



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

October 14, 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 Finance Manager/Treasurer Debi Denton
 Commissioner Bruce Ford Operations & Maintenance Manager Brent Winters
 Commissioner Leslie McRoberts Consulting Engineer Melanie Mankamyer
 Recording Secretary Rachael Hope District Legal Counsel Bob Carmichael

Excused Absences: Commissioner John Carter

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.

Consent Agenda

Action Taken

Citron moved, Ford seconded, approval of:

- Payroll for Pay Period # 20 (09/19/2020 through 10/02/2020) totaling \$43,220.09
- Payroll Benefits for Pay Period #20 totaling \$50,303.12
- Accounts Payable Vouchers totaling \$206,593.94

Motion passed.

Sanitary Sewer Detention Basin Wet Weather Response Preparedness Update

Hunter updated the Board on the District's ongoing efforts to prepare for the coming wet season, including reduction of inflow and infiltration (I&I) and refinement of key assumptions used in the hydraulic modeling analyses for the Lake Whatcom Boulevard Interceptor gravity sewer pipe. Discussion followed.

Sanitary Sewer Inflow and Infiltration Public Works Contract Work Order Authorization

Hunter explained that the District recently executed a unit price contract with Olson Brothers Pro-Vac (District Contract #C2003-II). Staff previously issued Work Order #1 which included cure-in-place pipe (CIPP) repairs on a gravity sewer main located in Lake Louise Road near the Sudden Valley Campground that was within the District's approved 2020 Budget for District Project #C2003 Sewer System Rehab and Replacement. Staff then prepared a list of additional sewer repairs that will minimize and eliminate inflow and infiltration entering the collection system. This work is packaged into Work Order #2 under the unit price contract. In order to issue Work Order #2, it was necessary for the Board to authorize additional funding, as the project cost exceeds the current funding allocated in the 2020 Budget. Discussion followed.

Action Taken

Citron moved, Ford seconded, to allocate \$45,000 for sewer system repairs identified in Work Order #2 from unallocated sewer capital project funds (approximately \$172,000). Motion passed.

Commissioner Abele exited the meeting at 7:18 pm and Commissioner Citron presided over the remainder of the meeting.

McRoberts moved, Ford seconded, to authorize the General Manager to execute Work Order #2 under the unit price contract with Olson Brothers Pro-Vac (District Contract #C2003-II) for maximum cost of \$44,045.78 which includes a 10% contingency and 8.5% sales tax as presented. Motion passed.

Geneva & Division 22 Reservoirs Impressed Current Cathodic Protection Public Works Contract Award

Hunter informed the Board that Norton Corrosion Limited LLC was the sole bidder on this project, which includes installation of impressed current cathodic protection systems at both the Geneva Reservoir and original of the two Division 22 Reservoirs. Norton Corrosion Limited LLC's 2019 reservoir cathodic protection inspection noted that the level of corrosion in the Geneva Reservoir exceeds what the existing galvanic cathodic protection system can provide and measurements taken at the original Division 22 was close to not meeting the National Association of Corrosion Engineers (NACE) recommendations to satisfy the criteria for adequate protection. Discussion followed.

Action Taken

Ford moved, McRoberts seconded, to supplement the existing \$40,000 project budget with an additional \$7,000 from unallocated water capital project funds for a new total project budget of \$47,000. Motion passed.

Contingent upon the contractor resolving Washington State Department of Labor and Industries requirements with regard to insurance, Ford moved, McRoberts seconded, to award the Geneva & Division 22 Reservoirs Impressed Current Cathodic Protection Systems contract to Norton Corrosion Limited LLC with the mobilization/demobilizations cost savings options as presented for a total contract amount of \$46,280.68 includes sales tax. Motion passed.

Electrical On-Call Unit Price Public Works Contract Award

Hunter apprised the Board that the District maintains and operates a substantial number of sewer lift stations, water booster stations, reservoirs, treatment plants, and building facilities. All of these facilities have electrical and control systems that require routine maintenance and repair. The District has one licensed electrician on staff. There is a continuous and increasing amount of electrical and control maintenance, troubleshooting, and repair tasks. Additional contracted support is recommended to assist in keeping up with the workload.

The intent is to utilize a unit price contract to order electrical work as needed to support and supplement the District's maintenance crews. The majority of work is anticipated to be for maintenance and repair, with each work order being relatively small in value (a few thousand dollars each) and would be funded by operations and maintenance funds. The unit price contract states a term of 12-months from the date of execution with the District's option to extend the contract for an additional one-year period (as allowed by statute). Work will be defined and authorized by Work Order using the unit prices on the Bid Tabulation. Discussion followed.

Action Taken

Ford moved, McRoberts seconded, to award the Electrical "On-Call" Unit Price Contract to JH Kelly LLC and authorize the general manager to execute the contract by which work will be defined and authorized by individual work orders executed in compliance with the District's administrative code. Motion passed.

Preliminary 2021 Budget Presentation

Denton indicated that through the powers granted under Revised Code of Washington Title 57 (Water-Sewer Districts) and codified under the District's Administrative Code; the General Manager shall develop an operating and capital improvement budget annually for both the water and sewer systems. The annual budget shall provide for the forecasting of revenues and expenditures for the following year.

Using projected revenues based upon prior Board-adopted rate increases (4% and 2.5% water and sewer rates, respectively), actual 2020 operating expenses and projects defined in the District's water and sewer capital improvement plans, District staff have developed the attached preliminary baseline budget for Board discussion. The preliminary budget for 2021 proposes a budget of \$2,900,000 for the water utility, and budget of \$4,300,000 for the sewer utility, resulting in a total budget of approximately \$7.2 million. Discussion followed.

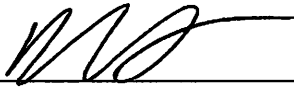
Other Business

Commissioners McRoberts and Ford requested to move item 11: Executive Session to review the performance of a public employee (General Manager) to the next Board Meeting when all commissioners are present. The Board agreed.

General Manager's Report

Clary provided the Board with updates on several areas of business, including the District's ongoing response to the COVID-19 pandemic and Governor Inslee's extension of no lock-offs and no late fees to December 31. He also reported on the recent WASWD General Managers Meeting, impending delivery of the District's new vac truck, and delivery of the 2021 proposed management initiatives given to the Board for review. Discussion followed.

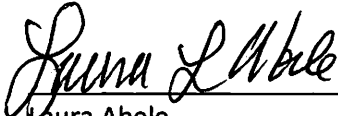
With no further business, Citron adjourned the Regular Session 8:10 p.m.



Recording Secretary, Rachael Hope

Oct 28, 2020

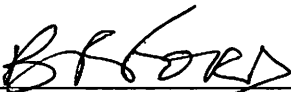
Date Minutes Approved



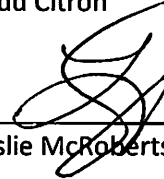
Laura Abele



Todd Citron



Bruce R. Ford



Leslie McRoberts



John Carter