



## LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

### REGULAR SESSION OF THE BOARD OF COMMISSIONERS

## Minutes

*June 28, 2023*

Board President Todd Citron called the Regular Session to order at 8:05 a.m.

<b>Attendees:</b> Commissioner Todd Citron (v)	General Manager Justin Clary
Commissioner John Carter (v)	Finance Manager/Treasurer Jenny Signs
Commissioner Bruce Ford	Operations & Maintenance Manager Jason Dahlstrom
Commissioner Jeff Knakal	Recording Secretary Rachael Hope
Commissioner David Holland	

Attendees noted with (v) attended the meeting virtually.

#### Changes to Agenda

Clary requested the addition of Item D: Resolution No. 893 under specific items of business. The board agreed.

#### Consent Agenda

##### Action Taken

Knakal moved, Holland seconded, approval of:

- Minutes for the 6.28.23 Regular Board Meeting
- Payroll for Pay Period #13 (06.10.2023 through 06.23.23) totaling \$54,367
- Benefits for Pay Period #13 totaling \$31,113.67
- Accounts Payable Vouchers totaling \$110,831.03

Motion passed.

#### Division 30 Booster/Sudden Valley Lift Station PLC/UPS Improvements Contract Award

Hunter recalled that in June 2017, the Allen Bradley Programmable Logical Controller (PLC)-5 Control System was discontinued by the manufacturer, making support and parts expensive and difficult to procure. The District has several facilities that still use these older style PLCs, and in 2020 began a multi-year program to replace them along with making uninterruptable power supply (UPS) improvements for better facility reliability.

The District published an Advertisement for Bids in the Bellingham Herald on April 18, 2023. One bid was received, and staff verified that the low bidder, QCC Quality Controls Corporation, meets mandatory and

supplemental bidder responsibility criteria established for the project. Discussion followed.

**Action Taken**

**Knakal moved, Holland seconded to allocate \$50,000 from the Sewer Contingency Reserve Fund and \$50,000 from the Water Contingency Reserve Fund towards District Project No. C2203 for a new total project budget of \$344,643. Motion passed.**

**Knakal moved, Holland seconded to award the Division 30 Booster and Sudden Valley PS PLC and UPS Improvements public works contract to QCC Quality Controls Corporation for a total contract price of \$249,133.83, including 8.6% sales tax, and authorize the general manager to execute the contract. Motion passed.**

**Elimination of Cash Handling Policy Discussion**

Signs explained that District Administrative Code section 2.12.1 defines current policy regarding the District Petty Cash Fund. The District offers a variety of options for in-person, by phone, and online payment. Currently, 84% of customer payments are made through the Xpress Bill Pay system. The District collects the remaining 16% of revenue at the District office. This percentage is for 6% revenue collected for building permits, and 10% for utility accounts paid by check or cash. In 2022, the District processed an average of six cash payments a month or approximately 70 cash payments for the year, accounting for 0.31% of transactions and 0.29% of all dollars collected. Staff recommended that the board consider revision of the District's Administrative Code to remove the option to pay with cash to mitigate potential risk of theft or loss to the District and address safety concerns. The cash on hand would be deposited into the District's petty cash checking account. Discussion followed.

**Per- and Polyfluoroalkyl Substances (PFAS) Overview Presentation**

Clary explained that the Lake Whatcom Water and Sewer District (District) owns and operates three Group A water systems. Labeled "forever chemicals," per- and polyfluoroalkyl substances (PFAS) are a prominent topic of concern in today's health and regulatory conversations. PFAS are a group of manmade chemicals that have been used in a variety of products since the 1940s, but have relatively recently been identified as harmful to human health and the environment. With science surrounding PFAS advancing at a rapid pace, action plans at the state and federal levels are being developed and regulatory limits are being promulgated. With the new regulations will come a requirement of the District to monitor its drinking water sources for PFAS. Clary provided an overview of PFAS and current requirements, as well as potential future developments. Discussion followed.

**Resolution 893: Expressing the District's Gratitude towards District Engineer/Assistant General Manager Bill Hunter and Recognizing His Years of Service to the Lake Whatcom Community**

Clary presented and read into record Resolution No. 893, recognizing District Engineer/Assistant General Manager Bill Hunter, whose accomplishments have contributed greatly to the continuing growth and improvement of the District at large. This resolution recognizes Hunter's contribution throughout his 18 years of service on the eve of his last office day at the District before retirement.

**Action Taken**

**Knakal moved, Holland seconded, to adopt Resolution No. 893, as presented. Motion passed.**

**General Manager's Report**

Clary updated the Board on several topics, including recruitment for a new District Engineer, the Public Works Board Loan for the Division 7 Reservoir Replacement project, and expected funds from FEMA. Discussion followed.

### **Engineering Department Report**

Hunter provided an update on District projects, including a pickup in permitting activities in June, progress on the Rocky Ridge & Lakewood sewer lift stations, and completion of the Division 30 removal of hazardous trees.

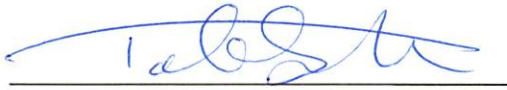
### **Finance Department Report**

Signs highlighted trends in revenues and expenditures and reported that both funds are tracking with the budget, with capital expenditures picking up as construction and project season begins.

### **Operations & Maintenance Department Report**

Dahlstrom reported on field crew operations, including crew training with South Whatcom Fire Authority on Self Contained Breathing Apparatus (SCBA) use, in-house completion of the Fremont Pressure Reducing Valve, progress towards the Strawberry Bridge water line replacement, and implementation of the Shake Alert system at the North Point Sewer Pump Station.

With no further business, Citron adjourned the Regular Session at 9:51 a.m.



Board President, Todd Citron

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at ☒ Regular ☐ Special Board Meeting on July 26, 2023  
Date Minutes Approved