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## LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

### REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

*June 14, 2023*

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

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

No public were in attendance. Attendees noted with (v) attended the meeting virtually.

#### Consent Agenda

##### **Action Taken**

Holland moved, Knakal seconded, approval of:

- Minutes for the 5.31.23 Regular Board Meeting
- Payroll for Pay Period #12 (05.27.2023 through 06.09.23) totaling \$49,755.91
- Benefits for Pay Period #12 totaling \$54,466.44
- Accounts Payable Vouchers totaling \$52,226.47

Motion passed.

#### **Resolution No. 891 - Leak Adjustment Policy Revision**

District Administrative Code section 2.10.6 defines current policy pertaining to water leak adjustments. The leak adjustment policy was most recently revised by the Board of Commissioners via adoption of Resolution No. 870 in April of 2021. The leak adjustment policy was also reviewed by the Board during its February 23, 2022, meeting, with the Board ultimately deciding not to revise the policy during that meeting.

Clary recalled that at the April 26, 2023 regular meeting, the Board discussed the District's current water leak adjustment policy and indicated a general desire to revise the policy to be more supportive of customers. After further discussion at the May 31, 2023 regular meeting, the Board directed staff to return with a resolution amending the water leak adjustment policy.

##### **Action Taken**

Carter moved, Ford seconded, to adopt Resolution No. 891 as presented. Motion passed.

The meeting was paused for approximately 10 minutes to address technical issues.

**Resolution No. 892 – Repeal of the Requirement of COVID-19 Vaccinations**

On February 29, 2020, Governor Inslee issued Proclamation No. 20-05, declaring a state of emergency throughout Washington State because of the COVID-19 pandemic. On August 9, 2021, Governor Inslee issued Proclamation No. 21-14, mandating that all State employees become fully vaccinated from COVID-19 by October 18, 2021, unless they qualified for a bona fide medical or religious exemption. On October 13, 2021, the Board adopted a mandatory vaccination policy in the form of Resolution No. 877; mandating COVID-19 vaccinations for District staff, volunteers, and on-site contractors.

Recognizing that on May 5, 2023, the World Health Organization determined that “COVID-19 is now an established and ongoing health issue which no longer constitutes a public health emergency of international concern,” Governor Inslee rescinded COVID-19 vaccine requirements for Washington State employees on May 10. With most governmental agencies rescinding vaccination requirements, the board discussed the District’s associated policy during its May 31, 2023 meeting, during which the Board directed staff to develop a resolution repealing the mandate.

**Action Taken**

**Holland moved, Ford seconded, to adopt Resolution No. 892 as presented. Motion passed.**

**Division 7 Reservoir Replacement Project Public Works Board Application Authorization**

Clary recalled that a 2016 structural analysis by BHC of the Lake Whatcom Water and Sewer District Division 7 Water Reservoir found significant deficiencies in its ability to meet existing earthquake code requirements. Additionally, the 2017 Water System Plan analyzed the capacity of the Division 7 reservoir and found it to be significantly oversized. Following the award of a FEMA Hazard Mitigation Grant, the Board approved Phase I of the project to begin in 2022.

With design and permitting progressing and recognizing significant escalations in the construction industry over the past year, a more current cost estimate was presented to the Board at the March 8, 2023 regular Board Meeting, and the Board formally affirmed its commitment to the Division 7 Reservoir Replacement Project and directed staff to pursue other funding sources. One viable external funding source is a low-interest loan through the Public Works Assistance Account administered by the State Public Works Board.

**Action Taken**

**Ford moved, Knakal seconded, to authorize staff to develop and submit an application to the Washington State Public Works Board for a loan to finance the unfunded portion of the construction of the Division 7 Reservoir Replacement Project. Motion passed.**

**2189 Northshore Road Request for Single Side Sewer for Main Resident and Accessory Dwelling Unit Verification**

Dahlstrom recalled that on June 7, 2023 the District received an Application for Sewer Permit for service to a detached Accessory Dwelling Unit (ADU) located at 2189 Northshore Rd. The District previously processed and issued a new construction sewer permit for a Single-Family Residence (SFR) located on the parcel on September 18, 2020

In accordance with Administrative Code Section 5.4.8, District Management approves installation of a single 6-inch diameter side sewer to serve both the SFR and ADU structures. This approval requires verification by the District Commissioners prior to the construction of such a side sewer.

**Action Taken**

Holland moved, Knakal seconded, to verify District management’s approval to authorize the installation of a single side sewer to serve both the Single-Family Residence and detached Accessory Dwelling Unit located at 2189 Northshore Rd, on Whatcom County Parcel Number 380325 114178 0000. Motion passed.

**2023 Salary Matrix Update**

Clary explained that since at least 2010, the District has implemented a salary matrix that defines compensation for all staff, excluding the General Manager, whose salary is dictated by the associated employment contract. The salary matrix is a 7-step squared pay schedule program with a 4% spread between each step and 19 pay grades with 5% between each grade.

With the pending departure of the District’s current District Engineer/Assistant General Manager, staff have reviewed and revised the position to be more reflective of current District need and recent function. With this revision, a review of salaries of comparable positions within the region was conducted, based upon which staff recommended that the pay schedules associated with Grade 19 be revised downward to a 5% increase from the Grade 18 pay schedules, creating consistency throughout the squared pay schedule program.

**Action Taken**

Holland moved, Knakal seconded, to adopt the revised 2023 Salary Matrix, as presented, with an effective date of August 1, 2023. Motion passed.

**Manager’s Report**

Clary updated the Board on several topics, including the opening of the watershed land disturbance window, the Division 30 Hazard Tree Removal Project currently underway, recruitment for the District Engineer job vacancy, and the promotion of crew member Greg Soto from Maintenance Worker I to Maintenance Worker II effective June 5.

Commissioner Citron recognized District staff for diligence in providing comprehensive and informative meeting materials to assist the Board in their deliberations and decisions.

With no further business, Citron adjourned the Regular Session at 7:13 p.m.



Board President, Todd Citron

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at  Regular  Special Board Meeting on June 20, 2023  
Date Minutes Approved