



LAKE WHATCOM WATER AND SEWER DISTRICT
1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS
Minutes
March 13, 2019

Board Secretary Todd Citron called the Regular Session to order at 6:33 p.m.

Attendees: Commissioner Todd Citron
Commissioner Bruce Ford
General Manager Justin Clary
Finance Manager/Treasurer Debi Denton
District Legal Counsel Bob Carmichael
Commissioner John Carter
Commissioner Leslie McRoberts
Asst. General Manager/District Engineer Bill Hunter
Operations & Maintenance Manager Brent Winters

Excused Absences: Commissioner Laura Abele

A list of interested participants is on file.

Consent Agenda

Action Taken

McRoberts moved, Carter seconded, approval of:

- Meeting Notes from the 02/27/2018 Board Meeting
- Accounts Payable Vouchers totaling \$233,745.88.
- Payroll for Pay Period #06 (02/23/2019 through 03/08/2019) totaling \$41,803.44.
- Payroll Benefits for Pay Period #06 totaling \$49,318.96.

Motion passed.

Country Club Horizontal Directional Drill Sewer Line Construction Contract Award

Hunter reviewed that the Country Club Sewer Line capital improvement project installs approximately of 700 lineal feet of 8-inch diameter gravity sewer main by horizontal directional drilling (HDD) methods and permanently removes the existing Country Club sanitary sewer lift station. Bids were due and opened on March 5, 2019.

Hunter provided the Board with an overview of the budgeting and bidding process for the Country Club HDD Sewer Line Project and the Geneva Sanitary Sewer Lift Station Renovation Project. Bids for this project came in significantly higher than the budgeted amount. Staff recommendation is to utilize contingency fund to move ahead on these projects, then re-fund that fund in the next 1-2 years. Discussion followed.

Action Taken

Carter moved, McRoberts seconded, to award the Country Club Sewer Pump Station Improvements project contract to Colacurcio Brothers for a total contract price of \$760,585.00 including 8.5% sales tax and authorize the General Manager to execute the contract. Motion passed.

Geneva Sanitary Sewer Lift Station Renovation Construction Contract Award

Hunter explained that this capital improvement project retrofits Geneva sanitary sewer lift station’s existing Smith & Loveless wet well-mounted pumps with new submersible pumps, controls, and telemetry. It also includes the replacement of approximately 675 lineal feet of 4-inch diameter sewer force main and the addition of a permanent standby generator.

The approved 2019 budget includes \$590,622.83 for the construction and the low bid amount is \$717,836 (including 8.5% sales tax) if all of the unit price and additive alternate work is performed. Staff recommended allocating \$127,213.17 from the Sewer/Stormwater Contingency Fund (Fund 425) to make up the project budget shortfall, which would then be replenished back to the full amount in 2020. Fund 425 currently has a balance of \$772,210 and was created to ensure that unanticipated projects related to sewer system and stormwater system expenses be funded in a timely manner. Discussion followed.

Action Taken

Carter moved, Ford seconded, to transfer \$127,213.17 from the Sewer/Stormwater Contingency Fund (Fund 425) to the System Reinvestment Fund (Fund 420) to supplement the budgeted amount of \$590,622.83, which together fully funds the Geneva Sewer Pump Station Improvements construction contract. Motion passed.

Carter moved, McRoberts seconded, to award the Geneva Sewer Pump Station Improvements contract with the Additive Alternate to Equity Builders for a total contract price of \$717,836.00 including 8.5% sales tax and authorize the General Manager to execute the contract. Motion passed.

Resolution No. 857 Revision to District Administrative Code Chapters 2.16 and 2.17 related to Purchasing Policies

Clary advised the Board that the District’s purchasing policies are governed by Administrative Code chapters 2.16 (Purchase of Supplies, Materials or Equipment) and 2.17 (Public Works Contracts). Through implementation of these policies, staff has noted difficulty in interpreting the appropriate and/or applicable purchasing process, thus warranting reorganization of the subsections for easier interpretation. To update and clarify the District’s Purchasing Policies, staff have combined chapters 2.16 and 2.17 of the Administrative Code into one overarching chapter (2.16) for purchasing of all anticipated forms of goods and services including flow diagrams. Discussion followed.

Action Taken

McRoberts moved, Ford seconded, to adopt Resolution No. 857 as presented. Motion passed.

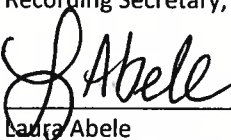
General Manager’s Report

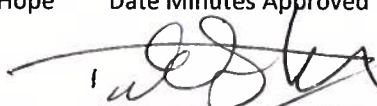
Clary updated the Board on several items, including District Social Media, the posted Maintenance Worker I position, crew Combined Space and Excavation training, and a recent side-sewer leak on a customer’s property within the District. Discussion followed.

With no further business, Citron adjourned the Regular Session at 8:35 p.m.


Recording Secretary, Rachael Hope


March 27, 2019
Date Minutes Approved


Laura Abele


Todd Citron


John Carter

Bruce Ford


Leslie McRoberts

