



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

November 30, 2022

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

Attendees:	Commissioner Laura Abele (v)	General Manager Justin Clary
	Commissioner Todd Citron (v)	Assistant GM/District Engineer Bill Hunter
	Commissioner Bruce Ford	Finance Manager/Treasurer Jenny Signs
	Commissioner Jeff Knakal (v)	Acting O&M Manager Jason Dahlstrom

Excused Absence: Commissioner John Carter

Also in attendance were resident Andy Duffus (v), District employee Greg Soto, and Melanie Mankamyer (v) of Wilson Engineering. Attendees noted with (v) attended the meeting virtually.

Roll Call

General Manager Justin Clary performed a roll call to identify Commissioners in attendance. It was confirmed that all participants were able to be heard and hear each other clearly.

Consent Agenda

Action Taken

Citron moved, Knakal seconded, approval of:

- Payroll for Pay Period #23 (10/29/2022 through 11/11/2022) totaling \$48,137.35
- Payroll for Pay Period #24 (11/12/2022 through 11/25/2022) totaling \$52,011.94
- Payroll Benefits for Pay Period #23 totaling \$54,762.76
- Payroll Benefits for Pay Period #24 totaling \$36,234.10
- Accounts Payable Vouchers totaling \$145,204.28

Motion passed.

2022 Budget Amendment No. 2 Approval

Signs recalled that the District's 2022 Annual Budget was adopted at the regularly scheduled Board of Commissioner's meeting on December 8, 2021. Included in that budget was a line item on the "Lake Whatcom Water and Sewer Fund Summaries 2022" page that identified specific revenues to be accrued in the coming years for surplus. This line was called "2022 Rate Study Surplus Assigned". However, because no formal action has been taken by the Board to create an assignment specific to these revenues, staff recommended amending the 2022 Budget to remove the "assigned" wording from the official document until further action is taken, as well as revising the wording on that same page and in the "General Manager's Message" section of the

document from “2022 Projected Unassigned Year End Fund Balance” to “2022 Projected Year End Fund Balance”. Per the BARS Cash Accounting Manual, only General Funds can have “unassigned” fund balances.

Action Taken

Carter moved, Knakal seconded to approve Amendment No. 2 to the 2022 Annual Budget as recommended by staff. Motion passed.

Public Comment

Mr. Duffus asked the Board for an update on the DISH Wireless cell tower project in light of the passing of Whatcom County’s Notice of Additional Requirements deadline associated with facility permitting. Clary explained that as the 180 day window to provide the additional information expired today, District staff will reach out to Whatcom County staff to seek an update on the permitting process on December 1.

Wilson Engineering 2023 On-call Rates Approval

Clary explained that Wilson Engineering provides on-call engineering services to the District through a professional services agreement executed on September 2, 2021, and effective through July 31, 2026. Per Section 8.4 of the agreement, Wilson Engineering may annually request revision to the approved rates to accommodate inflation and market conditions. Staff presented the Board with a letter from Wilson Engineering dated November 16, 2022, requesting revision to its rates and fees for 2023.

Action Taken

Citron moved, Knakal seconded to approve rates and fees to be effective January 1, 2023, for professional services performed by Wilson Engineering under the existing on-call professional services contract with the District, as requested in the November 16, 2022 letter from Wilson Engineering. Motion passed.

Beaver Creek Exposed Sewer Main Temporary Protections Presentation

Hunter summarized 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 significantly impacted much of the District’s infrastructure, resulting in the general manager’s emergency declaration to mitigate immediate impacts of the event.

While in the days and months following the flood event the District was able to repair/replace impacted infrastructure, District staff were unable to safely assess the condition of sewer main and lateral crossings of Beaver Creek in Sudden Valley. Once creek flows abated in late summer, District staff were able to hike the entirety of the portion of Beaver Creek where known sewer main/lateral crossings exist. Through that assessment, the District began working with Washington Department of Fish and Wildlife staff to gain approval for construction of temporary protective measures of four sewer mains that were found to be exposed due to the 2021 flood event flows having scoured the creek bottom down to the mains.

During the week of October 17, 2022, District staff constructed temporary protective measures at the four crossings, just in advance of the wet season and associated return of higher flows in Beaver Creek. Hunter, Dahlstrom, and Soto provided the Board with an overview of the temporary measures constructed, as well as planned actions for permanent solutions. Discussion followed.

General Manager’s Report

Clary updated the Board on several topics including Jonathan Lydiard’s promotion from Maintenance Worker 2 to Maintenance Worker Lead effective January 1, 2023, and subsequent planned hiring of another Maintenance Worker to take place in January/February of 2023.

Engineering Department Report

Hunter provided an update on district projects, including a short recap of 23 projects completed in 2022, and work with property owners adjacent to the Lakewood & Rocky Ridge pump station projects to identify and secure easements for foot and vehicle access.

Finance Department Report

Signs highlighted that water and sewer fund revenues are exceeding expenditures as expected, touched on growth in fund balances, and reported that operating expenditures have been managed and are on or under budget despite ongoing high inflation rates. She also gave an update on the current state audit, which is expected to be completed within the next week.

Operations & Maintenance Department Report

Dahlstrom reported on field crew operations, including water treatment plant operations, lake turnover, and continuation of the crew's excellent safety record with no injuries or near-misses. He highlighted installation of guard-rails on the Opal reservoir to improve safety during inspections, as well as recent work with new insert-a-valve technology, which allows insertion of gate valves without interruption of service. Discussion followed.

President Abele offered the Board's commendation to District staff on the continued excellent safety record.

With no further business, Abele adjourned the Regular Session at 8:53 a.m.



Board President, Laura Abele

Attest:



Recording Secretary, Rachael Hope

Minutes approved by motion at ☒ Regular ☐ Special Board Meeting on

12/14/2022

Date Minutes Approved