

Lake Whatcom Water and Sewer District  
Regular Meeting of the Board of Commissioners  
**November 30, 2016**

Acting Board President Todd Citron called the Regular Session to order at 8:00 a.m. Other District representatives present included Commissioners Curtis Casey and John Carter, General Manager Patrick Sorensen, District Engineer Bill Hunter, Finance Manager Debi Denton, Construction Engineer Kristen Hemenway, Maintenance Electrician Ken Zangari, consulting engineer Melanie Mankamyer, and Recording Secretary Lyn Edwards. Commissioners Weide and Ford were excused from the meeting. Also present were Jim Lutz and Jim Gross from BHC Engineering Consultants and Gordon Wilson and Tage Aaker from FCSG Financial Consultants. There were no members of the public present.

- Consent Agenda

- Action Taken

- Casey moved, Carter seconded, approval of:

- **Accounts Payable Vouchers totaling \$143,353.02**
    - **Payroll for Pay Period #24 (11/5/16 through 11/18/16) totaling \$42,564.21**
    - **Payroll Benefits for Pay Period #24 totaling \$40,378.97**
    - **Minutes for the November 9, 2016 Meeting**

- Motion passed.**

- Reservoir Seismic Vulnerability Assessment – Presentation by BHC Consultants

Jim Lutz and Jim Gross from BHC Consultants gave a presentation on the Reservoir Seismic Vulnerability Assessment. The District has five welded steel reservoirs that were built to the standards that were in place in the 1970s and 1990s. BHC visited each tank site and performed a seismic and structural evaluation to determine each tank's sufficiency to withstand a major earthquake. Staff will be using BHC's assessment to prioritize capital improvements and apply for funding opportunities. The District is also coordinating with Whatcom County to apply for FEMA grants to cover the costs of the recommended seismic retrofits. Discussion followed the presentation.

- Strawberry Point Sewage Pump Station Improvements – Project Close-out

Hunter reported that Tiger Construction Ltd. has completed all contract requirements and punch list items. Staff therefore recommends accepting the Strawberry Point Sewer Pump Station Improvements project as complete.

- Action Taken

- Carter moved, Casey seconded, to accept the Strawberry Point Sewer Pump Station Improvements project as complete and direct staff to close out the project.

**Motion passed.**

- Country Club Sewage Pump Station Improvements

Hunter reported that during the pre-design process for the Country Club Sewer Pump Station Improvements project, District staff explored the conceptual feasibility of eliminating the pump station and installing a gravity sewer using horizontal directional drilling methods instead. The District and BHC Consultants have confirmed that there is enough elevation change from Country Club Sewer Pump Station to Ranch House Sewer Pump Station for a gravity sewer pipe. Staff estimates that the horizontal directional drilling (HDD) construction costs are close to the same as rebuilding the pump station.

The District has executed an agreement with BHC Consultants for a pump station replacement that includes project management, permitting, predesign, surveying, plans, specs, cost estimate, and bidding. The initial agreement was for time and materials not to exceed \$153,093. Task #5 in the original agreement is for pump station plans, specifications, and cost estimate. The project budget for Task #5 is \$78,109. Staff recommends deleting Task #5 work and fee.

A new task will be created to obtain required permits for exploratory drilling, drilling, and preparing a geotechnical memorandum discussing HDD feasibility, design, and construction. The cost estimate for this new task is between \$18k and \$22k. The Board discussed the Country Club Sewage Pump Station Improvements Project.

**Action Taken**

**Carter moved, Casey seconded, to authorize the General Manager to execute Amendment #1 to the Agreement with BHC Consultants to:**

- 1. Delete Task #5 work - pump station plans, specifications, and cost estimate (\$78,109)**
  - 2. Add a new task for exploratory drilling, permitting, and geotechnical memorandum for time and materials not to exceed \$25,000.**
  - 3. The Total Price for the agreement is reduced from \$153,093 to \$99,984.**
- Motion passed.**

• **FCSG (Financial Consulting Solutions Group) Rate Study Presentation**

Every five years the District reviews its rates and charges in order to insure that inflationary and projected operating and capital costs are being adequately provided for. District rates were last reviewed during the summer of 2014 and approved in September of that year for a five year time period. The District routinely has a revenue requirement update mid-term during the life of the rate structure.

Gordon Wilson and Tage Aaker from FCSG gave a presentation regarding the 2016 Water and Sewer Revenue Requirement Update report. Discussion followed the presentation.

• **Draft 2017 Budget**

The Board briefly reviewed the draft 2017 Budget. Discussion of the Budget will continue at the December 14, 2016 meeting.

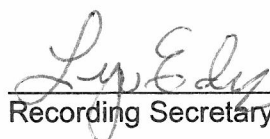
• **Summary of Existing District Projects**

The November Summary of Existing District Projects was briefly discussed. Engineering staff presented a slide show illustrating the Strawberry Point Pump Station Improvements Project from start to finish.

• **Manager's Report**

Sorensen announced that the Lake Whatcom Policy Group will not be meeting until February of 2017.

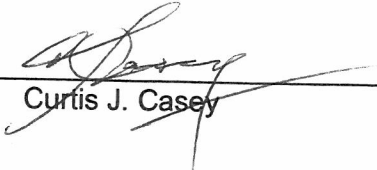
With no further business, Citron adjourned the Regular Session at 10:08 a.m.

  
Recording Secretary, Lyn Edwards

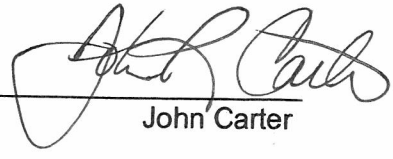
12-14-2016  
Date Minutes Approved



Todd Citron



Curtis J. Casey



John Carter

