



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

March 25, 2020

Board President Laura Abele called the Regular Session to order at 8:05 a.m.

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

*Attendees marked with an asterisk participated remotely by phone or video conferencing.

No public were in attendance.

Roll Call

Board Secretary Rachael Hope performed a roll call to identify those in attendance. Commissioner John Carter joined the meeting at 8:15 a.m.

General Manager Justin Clary verbally confirmed that this meeting was noticed in accordance with Resolution No. 859 allowing remote meeting attendance as well as in compliance with current statutory requirements. It was confirmed that all participants were able to be heard and hear each other clearly.

Changes to Agenda

Clary suggested that Item 7, Staff Reports, be limited to information relating to District COVID-19 response and specific questions the Board may have about the provided materials. The Board agreed.

Consent Agenda

Action Taken

Citron moved, McRoberts seconded, approval of:

- Minutes for the March 11, 2020 Board Meeting
- Payroll for Pay Period #06 (03/07/2020 through 03/20/2020) totaling \$45,651.82
- Payroll Benefits for Pay Period #06 totaling \$53,715.85
- Accounts Payable Vouchers totaling \$147,882.12

Motion passed.

Resolution No. 863 – Declaration of a Local Emergency Related to the COVID-19 Pandemic

Clary explained that federal, state, and county emergencies have been declared in relation to the COVID-19 coronavirus pandemic. The Lake Whatcom Water and Sewer District has already implemented operational changes to mitigate the potential for impacts from the pandemic on operation of the water and sewer systems; however, additional measures may be taken through formal declaration of local emergency. Revised Code of Washington 38.52.070 provides statutory authority to the Board of Commissioners to declare an emergency, and District Administrative Code Section 2.16.3(1) indicates that “if a state or federal emergency has been declared, the Board of Commissioners should pass a resolution acknowledging the declaration.” Such a declaration provides District staff with more flexibility in responding to changing conditions that are likely to continue as the District operates under the impacts of the pandemic. This resolution will remain in effect until rescinded by resolution. Discussion followed.

Action Taken

McRoberts moved, Ford seconded, to adopt Resolution No. 863 as presented. Motion passed.

Resolution No. 864 – Adoption of District Design & Construction Standards

Hunter recalled that the District’s Design and Construction Standards allow for standardization of design, materials, parts, and construction across projects ranging from simple single family residence water/sewer connections to large complex public work project such as pump stations, pipelines, and reservoirs. These standards benefit the District and its customers by increasing efficiency of operations, maintenance, and asset life spans.

The District’s Design and Construction Standards have been periodically refined and updated. Updates occur to comply with state agency standards and construction methods, as well as to define configuration, layout, and installation requirements set by the District. The proposed 2020 revision is the culmination of a significant effort from all levels of District staff and engineering consultants. The new revision builds upon previous editions through refinements and addition of new details. In many cases, standards and details were scrutinized and debated at length by District staff while considering outside expertise of engineering consultants. Discussion followed.

Action Taken

Citron moved, Ford seconded, to adopt Resolution No. 864 as presented. Motion passed.

Lakeview Street Reservoir Demolition Contract Award

Hunter summarized bids received for the planned demolition of the Lakeview Street Reservoir (District Capital Project #C2001). The concrete reservoir was constructed in the 1930s and has been out-of-service since the late 1940s. Four bids were received in response to the District’s advertisement in the Bellingham Herald on February 16, 2020. Staff has evaluated mandatory and supplemental bidder responsibility criteria and confirmed that Premium Services, Inc. is the lowest responsible, responsive bidder with a contract bid of \$45,895.50, including sales tax. This bid falls within the District’s 2020 approved budget, which allocates \$55,000.00 to this capital improvement project.

Action Taken

McRoberts moved, Citron seconded, to award the Lakeview Street Reservoir Demolition contract to Premium Services, Inc. for a total contract price of \$45,895.50, including 8.5% sales tax, and authorize the General Manager to execute the contract. Motion passed.

Discussion Regarding Potential Customer Relief Measures Related to the COVID-19 Pandemic

Clary addressed the Board regarding the potential impacts COVID-19 will have on the District and its customers. The District recognizes that the faltering economy will have direct impacts to many customers, which will affect their ability to make timely payments of their water and/or sewer utility bills. District Administrative Code Section 2.8 and the District Master Fees and Charges Schedule already allow some flexibility to staff to provide relief to customers relative to payment of utility bills, including payment plan arrangements and the ability to write-off one late fee per year per customer account. However, these are unprecedented times that may call for approval of additional, temporary measures by the Board of Commissioners to provide supplemental relief to our customers.

During his March 18, 2020, press conference, Washington Governor Jay Inslee made a request that utilities consider additional measures to mitigate impacts to those that have been economically affected by the pandemic. Staff presented the Board with draft Resolution No. 865: A Resolution Temporarily Suspending Certain District Policies to Provide Customer Relief from Economic Conditions Created by the COVID-19 Coronavirus Pandemic for consideration and dialogue. Discussion followed.

Action Taken

Citron moved, Carter seconded, to adopt Resolution No. 865 with an amendment to section 5 stipulating that the resolution will be in full force and effect until July 31, 2020. Motion passed.

General Manager's Reports

Clary highlighted the progression of District response to the COVID-19 pandemic, including split staff schedules and implementation of social distancing requirements. Discussion followed.

Engineering Department Report

Hunter advised that projects are moving forward with consultation and planning through remote work, and that staff in the Engineering department are working to keep on top of things to reduce lost time once essential business only orders are lifted. He also notified the Board that the bid opening for the Dellesta & Edgewater Sewer Pump Stations project has been postponed 10 days. Discussion followed.

Finance Department Report

Denton reported that the State audit is proceeding remotely. Discussion followed.

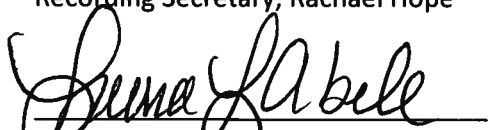
Operations Department Report

There was no update from the Operations Department.

With no further business, Abele adjourned the Regular Session 9:12 a.m.




Recording Secretary, Rachael Hope



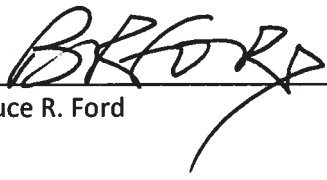
Laura Abele

4/29/2020


Date Minutes Approved



Todd Citron



Bruce R. Ford



Leslie McRoberts

John Carter