



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

October 28, 2020

Board President Laura Abele called the Regular Session to order at 8:00 a.m.

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

Also present was District Engineering Technician/Safety Officer Rich Munson.

All attendees participated remotely by phone or video conferencing.

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

Carter moved, Citron seconded, approval of:

- Minutes for the September 30, 2020 Regular Board Meeting
- Minutes for the October 14, 2020 Regular Board Meeting
- Payroll for Pay Period #21 (10/03/2020 through 10/16/2020) totaling \$47,692.37
- Payroll Benefits for Pay Period #21 totaling \$52,214.52
- Accounts Payable Vouchers totaling \$109,475.84

Motion passed.

Beaver and Flat Car PLC and UPS Improvements Contact Award

Hunter explained that the Allen Bradley PLC-5 (Programmable Logic Controller) Control System was discontinued by the manufacturer in 2017, and is no longer available or supported. Since discontinuation, competition for used or surplus parts has made them hard to find, expensive, and lacking manufacturer guaranty.

The District has several facilities that use the discontinued PLCs. District Capital Improvement Project No. M1917 is intended to begin the replacement of discontinued PLCs, as well as to make uninterruptable power supply (UPS) improvements for better reliability. As part of this project, the District retained RH2 Engineering through an on-call architectural/engineering professional services agreement that was executed on June 1, 2020 and expires December 31, 2025.

Beaver and Flat Car sewer lift stations were identified as a first project to undertake in a progression of several future projects to complete all of the replacements. The two stations were selected because they are very similar stations that allow for duplication of cost efficiencies, PLC and UPS improvements will provide the biggest impact on overall system resiliency, and conceptual cost estimates were close to keeping within the 2020 budgeted amount. Discussion followed.

Action Taken

Citron moved, McRoberts seconded, to allocate \$18,190.75 from unallocated sewer capital project funds to District Project No M1917 for a new total budget of \$118,190.75. Motion passed.

Citron moved, McRoberts seconded, to award the Beaver and Flat Car PLC and UPS Improvements public works contract to QCC Quality Controls Corporation for a total contract price of \$65,045.75, including 8.5% sales tax, and authorize the general manager to execute the contract. Motion passed.

General Manager's Report

Clary updated the Board on several topics, including the District's continued response to the COVID-19 pandemic, upcoming agenda items, the county council's discussion of potential CARES Act funding, Puget Sound Nutrient Loading, and potential Nooksack River Basin Adjudication in the 2021 legislative session. Discussion followed.

Engineering Department Report

Hunter highlighted several projects, including progress on the Dellesta & Edgewater lift station renovations, the Euclid sewer pump station renovation design, Johnson Well storage shed renovation, and upcoming Grey and Osborne presentations on the Sudden Valley Water Treatment Plant 20 year master plan. Discussion followed.

Finance Department Report

Denton reported that she and Clary met with FCS Group to discuss scope of work and budget for the upcoming rate study, which will be presented at the second meeting in November for approval; and that revenues and expenditures are still largely un-impacted by COVID-19. Discussion followed.

Operations & Maintenance Department Report

Winters gave a brief report on ongoing projects and development in the Operations Department, including installation of four new water services, main repairs, and the arrival of the District's new Vactor truck. Discussion followed.

Executive Session Per RCW 42.30.110(1)(g) General Manager Performance Evaluation - 30 Minutes

Abele recessed the Regular Session to Executive Session at 8:59 a.m. It was estimated that the Executive Session would take about 30 minutes. The purpose of the Executive Session was for considering issues related to evaluating the performance of a public employee. Abele recessed the Executive Session and reconvened the Regular Session at 9:14 a.m.

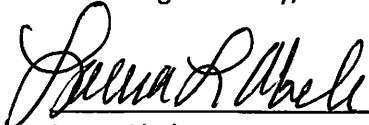
With no further business, Abele adjourned the Regular Session 9:14 a.m.




Recording Secretary, Rachael Hope

Nov 12, 2020

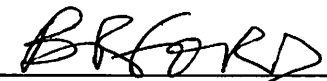
Date Minutes Approved



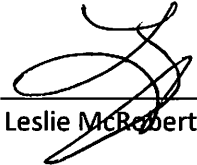
Laura Abele




Todd Citron



Bruce R. Ford



Leslie McRoberts



John Carter