



Lake Whatcom Water & Sewer District Board Meeting Access Information

Next Meeting:

Wed January 8, 2025
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

January 8, 2025

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. Election of Officers
 - B. Appointment of Investment Committee Representatives
 - C. Appointment of Whatcom County Council of Governments and Lake Whatcom Management Program Policy Group Representatives
 - D. Board of Commissioners Meeting Date and Time Discussion
 - E. 2025 General Manager Initiatives Discussion
7. OTHER BUSINESS
8. STAFF REPORTS
 - A. General Manager
9. PUBLIC COMMENT OPPORTUNITY
10. ADJOURNMENT



**AGENDA
BILL
Item 5**

Consent Agenda

DATE SUBMITTED:	January 2, 2025	MEETING DATE:	January 8, 2025
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 01.08.2025****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the December 11, 2024 Special Board Meeting
- Payroll for Pay Period #26 (12.07.2024 through 12.20.2024) totaling \$49,755.04
- Benefits for Pay Period #26 totaling \$55,563.04
- Accounts Payable Vouchers totaling \$104,174.50
- Payroll for Pay Period #01 (12.21.2024 through 01.03.2025) total to be added
- Benefits for Pay Period #01 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 2025-2026 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

December 11, 2024

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 Engineering Manager Greg Nicoll
Commissioner Jeff Knakal Finance Manager Jenny Signs
Commissioner David Holland (v) Operations Manager Jason Dahlstrom
Recording Secretary Rachael Hope District Legal Counsel Bob Carmichael

Excused Absence: Commissioner Bruce Ford

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

Consent Agenda

Action Taken

Carter moved, Knakal seconded, approval of:

- **Minutes for the November 26, 2024 Special Board Meeting**
- **Payroll for Pay Period #25 (11.23.2024 through 12.06.2024) totaling \$49,972.63**
- **Benefits for Pay Period #25 totaling \$57,189.37**
- **Accounts Payable Vouchers totaling \$300,654.03**

Motion passed.

Board of Commissioners Meeting Date/Time Discussion

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. The Board of Commissioners typically meets twice a month in alignment with the District's Administrative Code; 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. As this schedule had not been revisited in some years, Commissioner Carter requested its addition to the agenda. Discussion followed.

General Manager's Report

Clary updated the Board on several topics, including outreach to customers displaced by the November 19 bomb cyclone, a recent meeting of officials from various cities throughout Whatcom

County to provide comment on the new Whatcom County Comprehensive Plan, the retirement of the current Sudden Valley Community Association General Manager, and the District's FEMA Hazard Mitigation grants. Discussion followed.

Closed Session – Collective Bargaining

Citron recessed the Regular Session to Closed Session at 6:55 p.m. The purpose of the Closed Session was considering issues related to collective bargaining with a labor union. Citron reconvened the Regular Meeting at 7:22 p.m.

Action Taken

Carter moved, Knakal seconded, to authorize the general manager to execute the 2025-2028 collective bargaining agreement with the American Federation of State, County and Municipal Employees, Council 2, Local 114WD with revisions incorporated subject to union ratification. Motion passed.

With no further business, Citron adjourned the regular session at 7:24 p.m.

Board President, Todd Citron

Attest: _____
Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on _____

CHECK REGISTER

PAYROLL

Lake Whatcom W-S District

Time: 13:42:45 Date: 12/23/2024

12/26/2024 To: 12/26/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3734	12/26/2024	Payroll	5	EFT		439.99	12/07/2024 - 12/20/2024 PR 26
3735	12/26/2024	Payroll	5	EFT		439.99	12/07/2024 - 12/20/2024 PR 26
3736	12/26/2024	Payroll	5	EFT		4,168.22	12/07/2024 - 12/20/2024 PR 26
3737	12/26/2024	Payroll	5	EFT		4,020.30	12/07/2024 - 12/20/2024 PR 26
3738	12/26/2024	Payroll	5	EFT		3,507.39	12/07/2024 - 12/20/2024 PR 26
3740	12/26/2024	Payroll	5	EFT		1,749.54	12/07/2024 - 12/20/2024 PR 26
3742	12/26/2024	Payroll	5	EFT		2,030.93	12/07/2024 - 12/20/2024 PR 26
3743	12/26/2024	Payroll	5	EFT		3,188.21	12/07/2024 - 12/20/2024 PR 26
3744	12/26/2024	Payroll	5	EFT		442.79	12/07/2024 - 12/20/2024 PR 26
3745	12/26/2024	Payroll	5	EFT		2,456.38	12/07/2024 - 12/20/2024 PR 26
3746	12/26/2024	Payroll	5	EFT		2,278.39	12/07/2024 - 12/20/2024 PR 26
3747	12/26/2024	Payroll	5	EFT		439.99	12/07/2024 - 12/20/2024 PR 26
3748	12/26/2024	Payroll	5	EFT		3,823.30	12/07/2024 - 12/20/2024 PR 26
3749	12/26/2024	Payroll	5	EFT		2,596.65	12/07/2024 - 12/20/2024 PR 26
3750	12/26/2024	Payroll	5	EFT		3,375.34	12/07/2024 - 12/20/2024 PR 26
3751	12/26/2024	Payroll	5	EFT		1,688.41	12/07/2024 - 12/20/2024 PR 26
3752	12/26/2024	Payroll	5	EFT		2,000.84	12/07/2024 - 12/20/2024 PR 26
3753	12/26/2024	Payroll	5	EFT		3,894.54	12/07/2024 - 12/20/2024 PR 26
3754	12/26/2024	Payroll	5	EFT		2,357.19	12/07/2024 - 12/20/2024 PR 26
3755	12/26/2024	Payroll	5	EFT		2,778.31	12/07/2024 - 12/20/2024 PR 26
3739	12/26/2024	Payroll	5	15952		439.99	11.6.2024, 11.13.2024 & 11.26.2024
3741	12/26/2024	Payroll	5	15953		1,638.35	12/07/2024 - 12/20/2024 PR 26
						15,109.98	
						34,645.06	
						49,755.04	Payroll: 49,755.04

I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign _____ Date _____
 General Manager, Justin Clary

Board Authorization - The duly elected board for this district has reviewed the claims listed and approved the payment by motion at the meeting listed below:

 Board President, Todd Citron

Attest : _____
 Recording Secretary, Rachael Hope

Approved by motion at _____ Regular _____ Special Board Meeting on _____
Date Approved

CHECK REGISTER

BENEFITS

Lake Whatcom W-S District

Time: 13:57:31 Date: 12/23/2024

12/01/2024 To: 12/31/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3756	12/26/2024	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	5,592.50	Pay Cycle(s) 12/26/2024 To 12/26/2024 - DCP; Pay Cycle(s) 12/26/2024 To 12/26/2024 - ROTH DCP
3757	12/26/2024	Payroll	5	EFT	UNITED STATES TREASURY	17,232.91	941 Deposit for Pay Cycle(s) 12/26/2024 - 12/26/2024
3758	12/26/2024	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	8,462.34	Pay Cycle(s) 12/26/2024 To 12/26/2024 - PERS 2
3759	12/26/2024	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,257.64	Pay Cycle(s) 12/26/2024 To 12/26/2024 - PERS 3
3760	12/26/2024	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	958.00	Pay Cycle(s) 12/26/2024 To 12/26/2024 - SUP ENF
3761	12/26/2024	Payroll	5	15954	AFLAC	354.82	Pay Cycle(s) 12/26/2024 To 12/26/2024 - AFLAC PRE-TAX; Pay Cycle(s) 12/26/2024 To 12/26/2024 - AFLAC POST-TAX
3762	12/26/2024	Payroll	5	15955	AFSCME LOCAL	334.70	Pay Cycle(s) 12/26/2024 To 12/26/2024 - UNION DUES; Pay Cycle(s) 12/26/2024 To 12/26/2024 - UNION FUND
3763	12/26/2024	Payroll	5	15956	HRA VEBA TRUST (PAYEE)	560.00	Pay Cycle(s) 12/26/2024 To 12/26/2024 - VEBA
3764	12/26/2024	Payroll	5	15957	WA ST HEALTH CARE AUTHORITY	18,810.13	Pay Cycle(s) 12/26/2024 To 12/26/2024 - PEBB MEDICAL; Pay Cycle(s) 12/26/2024 To 12/26/2024 - PEBB ADD LTD; Pay Cycle(s) 12/26/2024 To 12/26/2024 - PEBB SMK Surcharge; Pay Cycle(s) 12/26/2024 To 12/26/2024
						41,140.88	
						14,422.16	
						55,563.04	Payroll: 55,563.04

BENEFITS

CHECK REGISTER

Lake Whatcom W-S District

Time: 13:57:31 Date: 12/23/2024

12/01/2024 To: 12/31/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign _____ Date _____
General Manager, Justin Clary

Board Authorization - The duly elected board for this district has reviewed the claims listed and approved the payment by motion at the meeting listed below:

Board President, Todd Citron

Attest : _____
Recording Secretary, Rachael Hope

Approved by motion at _____ Regular _____ Special Board Meeting on _____
Date Approved

**ACCOUNTS
PAYABLE**

CHECK REGISTER

Lake Whatcom W-S District


Time: 12:31:39 Date: 12/20/2024

12/19/2024 To: 12/20/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3700	12/20/2024	Claims	5	EFT	US BANK - CC	5,318.61	November Statement Charges
3693	12/19/2024	Claims	5	15930	NIELSEN BROTHERS, INC	147.52	
3701	12/20/2024	Claims	5	15931	BLYTHE MECHANICAL	3,878.72	PO 989
3702	12/20/2024	Claims	5	15932	CARL'S MOWER AND SAW	743.34	
3703	12/20/2024	Claims	5	15933	CITY OF BELLINGHAM - SEWER	74,394.30	
3704	12/20/2024	Claims	5	15934	COMCAST - MORNING BEACH	314.87	
3705	12/20/2024	Claims	5	15935	DATABAR	1,960.98	
3706	12/20/2024	Claims	5	15936	EDGE ANALYTICAL INC	146.09	
3707	12/20/2024	Claims	5	15937	TESTING NORTHWEST, LLC	50.00	
3708	12/20/2024	Claims	5	15938	EUROFINS ENVIRONMENT		
3709	12/20/2024	Claims	5	15939	HARDWARE SALES INC	97.71	
3710	12/20/2024	Claims	5	15939	HD FOWLER COMPANY	3,134.09	
3711	12/20/2024	Claims	5	15940	JCI JONES CHEMICAL, INC.	1,554.44	
3712	12/20/2024	Claims	5	15941	KELLEY CREATE	716.31	
3712	12/20/2024	Claims	5	15942	LAKE WHATCOM WATER & SEWER PETTY CASH	42.00	Reimburse For Gillis Training
3713	12/20/2024	Claims	5	15943	MANIAC COFFEE ROASTING	159.75	
3714	12/20/2024	Claims	5	15944	NORTH COAST ELECTRIC CO	2,466.98	
3715	12/20/2024	Claims	5	15945	NORTHWEST FENCE	4,521.73	PO 986
3716	12/20/2024	Claims	5	15946	PITNEY BOWES INC	22.89	
3717	12/20/2024	Claims	5	15947	PREMIUM SERVICES INC	1,060.53	
3718	12/20/2024	Claims	5	15948	SEHOME XPRESS LUBE	189.68	
3719	12/20/2024	Claims	5	15949	ATTN: A/R SMITH & LOVELESS, INC.	1,218.51	PO 987
3720	12/20/2024	Claims	5	15950	USA BLUEBOOK	1,921.77	
3721	12/20/2024	Claims	5	15951	VESTIS	113.68	
						401 Water Fund	13,503.54
						402 Sewer Fund	90,670.96
							<u>104,174.50</u>
							Claims: 104,174.50
							104,174.50

I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign  Date 12/20/2024
 General Manager, Justin Clary

Board Authorization - The duly elected board for this district has reviewed the claims listed and approved the payment by motion at the meeting listed below:

Board President, Todd Citron


Attest : _____
 Recording Secretary, Rachael Hope

Approved by motion at Regular Special Board Meeting on _____
 Date Approved



**AGENDA
BILL
Item 6.A**

Election of Board Officers

DATE SUBMITTED:	December 9, 2024	MEETING DATE:	January 8, 2025
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 checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District operates under the authority of [Revised Code of Washington \(RCW\) Title 57](#), Water-Sewer Districts. Under [RCW 57.12.010](#), Commissioners-President and Secretary-Compensation, “the board shall annually elect one of its members as president and another as secretary.” The District has historically fulfilled this statutory obligation during its first meeting of the calendar year.

FISCAL IMPACT

No fiscal impact is anticipated.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Election of board officers supports all ten EUM attributes at various levels.

RECOMMENDED BOARD ACTION

Staff recommends that the Board appoint a president and a secretary from amongst its membership.

PROPOSED MOTION


Recommended motions are:

“I move to appoint Commissioner _____ to serve as District Board president for the 2025 calendar year.”

“I move to appoint Commissioner _____ to serve as District Board secretary for the 2025 calendar year.”



AGENDA **Appointment of Board**
BILL **Representatives to the District's**
Item 6.B **Investment Committee**

DATE SUBMITTED:	December 9, 2024	MEETING DATE:	January 8, 2025
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 checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

[Chapter 2.14 of the District's administrative code](#) establishes an Investment Committee, which is comprised of the finance manager/treasurer, general manager, and two commissioners. Duties of the committee include, at a minimum, quarterly review of the District's investment portfolio and rate structure (Chapter 2.4) and annual review of the District's investment policy (Chapter 2.14). The District has historically completed investment committee appointments during its first meeting of the calendar year for that year.

FISCAL IMPACT

No fiscal impact is anticipated.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Financial Viability

RECOMMENDED BOARD ACTION

Staff recommends that the Board appoint two representatives from amongst its membership to serve on the District's Investment Committee.

PROPOSED MOTION

A recommended motion is:

"I move to appoint Commissioner _____ and Commissioner _____ to serve as the Board's representatives on the District's Investment Committee for the 2025 calendar year."



**AGENDA
BILL
Item 6.C**

**Appointment of Board
Representatives to the
Whatcom County Council of
Governments & Lake Whatcom
Management Program Policy Group**

DATE SUBMITTED:	December 9, 2023	MEETING DATE:	January 8, 2025
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 checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District annually appoints a representative to serve on the Whatcom County Council of Governments and a representative to serve on the Lake Whatcom Management Program Policy Group. The District has historically completed these appointments during its first meeting of the calendar year for that year.

FISCAL IMPACT

No fiscal impact is anticipated.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

- Community Sustainability
- Water Resource Sustainability
- Stakeholder Understanding and Support

RECOMMENDED BOARD ACTION

Staff recommends that the Board appoint representatives from amongst its membership to serve on the Whatcom County Council of Governments and the Lake Whatcom Management Program Policy Group.

PROPOSED MOTION

Recommended motions are:

“I move to appoint Commissioner _____ to serve as the District’s representative on the Whatcom County Council of Governments for the 2025 calendar year.”

“I move to appoint Commissioner _____ to serve as the District’s representative on the Lake Whatcom Management Program Policy Group for the 2025 calendar year.”



**AGENDA
BILL
Item 6.D**

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

DATE SUBMITTED:	December 12, 2024	MEETING DATE:	January 8, 2025
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Meeting Time/Day of Regional Boards and Councils		
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, of 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 conducted during the Board’s December 11 meeting, with a request to further discuss the topic in early 2025. To assist the Board in its discussion, attached is a table that defines the meeting times and days of boards and councils in the region.

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.


Board/Council Meeting Time/Day

Agency	Time	Day
Lake Whatcom WSD	6:30 p.m. 8:00 a.m.	2nd Wednesday Last Wednesday
Sudden Valley Community Assoc.	7:00 p.m.	2nd Thursday 4th Thursday
South Whatcom Fire Authority	3:00 p.m.	2nd Thursday
Birch Bay WSD	4:00 p.m.	2nd Thursday 4th Thursday
Whatcom Water Dist. 7	5:00 p.m.	2nd Tuesday
Whatcom Water Dist. 13	6:30 p.m.	4th Tuesday
Port of Bellingham	4:00 p.m.	1st Tuesday 3rd Tuesday
Whatcom PUD	8:15 a.m.	2nd Tuesday 4th Tuesday
Skagit PUD	4:30 p.m.	2nd Tuesday 4th Tuesday
Whatcom County	6:00 p.m.	2nd Tuesday Last Tuesday
City of Bellingham	7:00 p.m.	Monday (varies)
City of Blaine	6:00 p.m.	2nd Monday 4th Monday
City of Everson	7:00 p.m.	2nd Tuesday 4th Tuesday
City of Ferndale	5:00 p.m.	1st Monday 3rd Monday
City of Lynden	7:00 p.m.	1st Monday 3rd Monday
City of Nooksack	7:00 p.m.	1st Monday
City of Sumas	7:00 p.m.	2nd Monday 4th Monday



**AGENDA
BILL
Item 6.E**

**2025 General Manager
Initiatives**

DATE SUBMITTED:	December 12, 2024	MEETING DATE:	January 8, 2025
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. 2024 General Manager Performance 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

As a component of the annual performance evaluation process, the general manager provides the Board with a memorandum of accomplishments for the prior year, as well as proposes initiatives beyond the day-to-day operation of the District for the coming year. The 2024 performance report that includes 2025 initiatives that was submitted to the Board in October 2024 is attached. During the completion of the associated performance evaluation, the Board indicated a desire to discuss the proposed initiatives in early 2025.

FISCAL IMPACT

No fiscal impact is anticipated.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

The general manager's 2025 initiatives supports all ten EUM attributes at various levels.

RECOMMENDED BOARD ACTION

No action is recommended.

PROPOSED MOTION

Not applicable.



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

To: Board of Commissioners
Lake Whatcom Water & Sewer District

Date: October 16, 2024

From: Justin Clary, General Manager

RE: 2024 Performance Report

I have been honored to work with the Board of Commissioners (Board) and staff in serving the customers of the Lake Whatcom Water and Sewer District (District) over the past six years. The purpose of this memorandum is to provide the status of Board-approved 2024 initiatives and other self-assigned objectives, as well as to propose a new set of 2025 initiatives for Board consideration. Of note, the accomplishments highlighted below would not have been attained but for the tremendous support of both Board and staff.

2024 Accomplishments

Administration and Operations:

- Strategic Planning. Conducted the AWWA Effective Utility Management (EUM) assessment process in January-March, which allowed for Board adoption of the 2025-2030 Strategic Business Plan during its July 10 meeting.
- Collective Bargaining Agreement. Presentation of the compensation study by NW Management Services is scheduled for the October 30 Board meeting. The District is in the process of scheduling negotiation sessions with AFSCME that will allow for execution of a successor collective bargaining agreement by year end.
- Management Team Support. In addition to weekly meetings of the management team, I have conducted one-on-one check-in meetings with department heads throughout the past year, as well as encouraged participation in external supervisory learning opportunities (including Jason Dahlstrom's recent graduation from the APWA emerging leaders academy and Jenny Signs's appointment to the HRA Veba board of trustees).
- Water Right Adjudication. I have continued to track, including attending Ecology informational meetings, the status of the WRIA 1 adjudication process. In addition, I have prepared initial answers to all questions on the draft claim form for each of the District's eight water rights so that the District is positioned to quickly complete and submit the official forms once received (anticipated late-2024 or early 2025).

- Records Management System. The new enterprise content management (ECM) system (Laserfiche) has been installed and implemented; records are being transferred into the system (by Rachael Hope) as workload allows.
- Safety Program Update. Seven programs (meter reading, wildfire smoke, employee orientation, chemical hazard communication, motor vehicle operation, fire safety, and workplace violence prevention) have been updated. The asbestos cement pipe handling, confined space, and lock out/tag out programs are scheduled for review by year end, which will result in the District exceeding the goal of eight programs reviewed.
- Capital Improvement Program Support. Due to workload issues within the Engineering Department and Greg Nicoll's limited institutional knowledge, I have taken on a greater role (either in the form of manager or providing technical support) for several District capital improvement projects.
- Enhanced Financial Management. Working with Jenny Signs, over the past year the District identified, researched and implemented the Waterworth municipal financial management system. Transition from periodic contracts with FCS Group to ongoing access to the financial planning system has enabled real-time analysis of various revenue and expenditure scenarios over six-year and 20-year planning horizons, allowing for a firmer understanding of the timing of capital improvement projects in relation to projected rates.

Emergency Response/Security:

- Emergency Readiness. 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. In addition, a successor interlocal agreement with Whatcom County for emergency planning services has been negotiated and will be considered by the Board during its October 9 meeting (of note, there will be a \$10,000/year cost savings compared to the existing ILA).
- Business Continuity Plan. A District-specific business continuity plan (leads the transition from emergency response to return to normal operation after a disruptive event) that follows FEMA guidance was finalized in March.

Community/Public Relations:

- General Public Relations. Continued District presence on social media accounts (Facebook, Nextdoor, and LinkedIn), as well as issuance of press releases, as warranted.

- Intergovernmental Relations. Continued involvement in Lake Whatcom Management Program, Whatcom Water Alliance (chair), Whatcom Utility Coordinating Council (chair) and Whatcom Water Districts Caucus, as well as regular communication with Whatcom County and City of Bellingham staff. Represented District at WASWD monthly Section III meetings and quarterly general manager meetings. Represented WASWD on the Washington State Public Works Board, including continued as the PWB representative on the Sync state interagency infrastructure coordinating team.

Lake Whatcom Water Quality:

- Management Program. Represented the District at all levels of the Lake Whatcom Management Program (data group, interjurisdictional coordinating team, policy group, and executive team).

2025 Initiatives

Like past years' initiatives, the initiatives proposed for 2025 are intended to supplement District day-to-day operational and capital improvement obligations with minimal fiscal impact, as well as align with board-approved goals defined in the six-year strategic business plan. The following are the management team's proposed initiatives.

1) Administration/Operations

- WRIA 1 Adjudication. With the formal water right adjudication process underway, I will continue to represent the District (with legal counsel support) throughout the process to ensure that the District's certificated and permitted water rights are protected.
- Safety Program Update. Since joining the District, all 30 existing safety programs have been reviewed and updated specific to District operations. In 2025, I will lead the update of nine programs that were most recently reviewed in 2020-21.
- APWA Accreditation. Though formal pursuit of APWA accreditation is not scheduled in the six-year strategic business plan to begin until 2027, recognizing the significant effort the accreditation process requires, I will begin initial efforts towards accreditation (forming the internal team, gathering example documents from APWA and peer organizations, and development of administrative standard operating procedures).
- Financial Management. Consistent with the 2025-30 strategic plan, improve financial sustainability and forecasting through the continual enhancement of the Waterworth financial modeling platform.
- Management Team Development. Continue the professional development of the management team through routine communications (weekly management team meetings and individual monthly check-in meetings) and encouraging the attendance of applicable training opportunities and involvement in industry organizations.

2) Emergency Response/System Security

- District Emergency Readiness. The District will continue to use Whatcom County Department of Emergency Management services in conducting tabletop and/or field emergency response exercises, with the goal of increasing engagement of District partners (South Whatcom Fire Authority, Sudden Valley Community Association, Washington State Department of Health, etc.) to participate in our exercises, as well.

3) Community/Public Relations

- General Public Relations. Staff will continue to complete regular updates to the District website, Facebook, and LinkedIn pages, continue to track District-related comments on Nextdoor, and issue press releases, as applicable.
- District Website. Consistent with the six-year strategic business plan, the District will undergo a comprehensive update to its website with the goal being to increase user friendliness and access to relevant information.
- Intergovernmental Relations. I will continue to regularly engage in meetings with local, regional, and state partners.

4) Lake Whatcom Water Quality

- Management Program. I will continue to regularly participate in policy group, data group, interjurisdictional coordinating team, executive team, and joint councils' meetings.



**AGENDA
BILL
Item 8.A**

**General Manager's
Report**

DATE SUBMITTED:	January 2, 2025	MEETING DATE:	January 8, 2025
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, January 8, 2025 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Jan 29, 2025	8:00 a.m.	Board Room/Hybrid
Employee Staff Meeting	Thu Jan 9, 2024	8:00 a.m.	Board Room/Hybrid Commissioner Citron to attend
Investment Comm. Meeting	Wed Jan 29, 2025	10:00 a.m.	Board Room/Hybrid
Safety Committee Meeting	Thur Jan 23, 2025	8:00 a.m.	Board Room
Lake Whatcom Management Program			
Policy Group Meeting	Wed Feb 5, 2025	3:00 p.m.	City of Bellingham Pacific St Ops Center, Rm 111/Hybrid
Joint Councils Meeting	Wed Apr 2, 2025	6:00 p.m.	Bellingham City Council Chambers, 210 Lottie Street
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 Jan 15, 2025	2:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed Jan 15, 2025	3:00 p.m.	Council of Governments Offices 314 E Champion Street/Hybrid

Committee Meeting Reports

Safety Committee:

- The committee met on December 19; discussion included the status of the County permit for installing fall protection at the North Point lift station, the installation of a fixed ladder to in the raw water pit at the SVWTP, status on the review of safety programs and completion of online safety training, and requesting a L&I facilities consultation in 2025.

Investment Committee:

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

Upcoming Board Meeting Topics

- SVWTP chlorine contact basin design presentation
- Lake Whatcom Management Program 5-year work plan adoption
- Whatcom County on-site sewage system regulation/investigation update
- Flat Car sewer lift station reverse flow project public works contract award
- Division 22-1 Reservoir FEMA hazard mitigation grant agreement approval

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.
Complete—the 2025-2028 collective bargaining agreement was approved by both sides in December.

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 were conducted throughout 2024.

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.
Complete—the District purchased the selected enterprise content management (ECM) system (Laserfiche) in December 2023 and has converted to the new system.

Safety Program Update

- Continue systematic review and revision of District's safety programs by updating eight programs in 2024.
Staff finalized updates to eight (8) programs in 2024 (meter reading, wildfire smoke, employee orientation, chemical hazard communication, motor vehicle operation, fire safety, workplace violence prevention, and asbestos cement material handling).

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 assumed 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 in July 2024; 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 was finalized in March 2024.

Community/Public Relations

General

- Website
The District's web content was reviewed and updated on a regular basis throughout 2024.
- Social Media
Posts were made to District Facebook, LinkedIn, and Nextdoor pages regularly; Nextdoor was 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 Sudden Valley Community Association open house for the incoming general manager on December 12.*
- *J Clary and J Signs attended the retirement event for WASWD executive director, Judi Gladstone, on December 16.*
- *J Clary met with Birch Bay WSD general manager, Dan Eisses, to discuss the Whatcom County coordinated water system plan on December 18.*
- *J Clary is scheduled to be interviewed by the William D. Ruckelshaus Center on January 8 regarding its statewide municipal water use study.*

Lake Whatcom Water Quality

Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
J Clary attended the WWU Institute for Watershed Studies holiday event on December 11 and LWMP policy group meeting on December 20.