



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

July 8, 2020

Board Secretary Todd Citron called the Regular Session to order at 6:30 p.m.

Attendees: Commissioner Todd Citron General Manager Justin Clary
Commissioner Bruce Ford District Engineer/Assistant GM Bill Hunter
Commissioner John Carter Finance Manager/Treasurer Debi Denton
Recording Secretary Rachael Hope District Legal Counsel Bob Carmichael

Excused Absences: Commissioner Laura Abele, Commissioner Leslie McRoberts

All attendees participated remotely by phone or video conferencing. No public were in attendance.

Roll Call

General Manager Justin Clary performed a roll call to identify those in attendance, and then verbally confirmed that the 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

Due to time constraints, Clary suggested that Item 7C, General Manager Job Description Review, be postponed until the July 29, 2020 regular meeting. The Board agreed.

Consent Agenda

Action Taken

Carter moved, Ford seconded, approval of:

- Minutes for the 6/24/20 Regular Board Meeting
- Payroll for Pay Period #13 (06/13/2020 through 06/26/2020) totaling \$42,721.98
- Payroll Benefits for Pay Period #13 totaling \$49,835.57
- Accounts Payable Vouchers totaling \$111,841.56

Motion passed.

Dellesta and Edgewater Sewer Pump Station Improvements Architectural/Engineering Agreement Amendment

Hunter recalled that this project includes replacement of existing Smith & Loveless top-mounted lift stations with new-top mounted package sewer pumps, District-standard controls, and telemetry at two sites: Dellesta (installed in 1977) and Edgewater (installed in 1974). Staff requested the design engineer, RH2 Engineering Inc., prepare a scope of work and fee for Services During Construction to assist District staff with inspection, submittal review, evaluating requests for information, change order support, biweekly meetings, record drawings, testing and startup, and SCADA software development. A scope of work has also been included for additional Services During Bidding that were not anticipated in November 2019 when Amendment No. 3 was approved and executed. Additional Services During Bidding included design to accommodate additional package pump manufacturer (Gorman Rupp), additional 2-month bidding period coordination, and issuance of addenda related to bid period extensions and design changes.

Action Taken

Ford moved, Carter seconded, to authorize the General Manager to execute Architectural/Engineering Agreement Amendment No. 4 for additional Services During Bidding and Services During Construction with RH2 Engineering, Inc. for time and materials not to exceed \$93,157 as presented. Motion passed.

Sudden Valley Water Treatment Plant Architectural/Engineering Agreement Amendment for Alternatives Analysis

In December, 2019 the Board authorized the first phase of work on development of the Sudden Valley Water Treatment Plant (SVWTP) Facility Improvement plan by Gray & Osborne, Inc. The work was divided into three phases, with each phase building upon information developed from the previous step. With phase 1 completed, a scope for phase 2 of the project was developed using information and recommendations documented in the Conditions Assessment.

The work has been broken down by major systems. For each system, G&O will develop alternatives and document each in the form of a technical memorandum. The alternatives will be compared and ranked using a decision matrix based on various selection criteria chosen by the District. Finally, G&O will provide a recommendation on modifications to system. Cost estimates for these alternatives will be provided and figures will be produced for the alternatives where feasible. The results from each system analysis will be presented to the Board at regularly scheduled board meetings. All of the technical memoranda will be attached and summarized in an Alternatives Analysis Report.

Action Taken

Carter moved, Ford seconded, to direct \$60,000 of the unallocated water capital funds carried over from 2019 towards the Phase 2 Alternatives Analysis (Capital Improvement Plan), for a total project budget of \$160,000. Motion passed.

Carter moved, Ford seconded, to authorize the General Manager to execute Amendment 1 to the Architectural/Engineering Professional Services Agreement with Gray & Osborne, Inc. for the Phase 2 Alternatives Analysis (Capital Improvement Plan) for time and materials not to exceed \$114,350 as presented. Motion passed.

General Manager's Report

Clary directed the board to the distributed meeting materials for his report.

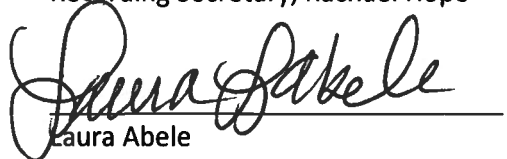
With no further business, Citron adjourned the Regular Session 6:49 p.m.



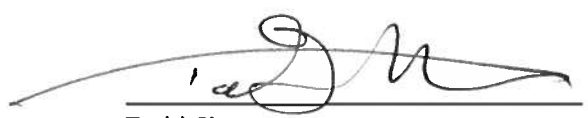
Recording Secretary, Rachael Hope

7/29/20

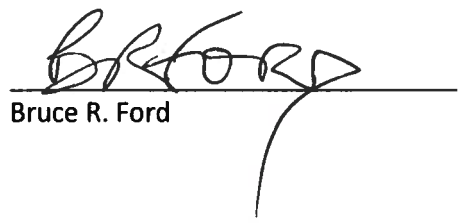
Date Minutes Approved



Laura Abele



Todd Citron



Bruce R. Ford



Leslie McRoberts

John Carter