



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

September 13, 2023

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

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

Excused Absences: Commissioner Jeff Knakal

Also in attendance was Colin Morrow of Carmichael Clark. Attendees noted with (v) attended the meeting virtually.

Consent Agenda

Action Taken

Carter moved, Holland seconded, approval of:

- **Payroll for Pay Period #18 (08.19.2023 through 09.01.23) totaling \$42,756.78**
- **Benefits for Pay Period #18 totaling \$33,262.77**
- **Accounts Payable Vouchers totaling \$383,935.92**

Motion passed.

Resolution No. 897 Revision to Certain Sections of Administrative Code Title 3—General

Clary explained that District Administrative Code Title 3, General, defines terms used within the Code, as well as general District policies (e.g., power and authority, violation penalties, dispute resolution process, water/sewer service requirements, and fees and charges). As it has been several years since the last comprehensive review of Title 3, District management presented proposed revisions; including addition and deletion of defined items for clarification and consistency throughout the code and revision to permit and connection charge policies to align with current District policy. Discussion followed.

Action Taken

Carter moved, Ford seconded, to adopt Resolution No. 897 as presented. Motion passed.

Resolution No. 898 Revision to Certain Sections of Administrative Code Title 4 and Title 5

Clary recalled that the District Administrative Code Title 4, Water, and Title 5, Sewer, define District-specific policies relative to its water and sewer utilities. As it has been several years since the last comprehensive review of Titles 4 and 5, District management completed a review of the titles. Proposed

revisions included cleanup of code language relative to water pressure, clarification for initiation of water service and for approval for side sewer disconnection. Full changes were presented to the Board as exhibits included on the draft resolution. Discussion followed.

Action Taken

Holland moved, Ford seconded, to adopt Resolution No. 898 as presented. Motion passed.

Flat Car Sewer Lift Station Reverse Flow Retrofit Project Professional Services Agreement

Clary indicated that the District owns and operates a sewer collection and conveyance system serving Sudden Valley, Geneva, and the North Shore. Wastewater generated in the Sudden Valley community accounts for about 2/3 of all District-managed wastewater. Conveyance of wastewater out of Sudden Valley is limited to two sewer interceptors: one on Lake Whatcom Boulevard (LWBI) and one on Lake Louise Road (LLRI). Approximately half of Sudden Valley-generated wastewater passes through the Flat Car sewer lift station during conveyance to Geneva, and ultimately to the City of Bellingham for treatment.

Recognizing a desire to create system resiliency and mitigate the potential for sewage releases during emergency situations, the District created capital improvement program project No. C2113. Through the on-call consultant services contract with Wilson Engineering, an analysis of potential Flat Car sewer lift station flow redirection pumping and piping options was performed. The recommended alternative consists of reverse flow pumping using the existing lift station submersible pumps rather than the District's variable speed portable pump and construction of permanent force main piping approximately 100-feet in length that crosses Beaver Creek immediately northeast of the Flat Car lift station wet well and ties into existing District system near the retired Old Flat Car lift station.

Wilson Engineering subsequently generated a scope of work and budget for the design, permitting, and construction administration services necessary to construct the project, which was presented to the board for consideration. Discussion followed.

Action Taken

Ford moved, Holland seconded, to authorize the general manager to execute the professional services agreement with Wilson Engineering for design, permitting, and construction administration services associated with District Project No. C2113, Flat Car Reverse Flow Project, for time and materials not to exceed \$117,166, as presented. Motion passed.

Manager's Report

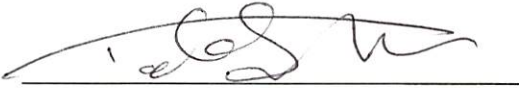
Clary updated the Board on several topics, including recent meetings with Bellingham Mayor and County Executive candidates to introduce them to the District, Clary and Commissioner Ford's attendance at a recent Lake Whatcom Policy Group meeting, and updates on the Division 7 Reservoir Replacement project. Discussion followed.

Executive Session Per RCW 42.30.110(1)(g): To review the performance of a public employee

Citron recessed the Regular Session to Executive Session at 7:36 p.m. It was estimated that the Executive Session would take about 15 minutes and end at 7:50 p.m. The purpose of the Executive Session was to review the performance of a public employee (General Manager performance

evaluation). No action was taken, and Citron recessed the Executive Session and reconvened the Regular Meeting at 7:50 p.m.

With no further business, Citron adjourned the Regular Session at 7:51 p.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