



## LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

### REGULAR SESSION OF THE BOARD OF COMMISSIONERS

## Minutes

*December 13, 2023*

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

**Attendees:** Commissioner Todd Citron                      General Manager Justin Clary  
                  Commissioner Bruce Ford                      Engineering Manager Greg Nicoll  
                  Commissioner Jeff Knakal                      Finance Manager Jenny Signs  
                  Commissioner David Holland                      Operations Manager Jason Dahlstrom

No public were in attendance.

#### Oaths of Office

Following their prior appointment by the Board, Commissioners Jeff Knakal and David Holland were elected to fill their positions for the remainder of their six-year terms expiring December 31, 2027. Both Commissioners were sworn into office.

#### Consent Agenda

##### Action Taken

Holland moved, Knakal seconded, approval of:

- Minutes for the 11.29.2023 Regular Board Meeting
- Payroll for Pay Period #25 (11.25.2023 through 12.08.2023) totaling \$48,831.49
- Benefits for Pay Period #25 totaling \$54,936.05
- Accounts Payable Vouchers totaling \$200,245.75

Motion passed.

#### 2023-24 Budget Amendment No. 2

Signs explained that the 2023-24 Biennial Budget was adopted at the regularly scheduled meeting on December 6, 2022. After a year-end comprehensive review of the adopted budget, staff identified one item requiring amendment to reflect the operations of the District more accurately. Phase 2 funding and capital expenditures for the Division 7 Reservoir Replacement Project were originally budgeted in the fiscal year 2023 of the 2023-2024 Biennial Budget. The purpose of this amendment is to budget for those projected revenues and expenditures in the 2024 fiscal year of the biennial budget when it is anticipated the District will start construction and begin requesting FEMA reimbursement of those expenditures.

**Action Taken**

**Knakal moved, Holland seconded, to approve Amendment No. 2 to the 2023 -2024 Biennial Budget as presented. Motion passed.**

**Division 7 Reservoir Replacement Project Professional Services Agreement Amendment No. 4**

Clary recalled that following review of statements of qualifications submitted by several engineering firms, the District selected and executed a professional services agreement with Wilson Engineering LLC for design, permitting, easement acquisition, and construction bidding services associated with the Division 7 Reservoir Replacement Project on December 20, 2021.

The District has subsequently executed three amendments to original agreement to address topics including increasing the budget following award of a FEMA Hazard Mitigation Grant, adjustment of the performance period, and various permitting, equipment, and design challenges. Following Wilson's completion of the final design plan set and bid package and in advance of scheduled advertisement for construction bids, Amendment No. 4 was presented to the board for approval. This amendment was developed to extend the period of performance throughout the construction schedule and to fund Wilson services associated with construction assistance. Discussion followed.

**Action Taken**

**Knakal moved, Ford seconded, to authorize the General Manager execute Amendment No. 4 to the Professional Services Agreement with Wilson Engineering, LLC for the Division 7 Reservoir Replacement Project as presented. Motion passed.**

**2024 Non-represented Staff Cost-of-Living-Adjustment**

Clary explained that traditionally non-represented employees have received the same annual cost-of living adjustment (COLA) as the represented (union) employees. Non-union employees include the General Manager, District Engineer/Engineering Manager, Finance Manager/Treasurer, Operations & Maintenance Manager, and Administrative Assistant. For 2024, represented employees' COLA will be 3%, per the current collective bargaining agreement between AFSCME and the District. In addition, per the CBA represented staff will receive a one-time payment of \$500 for the October 2022-October 2023 Consumer Price Index for All Urban Consumers (CPI-U) in the Seattle area exceeding 3.5 % and an additional \$500 one-time payment for the CPI-U exceeding 4%. The one-time payments will be provided in the first paycheck of 2024. Recognizing significant inflation over the past year, Clary proposed that the same COLA and one-time payments contractually required or represented employees be provided to non-represented employees, as well.

**Action Taken**

**Knakal moved, Holland seconded, to approve a salary adjustment for all non-represented District staff, excluding the general manager, that is equal to an increase of 3% and effective January 1, 2024, as well as two one-time \$500 payments to those staff consistent with payments provided to represented staff. Motion passed.**

**General Manager's Report**

Clary updated the Board on several topics, including updates on the Aquatic Invasive Species program discussed at the most recent Lake Whatcom Management Program Policy Group meeting and award of a FEMA Hazard Mitigation Grant for chlorine contact basin replacement at the Sudden Valley Water Treatment Plant.

Dahlstrom provided the Board with an update regarding a partially blocked sewer pipe near Rose Ridge Loop in Sudden Valley. Discussion followed.

With no further business, Citron adjourned the Regular Session at 7:09 p.m.



Board President, Todd Citron

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at  Regular  Special Board Meeting on January 10, 2024