



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

## REGULAR SESSION OF THE BOARD OF COMMISSIONERS

# Minutes

May 13, 2020

Board President Laura Abele called the Regular Session to order at 6:30 p.m.

**Attendees:** Commissioner Laura Abele\*                      General Manager Justin Clary\*  
Commissioner Todd Citron\*                                      District Engineer/Assistant GM Bill Hunter\*  
Commissioner Leslie McRoberts\*                              Finance Manager/Treasurer Debi Denton\*  
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.

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.

### Consent Agenda

#### Action Taken

Citron moved, McRoberts seconded, approval of:

- Minutes for the 4/29/20 Regular Board Meeting
- Payroll for Pay Period #09 (04/18/2020 through 05/01/2020) totaling \$43,181.75
- Payroll Benefits for Pay Period #09 totaling \$51,059.30
- Accounts Payable Vouchers totaling \$104,620.19

Motion passed.

### On-Call Electrical & Control Engineering Services Architectural & Engineering Agreement

Hunter explained that Lake Whatcom Water and Sewer District routinely requires professional electrical and control engineering services, expertise, and support for operations and maintenance. The proposed on-call electrical and control engineering services agreement provides an administrative procedure to order services on a task order basis over a 5-year period. These services generally include projects that are electrical, control, or telemetry in nature. Initial task orders anticipated under this master

agreement include: (1) replacing Allen Bradley PLC-5 programmable logic controllers at 3 sewer lift stations and 1 water booster station; (2) uninterruptable power supply improvements to increase station reliability at 4 stations; and (3) refinement of the District's telemetry network configuration.

Hunter relayed that a consultant selection panel was assembled that included District field staff, engineering staff, and administrative staff. Upon review of written materials and completion of interviews with each qualified applicant, the consultant selection panel selected RH2 Engineering as the most qualified firm for the On-Call Electrical and Control Engineering Services 5-year agreement. Discussion followed.

**Action Taken**

**Citron moved, McRoberts seconded, to authorize staff to negotiate the terms of a 5-year Architectural/Engineering Agreement for On-Call Electrical and Control Engineering Services and execute said agreement with RH2 Engineering. Motion passed.**

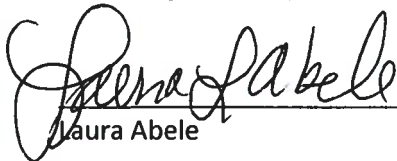
**General Manager's Report**

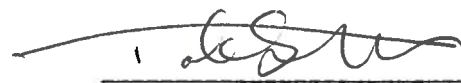
Clary provided updates on several topics to the Board, including District plans for following the Washington State Phased Reopening plan, changes to employee shifts, and planned safety measures such as installation of a sneeze guard at the front counter. He also reported that staff completion of annual required safety training is at 100%. Discussion followed.

With no further business, Abele adjourned the Regular Session 6:48 p.m.


  
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Recording Secretary, Rachael Hope

May 27, 2020  
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Date Minutes Approved

  
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Laura Abele

  
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Todd Citron

  
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Bruce R. Ford

  
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Leslie McRoberts

  
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John Carter