



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

August 30, 2023

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

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

Attendees noted with (v) attended the meeting virtually.

Consent Agenda

Action Taken

Carter moved, Knakal seconded, approval of:

- Minutes for the 7.26.23 Regular Board Meeting
- Minutes for the 8.06.23 Regular Board Meeting
- Payroll for Pay Period #17 (08.05.2023 through 08.18.23) totaling \$46,686.04
- Benefits for Pay Period #17 totaling \$49,484.68
- Accounts Payable Vouchers totaling \$176,621.11

Motion passed.

Resolution No. 895 Revision to Cash Handling Policy in Administrative Code Title 2 Fiscal Management Policies

Signs recalled that during the regular scheduled Board of Commissioners meeting on July 26, 2023, discussion continued regarding alternatives the District may offer their cash paying customers. During that discussion, the Board requested staff research other payment options for customers using cash. Staff updated the Board with their findings and presented Resolution No. 895 for Board approval. Discussion followed.

Action Taken

Ford moved, Holland seconded, to adopt Resolution No. 895 as presented. Motion passed.

Resolution No. 896 Revision to Certain Sections of Administrative Code Title 2 Fiscal Management Policies

Signs highlighted suggested changes to District Administrative Code Title 2, Fiscal Management Policies, which defines the District’s financial management and structure. This title was set previously and codified by the District’s Board of Commissioners to ensure long-term fiscal health and effective management of the District’s resources. Following a comprehensive review of Title 2, staff recommended that sections be revised to create consistency and readability throughout the title. Signs highlighted changes, including updates to District job titles, petty cash policies, and financial data reporting to the Board to align with current practices. Discussion followed.

Action Taken

Carter moved, Knakal seconded, to adopt Resolution No. 896 as presented. Motion passed.

Proposed Whatcom County Code Amendment to Lake Whatcom Watershed Overlay

Clary explained that since at least the early 1990s, the Lake Whatcom Water and Sewer District (District), City of Bellingham (City), and Whatcom County (County) have partnered in adopting and implementing policies that protect water quality within the Lake Whatcom Watershed. Since the formation of the Lake Whatcom Management Program (LWMP) in 1998, this partnership has resulted in the implementation of several policies and programs to protect and enhance water quality.

As agencies regulating land use in the watershed, both the City and County have enacted land development restrictions to mitigate the potential for impact to the Lake from stormwater runoff during the wet season, prohibiting land disturbance greater than 500 square feet in size from October 1 through May 31. Over the past few decades, mountain biking has increased significantly in popularity in Whatcom County, in large part through the development of an extensive trail system on Galbraith Mountain, which is managed and maintained by the Whatcom Mountain Bike Coalition (WMBC).

With a portion of the Galbraith Mountain trail network located within the Lake Whatcom Watershed, existing trail maintenance and new trail construction within the watershed must comply with local regulations made by the County. Recognizing the constraints on trail maintenance/building created by Whatcom County Code, the WMBC has worked with Whatcom County Councilmember Frazey to place consideration of an exemption of such activities in the watershed on the County Council’s docket.

District staff and legal counsel provided information and background on the proposal, and the Board provided direction regarding the District’s position on the topic in preparation for Commissioner Ford’s attendance at an upcoming meeting of the Lake Whatcom Management Program policy group.

General Manager’s Report

Clary updated the Board on several topics, including acceptance of an offer from Greg Nicoll for the District Engineering Manager position, with a start date of October 9. He also requested Board feedback on potential meetings with Bellingham Mayoral and County Executive candidates. Discussion followed.

Engineering Department Report

Clary provided an update on District projects, including upcoming work on phase 3 of the Lake Whatcom Boulevard Sewer Interceptor Cure in Place Pipe Renovation project, the South Geneva Booster Station Generator project, and progress on design and permitting for the Division 7 Reservoir Replacement project.

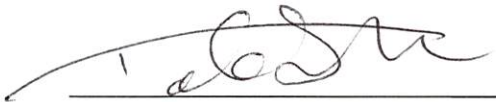
Finance Department Report

Signs highlighted trends in revenues and expenditures as well as providing insight to the Board regarding questions about city taxes and highlighting the summary of funds and investments, touching on increasing interest rates and anticipated rate cuts from the Federal Reserve in 2024.

Operations & Maintenance Department Report

Dahlstrom reported on field crew operations, including upcoming air relief valve maintenance on the sewer line. He highlighted the Little Strawberry Bridge project, sharing history, project considerations, and successes. Clary recognized the Operations and Maintenance Department for finding an alternative that allowed the project to be done in-house and at a fraction of what was budgeted. Discussion followed.

With no further business, Citron adjourned the Regular Session at 9:21 a.m.



Board President, Todd Citron

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on Sept 27, 2023
Date Minutes Approved