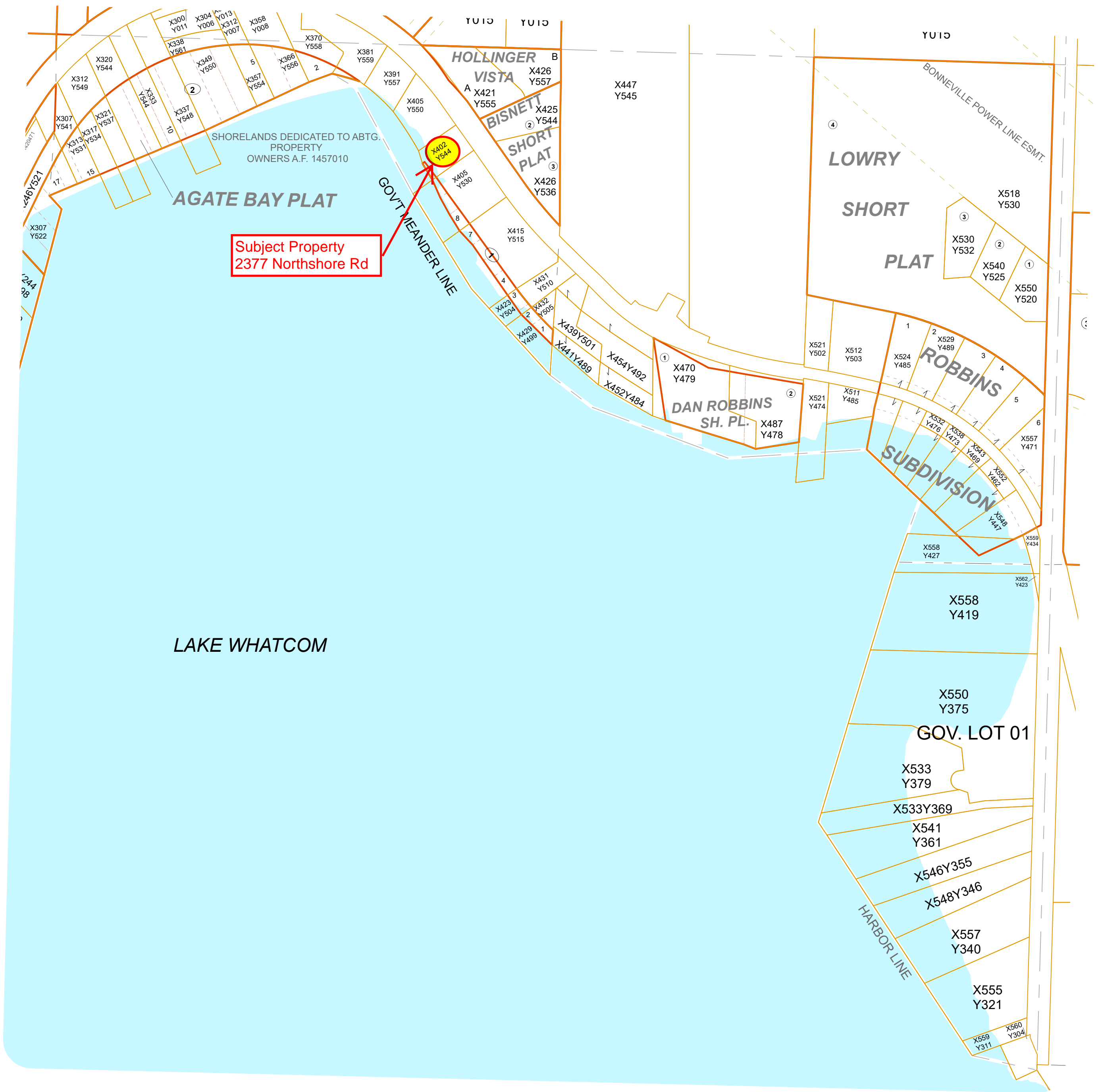
- D. District and Developer sign a Developer Extension Agreement.
- E. Developer designs facilities using District Design Standards.
- F. Developer constructs facilities using District's Construction Standards.
- G. District accepts improvements.
- H. If applicable, District creates a Latecomer's Agreement with Developer per RCW's 56 & 57.

APPLICATION PROCEDURES

1. Applicant furnishes information required on reverse and pays application processing fee.
2. District performs preliminary Application completeness evaluation. If evaluation proves unsatisfactory, the District will return the application package to applicant citing deficiencies, and advise that application revision and resubmission is necessary.
3. Using information provided on the reverse, District ascertains proposed project conformance to the latest approved version of the District's Comprehensive Plan and other relevant District planning requirements. If found that:
 - 3.1. The information provided is insufficient to allow a determination, the District General Manager notifies the Applicant accordingly, citing discrepancies, and advises that Application revision/resubmission is necessary.
 - 3.2. In full conformance, the District General Manager advises the Applicant accordingly, and automatically petitions the District's Board of Commissioners to authorize the creation of a Developer Extension Agreement (DEA).
 - 3.3. In non or partial conformance, the District General Manager notifies Applicant accordingly, citing discrepancies, and advises that Application revision/resubmission is necessary.

If a Comprehensive Plan Amendment is required, the Applicant petitions the District's Board of Commissioners to have the District attempt a formal amendment to the latest approved version of the District's Comprehensive Plan. Applicant is hereby cautioned that:

- The Commissioners are not obligated to grant Applicant's request to attempt to amend the Comprehensive Plan.
- Applicant shall fund all expenses associated with said amendment attempt, (current minimum estimate \$1,000.)
- Amendment approval is not guaranteed since amendments require approval by multiple State and County agencies.

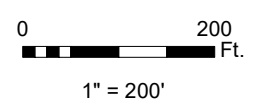
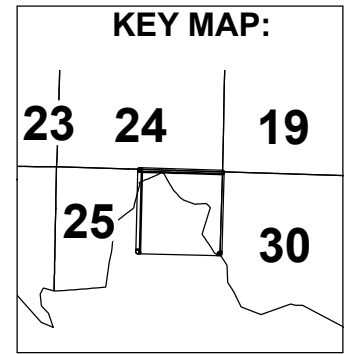


TOWNSHIP:
38

RANGE:
03

SECTION:
25

MAP NO.:
02



- Tax Parcels
- Plats
- Lots
- Section Lines
- Qtr. Section Lines
- City Limits
- Annexations
- Railroads
- Pipelines
- Waterlines
- Waterbodies*

Whatcom County
Assessor's Office

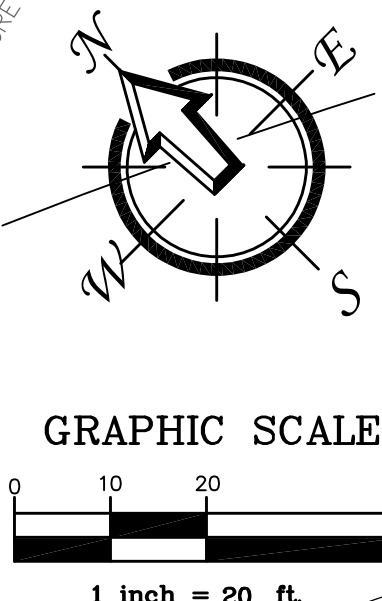
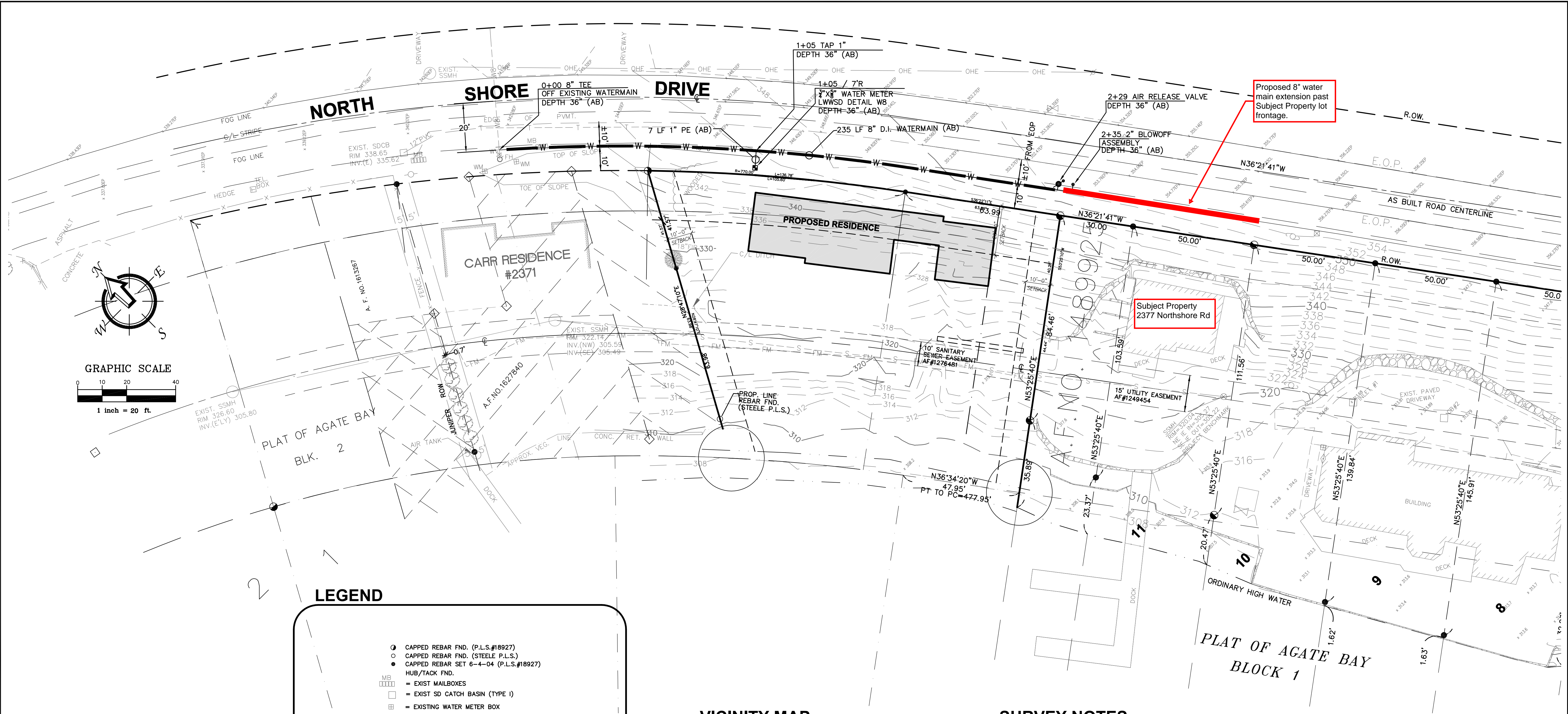
Jun. 30, 2021

This map is for assistance in property location and not guaranteed for accurate measurements.

Geographic Tax Parcel Numbers (GID) are a 16-digit number derived from a combination of the Township, Range and Section, plus the XY coordinates of the theoretical center of the parcel, plus four trailing zeroes. The trailing zeroes are used where an auxiliary tax parcel exists at the same location as the primary parcel, such as, a condo unit or, a mobile home.

*Waterbodies provided for reference only; has not been verified by Assessor

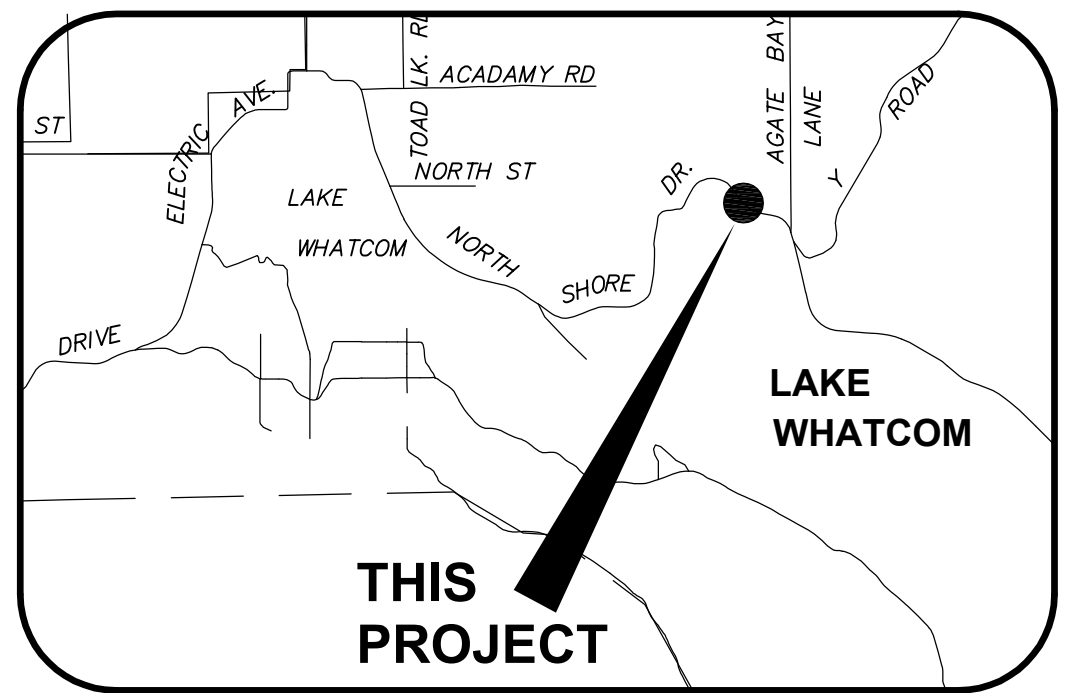
For information on reading maps visit our website: whatcomcounty.us/177/Assessor



LEGEND

- CAPPED REBAR FND. (P.L.S.#18927)
- CAPPED REBAR FND. (STEELE P.L.S.)
- CAPPED REBAR SET 6-4-04 (P.L.S.#18927)
- HUB/TACK FND.
- EXIST MAILBOXES
- EXIST SD CATCH BASIN (TYPE I)
- EXISTING WATER METER BOX
- EXISTING WATER VALVE
- EXISTING FIRE HYDRANT
- EXIST SANITARY SEWER MANHOLE
- EXIST POWER/AND OR UTILITY POLE
- EXIST UTILITY POLE
- EXIST LANDSCAPING
- PROPOSED AIR RELEASE VALVE
- PROPOSED BLOW OFF
- PROPOSED WATER METER
- PROPOSED WATER LINE
- W8 — EXIST 8" WATER MAIN
- X — EXIST BARBED WIRE FENCE
- S — EXIST SANITARY SEWER LINE
- FM — EXIST SANITARY FORCE MAIN
- T — EXIST UNDERGROUND PHONE
- OHE — EXIST OVERHEAD ELECTRIC LINES

VICINITY MAP



SURVEY NOTES

BASIS OF BEARINGS
BEARINGS AND TRACT DIMENSIONS DERIVED FROM THAT RECORD OF SURVEY FILED UNDER A.F. NO. 1462630, RECORDS OF THE AUDITOR OF WHATCOM COUNTY, WASHINGTON.

ELEVATION DATUM
CITY OF BELLINGHAM DATUM, DERIVED FROM LEVEL LOOP TO BRASS CAP BENCH MARK LOCATED AT THE INTERSECTION OF ALABAMA AND DAKIN — GIVEN ELEVATION 325.88.

SURVEY METHOD
FIELD TRAVERSE AND SWING TOPO. WITH LIETZ SET 4 TOTAL STATION, ACCURACY EXCEEDS 1:10000.


NOTE
THIS SURVEY DOES NOT PURPORT TO SHOW ALL EASEMENTS OF RECORD.



AS-BUILT DRAWING

DESIGNED BY: HAF						220 W. Champion Street Bellingham, WA 98225 t: 360.650.1408 f: 360.650.1401		CLIENT: ZSUZA BLAINE 2368 North Shore Road BELLINGHAM, WASHINGTON 98226		SHEET CONTENTS: WATERMAIN EXTENSION		DWG #: 06152ASB1		DATE:	
DRAWN BY: AMM						PROJECT LOCATION: 2373 North Shore Road BELLINGHAM, WASHINGTON 98226		JOB #: 06152				10-30-08			
CHECKED BY: HAF								SCALE: H: 1"=20' V: n/a				C1			
1		10/30/08		REVISED PER CONTRACTOR NOTES				TF							
No.		Date		REVISION				By							

TO: Patrick Sorensen, General Manager, Lake Whatcom Water & Sewer District
Bill Hunter, PE, District Engineer / Assistant Manager, Lake Whatcom Water & Sewer District

FROM: Melanie Mankamy, PE 

SUBJECT: North Shore Water System Consolidation Feasibility Study
Amendment Incorporating Comprehensive Water System Plan Updates

JOB NO.: 2016-093

DATE: December 7, 2017

Purpose

The purpose of this technical memorandum is to present the revised cost estimates for the North Shore Water System Consolidation Study that incorporate updates to several base assumptions that came out of the recent Comprehensive Water System Plan.

Background

In June 2017 the District completed a study of several alternatives for extending water along the North Shore Road, consolidating existing water systems, and making potable water available to adjacent residential properties. The analyses were based on the design standards in the District's 2010 Comprehensive Water System Plan

With the recent work to update the Comprehensive Water System Plan nearing completion, several of the design standards were revised. This Amendment incorporates those changes into the cost analyses and the results are presented below.

Analysis

The change in the design standards that had the greatest impact on the water system consolidation cost estimate was lowering the required fire flow from 750 gpm to 500 gpm. The North Shore service area is zoned rural and is not in a UGA where it would be important to match the fire flow requirements of the adjacent water purveyors (in case the area was annexed). By reducing the fire flow requirements, the locations where water main size was previously twelve inches could be reduced to eight inches in diameter.

The second change was to reduce the projected water demands for the service area. There have been substantial reductions in water use since the last Comprehensive Water System Plan, and the potential future water system customers are anticipated to have water use patterns closer to the Agate Heights area than the Eagleridge area. This allowed the water treatment plant size to be reduced.

Overall the reduction in the projected costs was approximately 10%. As before, the cost share per connection was determined using three participation levels - 50%, 75% and 90%. The updated cost share range shown in Table 1 below is based on the Alternative Project Costs divided by the projected number of participants for each Alternative. The lowest value represents Alternative 2 which has the highest potential number of new connections.

Table 1. Updated Estimated Cost Share Per Connection

	Cost Share per Connection	
	Lump Sum Fee (range)	Annualized Fee (based on 20-year Bond repayment at 2.73%)
50% Participation	\$42,800 - \$50,300	\$2,800 - \$3,300
75% Participation	\$29,900 - \$35,100	\$1,960 - \$2,300
90% Participation	\$25,500 - \$29,900	\$1,670 - \$1,960

** Lump sum fee includes an estimate for the service connection including the meter assembly. If the District pursues and secures a DWSRF Loan with up to 50% principal forgiveness for a consolidation project, then the project costs would be greatly reduced and the connection share would also be much less.*

Planning

Also as part of the Comprehensive Water System Plan planning effort, the District reviewed options for phasing the implementation of the North Shore water system consolidation, and making it possible for small developer extensions to accomplish portions of the water main work. This effort defined three potential phases for implementation, with the first two phases having a significantly reduced scope.

Currently the Agate Heights water system has very few uncommitted water service connections. In order to increase the number of connections available, and improve the water treatment plant reliability and resiliency, the Agate Heights Phase 1 improvements would replace the existing plant with a package plant that has twice the capacity and multiple filter units. With this increase in plant capacity, storage capacity becomes the limiting factor, but over 50 additional connections would become available.

The potential Agate Heights Phase 2 improvements extend the distribution main to the two closest Group A water systems - the Agate Bay Trailer Park (25 ERUs) and the Russell Group (The Forks Restaurant). This phase would add a new reservoir, a second water plant module, and about 3,000 feet of 8-inch water mains. This project would qualify for a Drinking Water Consolidation Loan which provides up to 50% principal forgiveness (depending on the availability of funds). The principal forgiveness would substantially reduce the project costs to the District, and the amount needed to be recovered from new connections.

The final Phase 3 improvements would add a second new reservoir, additional plant capacity and consolidate the District's Eagleridge water system. It may also extend the distribution system to the east end of North Shore Road.



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

March 31, 2021

Board Secretary Todd Citron called the Regular Session to order at 8:00 a.m.

Attendees: Commissioner Todd Citron General Manager Justin Clary
 Commissioner John Carter District Engineer/Assistant GM Bill Hunter
 Commissioner Bruce Ford Operations Manager Brent Winters
 Commissioner Leslie McRoberts Recording Secretary Rachael Hope

Excused Absences: Commissioner Laura Abele

All attendees participated remotely by phone or video conferencing. No public were in attendance.

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

McRoberts moved, Carter seconded, approval of:

- Minutes for the February 10, 2021 Work Session
- Corrected Minutes from the February 24, 2021 Regular Board Meeting
- Minutes from the March 10, 2021 Regular Board Meeting
- Payroll for Pay Period #06 (03/06/2020 through 03/19/2021) totaling \$46,445.49
- Payroll Benefits for Pay Period #06 totaling \$52,368.86
- Accounts Payable Vouchers totaling \$303,345.88

Motion passed.

Petition to Waive or Adjust Connection Requirements 2377 North Shore Road Single Family Residence

Hunter explained that Ali Taysi with AVT Consulting submitted a petition to waive or reduce connection requirements regarding the extension of approximately 80-feet of water main across the lot frontage of 2377 North Shore Road. The subject property is a sewer-only customer that draws drinking water directly from Lake Whatcom.

In 2009 the property adjacent (2373 North Shore Road) to Mr. Chang's property was required to extend approximately 281-feet of 8-inch diameter ductile iron water main at total cost of \$33,430 as documented in a Latecomer's Agreement recorded on August 25, 2009. This 2009 extension brought the 8-inch water main to Mr. Chang's northwest property corner. District staff has had occasional correspondence with Mr. Chang, and his consultants, beginning around 2012. In accordance with the District's Administrative Code, it has been conveyed that a public water main extension is required as a condition of connection to District water.

Applicable Administrative Code Section 3.4.2.B, Water Service Inside or Outside UGA or LAMIRD states:

B. Sufficient Water System within 200-feet of Property. Connection to the District water system is required. Owner extends and/or replaces main past and/or through property and connects to the sufficient main by Developer Extension Agreement and in accordance with current District Standards.

Hunter presented research compiled by District staff, with the recommendation that the Board maintain the District's Administrative Code requirements to construct a public water main extension past and/or through parcel as a condition of water service. Discussion followed.

Action Taken

McRoberts moved, Ford seconded, to deny the petition and maintain the District's Administrative Code development requirements that require a public water main extension past and/or through the parcel located at 2377 North Shore Road as a condition of water service. Motion passed.

Petition to Waive or Adjust Connection Requirements 1834 Lake Louise Road 3 Lot Short Plat

Mr. Luke Pinnow is subdividing a 17-acre parcel located at 1834 Lake Louise Road into three (3) lots. There is one existing single family residence on the parcel that is served by the District's public water system and a private on-site sewage system. Mr. Pinnow is petitioning the Board for a waiver to the requirement of extending a water main past and/or through the property as a condition of short plat development. He is requesting that the Board allow two additional water service connections to the LID #5 Booster Pump Station, which was originally designed to serve eight single-family homes. Currently there are five connections on the system.

Hunter highlighted new information and comments made referencing the Board's previous discussion at the March 10 Regular Board Meeting. He presented 5 options for responding to the petition and explained staff's recommendation that the Board deny the petition and require water main extension past Mr. Pinnow's property along Lake Louise Rd. Discussion followed.

Action Taken

Carter moved, McRoberts seconded, to decline the petition and maintain the District's Administrative Code development requirements that require a public water main extension past and/or through the parcel located at 1834 Lake Louise Road; and, that as a condition of water service, the developer extend the existing public water main in Lake Louise Road past the subject property's right-of-way frontage shown schematically in Option #2. Motion passed.


Geneva & Division 22 Reservoir Impressed Current Cathodic Protection Systems Contract Close-Out

Hunter recalled that this project includes installation of impressed current cathodic protection systems at both the Geneva Reservoir and original of the two Division 22 Reservoirs. The Board of Commissioners approved the contract award of the Geneva & Division 22 Reservoir Impressed Current Cathodic Protection Systems construction contract (District Capital Project #C2013) to Norton Corrosion Limited, LLC on October 14, 2020.



**AGENDA
BILL
Item 7.B**

**Customer Appeal—Request for
Water/Sewer Connection Fees
Refund**

DATE SUBMITTED:	August 26, 2021	MEETING DATE:	September 8, 2021
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary, General Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Letter from Connor Herman, DJ & DJ Contracting, dated August 19, 2021	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Through its Administrative Code, the District has set policy on how it administers its services, including collection and management of permit and connection fees and charges. To maintain consistency, District staff implements the Administrative Code as written. Per Section 2.1, "The General Manager shall be the administrator of the District. Appeals of the General Manager's instructions, interpretation of District policy, or decisions may be made to the Board of Commissioners in writing for consideration before a regular or special meeting of the Board." Section 3.7.1 provides additional direction regarding appeals of the General Manager's decisions "Any Customer or other person who believes that he/she has been wrongfully treated by a decision of the District may have that decision reviewed by the District's Board of Commissioners."

The District has received a letter (attached) from Connor Herman of DJ & DJ Contracting dated August 19, 2021, requesting an appeal to the Board of District policy prohibiting the refund of connection fees and charges. Mr. Herman's appeal requests that the Board consider revision to District policy prohibiting refund of connection fees and charges.

District Administrative Code Section 3.5.8, Transfers and Refunds, of Section 3.5, Permits and Connection Charges, states "Permits and Pre-Paid Connection Certificates are not transferrable, nor are the fees or charges paid for them refundable."

Following provides a summary of events relative to Mr. Herman's appeal:

- July 7, 2021: DJ & DJ Contracting paid to the District permit and connection fees associated with development of a single-family home at 16 Bigleaf Lane (\$17,263.00), as well as fees for development of seven other lots in Sudden Valley.
- Mid-July, 2021: DJ & DJ Contracting initiated clearing of 16 Bigleaf Lane for development, prompting an adversarial reaction from the owner of a neighboring property (18 Bigleaf Lane).
- July 21, 2021: Mr. Herman contacted the District regarding a desire to sell the subject property to the adjacent property owner and receive a refund for the connection

fees/charges paid; District staff notified Mr. Herman that refund of these fees/charges are not allowed under District Code.

- August 13, 2021: DJ & DJ Contracting sold the 16 Bigleaf Lane property to the concerned neighbor.
- August 23, 2021: District staff received an email from Mr. Herman, with a letter (attached), dated August 19, 2021, disputing the District's refund policy attached.

FISCAL IMPACT

Revising the Administrative Code to allow for refund under this circumstance would reduce District funds by \$17,263.00.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Financial Viability

RECOMMENDED BOARD ACTION

Staff recommends that the Board uphold the Administrative Code, as implemented.

PROPOSED MOTION

Should the Board wish to uphold current policy, as defined in the Administrative Code and implemented by staff, a recommended motion is:

"I move to uphold the District Administrative Code as written and implemented by the General Manager, and decline Mr. Herman's appeal for revision of the District's permit and connection fees and charges refund policy."

Should the Board wish revise District policy to allow for refund of development fees and charges under this scenario, staff recommends the Board provide verbal direction to work with District legal counsel in drafting a resolution for Board consideration that amends the District Administrative Code to allow for refund of development fees and charges, and under what scenario(s) said refunds should be allowed.

Property Address: 16 Bingleaf Lane
Permit Number: 2021.0016.WS0015

To whom it may concern,

I am writing this letter to dispute your no refund policy on a permit paid and issued on 07/07/2021.

Company background: DJ & DJ Contracting, Inc. has constructed over 100 homes in Sudden Valley. We are currently building seven homes in Sudden Valley outside of this one.

Days after issuing this permit and paying the \$17,263.00 fee, we received a letter from the neighbor threatening legal action if we were to proceed with the construction process. The suit would be based on the proximity of a very large tree straddling the property line between our two lots. The argument was that the tree root zone had the potential of being damaged by the excavation and construction of the home and its driveway.

Effective 08/13/2021 we have closed on the sale of this property, to the concerned neighbor, in effort to keep the peace and avoid any conflict. Through this transaction, we have built a great relationship with Nisan (Neighbor/New owner) who will be consolidating the two lots, thus foregoing the ability to ever build on this property.

The sale of this lot was done in favor of Sudden Valley and the neighboring residents with 100% of the proceeds donated to a wonderful local non-profit. It was not without financial loss to our company. Over the past 3 years, we have spent countless hours and thousands of dollars to move this property through all the feasibility, design, permitting and approvals needed. We sold this property at far less than the expenses we have put into it, including, but not limited to, permit fees, design fees, water shares and subcontractor expenses. All of which will never be used.

All we are asking, is if the Lake Whatcom Water & Sewer District could see our position and refund the water and sewer fees that were paid but will never be used.

Sincerely,




Connor Herman



**AGENDA
BILL
Item 7.C**

**Sewer System Rehabilitation
Program Resource Allocation
Discussion**

DATE SUBMITTED:	September 1, 2021	MEETING DATE:	September 8, 2021
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Sewer Main Video Inspection Map 2. Cost Estimate Worksheet		
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 has for a number of years self-conducted video inspection of District sewer mains to identify inflow and infiltration (I&I) as a component of its sewer system rehabilitation program; however, only recently has additional emphasis been placed on identification and repair of system deficiencies (through allocating additional staff time and increasing annual budgetary allocations to the program). Staff continues to plan for future gravity sewer main video inspection work, as well as utilize its on-call unit-price contractor for prioritized repairs and additional identification measures (e.g., smoke testing). During the June 30, 2021, Board meeting, return on investment information was presented and discussed, including information indicating that I&I repairs have a short payback period of around 1.5 years, and pursuing these types of repairs is a priority.

The challenge is finding deficiencies.

Attached is a map that shows which gravity mains have been inspected, and which ones still need inspection. Approximately half of the 69 miles of sewer mains have been inspected during the last 10-years. That leaves the remaining half of sewer mains that still need inspection.

There are two options to complete the video inspections: (1) hire a contractor to perform the work, or (2) perform the work using District labor resources. The estimated cost to contract the work is around \$500,000 based on August 2020 unit bid prices received from Olson Brothers Pro-Vac currently under contract for on-call I&I work. The estimated cost using District labor is around \$85,000 (price does not include equipment costs like fuel and maintenance). Both of these estimates include contracted traffic control for an assumed amount of 25% of mains needing inspection.

Contracting the work allows current District staff to continue their maintenance and operational tasks. Using District labor would take 2 crew members approximately 16 weeks (four months) of 100% dedicated work on inspection work. Under current maintenance and operational duties, it is not possible to reassign this labor to a continuous four months of inspection. Another option is to allocate a set amount of resources spread over time. However that option is contingent on weather, equipment maintenance needs, emergencies, and customer needs, which are outside the District's control. Yet, another option is to increase maintenance staffing (could be temporary or

permanent) to help with this specific task. This last option relates to other discussions on the draft 6-year strategic plan, the District's goals for level of service, and District rates.

This information is intended for discussion of which options the Board would like to explore further as the District's plans for tackling I&I deficiencies.

FISCAL IMPACT

No impacts are anticipated with this discussion; actual fiscal impacts would be dependent upon course taken.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Financial Viability

Operational Optimization

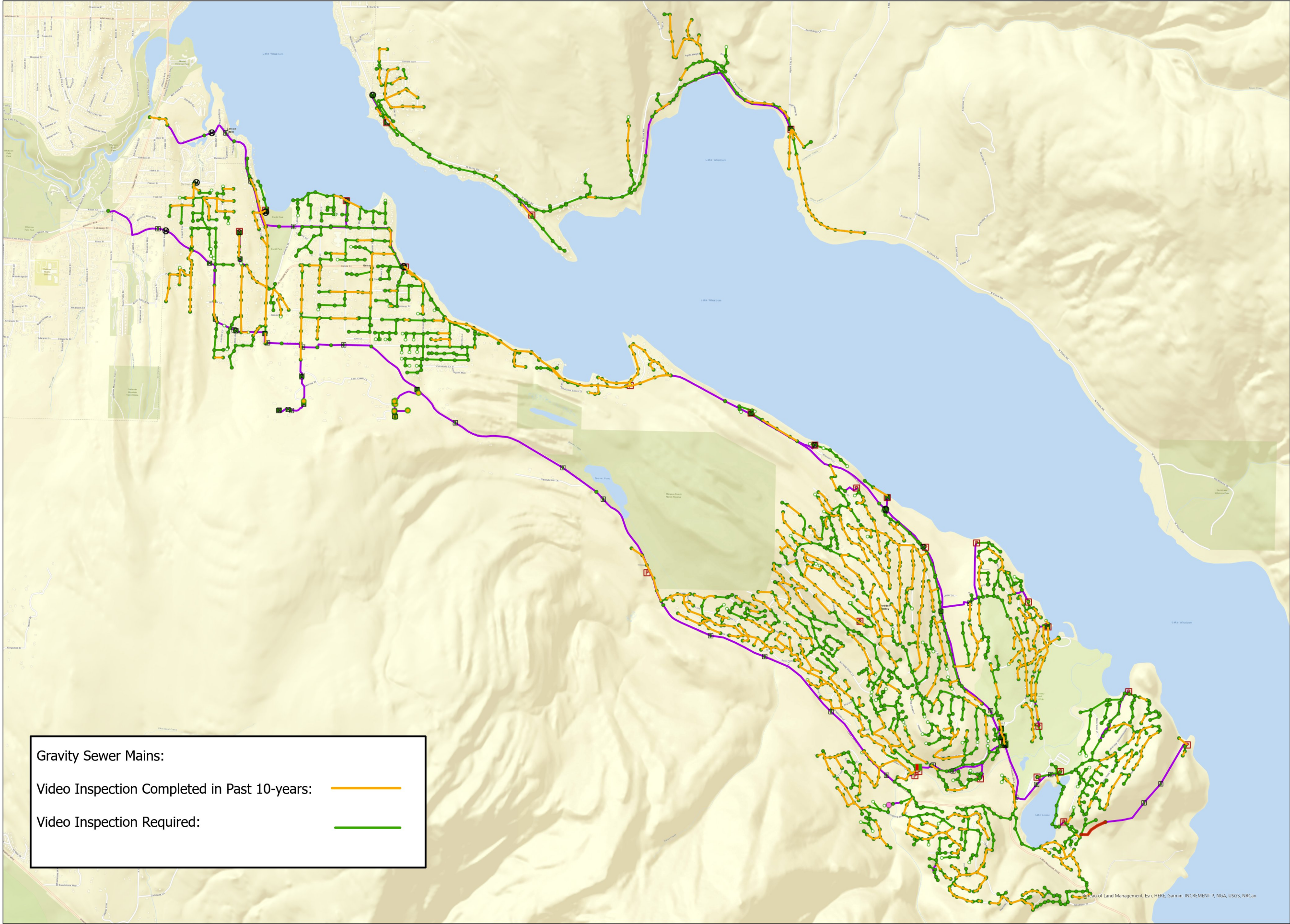
Stakeholder Understanding and Support

RECOMMENDED BOARD ACTION

No action is recommended at this time.

PROPOSED MOTION

Not applicable.



Gravity Sewer Mains:

Video Inspection Completed in Past 10-years: —

Video Inspection Required: —



LAKE WHATCOM WATER & SEWER DISTRICT
MAP OF TELEVIEWED SEWER MAINS

SEWER COLLECTION SYSTEM
PLAN VIEW

SHEET 1

Lake Whatcom Water & Sewer District

Gravity Sewer Main Video Inspection Planning

Date: September 1, 2021


Gravity Sewer Main Video Inspection Status			
Total Length of Sewer Mains in District, LF	363,906	100%	(Source: Comprehensive Sewer Plan)
Video Inspected in Past 10-years, LF	172,625	47%	(Source: IT Pipes Inspection Database)
Video Inspection Required, LF	191,281	53%	

Video Inspection Resource Cost Comparison			
Option #1: Contracted Work			
Gravity Sewer Main Video Inspection	191,281	Length, LF	
Unit Price	2.30	\$/LF	(August 2020 Bid Price from Olson Brothers Pro Vac with quantity of 42,000 LF)
Estimated Amount	\$ 439,946		
8.6% Sales Tax	\$ 37,835		
Total Estimated Cost	\$ 477,782		
Option #2: Work Performed by District Labor			
Gravity Sewer Main Video Inspection	191,281	Length, LF	
Estimated Production Rate	3000	LF/Day	
Days to Complete	63.8	Days	16 Weeks
Work Hours Per Day	10	Hours	
Crew Size	2	Persons	
Total Crew Labor Required	1275	Hours	
Estimated Fully Burdened Crew Labor Rate	55	\$/Hour	
Total Estimated Cost	\$ 70,125		
Traffic Control - Contracted for Both Options #1 or #2			
Estimated % of Mains Requiring Traffic Control	25%		
Days of Traffic Control	16		
Truck and Traffic Control Devices	145	\$/Day	
2 Flaggers for 10-hour Day	705	\$/Day	
Total Daily Cost for Flagging	850	\$/Day	
Total Estimated Cost for Flagging	\$ 13,600		



**AGENDA
BILL
Item 7.D**

**Mandatory Vaccination of District
Staff Policy Discussion**

DATE SUBMITTED:	August 30, 2021	MEETING DATE:	September 8, 2021
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary, General Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. 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

On February 29, 2020, Governor Inslee issued Proclamation No. 20-05, declaring a state of emergency throughout Washington State as a result of the COVID-19 pandemic. Since that time, there have been a number of proclamations issued (and subsequently revised) to address the changing conditions and effects of the pandemic. The District has, and continues to adjust its operations to comply with rules and recommendations for protecting both its staff and the general public from infection, and ensuring the continuity of delivery of essential public services.

In late 2020, COVID-19 vaccines (Pfizer, Moderna, and Johnson & Johnson) became available to the public under emergency authorization by the U.S. Food and Drug Administration (FDA). As of August 22, 2021, the U.S. Centers for Disease Control and Prevention (CDC) report that approximately 72.4% of eligible Washingtonians (ages 12 and older) have received at least one dose. From a District perspective, 63% of staff are fully vaccinated, with 68% of staff having received at least one vaccine dose.

On August 9, Governor Inslee issued Proclamation No. 21.14, mandating that all State employees become fully vaccinated from COVID-19 by October 18, unless they qualify for a bona fide medical or religious exemption. This proclamation of subsequently expanded on August 21 to include all public education employees. Also of note, on August 23, the FDA granted full (non-emergency) approval of the Pfizer vaccine. Following the initial proclamation, a few local governments have also implemented mandatory vaccination policy for their staff, and many more are beginning to consider such a policy. During the board's August 25 meeting, Commissioner Ford raised this issue, and the Board agreed to include discussion of adopting a mandatory vaccination policy on the September 8 meeting agenda.

Considerations:

- **Staffing Redundancy.** With continuity of water and sewer services foundational to our mission, there is sufficient percentage of operations staff that are fully vaccinated to maintain services if those that are not vaccinated were infected (75% of DOH-certified operators are fully vaccinated). The board may consider whether or not this creates sufficient staffing redundancy.

- **Other Protective Measures.** The District is currently exceeding current State requirements for wearing of face coverings (e.g., face coverings are required throughout the administration building, regardless of vaccination status, not just in the spaces that meet the definition of “indoor, public place”). Similarly, engineering staff are largely telecommuting (the three staff members rotate in-office one day per week, Monday through Wednesday). The Board may consider whether or not these measures provide sufficient protection without mandating vaccinations for all.
- **Mandatory Subject of Bargaining.** Legal opinions have indicated that requiring vaccination of employees would be a mandatory subject of bargaining; however, defining what is eligible for bargaining has been debated (requiring the actual vaccine, or accommodating the impacts of obtaining the vaccine). The State has taken the position that it is the impacts that require bargaining (e.g., provide paid leave to obtain vaccine shot[s], and to recover from any effects of the vaccine). The general manager has already administratively approved paid leave for obtaining vaccine shots (up to three hours per shot); and the Board’s extension of the Families First Coronavirus Response Act relief to employees provides for paid leave to recover from the effects of receiving the vaccine (note that the FFCRA extension expires September 30).
- **Dis-incentivizing Remaining Unvaccinated.** As a means of increasing vaccination rates, some local governments considering placing restrictions on employees that are not vaccinated. Considerations include ineligibility for promotion or pay increases, requiring sick leave for COVID-related absences rather than relief under the FFCRA provisions, and requiring paycheck deductions for healthcare premiums.
- **Exemptions.** As allowed under law, individuals may apply for medical or religious exemptions from receiving the vaccine. The District would need to develop forms (Bellingham has templates) should anyone seek an exemption from vaccination. Similarly, there may be some costs associated with the District’s legal review of any submitted exemptions.
- **Potential Staffing Shortfalls.** Mandating vaccination may result in staff leaving District employment, which would, at least of the near-term, impact the District’s level-of-service as well as result in the loss of institutional knowledge.

FISCAL IMPACT

Fiscal impacts would be dependent upon what actions the District takes associated with mandating or incentivizing vaccinations.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Enterprise Resiliency

RECOMMENDED BOARD ACTION

No action is recommended at this time.


PROPOSED MOTION

Not applicable.



**AGENDA
BILL
Item 9.A**

**General Manager's
Report**

DATE SUBMITTED:	September 2, 2021	MEETING DATE:	September 8, 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, September 8, 2021 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Sep 29, 2021	8:00 a.m.	Remote Attendance
Employee Staff Meeting	Thu Sep 9, 2021	8:00 a.m.	Remote Attendance Commissioner Citron to attend
Investment Comm. Meeting	Wed Oct 27, 2021	10:00 a.m.	Remote Attendance
Safety Committee Meeting	Thu Sep 23, 2021	8:00 a.m.	Remote Attendance
Lake Whatcom Management Program			
Data Group Meeting	Thu Sep 9, 2021	9:00 a.m.	Remote Attendance
Policy Group Meeting	Wed Dec 1, 2021	3:00 p.m.	Remote Attendance
Joint Councils Meeting	March 2022	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Tue Oct 12, 2021	7:00 p.m.	Remote Attendance
Whatcom Water Districts Caucus Meeting	Wed Sep 15, 2021	1:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed Oct 13, 2021	3:00 p.m.	TBD

Committee Meeting Reports

Safety Committee:

- Committee met on August 26. Discussion included status of safety programs currently under review (fall protection, and trenching & shoring), as well as implementation of the wildfire smoke safety program; clarifications of a staff inquiry regarding the confined space program, and asbestos safety training scheduled for November 11.

Investment Committee:

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

Upcoming Board Meeting Topics

- Dellesta/Edgewater sewer lift stations improvements public works project contract closeout
- Beaver/Flat Car sewer lift stations PLC replacement public works project contract closeout
- Preliminary 2022 Budget presentation
- General Manager annual performance evaluation

2021 Initiatives Status

Administration and Operations

Six-Year Strategic 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 Board is scheduled to conduct a work session on the first revision of the strategic plan on September 8.

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, 2021 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), the Water Use Efficiency Plan update (District Project No. A2115), and the Commissioner Boundary Update project (District Project No. A2116).

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 as the new Finance Manager 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 was held July 20, 2021, and subsequent meetings were held on August 2 and 24.

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.
- 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), July 8 (Jenny Signs hire) and August 20 (Justin Clary appointment to Public Works Board).

Intergovernmental Relations

- *J Clary attended a Whatcom Water Alliance executive committee meeting on August 26.*
- *J Clary met with incoming/outgoing WASWD representatives to the Public Works Board on August 30.*
- *J Clary attended a WASWD general managers meeting on August 30.*
- *J Clary attended a Lake Whatcom Wildfire Risk workshop sponsored by the Whatcom Conservation District on August 31.*

Public Works Board

- Pursue appointment as WASWD representative on the Washington State Public Works Board.
J Clary appointed to the Public Works Board by Governor Inslee on August 17.

Lake Whatcom Water Quality

Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
J Clary attended the Policy Group meeting on September 1.

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.



**AGENDA
BILL
Item 11**

Executive Session

DATE SUBMITTED:	September 2, 2021	MEETING DATE:	September 8, 2021
TO: BOARD OF COMMISSIONERS		FROM: Rachael Hope, Administrative Assistant	
ATTACHED DOCUMENTS		1.	
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 Board will hold an Executive Session for the purpose of reviewing the performance of a public employee (General Manager performance evaluation) per RCW 42.30.110(1)(g).

The Executive Session is expected to last 30 minutes; no action is anticipated following the executive session.

This agenda item serves as a placeholder for the board to go into Executive Session.

FISCAL IMPACT

Not applicable.

RECOMMENDED BOARD ACTION

Not applicable.

PROPOSED MOTION

Not applicable.