



Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting:

Wed December 11, 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*

New to GoToMeeting? Get the app now and be ready when the meeting starts:

<https://meet.goto.com/install>

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 or 360-734-9224.



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

December 11, 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. Board of Commissioners Meeting Date and Time Discussion
7. OTHER BUSINESS
8. STAFF REPORTS
 - A. General Manager
9. PUBLIC COMMENT OPPORTUNITY
10. CLOSED SESSION
Closed Session per RCW 42.30.140(4)(a): Considering issues related to collective bargaining with a labor union – 30 minutes
11. ADJOURNMENT



**AGENDA
BILL
Item 5**

Consent Agenda

DATE SUBMITTED:	December 5, 2024	MEETING DATE:	December 11, 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 12.11.2024****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the November 26, 2024 Special Board Meeting
- Payroll for Pay Period #25 (11.23.2024 through 12.06.2024) total to be added
- Benefits for Pay Period #25 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

SPECIAL SESSION OF THE BOARD OF COMMISSIONERS

Minutes

November 26, 2024

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

Attendees:

Commissioner Todd Citron (v)	General Manager Justin Clary
Commissioner John Carter	Engineering Manager Greg Nicoll
Commissioner Bruce Ford	Finance Manager Jenny Signs
Commissioner Jeff Knakal (v)	Operations Manager Jason Dahlstrom
Commissioner David Holland	Recording Secretary Rachael Hope

No public were in attendance. Attendees noted with a (v) attended the meeting virtually.

Staff recommended removing item 10, Closed Session, from the agenda. The Board agreed.

Consent Agenda

Action Taken

Carter moved, Holland seconded, approval of:

- **Minutes for the November 13, 2024 Regular Board Meeting**
- **Payroll for Pay Period #24 (11.09.2024 through 11.22.2024) totaling \$49,181.08**
- **Benefits for Pay Period #24 totaling \$56,144.14**
- **Accounts Payable Vouchers totaling \$25,127.07**

Motion passed.

2025 Wilson Engineering Rates

Clary explained that Wilson Engineering provides on-call engineering services to the District through a professional services agreement executed on September 2, 2021, and effective through July 31, 2026. Per Section 8.4 of the agreement, Wilson Engineering may annually request revision of the approved rates to accommodate inflation and market conditions. Staff presented a letter from Wilson Engineering dated October 28, 2024, requesting revision to its rates and fees for 2025.

Action Taken

Holland moved, Ford seconded, to approve rates and fees to be effective January 1, 2025, for professional services performed by Wilson Engineering under the existing on-call professional services contract with the District, as requested in the October 28, 2024, letter from Wilson Engineering. Motion passed.

2025-2026 Biennial Budget Adoption

Signs recalled that using projected revenues based upon rate increases adopted by Resolution No. 879, actual 2024 operating expenses, and projects defined in the District's water and sewer capital improvement plans, District staff developed a proposed budget for Board consideration. Earlier revisions of the budget were presented during regularly scheduled meetings of the Board held in September and October, as well as a special work session on October 9, 2024. Comments provided by the Board during those meetings have been incorporated into the presented 2025-2026 budget, and a final draft was presented for adoption by the board. Signs highlighted changes made since the Board's last review. Discussion followed.

Action Taken

Carter moved, Knakal seconded, to adopt the 2025-26 Biennial Budget, as presented. Motion passed.

General Manager's Report

Clary updated the Board on several topics, including tracking progress on Whatcom County and City of Bellingham Comprehensive Plan updates, upcoming water sampling planned by the Whatcom County Department of Health related to septic system monitoring, and staff research into the Civic Plus notification system.

Clary also recognized Maintenance Worker Cyrus Gates and Maintenance Worker Lead Jonathan Lydiard for service through the night during the storm in Sudden Valley, and shared appreciation from a customer. Discussion followed.

Engineering Department Report

Nicoll highlighted several projects, including anticipated start of construction at the Division 7 Reservoir Replacement Project, delivery delays at the Rocky Ridge and Lakewood lift stations project, and a recent kickoff meeting for the Geneva Reservoir seismic upgrades. He also touched on the administrative work planned in the Engineering department through the winter months. Discussion followed.

Finance Department Report

Signs' report focused on the October financial report, as well as a recent wire transfer received from FEMA for 2/3 of the outstanding funding expected. She reported that as a whole we are tracking under budget, with reserves and contingencies fully funded, and reported that the District's bond has been reinstated at a AA- rating. Discussion followed.

Operations & Maintenance Department Report

Dahlstrom reported on field crew and operations activity, including a potentially longer than average lake turnover, and minimal damage done to some District infrastructure during the recent windstorm. He also reported that the new Maintenance Worker I has an official start date of January 1, 2025.

Executive Session Per RCW 42.30.110(1)(g)

Citron recessed the Regular Session to Executive Session at 8:52 a.m. It was estimated that the Executive Session would take about 30 minutes and end at 9:23 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 9:22 a.m.

With no further business, Citron adjourned the regular session at 9:23 a.m.

Board President, Todd Citron

Attest: _____


Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on _____



**AGENDA
BILL
Item 6.A**

**Board of Commissioners
Meeting Date/Time
Discussion**

DATE SUBMITTED:	December 5, 2024	MEETING DATE:	December 11, 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

As a water-sewer district authorized under Title 57 of the Revised Code of Washington, the Lake Whatcom Water and Sewer District is subject to the requirements of the Open Public Meetings Act for meetings of its governing body (the Board of Commissioners). To timely conduct the business of the District, the Board of Commissioners typically meets twice a month at set meeting times. District Administrative Code Section 3.8.1 defines the date and time of the Board’s regularly scheduled meetings:

The Board of Commissioners of the Lake Whatcom Water and Sewer District shall regularly meet at 6:30 p.m. on the second Wednesday of each month and at 8:00 a.m. on the last Wednesday of each month, at the District’s offices located at 1220 Lakeway Drive, Bellingham, Washington.

Section 7.01, Meeting Schedule, the Commissioner Protocol Manual, contains similar language that defines the Board meeting schedule consistent with the Administrative Code. This meeting schedule pre-dates current District staff; therefore, staff do not know the reasoning behind the current schedule. It is, however, presumed that the schedule was set as a balance between providing a monthly meeting in the evening to enable working public members to attend Board meetings outside of normal work hours, and a second meeting during normal District business hours to limit impacts to District staff working outside of normal hours.

A discussion on the Board’s meeting schedule was requested by Commissioner Carter.

FISCAL IMPACT

Minimal fiscal impacts may occur with a change in meeting times (e.g., additional overtime wages if the meeting scheduled during normal business hours is changed to outside of business hours).

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Customer Satisfaction

RECOMMENDED BOARD ACTION

No action is recommended at this time.

PROPOSED MOTION

Not applicable.



**AGENDA
BILL
Item 8.A**

**General Manager's
Report**

DATE SUBMITTED:	December 5, 2024	MEETING DATE:	December 11, 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, December 11, 2024 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Jan 8, 2025	6:30 p.m.	Board Room/Hybrid
Employee Staff Meeting	Thu Dec 12, 2024	8:00 a.m.	Board Room/Hybrid Commissioner Holland to attend
Investment Comm. Meeting	Wed Jan 29, 2025	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Thur Dec 19, 2024	8:00 a.m.	Board Room
Lake Whatcom Management Program			
Policy Group Meeting	TBD	TBD	City of Bellingham Pacific St Ops Center, Rm 111/Hybrid
Joint Councils Meeting	March 2025	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Wed Jan 14, 2025	6:00 p.m.	Bob’s Burgers 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed Dec 18, 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:

- A committee meeting has not been held since the last board meeting.

Investment Committee:

- A committee meeting has not been held since the last board meeting.

Upcoming Board Meeting Topics

- 2025 election of board officers, investment committee members, and representatives to the Whatcom County Council of Governments and Lake Whatcom Management Program policy group
- SVWTP chlorine contact basin design presentation
- 2025 cost-of-living-adjustment for non-represented staff
- Whatcom County on-site sewage system regulation/investigation update
- Lake Whatcom Management Program 5-year work plan adoption

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. Collective bargaining agreement negotiation sessions have been held on October 30, November 19, and December 3, with future sessions scheduled for December 10 and 16.

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 Whatcom County comprehensive plan update meeting on December 4.*
- *J Clary chaired the Whatcom County Water Utility Coordinating Committee meeting on December 4.*
- *J Clary met with Representative Debra Lekanoff to discuss the District 2025 legislative session agenda on December 5.*
- *J Clary is scheduled to attend the WASWD Section III meeting on December 10.*

Lake Whatcom Water Quality

Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
J Clary is scheduled to attend the WWU Institute for Watershed Studies holiday event on December 11.