



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

January 25, 2023

Board President Todd Citron called the Regular Session to order at 8:00 a.m.

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. Also in attendance were Melanie Mankamyer of Wilson Engineering (v), Lance Stevens of Evergreen Engineers (v), and District Engineering Technician/Safety Officer Rich Munson (v). Attendees noted with (v) attended the meeting virtually.

Consent Agenda

Action Taken

Abele moved, Ford seconded, to amend the presented consent agenda to exclude the Meeting Minutes for the January 11, 2023 regular meeting. Motion passed.

Carter moved, Ford seconded, approval of:

- **Minutes for the 12.14.22 Regular Board Meeting**
- **Payroll for Pay Period #02 (01.07.2022 through 01.20.23) totaling \$46,238.09**
- **Payroll Benefits for Pay Period #02 totaling \$52,871.85**
- **Accounts Payable Vouchers totaling \$173,764.87**

Motion passed.

Water Reservoir Coating Assessment Presentation

Hunter gave a brief overview of the project, explaining that the District owns 6 welded-steel reservoirs, three of which are scheduled for seismic retrofits and coatings in 2029-2031 as part of the District's System Reinvestment Plan. In 2022, the District contracted with Evergreen Coating Engineers, LLC, to perform coating assessments for the Division 22-1, Division 30, and Geneva reservoirs. The goal of these assessments was to develop and refine project scopes and budgets as part of the District's ongoing system reinvestment and finance planning. Lance Stevens of Evergreen Coating Engineers provided a presentation summarizing testing and visual inspections conducted, findings, and recommendations. Discussion followed.

Voluntary Temporary Billing Suspension Policy

Clary explained that District Administrative Code sections 2.10.5 and 2.10.6 define current policy regarding voluntary temporary suspension of water and sewer service billing, respectively. Historically, the District has provided a service to customers for voluntary temporary suspension of billing when that customer will be away from their home for an extended period. For many years this policy allowed for voluntary billing suspension for an indefinite period.

Recognizing that indefinite billing suspensions burdened the remainder of the ratepayers with paying that connection’s proportionate share, the Board adopted Resolution No. in April 2021, capping the consecutive number of months a connection may be under voluntary temporary billing suspension at four. At that time, the Board requested staff bring this policy back for discussion two years following its implementation. Staff reported that 30 District customers used the voluntary billing suspension service in 2022 and provided comparison to District peers in Whatcom County. Discussion followed, in which the Board directed staff to bring forward at a future meeting an update to the District Administrative Code to rescind the voluntary temporary billing suspension policy.

General Manager’s Report

Clary updated the Board on several topics, including the upcoming exit interview with the State Auditor’s office, a recent meeting with management from the City of Bellingham’s Public Works Department, and changes to the Washington Association of Water and Sewer Districts L&I Retro program to increase its effectiveness and parity. Discussion followed.

Engineering Department Report

Hunter provided an update on district projects, including contracts for the Euclid Sewer Pump Station, progress on permitting and easements for the Division 7 Reservoir and Rocky Ridge & Lakewood Sewer Pump Station projects, and upcoming work on the Scenic Intertie leak repair project. Discussion followed.

Finance Department Report

Signs highlighted the 4th Quarter 2022 financial report included in the meeting packet, as well as touching on FEMA grant money received in 2022, monitoring of market factors in terms of inflation and investment portfolios, water and sewer revenues and expenditures, and the upcoming investment committee meeting.

Operations & Maintenance Department Report

Dahlstrom reported on field crew operations, including upcoming rescue and recovery training, the Camp Firwood water line auto-flusher project, and recent repairs within the District.

With no further business, Citron adjourned the Regular Session at 10:13 a.m.

Board President, Todd Citron

Attest:

Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on Feb 8, 2023
Date Minutes Approved