



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

January 12, 2022

Board President Laura Abele called the Regular Session to order at 6:30 p.m.

Attendees:

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

Also in attendance were Melanie Mankamyer and Brian Smith of Wilson Engineering; as well as the following District constituents:

- Tom Rosenberg
- Kirstin & Alan Doud
- Fred & Sandy Dentinger
- Erin & Mike Laska
- Clair Beiser
- Doug Swanson
- E Crosby (*No Microphone*)
- Edna & Eugene Arthurs
- Ryan & Michelle Heathers
- Barry & Jo Levenson
- Maureen Osen
- Jennifer Hine
- Aaron Brown
- Maureen & Brian Sullivan
- Ted Sayre
- Ha Family

Excused Absences: Commissioner John Carter

All attendees participated remotely by phone or video conferencing. One attendee participated in "observation only" mode.

Oaths of Office

Commissioners Laura Abele and Leslie McRoberts took the oaths of office to begin their new term of 2022-2027 following their re-election in the November 2021 election.

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.



Faint, illegible text or markings on the left side of the page, possibly bleed-through from the reverse side.

Consent Agenda

Action Taken

Citron moved, Ford seconded, approval of:

- Meeting Minutes for the December 08, 2021 Regular Board Meeting
- Payroll for Pay Period #25 (11/27/2021 through 12/10/2021) totaling \$50,220.96
- Payroll Benefits for Pay Period #25 totaling \$53,062.96
- Payroll for Pay Period #26 (12/11/2021 through 12/24/2021) totaling \$53,19.63
- Payroll Benefits for Pay Period #26 totaling \$29,934.24
- Accounts Payable Vouchers totaling \$140,525.22
- Payroll for Pay Period #01 (12/25/2021 through 01/07/2022) totaling \$57,391.69
- Payroll Benefits for Pay Period #01 totaling \$59,500.16
- Accounts Payable Vouchers totaling \$271,172.89

Motion passed.

Election of Board Officers

Clary recalled that the District operates under the authority of Revised Code of Washington (RCW) Title 57, Water-Sewer Districts: Under RCW 57.12.10, Commissioners-President and Secretary-Compensation, "the board shall annually elect one of its members as president and another as secretary." The District has historically fulfilled this statutory obligation during its first meeting of the calendar year.

Action Taken

Ford moved, Citron seconded, to appoint Commissioner Abele to serve as District Board president for the 2022 calendar year. Motion passed.

McRoberts moved, Ford seconded, to appoint Commissioner Citron to serve as District Board secretary for the 2022 calendar year. Motion passed.

Appointment of Board Representatives to the District's Investment Committee

Clary explained that Chapter 2.14 of the District's administrative code establishes an Investment Committee, which is comprised of the finance manager/treasurer, general manager, and two commissioners. Duties of the committee include, at a minimum, quarterly review of the District's investment portfolio and rate structure and annual review of the District's investment policy.

Action Taken

McRoberts moved, Ford seconded, to appoint Commissioner Carter and Commissioner Citron to serve as the Board's representatives on the District's Investment Committee for the 2022 calendar year. Motion passed.

Appointment of Board Representatives to the Whatcom County Council of Governments and the Lake Whatcom Management Program Policy Group

Clary detailed that the District annually appoints a representative to serve on the Whatcom County Council of Governments and a representative to serve on the Lake Whatcom Management Program Policy Group.

Action Taken

Abele moved, McRoberts seconded, to appoint Commissioner Citron to serve as the District's representative on the Whatcom County Council of Governments for the 2022 calendar year. There

were no additional nominations, and Commissioner Citron indicated acceptance of the nomination and appointment.

Citron moved, Ford seconded, to appoint Commissioner McRoberts to serve as the District's representative on the Lake Whatcom Management Program Policy Group for the 2022 calendar year. There were no additional nominations, and Commissioner McRoberts indicated acceptance of the nomination and appointment.

Conclusion of Emergency Declaration associated with the November 2021 Flood Event

On or around November 12, 2021, a significant rain event began that caused flooding throughout Whatcom County and specifically within the District's service area. The flood event exceeded the capacity of the District's infrastructure, resulting in the need to procure assistance from external sources to assist the District in mitigating damage and other impacts. The General Manager declared an emergency associated with the flood event on November 15, 2021, and executed public works contracts to assist the District in its response.

Clary highlighted that during its regularly scheduled meeting on November 24, 2021, the Board adopted Resolution No. 880, which affirmed the General Manager's emergency declaration. Per Section 3, Timing and Effect, of Resolution No. 880, the emergency declaration shall "remain in full force and effect until a subsequent Board determination that the emergency has been adequately abated." While the District continues to recover from the impacts of the November 2021 flood event, response no longer warrants the need to waive statutory competitive bidding requirements. Therefore, staff recommended the Board conclude the emergency declaration.

Action Taken

Ford moved, Citron seconded, to conclude the emergency declaration associated with the November 2021 flood event. Motion passed.

Eagleridge Water Booster Station Conversion Project Update

Clary explained that the District's Eagleridge Water System serves 70 single family residential homes situated on the north shore of Lake Whatcom. Water service is provided to this neighborhood via an intertie with the City of Bellingham's water system. The neighborhood's water and sewer infrastructure was constructed by the private developer of the subdivision in 1988 and dedicated to the District.

In 2020, the District requested that Wilson Engineering perform a detailed hydraulic analysis to determine if the City's current system pressure on their side of the intertie is sufficient to meet regulatory requirements in the Eagleridge system. This hydraulic analysis concluded that the domestic pumps are no longer necessary and can be removed from service. The hydraulic analysis also found that the existing fire pumps are oversized, and concluded that the existing pump control valves for the fire pumps should be modified to add a pressure reducing function.

Based upon District policy, staff submitted a report to DOH in August 2021 seeking approval for removal of the domestic pumps. DOH granted project approval in November 2021. With the District's determination that system pressures meet current District policy and DOH's approval of the project, the District then provided outreach to Eagleridge system customers via a letter dated December 6, 2021. Since issuance of the December 6 letter, District staff have been contacted by a number of customers seeking additional information on the project.

Discussion followed, and all attendees were provided with an opportunity to express concerns or pose questions. No action was taken, however the Board requested the topic be further discussed at an upcoming meeting or work session.

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 recognizing the Operations Crew for continued diligence and work during winter flood and freezing events. Discussion followed.

With no further business, Abele adjourned the Regular Session 8:52 p.m.



Board President, Laura Abele

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on 2/9/2022
Date Minutes Approved