



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

January 11, 2023

Commissioner Laura Abele called the Regular Session to order at 6:47 p.m. Scheduled 6:30 start time was delayed due to technical issues.

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

Roll Call

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

Changes to Agenda

Clary requested the addition of two items to the meeting agenda:

1. Addition of Item 6.E: 2023-24 Sanitary Sewer Rehab Unit Price Contract No. C2217 Work Order Authorization
2. Addition under "Other Business" of announcement from Commissioner Abele.

The Board agreed.

Consent Agenda

Action Taken

Citron moved, Ford seconded, approval of:

- Payroll for Pay Period #26 (12.10.2022 through 12.23.2022) totaling \$53,887.75
- Payroll Benefits for Pay Period #26 totaling \$31,152.81
- Payroll for Pay Period #01 (12.24.2022 through 01.06.23) totaling \$61,599.47
- Payroll Benefits for Pay Period #01 totaling \$65,776.23
- Accounts Payable Vouchers totaling \$226,295.00

Motion passed.

Election of Board Officers

Clary recalled that the District operates under the authority of Revised Code of Washington (RCW) Title 57, Water-Sewer Districts. Under RCW 57.12.010, "the board shall annually elect one of its members as president and another as secretary." The District has historically fulfilled this statutory obligation during its first meeting of the calendar year. Discussion followed.

Action Taken

Carter moved, Citron seconded, to appoint Commissioner Citron to serve as District Board President for the 2023 calendar year. Motion passed.

Citron moved, Carter seconded, to appoint Commissioner Carter to serve as District Board Secretary for the 2023 calendar year. Motion passed.

At 6:54 p.m. outgoing Board President Abele passed the gavel to incoming Board President Citron, who assumed governance of the meeting.

Appointment of Board Representatives to the District's Investment Committee

Clary explained that chapter 2.14 of the District's administrative code establishes an Investment Committee, which is comprised of the finance manager/treasurer, general manager, and two commissioners. Duties of the committee include, at a minimum, quarterly review of the District's investment portfolio and rate structure (Chapter 2.4) and annual review of the District's investment policy (Chapter 2.14). Discussion followed.

Action Taken

Ford moved, Carter seconded, to appoint Commissioner Knakal and Commissioner Carter to serve as the Board's representatives on the District's Investment Committee for the 2023 calendar year. Motion passed.

Appointment of Board Representatives to the Whatcom County Council of Governments and the Lake Whatcom Management Program Policy Group

Clary explained that the District annually appoints a representative to serve on the Whatcom County Council of Governments and a representative to serve on the Lake Whatcom Management Program Policy Group. Discussion followed.

Action Taken

Carter moved, Ford seconded, to appoint Commissioner Ford to serve as the Board's representative on the Lake Whatcom Management Program Policy Group and Commissioner Knakal to serve as the Board's representative on the Whatcom County Council of Governments for the 2023 calendar year. Motion passed.

Commissioner Social Media Use Policy Discussion

Clary summarized that at the request of Commissioner Ford, staff reviewed District policy relative to commissioner use of social media related to District business. The District has steadily increased its use of tools such as Facebook and NextDoor agency pages since it created its first social media accounts in 2019. Recognizing that the current Social Media Program is more applicable to staff than commissioners, staff reviewed the Commissioner Protocol Manual, and found it is silent on specific guidelines for commissioner use of social media. Discussion followed, and the Board requested staff develop a more specific policy for inclusion in the Commissioner Protocol Manual.

2023-24 Sanitary Sewer Rehab Unit Price Contract No. C2217 Work Order Authorization

Clary recounted that the District routinely budgets funding to find and repair inflow and infiltration (I&I) sources as part of its annual reinvestment in sewer system rehabilitation and replacement projects. To efficiently execute an undefined quantity and undefined frequency of work, the District utilizes a contracting tool authorized by the State Legislature for use by water-sewer districts called a "Unit Price Contract" or "On- Call Contract." During its regularly scheduled meeting held on October 12, 2022, the Board authorized the execution of a unit-price contract for miscellaneous sewer I&I repairs with Olson

Brother Pro-Vac, LLC (Pro-Vac). The 2023-24 budget includes \$232,000 for Sewer System Rehab and Replacement Projects.

In early January, staff were notified that Pro- Vac had availability open in its schedule for the week of January 9. To take advantage of this unanticipated availability and address a variety of sewer system issues that had been identified since the last set of repairs, the General Manager executed Order No. 1-A for total work not to exceed \$42,260 (plus Washington State sales tax) on January 6 pursuant to District Administrative Code Section 2.2.5. To fully take advantage of Pro-Vac's availability and allow for timely reduction of I&I into the District's sewer system, a second work order (No. 1-B) was developed for the Board's approval. Discussion followed.

Action Taken

Carter moved, Knakal seconded, to confirm the General Manager's execution of Work Order No. 1-A with Olson Brothers Pro-Vac, LLC under District Contact No. C2217 for \$42,260.00 plus applicable Washington State sales tax and authorize the General Manager's execution of Work Order No. 1-B under the same contract for \$30,800.00 plus applicable Washington State sales tax. Motion passed.

Other Business

Commissioner Abele read into record her letter of resignation effective March 31, 2023. Discussion followed.

Manager's Report

Clary updated the Board on several topics, including the upcoming exit meeting with the State Auditors Office, a recent collapsed sewer main and its repair, recent meetings with Sudden Valley Community Association and The Firs, and the upcoming Washington Association of Sewer and Water Districts annual Commissioner Workshop.

Clary recognized the operations crew for their exemplary work around and during the Christmas holiday, when a freeze and silver thaw caused many frozen and burst pipes for District customers, requiring notifications, meter shutoffs, and increased production at the Sudden Valley Water Treatment Plant. Discussion followed.

With no further business, Citron adjourned the Regular Session at 7:48 p.m.


Board President, Todd Citron

Attest: 
Recording Secretary, Rachael Hope

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

2/8/2023²⁴
~~1/25/2023~~
Date Minutes Approved