



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

October 27, 2021

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

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

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, excluding one anonymous attendee who followed District procedure for attending as an observer only.

Consent Agenda

Action Taken

Citron moved, McRoberts seconded, approval of:

- Payroll for Pay Period #21 (10/2/2021 through 10/15/2021) totaling \$47,409.62
- Payroll Benefits for Pay Period #21 totaling \$50,704.95
- Accounts Payable Vouchers totaling \$78,280.57

Motion passed.

Vendor Agreement between Lake Whatcom Water & Sewer District and Opportunity Council

Signs explained that since December of 2020, Congress has allocated funding and grants through the Low-Income Home Water and Wastewater Program (LIHWAP) as well as the American Recovery Plan. Through these programs, the State of Washington received a total allocation of \$19,976,183. Eligible customers are approved in the amount needed to bring their water and sewer utility account to zero up to a maximum benefit of \$2,500 per customer.

In Whatcom County, customer eligibility is determined by the Opportunity Council based on the guidelines set forth by the Low-Income Home Energy Assistance Program (LIHEAP) and will work in conjunction with this

program to automatically approve water customers who already qualify for the LIHEAP assistance, which are comprised of households with incomes at or below 150% of the federal poverty level. For those customers whose account is in arrearage more than \$2,500, the District will offer payment plans for the amount due over \$2,500 to ensure service is maintained.

Staff presented an agreement for Board approval defining the conditions that the District must agree to so that the Opportunity Council can make assistance payments to the District on behalf of eligible households. Funding is only available through the approved Agency (Opportunity Council), therefore staff recommended the Board authorize the execution of the Low-Income Home Water and Wastewater Assistance Program Vendor Agreement to assist the District's qualifying customers in applying funding to their utility accounts that are in arrearage and danger of being disconnected. Discussion followed.

Action Taken

Citron moved, Carter seconded, to authorize the General Manager to execute the Low-Income Home Water and Wastewater Assistance Program Vendor Agreement with the Opportunity Council, as presented. Motion passed.

2021 Lake Whatcom Blvd Sewer Main CIPP Public Works Contract Close-out

Hunter recalled that the Board of Commissioners approved the contract award of the 2021 Lake Whatcom Boulevard Sewer Main CIPP contract (District Capital Project No. C2114) to Michels Corporation during its regularly scheduled meeting on March 10, 2021. The project installed approximately 1,300 lineal feet of 10-inch and 14-inch diameter cure-in-place pipe (CIPP) in the gravity sewer main located in Lake Whatcom Boulevard. The CIPP increases the hydraulic capacity (flow rate) and renews the condition of the pipe. Michael's has completed all contract requirements.

Action Taken

Ford moved, Citron seconded, to accept the 2021 Lake Whatcom Boulevard Sewer Main CIPP construction contract as complete and authorize staff to close-out the public works contract. Motion passed.

General Manager's Report

Clary updated the Board on several topics, including the District's continued response to the COVID-19 pandemic, American Rescue Plan Act funding, and finalizing the 2022 legislative agenda. Discussion followed.

Engineering Department Report

Hunter highlighted several areas, including continued processing of water availability requests, predesign for the Division 7 Reservoir, and installation of block heaters in the vehicle yard to ensure continued operations during cold weather periods.

Finance Department Report

Signs reported on a reduction in arrearages during increased collection efforts for past due accounts as well as general revenues and expenditures through the end of September.

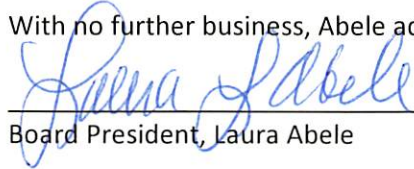
Operations & Maintenance Department Report

Winters gave a brief report on field crew operations, including ongoing safety training, reservoir inspections, installation of a new sample station at the Geneva reservoir, and air relief valve maintenance.

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 8:36 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 9:00 a.m. No action was taken.

With no further business, Abele adjourned the Regular Session 9:00 a.m.



Board President, Laura Abele

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on Nov 10, 2021
Date Minutes Approved