



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

October 26, 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 Bruce Ford	Finance Manager/Treasurer Jenny Signs
	Commissioner John Carter	Operations & Maintenance Manager Brent Winters
	Commissioner Jeff Knakal	Recording Secretary Rachael Hope

Also in attendance was District employee Jason Dahlstrom.

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

Citron moved, Carter seconded, approval of:

- **Payroll for Pay Period #21 (10/01/2022 through 10/14/2022) totaling \$48,259.78**
- **Payroll Benefits for Pay Period #20 totaling \$53,232.59**
- **Accounts Payable Vouchers totaling \$72,326.68**
- **3rd Quarter 2022 Payroll Taxes totaling \$8,797.83**

Motion passed.

Revised General Facilities Charges Implementation Timeline

Clary recalled that a component of the Master Fees and Charges Schedule is the District's water and sewer general facilities charges (GFCs), which are set at the equitable share of system costs for properties wishing to connect to District services. Historically, the District analyzes its GFCs approximately every five years to ensure they are set at levels that reflect the proportionate system share. During periods between analyses, the District has previously taken the approach of adopting multi-year GFC increases (2.5% annual) for each utility with the intent of keeping pace with inflation over five-year planning horizon.

Following this year's GFC analysis conducted by FCS Group, staff presented updated charges to the Board during its October 12 regular meeting (water—\$7,832/single family residence; sewer— \$11,934/single family residence) At that time, the Board directed staff to incorporate those charges into an updated revision to the Master Fees and Charges Schedule for Board consideration. At that time, there was significant discussion regarding the timing of the effective date of the revised fee schedule (either effective upon adoption, or effective January 1, 2023). Discussion followed.

2022 Wildfire Risk Reduction Summary

The District-specific chapter in the current (2021) revision of the Whatcom County Natural Hazards Mitigation Plan includes a goal to Firewise® critical facilities. District Maintenance Lead Jason Dahlstrom highlighted points included in the presented memorandum summarizing actions taken by the District to implement this goal in protection of critical infrastructure in the event of a wildfire in the District's service area. Discussion followed.

General Manager's Report

Clary updated the Board on several topics including his and Signs attendance at the recent Infrastructure Assistance Coordinating Council conference, design and permitting activity for the Division 7 reservoir, recent customer correspondence, and leadership changes at the Sudden Valley Community Association. Discussion followed.

Engineering Department Report

Hunter provided an update on district projects, including contractor work at the Euclid pump station and in-stream pipe protection measures in Beaver Creek. Discussion followed.

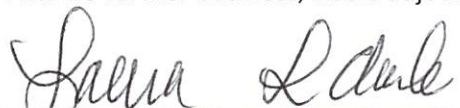
Finance Department Report

Signs presented the 3rd quarter 2022 financial report, and highlighted that revenues and expenditures were both slightly lagging, but consistent with past years'. She also noted that water usage in the 3rd quarter was down compared to 2021, and that inflation costs are being monitored, with effects being seen more on the supply chain side than the financial side.

Operations & Maintenance Department Report

Winters gave a brief update on progress in training Operations & Maintenance Manager successor Jason Dahlstrom. Dahlstrom then gave a report on field crew operations, including water treatment plant operation, anticipation of leaks as soil conditions change, wet well cleaning, and the much-anticipated return of the District's camera van. Discussion followed.

With no further business, Abele adjourned the Regular Session at 9:10 a.m.



Board President, Laura Abele

Attest: 

Recording Secretary, Rachael Hope

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