



## LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

### REGULAR SESSION OF THE BOARD OF COMMISSIONERS

## Minutes

*March 29, 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 (v)  
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

Attendees noted with (v) attended the meeting virtually. Also in attendance was David Holland, candidate for Commissioner Position 1.

#### Consent Agenda

##### Action Taken

Abele moved, Knakal seconded, approval of:

- Minutes for the 03.08.23 Regular Board Meeting
- Minutes for the 03.22.23 Special Board Meeting
- Payroll for Pay Period #06 (03.04.2023 through 03.17.23) totaling \$47,255.45
- Payroll Benefits for Pay Period #06 totaling \$52,301.09
- Accounts Payable Vouchers totaling \$373,960.20

Motion passed.

#### Interlocal Agreement with Washington School Information Processing Cooperative Supporting Records Management System Acquisition

Clary explained that the Lake Whatcom Water and Sewer District currently uses DocuWare for management of its electronic records. Based upon system challenges, the District hired Frix Technologies in 2020 to assist it in assessing its onsite records management needs. Based upon the outcome of the assessment, District staff identified three ECM systems available under State Department of Enterprise Services contract. In December of 2022, the District contracted with William Saffady, a leading expert on records management and information governance, to provide a comparison of options based on the District's needs. With Saffady's help, District staff identified Laserfiche as the preferred ECM system.

Laserfiche is available through the Washington State Department of Enterprise Services, however, Laserfiche may also be purchased through the Washington School Information Processing Cooperative (WSIPC). Based upon Frix Technologies experience, acquiring the system through WSIPC rather than the

Department of Enterprise Services provides some advantages, including cloud-based storage and continued support, while maintaining competitive system pricing. Discussion followed.

**Action Taken**

**Abele moved, Carter seconded, to authorize the general manager to execute the Interlocal Agreement with the Washington School Information Processing Cooperative supporting acquisition of a new records management system for the District, as presented. Motion passed.**

**Disposal of Surplus Property**

Dahlstrom recalled that District Administrative Code section 2.15.9, Disposal, requires that “to dispose of a surplus asset, the Board must first declare a fixed or attractive asset surplus before it can be sold, or disposed of in any manner.” He presented a list of miscellaneous surplus items that the District no longer needs, comprised of the no-longer-functional pumps from the North Point Sewer Lift Station.

**Action Taken**

**Abele moved, Knakal seconded, to declare the property defined in the list dated March 15, 2023, as surplus and authorize staff to dispose of each item in a manner that is most beneficial to the District and consistent with state law. Motion passed.**

**General Manager’s Report**

Clary updated the Board on several topics, including recent hiring of a new Maintenance Worker 1, upcoming appointment of David Holland for Commissioner Position 1, and District pursuit of congressional earmarks for the Division 7 Reservoir Replacement project. He also recognized District employees Cyrus Gates for recent completion of the Washington Department of Health Water Distribution Manager 3 exam and Greg Soto for recent completion of the Cross Connection Control certification exam.

Recognizing that this regular meeting is the last for outgoing Commissioner Laura Abele, Clary recognized and thanked Ms. Abele for nearly thirteen years of service with the District, including seven as Board President; and her commitment to considerate and thoughtful leadership and service as a Commissioner. Discussion followed.

**Engineering Department Report**

Hunter provided an update on district projects, including upcoming projects, current bids, and recent work on the Scenic Intertie Valve Repair project. Discussion followed.

**Finance Department Report**

Signs highlighted current trends in long-term and short-term investments as well as current arrearages.

**Operations & Maintenance Department Report**

Dahlstrom reported on field crew operations, including continued commitment to safety and installation of fall protection anchors at some District wet wells.

Board President Todd Citron offered his thanks to outgoing Commissioner Laura Abele, expressing appreciation for her measured, calming voice and respect for the community the District serves.

With no further business, Citron adjourned the Regular Session at 8:44 a.m.

  
\_\_\_\_\_  
Board President, Todd Citron

Attest:   
\_\_\_\_\_  
Recording Secretary, Rachael Hope

Minutes approved by motion at  Regular  Special Board Meeting on 4/26/23  
Date Minutes Approved