



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

August 31, 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	Assistant GM/District Engineer Bill Hunter
	Commissioner John Carter	Finance Manager/Treasurer Jenny Signs
	Commissioner Bruce Ford	Operations & Maintenance Manager Brent Winters
	Commissioner Jeff Knakal	Recording Secretary Rachael Hope

Also in attendance were Eric Johnston; Public Works Director – City of Bellingham; Kirsten McDade & Alexander Harris of RE Sources; and Rick Eggerth, member of the public

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.

Consent Agenda

Action Taken

Carter moved, Citron seconded, approval of:

- Minutes for the 7/27/22 Regular Board Meeting
- Payroll for Pay Period #16 (07/23/2022 through 08/05/2022) totaling \$48,688.68
- Payroll Benefits for Pay Period #16 totaling \$53,569.96
- Accounts Payable Vouchers totaling \$129,126.56
- Payroll for Pay Period #17 (08/06/2022 through 08/19/2022) totaling \$50,053.06
- Payroll Benefits for Pay Period #17 totaling \$53,674.10
- Accounts Payable Vouchers totaling \$141,700.69

Motion passed.

Board of Commissioners Position No. 4 Appointment and Oath of Office

Clary recalled that Commissioner Leslie McRoberts resigned from Position No. 4 during a regularly scheduled board meeting on June 29, 2022. Following her resignation, the District began advertising for applications for appointment to Position No. 4 during the week of July 4, 2022. The individual appointed by the Board will hold

the position until the general election in November 2023, at which point the individual elected to Position No. 4 will hold the office for the remainder of the current term (through December 31, 2027). The District received three applications from residents of the Position No. 4 district. The Board of Commissioners conducted interviews of the three applicants during a special meeting of Board held on August 24, 2022.

Action Taken

Citron moved, Carter seconded to appoint Jeff Knakal to Position No. 4 of the Lake Whatcom Water and Sewer District Board of Commissioners. Motion passed.

Oath of Office

Rachael Hope, Recording Secretary & Public Notary, witnessed the Oath of Office for appointed Commissioner Jeff Knakal.

RE Sources Post Point Resource Recovery Project Concerns Presentation

Clary briefly explained that the City of Bellingham owns and operates the Post Point Wastewater Treatment Plant, which receives and treats the District's wastewater through an interlocal agreement between the City and District. Within this interlocal agreement, the District is responsible for financing 4.8% of capital projects required for continued operation of the plant.

In 2017, the City started looking at the solids handling equipment, concluding that it is reaching the end of its useful life and requires replacement. Currently solids are incinerated, and ash is trucked to Eastern Washington for landfill disposal. In alignment with the City's climate action plan, the City ultimately landed on implementation of an anaerobic digestion process. Since that selection, there have been some shifts, including recent interest pertaining to per- and polyfluoroalkyl substances (PFAS) within the compostable end product of the proposed digestion process.

Eric Johnston of the City of Bellingham gave a brief update on the project status, including information about a recent statement from Bellingham Mayor Seth Fleetwood regarding the status of the project.

Based upon the community's concern with the potential for PFAS, the City has held significant discussion pertaining to the current Resource Recovery Project. RE Sources, a Bellingham-based non-profit organization whose focus is protection of the environment and communities of the central Salish Sea, issued a letter dated July 19, 2022 highlighting their concerns. Kirsten McDade, Pollution Prevention Specialist with RE Sources, gave a presentation to the Board regarding concerns and alternative solutions. Discussion followed.

2022 Budget Amendment No. 1

Signs summarized that the 2022 Annual Budget was adopted at the regularly scheduled Board of Commissioner's meeting on December 8, 2021. On December 17, 2021, the Washington State Auditor's Office released its annual update to the Budgeting, Accounting and Reporting System (BARS) Cash Manual, which included updates to the BARS Chart of Accounts. This amendment updates the District's chart of accounts to remain in compliance to State guidelines, as well as accounting for funds received from FEMA as reimbursement of expenses incurred in response to the November 2021 flood event. Also included in the amendment are revenue and expenditures associated with the theft of the District's utility van. Discussion followed.

Action Taken

Carter moved, Citron seconded to approve Amendment No. 1 to the 2022 Annual Budget as presented. Motion passed.

Division 30 Booster Pump Station & Sudden Valley Sewer Pump Station PLC and UPS Improvements

Hunter explained that in June 2017, the Allen Bradley PLC-5 (Programmable Logic Controller) Control System was discontinued by the manufacturer, Rockwell Automation, and is no longer available or supported. Two remaining District facilities use these outdated PLCs; the Division 30 Water Booster Pump Station (Div 30 Booster) and the Sudden Valley Sewer Pump Station (SVSPS).

Staff presented a proposed Task Order for Div 30 Booster and SVSPS based on the prior year’s work with RH2 Engineering and experience improving the Beaver and Flat Car Sewer Pump Stations. Staff requested additional scope items to be included which would increase the engineering services fees from the previous project. The System Reinvestment Plan in the 2022 Budget included funds for PLC and UPS Improvements at the two remaining facilities, however conceptual construction cost estimates have increased due to the updated scope, inflation, and the current bidding environment. Discussion followed.

Action Taken

Ford moved, Citron seconded authorize the General Manager execute Task Oder 2022-1 with RH2 Engineering, Inc. for the Division 30 Booster and Sudden Valley PS PLC and UPS Improvements for time and materials not to exceed \$94,643. Motion passed.

Commissioner Abele exited the meeting at 9:49 am due to a prior commitment, and Commissioner Citron assumed control of the meeting.

General Manager’s Report

Clary updated the Board on several topics including Commissioner Knakal’s upcoming orientation day, interviews for the Operations & Maintenance Manager position, the Washington Association of Sewer and Water Districts upcoming fall conference, and impending discussion of moving from virtual to hybrid meetings. Discussion followed.

Engineering Department Report

Hunter provided an update on district projects, including increased activity in the development community and an open bid for a Site Security Assessment. Discussion followed.

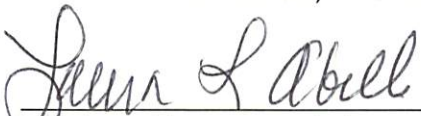
Finance Department Report

Signs reported that water and sewer funds are tracking on trend as of the end of July and provided a brief update on the Local Government Investment Pool’s interest rates.

Operations & Maintenance Department Report

Winters gave a report on field crew operations, including the addition of new skill sets to the crew with the most recent Maintenance Worker I hires, installation of new fire hydrants in the Geneva neighborhood, and an update on the camera van which is currently out of commission for repairs and updates.

With no further business, Citron adjourned the Regular Session at 10:08 a.m.



Board President, Laura Abele

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on September 14, 2022
Date Minutes Approved