



LAKE WHATCOM WATER AND SEWER DISTRICT
1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

February 22, 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 (v) Recording Secretary Rachael Hope

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:

- Minutes for the 02.08.23 Regular Board Meeting
- Payroll for Pay Period #04 (02.04.2023 through 02.17.23) totaling \$47,303.43
- Payroll Benefits for Pay Period #04 totaling \$50,899.59
- Accounts Payable Vouchers totaling \$90,355.87

Motion passed.

Resolution No. 888 Voluntary Temporary Billing Suspension Policy Rescission

Clary recalled that 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. On April 28, 2021, the Board adopted Resolution No. 874, capping the consecutive number of months a connection may be under voluntary temporary billing suspension at four.

At that time, the Board requested that staff bring this policy back to the Board for discussion two years following its implementation. During its regularly scheduled meeting held on January 25, 2023, the Board reviewed the District's voluntary temporary billing suspension policy and directed staff to develop a resolution for its consideration that would rescind the voluntary temporary billing suspension policy in its entirety. Staff presented the Board with Resolution No. 888 for consideration. Discussion followed.

Action Taken

Abele moved, Knakal seconded, to approve Resolution No. 888 as presented. Motion passed.

Six-Year Strategic Business Plan Review of 2022 Accomplishments

Clary explained that during its regularly scheduled meeting held on December 8, 2021, the Board adopted its first six-year strategic business plan (2022-2027). The Plan was developed to look beyond the annual (now biennial) budget process in identifying, and better positioning the District to adequately respond to future needs and fiscal constraints. Plan goals were developed in consideration of Board identified priorities that resulted from the 2020 Effective Utility Management (EUM) assessment process. Recognizing the first year (2022) of the Plan had passed, District management reviewed with the Board the status of department-specific goals identified in the Plan. Each department highlighted achievements, changes, and goals. Discussion followed.

General Manager’s Report

Clary updated the Board on several topics, including recruitment for the open Maintenance Worker I and Commissioner Position 1 vacancies, upcoming all-staff CPR training, and the Washington Association of Water & Sewer Districts scheduled Spring Conference in April.

Engineering Department Report

Hunter provided an update on district projects, including progress on the scope and agreement for consulting for the reservoir and water treatment plant site security assessment, upcoming bid advertisements and openings, easement research for the Rocky Ridge & Lakewood Sewer Pump Station project, and work with FEMA on funding for upcoming projects.

Finance Department Report

Signs highlighted that revenues and expenditures are tracking on budget, shared information about recent changes to the District’s investment portfolio, and noted ongoing customer utilization of the Opportunity Council’s assistance program. Discussion followed.


Operations & Maintenance Department Report

Dahlstrom reported on field crew operations, including completion of biennial confined space training, water treatment plant operations, and his recent attendance at the Evergreen Rural Water & Wastewater Conference.

With no further business, Citron adjourned the Regular Session at 9:32 a.m.



Board President, Todd Citron

Attest: 

Recording Secretary, Rachael Hope

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