



# Lake Whatcom Water & Sewer District Board Meeting Access Information

## **Next Meeting:**

Wed November 13, 2024  
6:30 p.m.

## Meeting Access

Meetings are held in person at our Administrative offices at 1220 Lakeway Drive in Bellingham. If you prefer to attend remotely, access information is below.

**Join the meeting from your computer, tablet smartphone:**

<https://meet.goto.com/lwwsd/boardmeeting>

**You can also dial in using your phone.**

**Call: +1 (224) 501-3412 Access Code: 596-307-141**  
*Press \*6 to mute/unmute your microphone*

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## Attending a Meeting

Lake Whatcom Water & Sewer District's regular Board meetings take place on the second Wednesday of each month at 6:30 pm and the last Wednesday of each month at 8:00 am.

Meetings are open to the public per the Open Public Meetings Act.

All meetings are hybrid, available in person or online. If you wish to observe a meeting, but do not plan to actively participate, you may attend anonymously. Turn off your mic & camera, and change your display name to "Observation Only."

## Public Comment Periods

Public comment periods are built in to the agenda, one near the beginning of the meeting and one near the end.

Commissioners will listen, but will not respond or engage in dialogue during the comment period. Direct questions or requests are noted by staff for follow-up.

For the sake of time, and to leave plenty of time for scheduled agenda items, public comments are limited to 3 minutes per person and 45 minutes per comment period.

Comments may be submitted at any time through mail, email, our online contact form, or by phone.

For more information about communicating with the Board of Commissioners,  
[please visit our website!](#)



## Questions?

If you have questions about attending an upcoming meeting, please contact Administrative Assistant Rachael Hope at [rachael.hope@lwwsd.org](mailto:rachael.hope@lwwsd.org) or 360-734-9224.



## LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

### REGULAR MEETING OF THE BOARD OF COMMISSIONERS

## AGENDA

*November 13, 2024*

6:30 p.m. – Regular Session

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT OPPORTUNITY  
*At this time, members of the public may address the Board of Commissioners. Please state your name and address prior to making comments, and limit your comments to three minutes. For the sake of time, each public comment period will be limited to 45 minutes.*
4. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
5. CONSENT AGENDA
6. SPECIFIC ITEMS OF BUSINESS
  - A. Lead Service Line Inventory Presentation
7. OTHER BUSINESS
8. STAFF REPORTS
  - A. General Manager
9. PUBLIC COMMENT OPPORTUNITY
10. EXECUTIVE SESSION  
*Executive Session per RCW 42.30.140(4)(a): Considering issues related to collective bargaining with a labor union – 30 minutes*
11. EXECUTIVE SESSION  
*Executive Session per RCW 42.30.110(1)(g): To review the performance of a public employee (General Manager performance evaluation) – 15 minutes*
12. ADJOURNMENT



**AGENDA  
BILL  
Item 5**

**Consent Agenda**

DATE SUBMITTED:	November 7, 2024	MEETING DATE:	November 13, 2024	
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope			
GENERAL MANAGER APPROVAL	<i>[Signature]</i>			
ATTACHED DOCUMENTS	1. See below			
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/OTHER <input type="checkbox"/>	

**\*\*TO BE UPDATED 11.13.2024\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Minutes for the October 30, 2024 Regular Board Meeting
- Payroll for Pay Period #23 (10.26.2024 through 11.08.2024) total to be added
- Benefits for Pay Period #23 total to be added
- Accounts Payable Vouchers total to be added

**FISCAL IMPACT**

Fiscal impact is as indicated in the payroll/benefits/accounts payable quantities defined above. All costs are within the Board-approved 2023-2024 Budget.

**RECOMMENDED BOARD ACTION**

Staff recommends the Board approve the Consent Agenda.

**PROPOSED MOTION**

A recommended motion is:

“I move to approve the Consent Agenda as presented.”



1220 Lakeway Dr • Bellingham, WA 98229

## REGULAR SESSION OF THE BOARD OF COMMISSIONERS

# Minutes

*October 30, 2024*

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 (v)	Engineering Manager Greg Nicoll
Commissioner Bruce Ford	Finance Manager Jenny Signs
Commissioner Jeff Knakal	Operations Manager Jason Dahlstrom
Commissioner David Holland	Recording Secretary Rachael Hope

Also in attendance were Melanie Mankamyer of Wilson Engineering, Ross Ardrey and Kathleen Grauman of NW Management Consulting, and District staff Ken Zangari and Rich Munson. Attendees noted with a (v) attended the meeting virtually.

### Consent Agenda

#### Action Taken

**Carter moved, Knakal seconded, approval of:**

- **Minutes for the October 9, 2024 Regular Board Meeting**
- **Minutes for the October 9, 2024 Special Meeting**
- **Accounts Payable Vouchers totaling \$79,016.23**
- **Payroll for Pay Period #21 (09.28.2024 through 10.11.2024) totaling \$49,481.79**
- **Benefits for Pay Period #21 totaling \$54,582.44**
- **Payroll for Pay Period #22 (10.12.2024 through 10.25.2024) totaling \$52,398.02**
- **Benefits for Pay Period #22 totaling \$31,037.16**
- **Payroll Taxes for 3rd Quarter 2024 totaling \$11,517.94**
- **Accounts Payable Vouchers totaling \$292,846.87**

**Motion passed.**

#### Recognition of Melanie Mankamyer's Service to the District

Like most relatively small water-sewer districts, Lake Whatcom Water and Sewer District relies on consultant engineers to provide the technical expertise to construct and maintain infrastructure. Wilson Engineering has served in the role as the District's primary consultant engineer since 1987. For the past 27 years, Melanie Mankamyer of Wilson Engineering has played integral roles in many District projects.

Clary highlighted some of the projects that Mankamyer has assisted the District in completing, including multiple revision of the District’s Water and Sewer Comprehensive Plans, many lift station improvements and replacements, and water treatment plant updates. Beyond planned projects, Mankamyer’s institutional knowledge has been invaluable to District staff. District staff and the Board recognized her significant service to the District on the eve of her retirement.

**2024 Total Compensation Study Presentation**

Clary recalled that employee wages and benefits make up a significant component of a service organization’s overall operating budget. The total compensation package offered to employees is a key component of promoting employee retention and maintaining institutional knowledge. With the current collective bargaining agreement between the District and AFSCME set to expire December 31, the District hired NW Management Consulting LLC to assist in the completion of a total compensation study to guide the District in any revisions to its salary matrix and to assess the District’s benefits package as a means of remaining competitive with comparable agencies. Following individual staff interviews, evaluation of wages and benefits of comparable agencies, and input from District management and AFSCME representatives, NW Management Consulting staff presented its findings and recommendations to the board. Discussion followed.

**Geneva Reservoir and SVWTP Booster Station Seismic Retrofits Professional Services Agreement Amendment Approval**

Nicoll explained that in early 2024, the District was awarded a FEMA Hazard Mitigation Grant (HMG) to complete seismic retrofits to the Geneva Reservoir and the Sudden Valley WTP Booster Station building (also known as the “Pump House”). In May 2024, the Board approved the execution of a professional services agreement with Wilson Engineering (Wilson) for preliminary design services. The scope of work for this contract was limited to preliminary evaluation of an alternative proposed by Wilson to replace the Geneva reservoir with two new concrete reservoirs rather than seismically upgrading the existing reservoir.

The preliminary evaluation determined that the project cost for this option would be more than double the grant funds available and discussions with the HMG administrator, Washington State Emergency Management Division, determined that additional grant funds are not available to fund the additional costs associated with the proposed reservoir replacement. This amendment reallocates the remaining budget from the original scope of work (reservoir replacement) to the revised scope (seismic upgrade) supplemented by additional budget needed to complete the revised scope of work. Following completion of the scope of work included in Amendment 1, District staff will develop with Wilson a second amendment to the contract to add final design and bidding assistance for both the Geneva reservoir and the Pump House for the Board’s consideration.

**Action Taken**

**Ford moved, Knakal seconded, to authorize the general manager to execute Amendment No. 1 to the professional services agreement with Wilson Engineering for seismic evaluation and conceptual design for the Geneva Reservoir and SVWTP Booster Station Seismic Retrofits Project as presented. Motion passed.**

**Draft 2025-2026 Biennial Budget Discussion**

Signs recalled that this is the third discussion of the draft 2025-26 Biennial Budget, with previous discussion and review at Board meetings on September 25 and October 9. Staff highlighted adjustments to the proposed budget since the last discussion, including further information on topics such as the District’s rate structure and future capital improvement projects. Discussion followed.

**General Manager’s Report**

Clary updated the Board on several topics, including an October 29 interview with representatives of Standard & Poor’s Global regarding reinstatement of the District’s bond rating, initiation of negotiations with AFSCME for a successor collective bargaining agreement, and a recent meeting with staff from the District and Whatcom County Stormwater to coordinate future projects. Discussion followed.

**Engineering Department Report**

Nicoll highlighted several projects, including an update on construction timeline for Division 7 project and recent work with the electrical contractors. Discussion followed.

**Finance Department Report**

Signs’ report focused on third quarter financial reports, progress on reinstatement of the District’s bond rating, long term investments, and debt service payments. She also noted that at close of third quarter, the District had \$875,000 outstanding in FEMA requests, of which should receive 650,000 should be received during the 4<sup>th</sup> quarter of 2025. Discussion followed.

**Operations & Maintenance Department Report**

Dahlstrom reported on field crew and operations activity, including interviews for new Maintenance Worker 1, with hopes to make an offer by the end of the week. He also highlighted District employee Greg Soto’s participation in the American Public Works Association’s Washington conference & equipment rodeo, where he won the first place excavator competition and took ninth overall out of 60 participants. Discussion followed.

**Executive Session Per RCW 42.30.110(1)(g)**

Citron recessed the Regular Session to Executive Session at 10:06 a.m. It was estimated that the Executive Session would take about 10 minutes and end at 10:15 a.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 10:20 a.m.

With no further business, Citron adjourned the regular session at 10:20 a.m.

\_\_\_\_\_  
Board President, Todd Citron

Attest: \_\_\_\_\_

Recording Secretary, Rachael Hope

Minutes approved by motion at  Regular  Special Board Meeting on \_\_\_\_\_



**AGENDA    Lead Service Line Inventory  
BILL                    Presentation  
Item 6.A**

DATE SUBMITTED:	October 23, 2024	MEETING DATE:	November 13, 2024
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

The Lake Whatcom Water and Sewer District owns and operates three Group A water systems that are subject to state and federal requirements set under the Safe Drinking Water Act of 1974 (and subsequent amendments), as well as associated U.S. Environmental Protection Agency rules and regulations. In 2021, the U.S. EPA issued the Lead and Copper Rule Revisions, which were the first substantial revisions to the 1991 Lead and Copper Rule. A primary component of the LCRR was a requirement that all public water systems serving 25 or more connections complete and submit an inventory of the material of all public and private water service lines connected to the water system by October 16, 2024. In addition, if a water system identified any service lines constructed of lead piping (or galvanized piping that cannot be demonstrated of never having been downstream of a lead line), a lead replacement program was also required to be developed and submitted by the deadline. District staff will provide a presentation on the District’s approach to conducting inventories of the three water systems, and the inventory findings.

**FISCAL IMPACT**

No fiscal impact is anticipated with the board presentation. It is estimated that the District spent approximately \$25,000 on resources (District equipment and staff labor) in conducting the inventories of the three water systems.

**APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)**

Product Quality

**RECOMMENDED BOARD ACTION**

None.

**PROPOSED MOTION**

Not applicable.





**AGENDA  
BILL  
Item 8.A**

**General Manager's  
Report**

DATE SUBMITTED:	November 7, 2024	MEETING DATE:	November 13, 2024
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL	<i>Justin Clary</i>		
ATTACHED DOCUMENTS	1. General Manager's Report		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

Updated information from the General Manager in advance of the Board meeting.

**FISCAL IMPACT**

None.

**RECOMMENDED BOARD ACTION**

None required.

**PROPOSED MOTION**

None.



**LAKE WHATCOM WATER AND SEWER DISTRICT**  
**General Manager’s Report**  
**Upcoming Dates & Announcements**  
 Regular Meeting – Wednesday, November 13, 2024 – 6:30 p.m.

**Important Upcoming Dates**

Lake Whatcom Water & Sewer District			
Special Board Meeting	Wed Nov 26, 2024	8:00 a.m.	Board Room/Hybrid
Employee Staff Meeting	Thu Nov 14, 2024	8:00 a.m.	Board Room/Hybrid Commissioner Carter to attend
Investment Comm. Meeting	Wed Jan 29, 2025	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Thur Nov 21, 2024	8:00 a.m.	Board Room
Lake Whatcom Management Program			
Policy Group Meeting	Wed Dec 4, 2024	3:00 p.m.	City of Bellingham Pacific St Ops Center, Rm 111/Hybrid
Joint Councils Meeting	March 2025	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Wed Nov 12, 2024	6:30 p.m.	Bob’s Burgers 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed Nov 20, 2024	2:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed Dec 11, 2024	3:00 p.m.	Council of Governments Offices 314 E Champion Street/Hybrid

**Committee Meeting Reports**

Safety Committee:

- No committee meeting has been held since the last board meeting.

Investment Committee:

- The committee met on October 30; discussion included review of fund balances, near- and long-term investments and recent investment earnings, and bond arbitrage.

**Upcoming Board Meeting Topics**

- 2025-2026 biennial budget adoption
- SWWTP chlorine contact basin design presentation
- Whatcom County on-site sewage system regulation/investigation update
- Whatcom Conservation District water conservation program interlocal agreement
- Lake Whatcom Management Program 5-year work plan adoption
- General Manager annual performance evaluation

## 2024 Initiatives Status

### Administration and Operations

#### Strategic Planning

- Conduct the AWWA Effective Utility Management (EUM) assessment process, which will inform the next revision to the six-year strategic business plan.  
*Complete—the EUM assessment was conducted in January-March and the 2025-2030 six-year strategic business plan was adopted by the board on July 10.*

#### Collective Bargaining Agreement

- Negotiate a successor agreement with AFSCME Local 114WD by December 31, 2024.  
*NW Management Services is scheduled to present the total compensation study findings during the October 30 board meeting. An initial collective bargaining agreement negotiation session was held on October 30 with future sessions scheduled for November 19 and December 3.*

#### Management Team Support

- With the 2022 and 2023 departures of the District's O&M Manager and Engineering Manager, respectively, devote time to coordinating and assisting Mr. Dahlstrom and Mr. Nicoll in their relatively new roles.  
*One-on-one check-in meetings are scheduled throughout 2024; both J Dahlstrom and G Nicoll are considering applicable leadership/management training opportunities (in addition to J Dahlstrom's participation in the yearlong APWA emerging leaders academy).*

#### Water Right Adjudication

- Represent the District in the water right adjudication process to ensure that its certificated and permitted rights are protected.  
*The Department of Ecology filed for adjudication on May 1, 2024; District legal counsel filed a notice of appearance on the District's behalf on June 20 to be formally notified of adjudication-related filings with the Whatcom County Superior Court; summons associated with each water right are anticipated to be issued in early 2025.*

#### Records Management System

- Implement new records management system.  
*The District purchased the selected enterprise content management (ECM) system (Laserfiche) in December 2023 and has converted to the new system; implementation is complete.*

#### Safety Program Update

- Continue systematic review and revision of District's safety programs by updating eight programs in 2024.  
*Staff has finalized updates to seven (7) programs (meter reading, wildfire smoke, employee orientation, chemical hazard communication, motor vehicle operation, fire safety, and workplace violence prevention) and is reviewing the asbestos cement material handling program.*

### Capital Improvement Program Support

- Support the Engineering Department through management of specific capital improvement project(s).  
*Due to workload issues within the Engineering Department, J Clary has taken on a support role (either in the form of project manager or providing technical support) for several District capital improvement projects.*

### **Emergency Response/System Security**

#### Emergency Readiness

- Continue use of Whatcom County Department of Emergency Management services to hold tabletop and/or field emergency response exercises.  
*An emergency response tabletop was held on July 10; participants included the Whatcom County Sheriff's Office and Health Department, South Whatcom Fire Authority, Sudden Valley Community Association, Washington State Department of Health, U.S. Cybersecurity & Infrastructure Security Agency, and the Federal Bureau of Investigation.*

#### Business Continuity Plan

- Finalize a District-specific business continuity plan following FEMA guidance that leads District transition from emergency response (District Emergency Response Plan) to return to normal operation following a disruptive event.  
*Complete—the business continuity plan finalized in March 2024.*

### **Community/Public Relations**

#### General

- Website  
*The District's web content is reviewed and updated on a regular basis.*
- Social Media  
*Posts are made to District Facebook, LinkedIn, and Nextdoor pages regularly; Nextdoor is also regularly monitored for District-related posts.*
- Press Releases  
*Press releases were issued on April 29 (Division 7 Reservoir project groundbreaking) September 11 (J Signs appointment to the HRA VEBA Trust Board), September 24 (clean 2022-2023 audit), and October 11 (DOH TOP award).*

#### Intergovernmental Relations

- *J Clary attended the WASWD general managers' meeting on November 6.*
- *J Clary met with Senator Shewmake to discuss the District 2025 legislative session agenda on November 7.*
- *J Clary is scheduled to attend the WASWD Section III meeting on November 12.*

### **Lake Whatcom Water Quality**

#### Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.  
*J Clary met with the LWMP management team on November 7 regarding the 5-year work plan.*