



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

April 26, 2023

Board President Todd Citron called the Regular Session to order at 8:00 a.m.

Attendees: Commissioner Todd Citron (v) General Manager Justin Clary
Commissioner John Carter District Engineer/Assistant GM Bill Hunter
Commissioner Bruce Ford Finance Manager/Treasurer Jenny Signs
Commissioner Jeff Knakal Operations & Maintenance Manager Jason Dahlstrom
Commissioner David Holland Recording Secretary Rachael Hope

Attendees noted with (v) attended the meeting virtually. Also in attendance was Veronica Garaycoa, District customer (v).

Consent Agenda

Action Taken

Carter moved, Knakal seconded, approval of:

- Minutes for the 03.29.23 Regular Board Meeting
- Minutes for the 04.12.23 Regular Board Meeting
- Payroll for Pay Period #08 (04.01.2023 through 04.14.23) totaling \$48,294.07
- Payroll Benefits for Pay Period #08 totaling \$53,030.06
- Accounts Payable Vouchers totaling \$105,290.56

Motion passed.

Water Leak Adjustment Policy Appeal

Clary recalled that District Administrative Code section 2.10.6 defines current policy pertaining to water leak adjustments. The leak adjustment policy was most recently revised by the Board of Commissioners via adoption of Resolution No. 870 in April of 2021. The leak adjustment policy was also reviewed by the Board during its February 23, 2022, meeting, with the Board ultimately deciding not to revise the policy during that meeting.

Staff provided the Board with correspondence from District customer Veronica Garaycoa, as well as the Administrative Code sections related to water leak adjustments, and examples of leak adjustment policies of neighboring jurisdictions for reference. Ms. Garaycoa made an appeal to the Board encouraging them to consider revising the leak adjustment policy, considering factors such as leak location and volume. Discussion followed, in which the Board decided to discuss the policy further at an upcoming meeting.

Commissioner Holland exited the meeting at 8:40 a.m. due to another engagement.

Resolution No 890 – Design and Construction Standards Update

Hunter explained that the District participates in many private and public projects ranging from simple single family residence water/sewer connections to large complex public works projects such as pump stations, pipelines, and reservoirs. The District's Design and Construction Standards are applied to all projects in the District. Standardization of design, materials, parts, and construction benefits the District and its customers by increasing efficiency of operations, maintenance, and asset life spans. The District's Design and Construction Standards are periodically refined and updated to comply with state agency standards and construction methods, as well as to define configuration, layout, and installation requirements set by the District. Staff presented the Board with recommended changes. Discussion followed.

Action Taken

Ford moved, Knakal seconded, to adopt Resolution No. 890 as presented. Motion passed.

Generator Maintenance Contract Award

Hunter detailed that the District owns and operates both stationary generators and portable trailer-mounted generators used during emergency operations during power outages. Annual preventative maintenance is performed by either District maintenance staff or through contracted services. In addition to annual preventative maintenance, load testing has historically been conducted about every five years. The last load tests were performed in October 2017. Staff recommended contracting with Pacific Power Group to perform annual preventative maintenance and load testing of the 18 stationary generators under a Washington State contract. The remaining five portable trailer-mounted generators will have annual preventative maintenance performed by District maintenance staff in 2023. In 2024, annual preventative maintenance of all generators is planned to be performed by District maintenance staff. Discussion followed.

Action Taken

Carter moved, Knakal seconded, to amend the contract to include an additional 5% contingency to account for additional tools and parts. Motion passed.

Ford moved, Knakal seconded, to authorize the general manager to execute the contract with Pacific Power Products for generator maintenance and load testing, as amended. Motion passed.

Scenic Avenue Intertie Valve Repair Project Contract Closeout

Hunter communicated that the Scenic Avenue Intertie Valve Repair Project is located along Lakeway Drive at the intersection with Scenic Avenue, just outside the City of Bellingham limits. On September 5, 2022, the District was notified of significant surface water on Lakeway Drive near the intertie valve cluster. In coordination with the City of Bellingham it was determined the water was from a leaking District valve at the intertie. This leaking valve was isolated between the intertie's City water meter and an adjacent District valve.

This project consisted of the replacement of existing piping, valve, and fittings to restore the emergency intertie and eliminate redundant valves. The District awarded the construction contract to Premium Services Inc. on November 9, 2022, and the contractor completed all work and contract requirements. Upon completion, staff discovered that the work performed under this project did not repair the leak, which is now known to be located between the City of Bellingham water meter and the new fittings/valves installed by this project. Staff recommended accepting the project as complete and

closing out the public works contract, and are preparing a new separate public works project to replace approximately 40 lineal feet of pipe between the City meter and new fittings. Discussion followed.

Action Taken

Carter moved, Ford seconded, to accept the Scenic Avenue Intertie Valve Repair Project public works contract performed by Premium Services Inc. as complete and authorize staff to close out the public work contract. Motion passed.

General Manager's Report

Clary updated the Board on several topics, including his recent quarterly meeting with the City of Bellingham Public Works Department, a future meeting with the new Whatcom County Public Works Director, and other important upcoming dates. Discussion followed.

Engineering Department Report

Hunter provided an update on district projects, including increased construction inquiries ahead of the opening of the watershed work window, and upcoming meeting with FEMA for initial walk-around of the Division 7 Reservoir project site, and ongoing work with easements and projects out to bid. Discussion followed.

Finance Department Report

Signs presented the Board with the District's 2023 First Quarter Financial Report, highlighting received and pending FEMA monies and general operating revenues and expenditures.

Operations & Maintenance Department Report

Dahlstrom reported on field crew operations, including positive results from the recent Department of Health Sanitary Survey, ongoing water line flushing, and completion of the repair of the District's Vector truck.

With no further business, Citron adjourned the Regular Session at 10:04 a.m.



Board President, Todd Citron

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on May 10, 2023
Date Minutes Approved