



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

December 14, 2022

Board Secretary Todd Citron called the Regular Session to order at 6:30 p.m.

Attendees: Commissioner Todd Citron (v) General Manager Justin Clary
Commissioner Bruce Ford District Engineer/Assistant GM Bill Hunter
Commissioner Jeff Knakal Finance Manager/Treasurer Jenny Signs
Recording Secretary Rachael Hope Operations & Maintenance Manager Jason Dahlstrom

Excused Absences: Commissioner Laura Abele Commissioner John Carter

Roll Call

General Manager Justin Clary performed a roll call. Attendees noted with (v) attended the meeting virtually.

Consent Agenda

Action Taken

Knakal moved, Ford seconded, approval of:

- **Meeting Minutes for the 11.09.22 Regular Board Meeting**
- **Meeting Minutes for the 11.30.22 Regular Board Meeting**
- **Payroll for Pay Period #25 (11.26.2022 through 12.09.2022) totaling \$48,789.86**
- **Payroll Benefits for Pay Period #25 totaling \$53,377.62**
- **Accounts Payable Vouchers totaling \$127,393.43**

Motion passed.

2023-24 Biennial Budget Adoption

Signs presented the Board with an updated proposed budget for 2023-24. Earlier revisions of the budget were presented during regularly scheduled meetings of the Board held on October 12 and November 9, 2022. Comments provided by the Board during those meetings were incorporated into the presented 2023-24 Budget. Discussion followed.

Action Taken

Ford moved, Knakal seconded, to adopt the 2023-24 Biennial Budget, as presented. Motion passed.

2023 Non-represented Staff Cost-of-Living-Adjustment

Clary explained that traditionally non-represented employees have received the same annual cost-of-living-adjustment (COLA) as the represented (union) employees. Non-union employees include the

General Manager, District Engineer/Assistant General Manager, Finance Manager/Treasurer, Operations & Maintenance Manager, and Administrative Assistant. For 2023, represented employees' COLA will be 3%, per the current collective bargaining agreement between AFSCME and the District. In addition, per the CBA represented staff will receive a one-time payment of \$500 for the October 2021-October 2022 Consumer Price Index for All Urban Consumers (CPI-U) in the Seattle area exceeding 3.5 % and an additional \$500 one-time payment for the CPI-U exceeding 4% (the October-to-October CPI-U was 8.9%). The one-time payments will be provided in the first paycheck of 2023. Recognizing significant inflation over the past year, the general manager proposed that the same COLA and one-time payments contractually required for represented employees be provided to non-represented employees, as well. Discussion followed.

Action Taken

Knakal moved, Ford seconded, to approve a salary adjustment for all non-represented District staff that is equal to an increase of 3% and effective January 1, 2023, as well as two one-time \$500 payments to those staff consistent with payments provided to represented staff. Motion passed.

Other Business

Commissioner Citron gave a brief report of his attendance at the Council of Governments with representatives from various Whatcom County Government entities.

Manager's Report

Clary updated the Board on several topics, including his and Hunter's participation in a cybersecurity vulnerability assessment, recent completion of annual safety audits at the District's sewer lift stations, and cancellation of the December 28, 2022 Board meeting due to lack of agenda items. He also provided an update on the potential construction of a DISH Wireless cell tower on the District's property at 1010 Lakeview St, reporting that Whatcom County staff have indicated that the land use permit applied for by DISH is no longer active; Clary indicated that a letter would be sent to Geneva residents on December 15, 2022 with the same information.


Executive Session Per RCW 42.30.110(1)g) General Manager Performance Evaluation – 30 Minutes

Citron recessed the Regular Session to Executive Session at 7:26 p.m. It was estimated that the Executive Session would take about 30 minutes and end at 7:56 p.m. The purpose of the Executive Session was to discuss the General Manager's Performance Evaluation. Citron recessed the Executive Session and reconvened the Regular Session at 7:58 p.m.

Action Taken

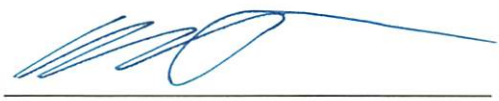
Knakal moved, Ford seconded, to increase General Manager Justin Clary's salary by 3% in addition to the 3% salary increase approved by the board for non-represented staff earlier in the meeting, effective January 1, 2023. Motion passed.

With no further business, Citron adjourned the Regular Session at 8:01 p.m.



Board President, Todd Citron

Attest:



Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on

1/25/2023

Date Minutes Approved