



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

February 23, 2022

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 Bruce Ford	Finance Manager/Treasurer Jenny Signs
	Commissioner John Carter	Operations Manager Brent Winters
	Commissioner Leslie McRoberts	Recording Secretary Rachael Hope

Also in attendance were Elliot Frank and McKay Larrabee of FLO Analytics. 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

Staff requested Item 7.D, Euclid Sewer Lift Station Improvements Public Works Construction Contract Award, be postponed to the March 9 regular board meeting as supplemental materials are not yet finalized. The board agreed.

Consent Agenda

Action Taken

Citron moved, Ford seconded, approval of:

- Meeting Minutes for the 02.09.22 Special Board Meeting
- Meeting Minutes for the 02.09.22 Regular Board Meeting
- Payroll for Pay Period #04 (02/05/2022 through 02/18/2022) totaling \$44,995.60
- Payroll Benefits for Pay Period #04 totaling \$49,546.54
- Accounts Payable Vouchers totaling \$111,601.00

Motion passed.

Item 7A: 2020 Census Commissioner Redistricting Alternatives Presentation was moved down the agenda due to technical issues.

Resolution No. 881: District Design and Construction Standards Update

Hunter recalled that the District's Design and Construction Standards are applied to all projects in the District. Standardization of design, materials, parts, and construction benefits the District and its customers by increasing efficiency of operations, maintenance, and asset life spans.

The District's Design and Construction Standards have been periodically refined and updated to comply with state agency standards and construction methods, as well as to define configuration, layout, and installation requirements set by the District. The proposed 2022 edition includes minor changes and updates since the last edition that was adopted by the board on March 25, 2020. Staff presented the 2022 edition of the District's Design and Construction Standards for consideration of adoption by the Board of Commissioners.

Action Taken

Carter moved, Citron seconded, to adopt Resolution No. 881 as presented. Motion passed.

2020 Census Commissioner Redistricting Alternatives Presentation

Clary explained that as a special purpose district authorized under Title 57 Revised Code of Washington (RCW), the District is governed by five commissioners who set its policies and rates. The District is divided into five distinct commissioner districts; each represented by a resident elected from that commissioner district to serve a six-year term of office. Every 10 years following receipt of the federal decennial census data, the District goes through the process of redrawing district boundaries to adjust for population changes in order to maintain commissioner districts that are relatively equal in population. This ensures all residents of the District have access to fair representation.

FLO Analytics (FLO) was contracted in Fall 2021 to assist the District in completing the redistricting process. McKay Larrabee of FLO made a presentation to the Board with information about the redistricting process and requirements, as well as presenting two initial commissioner district boundary options for review by the District. Discussion followed.

Water Leak Adjustment Policy Discussion

Signs recalled that during its February 9, 2022 regular board meeting, the Board indicated an interest in revisiting District policy as it pertains to bill adjustments for qualifying leaks. Per the current policy, the District will adjust high customer water bills resulting from in-ground water service line breaks between the water meter and the outermost exterior walls of the structure. Staff provided an overview of the policy as well as a summary of leak adjustment policies for neighboring public water utilities. Discussion followed.

The Board ultimately decided to leave the current leak adjustment policy unchanged.

Action Taken

McRoberts moved, Citron seconded, to move the customer appeal to the agenda for the March 9, 2022 regularly scheduled board meeting for a final decision. Motion passed.

District Personnel Policies Manual Update

Clary recounted that the District's personnel policies manual defines the District's philosophy, and employment practices, policies, and benefits provided to all District staff. The manual is maintained in tandem with the current agreement with the local chapter of the American Federation of State, County and Municipal Employees (AFSCME) that governs employment practices specific to union-represented employees as well as current best practices and state laws. The last revision to the manual was completed in February 2019.

Action Taken

Citron moved, McRoberts seconded, to approve the revised personnel policies manual, as presented. Motion passed.

General Manager's Report

Clary updated the board on several topics including the District's ongoing response to the Covid 19 pandemic, future agenda items regarding mask mandates, and the upcoming Lake Whatcom Management Program Joint Councils Meeting. Discussion followed.

Engineering Department Report

Clary highlighted several ongoing projects, including Gray & Osborne's work on the final alternatives report for the Sudden Valley Water Treatment Plant 20 Year Facility Plan, the new server installation at the admin building, and an in-process FEMA grant application for replacement of the chlorine contact basin.

Finance Department Report

Signs reported that both water and sewer funds are tracking on budget for revenue and expenditures, updated the Board on investment committee decisions around cash and investments, and highlighted that the total owed on past due accounts has decreased 52% since the end of December.

Operations & Maintenance Department Report

Winters gave a report on field crew operations, including ongoing compliance with safety training and mandates, operations at the water treatment plants, and a third crew employee receiving NASSCO certification for pipe inspection.

With no further business, Abele adjourned the Regular Session 9:59 a.m.



Board President, Laura Abele

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on Mar 9, 2022
Date Minutes Approved