



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

March 30, 2022

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

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| 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 | |

No public were in attendance. 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 under Item 8, Other Business, the addition an update on the City of Bellingham's Post Point Resource Recovery Project. The board agreed.

Consent Agenda

Action Taken

Citron moved, McRoberts seconded, approval of:

- Meeting Minutes for the 03/09/2022 Regular Board Meeting
- Payroll for Pay Period #06 (03/05/2022 through 03/18/2022) totaling \$44,676.72
- Payroll Benefits for Pay Period #06 totaling \$49,178.02
- Accounts Payable Vouchers totaling \$252,453.41

Motion passed.

Resolution No. 882—2020 Census Commissioner District Boundary Adoption

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.

Clary recalled that FLO Analytics (FLO) was contracted in Fall 2021 to assist the District in completing the redistricting process and developed two initial commissioner district boundary options, which were presented to the Board during its regularly scheduled February 23, 2022, meeting. A public hearing was held during the Board's meeting on March 9, 2022; no public testimony was received during the public hearing. Following closure of the public hearing, the Board directed staff to proceed with incorporation of Draft Map 1 into a resolution for the Board's consideration during its March 30, 2022, meeting. The final map was published on the District's website on March 18, 2022, meeting the statutory requirement of publishing a minimum of seven days prior to adoption.

Action Taken

Citron moved, Ford seconded, to adopt Resolution No. 882 as presented. Motion passed.

Resolution No. 883—Conclusion of Emergency Declaration related to the COVID-19 Pandemic

Clary explained that at the onset of the COVID-19 pandemic in early 2020 and following emergency declarations at the federal, state and local levels, the Board adopted Resolution No. 863, declaring a local emergency related to the pandemic. With many unknowns related to the pandemic at the time of the emergency declaration, the intent of the declaration was to provide the District more flexibility in responding impacts created by the pandemic.

Since that time, the District has shifted its operations in response to pandemic conditions, and federal, state and local guidance. Considering current pandemic conditions, the Board discussed during its regularly scheduled March 9, 2022, meeting whether the flexibility allowed under the emergency declaration (primarily the ability to expedite contracting for external services) remains warranted. Based upon the discussion, staff prepared Resolution No. 883 allowing for the conclusion of the emergency declaration. Discussion followed.

Action Taken

Citron moved, McRoberts seconded, to adopt Resolution No. 883 as presented. Motion passed.

2022 Lake Whatcom Boulevard Sewer CIPP Project Public Works Contract Award

Hunter outlined that this project is the second of a series of projects to systematically rehabilitate degraded gravity pipe segments along the Lake Whatcom Boulevard Sewer Interceptor to improve flow capacity. In the Fall of 2020 Wilson Engineering completed a hydraulic analysis that prioritized segments for rehabilitation, ranking them from the greatest positive impact to the least impact, on improving hydraulic capacity. The segments are located along Lake Whatcom Boulevard just west of Strawberry Point.

The 2022 scope of work includes rehabilitation of approximately 700 feet of 10-inch diameter sanitary sewer pipe, traffic control, and sewage bypass pumping. The District published an advertisement for bids in the Bellingham Herald on January 27, 2022, with bids due on March 16, 2022. Four bids were received. Staff reviewed mandatory and supplemental bidder responsibility criteria of the low bidder, and recommended awarding the contract to Insta-Pipe, Inc. Discussion followed.

Action Taken

Citron moved, Ford seconded, to award the 2022 Lake Whatcom Boulevard Sewer CIPP Project public works contract to Insta-Pipe, Inc. for a total contract price of \$89,103.04, including 8.6% sales tax, and authorize the general manager to execute the contract. Motion passed.

Public Assistance Grant Agreement for FEMA Funding associated with the 2021 Flood Event

Clary explained that 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 and adjacent waterways, causing damage to District infrastructure. Due to the magnitude of the flood event throughout the region, President Biden issued Presidential Disaster Declaration No. FEMA-4635-DR-WA.

With the issuance of the disaster declaration, the District is eligible for reimbursement of costs expended in response to damage caused by the flood event. Staff presented a grant agreement, administered by the Washington State Military Department, providing for reimbursement of at least 75% of costs incurred by the District associated with recovery from the flood event. Discussion followed.

Action Taken

Citron moved, Carter seconded, to authorize the general manager to execute the Public Assistance Grant Agreement with the Washington State Military Department to enable receipt of federal funds associated with recovery from the 2021 flood event as presented. Motion passed.

Other Business

Clary gave a brief summary of progress on the City of Bellingham's Post Point Resource Recovery Project. He recalled that the main goal of the project was to move from incineration to biosolid processing with a digester system. The project is currently in the design/build process. With the addition of citizen concerns about in compostable material and biosolids, the Board requested a representative from the City be invited to an upcoming meeting to provide updated information on the status of the project. Discussion followed.

General Manager's Report

Clary updated the board on several topics including newly hired field crew members and ongoing collaborative work with Whatcom County around sewer release protocols. Discussion followed.

Engineering Department Report

Hunter highlighted several ongoing projects, including the Division 7 Reservoir and Lakewood & Rocky Ridge Sewer Pump Station redesigns. He also touched on the pick-up of land development requests and the upcoming building season.

Finance Department Report

Signs reported that both water and sewer funds are tracking on budget for revenue and expenditures, updated the Board on collection activity with past due accounts over 35% lower than they were at this time last year, as well as the District's accounting software and pros and cons of transitions vs utilization of the current system. Discussion followed.

Operations & Maintenance Department Report

Winters gave a report on field crew operations, including ongoing excellent safety record, potential tree removal near the Division 30 reservoir, and ongoing maintenance and repair.

With no further business, Abele adjourned the Regular Session 9:21 a.m.



Board President, Laura Abele

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on April 27, 2022
Date Minutes Approved