



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

October 30, 2019

Board President Laura Abele called the Regular Session to order at 6:31 p.m.

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

Excused Absences: Commissioner Leslie McRoberts

Not in Attendance: Commissioner John Carter

District Construction Engineer Kristin Hemenway was also in attendance.

Consent Agenda

Action Taken

Citron moved, Ford seconded, approval of:

- Minutes for the September 25, 2019 Board Meeting
- Minutes for the October 09, 2019 Board Meeting
- Payroll for Pay Period #21 (10/05/2019 through 10/18/2019) totaling \$44,840.30
- Payroll Benefits for Pay Period #21 totaling \$50,571.46
- 3rd Quarter 2019 Payroll Taxes totaling \$7,870.19
- Accounts Payable Vouchers totaling \$472,746.18

Motion passed.

Staff Presentation – Geneva Sanitary Sewer Lift Station Renovation Project

Hunter recollected that in summer 2019, the District renovated its Geneva sanitary sewer lift station, which entailed retrofitting the existing wet well-mounted pumps with new submersible pumps, controls, and telemetry, as well as replacement of approximately 675 lineal feet of 4-inch diameter sewer force main and the addition of a permanent standby generator. District Construction Engineer & Project Manager Kristin Hemenway gave a short presentation, including photos of construction and the finished lift station.

Clary recognized Hemenway's work on a separate project she managed over the summer, Country Club HDD Gravity Sewer Main Project, noting in particular her successful negotiation of savings of \$71,000 through close tracking of necessary environmental mitigation, and the Board commended her for her work. Discussion followed.

Resolution No. 862 – Revision to Administrative Code Section 5.8, Bonded Side Sewer Contractors

Clary explained that the District allows for private contractors to construct service laterals and side sewers that connect to District-owned sewer mains. To ensure safe and quality construction of service laterals, the District has set requirements for certification and bonding by private contractors in advance of construction. These requirements are outlined in Section 5.8, Bonded Side Sewer Contractors, of the District Administrative Code. Through implementation of the bonded side sewer contractor certification process, staff identified several revisions to better protect the District, as well as to add clarification to the certification process. Discussion followed.

Action Taken

Ford moved, Citron seconded, to adopt Resolution No. 862, as presented. Motion passed.

Interlocal Agreement with Whatcom County for On-Site Sewage system Impact Assessment

Clary recalled that in 2017, the District contracted with Herrera Consultants to conduct a series of monitoring events along the north shore of Lake Whatcom to assess the impact of existing on-site sewage systems (commonly referred to as septic systems) on the water quality of the lake. The findings of the assessment indicated that on-site sewage systems are likely adversely impacting water quality.

To address the data gaps of the 2017 assessment identified by City and County staff as the report was shared, and to collect additional data to better understand the impact of on-site sewage systems, a scope of work for a second round of monitoring has been jointly developed by City, County, and District staff. This interlocal agreement between the District and County has been developed to allocate funding requirements of the assessment, which has a current project estimate of \$100,000. Discussion followed.

Action Taken

Ford moved, Citron seconded, to approve the interlocal agreement with Whatcom County for conducting an assessment of the impact of on-site sewage systems on the quality of Lake Whatcom water, as presented. Motion passed.

Change to Agenda

Abele proposed moving the Commissioner Insurance Discussion to later in the agenda, as Commissioner Carter was not yet in attendance. The board agreed.

Country Club Horizontal Directional Drill 8” Gravity Main Sewer Construction Contract Closeout

Hunter reported that Colacurcio Brothers, Inc. has completed all contract requirements and punch list items, and staff recommended accepting the Country Club Horizontal Directional Drill 8-inch Diameter Gravity Main Sewer Project as complete.

Action Taken

Citron moved, Ford seconded, to approve accept the Country Club Horizontal Directional Drill 8-inch Gravity Main Sewer Project as complete and authorize staff to closeout the public works project. Motion passed.

General Manager’s Report

Clary updated the Board on several topics, including receipt of proposals for the Sudden Valley Water Treatment Plant Facility Improvement Plan, the open Maintenance Worker I position, and recent District participation in Sudden Valley’s Trunk or Treat. Discussion followed.

Engineering Department Report

Hunter briefed the Board on the progress of several projects, including a new sewer service on North Shore Road, the Geneva Booster Station, and upcoming Sewer Comprehensive Plan review and approval. Discussion followed.

Finance Department Report

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

Operations Department Report

Winters provided updates on several ongoing operations, including ongoing weekly safety meetings and pump control valve replacement ordering. He commended the crew for safe and quality work on the recent Sudden Valley Water Treatment Plant raw water intake line check valve replacement.

Winters recalled that at the October 9, 2019 regular meeting, during discussion of the Agate Heights Water Treatment Plant Expansion, there was mention of two positive results for fecal coliform during testing at the plant in 2001. Upon investigating, Winters discovered that these positive tests were the result of a contractor having broken a pipe twice during construction. The Department of Health requires monthly sampling of water from the distribution system with analysis for coliform, and there have been no further positive results for coliform during the required testing over the past 18 years. Discussion followed.

Commissioner Insurance Discussion

In the absence of Commissioner Carter, the board elected to table Item 5.D., Commissioner Insurance Discussion, to the next regular meeting November 13, 2019.

Executive Session Per RCW 42.30.110(1)(g) General Manager Performance Evaluation – 5 Minutes

Abele recessed the Regular Session to Executive Session at 9:27 a.m. It was estimated that the Executive Session would take 5 minutes. The purpose of the Executive Session was to discuss the General Manager’s Performance Evaluation. Abele recessed the Executive Session and reconvened the Regular Session at 9:32 a.m.

With no further business, Abele adjourned the Regular Session at 9:32 a.m.

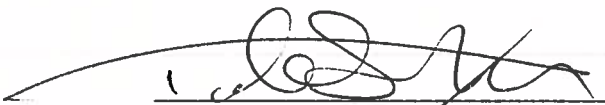


Recording Secretary, Rachael Hope

Nov. 13, 2019

Date Minutes Approved

Laura Abele



Todd Citron



Bruce R. Ford



Leslie McRoberts



John Carter

