



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

July 31, 2019

Board President Laura Abele called the Regular Session to order at 8:02 a.m.

Attendees: Commissioner Laura Abele
Commissioner Todd Citron
Commissioner John Carter
Commissioner Bruce Ford
Commissioner Leslie McRoberts
General Manager Justin Clary
Assistant General Manager/District Engineer Bill Hunter
Finance Manager/Treasurer Debi Denton
Operations & Maintenance Manager Brent Winters
Recording Secretary Rachael Hope
Consulting Engineer Melanie Mankamyer

No members of the public were in attendance.

Consent Agenda

Action Taken

McRoberts moved, Carter seconded, approval of:

- Minutes for the June 26, 2019 Board Meeting
- Payroll for Pay Period #14 (06/14/2019 through 06/27/2019) totaling \$46,272.33
- Payroll Benefits for Pay Period #14 totaling \$52,377.79
- Accounts Payable Vouchers totaling \$497,362.35
- Payroll for Pay Period #15 (06/28/2019 through 07/12/2019) totaling \$44,598.57
- Payroll Benefits for Pay Period #15 totaling \$51,863.20
- 2nd Quarter 2019 Payroll Taxes totaling \$8,006.87
- Payroll for Pay Period #16 (07/13/2019 through 07/26/2019) totaling \$44,025.94
- Payroll Benefits for Pay Period #16 totaling \$51,943.89
- Accounts Payable Vouchers totaling \$304,587.76

Motion passed.

Northshore Road Exposed Sewer Force Main Contract Award

Hunter explained that the Northshore Road Exposed Sewer Force Main project will encase an exposed 8-inch diameter sewer force main in concrete located within a creek that discharges to Lake Whatcom. This project will cover and protect an exposed sewer force main in Agate Creek, and raise the adjacent

stream bed to facilitate fish passage. The surrounding streambed will be raised to allow for fish passage over the pipe via a new roughened channel bed. The District utilized the small works roster process to solicit bids for the project. An advertisement was sent to all contractors under the category of Stream Restoration on the MRSC Roster on July 3, 2019. Bids were due on July 24, 2019 and two bids were received.

Action Taken

Citron moved, Ford seconded, to award the Northshore Road Exposed Sewer Force Main contract Henifin Construction LLC for a total contract price of \$54,250.00 including 8.5% sales tax and authorize the General Manager to execute the contract. Motion passed.

2019 Asphalt Patching Contract Award

Hunter recalled that the 2019 Asphalt Patching Contract includes approximately 2,183 square feet of asphalt parking lot repairs at the District Office and 732 square feet of numerous road patches in Geneva and Sudden Valley as part of routine operations and maintenance of water and sewer infrastructure. The District utilized the small works roster process to solicit bids for the project. An advertisement was sent to all contractors under the category of Asphalt Pavement Minor Repairs on the MRSC Roster on July 3, 2019. Bids were due on July 2, 2019 and two bids were received. The 2019 Asphalt Patching low bid of \$46,755.91, including sales tax, is within the District's 2019 approved budget. Staff recommended that the Board award the 2019 Asphalt Patching construction contract to the lowest, responsible bidder. Discussion followed.

Action Taken

Citron moved, Carter seconded, to award the 2019 Asphalt Patching contract to Western Refinery Services Inc. for a total contract price of \$46,755.91 including 8.5% sales tax and authorize the General Manager to execute the contract. Motion passed.

Commissioner Insurance Discussion

Clary informed the Board that during its 2019 session, the Washington State Legislature passed Senate Bill 5122, which revised RCW 57.08.100 to remove the minimum customer base requirement (5,000 customers) for water/sewer districts to have the option of providing health insurance to commissioners. Governor Inslee subsequently signed the bill into law, which becomes effective July 28, 2019. The District currently serves approximately 4,300 customers; therefore, the revised law allows the District Board to consider providing insurance to its members. The fiscal impact of the providing insurance to District commissioners is estimated to be approximately \$79,000 per year (based on 2019 rates and current Board makeup). Discussion followed.

General Manager's Report

Clary updated the Board on several topics, including updates on District grant applications and the County's new Stormwater District and rate structure. Discussion followed.

Engineering Department Report

Hunter briefed the Board on the progress of several projects, including the Country Club Horizontal Directional Drill. Discussion followed.

Finance Department Report

Denton presented the Board with the Second Quarter financial report. Discussion followed.

Operations Department Report

Winters provided updates on several ongoing operations, including employee safety training, the Airport Generator, and reservoir pressure washing. Discussion followed.

With no further business, Abele adjourned the Regular Session at 9:36 a.m.

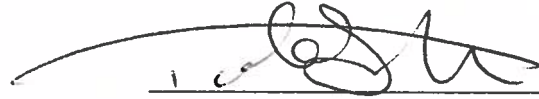


Recording Secretary, Rachael Hope

Aug 28, 2019

Date Minutes Approved

Laura Abele



Todd Citron



Bruce R. Ford

Leslie McRoberts



John Carter

