



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

May 10, 2023

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

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

Also in attendance were:

- Kevin Cook, District Water Treatment Plant Operator, and family
- Laura McLaughlin & Derek Pell of the Washington State Department of Health
- Luke Phifer of Carmichael Clark
- Gerry Roloson, District customer

Attendees noted with (v) attended the meeting virtually.

Consent Agenda

Action Taken

Holland moved, Carter seconded, approval of:

- **Minutes for the 4.26.23 Regular Board Meeting**
- **Payroll Taxes for 2023 Q1 totaling \$10,046.61**
- **Payroll for Pay Period #09 (04.15.2023 through 04.28.23) totaling \$46,906.87**
- **Payroll Benefits for Pay Period #09 totaling \$52,833.48**
- **Accounts Payable Vouchers totaling \$199,599.78**

Motion passed.

Commitment to Excellence Award

National Drinking Water Week is held during the first full week of May each year (May 7-13 in 2023) to recognize the vital role water plays in our daily lives. To commemorate National Drinking Water Week, each year the Washington State Department of Health recognizes professionals in the water industry through a series of awards. For 2023, DOH selected Kevin Cook, District Water Treatment Plant Operator, for receipt of the Commitment to Excellence award.

Clary introduced Derek Pell and Laura McLaughlin from the Department of Health. They recognized Cook for his hard work and dedication in maintaining the District's three water systems, and his dedication to assuring continuity and consistently meeting and exceeding all Washington State monitoring and

reporting requirements. They noted that Cook also serves as an ambassador to District customers through daily response to questions about the District water sources and water; and that the Sudden Valley Water Treatment Plant has received the DOH Treatment Optimization Program award every year in the 20+ consecutive years since the program's inception. Receipt of the TOP award shows that the District demonstrates not just meeting standards but optimizing and looking ahead.

Leak Adjustment Policy Discussion

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.

Clary recalled that at the April 26, 2023 regular meeting, the Board discussed the District's current water leak adjustment policy and indicated a general desire to revise the policy to be more supportive of customers. The Board requested an analysis of customer relief provided by the current policy relative to various other policy considerations, which staff presented. Discussion followed, including comments from District customer Gerry Roloson regarding the policy and a recent leak at his property.

Division 30 Reservoir Hazard Tree Removal Contract Award

Clary explained that following a significant storm event during the Winter of 2021-22 in which a large Douglas Fir blew down near the District's Division 30 water reservoir, the District identified and surveyed all trees that pose a risk to the reservoir. Following identification of all hazard trees, the District pursued authorization from the property owners (SVCA and Whatcom County Parks) for removal of those trees, which was secured along with the necessary permit, received by the District on February 3, 2023.

The District published an advertisement for bids (District Project No. M222) in the Bellingham Herald on March 12, 2023. Bids were due on April 20, 2023. Three bids were received with Clearwater Excavation LLC submitting the lowest bid at \$32,200 (not including sales tax). Staff reviewed mandatory and supplemental bidder responsibility criteria and deemed that Clearwater Excavation LLC is the lowest responsible, responsive bidder. Discussion followed.

Action Taken

Carter moved, Holland seconded, to award the Division 30 Reservoir Hazard Trees Removal Project public works contract to Clearwater Excavation LLC for a total contract price of \$32,797.20, including 8.6% sales tax, and authorize the general manager to execute the contract. Motion passed.

Division 7 Reservoir Professional Services Agreement with Wilson Engineering

Clary recalled that a 2016 structural analysis by BHC of the Lake Whatcom Water and Sewer District Division 7 Water Reservoir found significant deficiencies in its ability to meet existing earthquake code requirements. Additionally, the 2017 Water System Plan analyzed the capacity of the Division 7 reservoir and found it to be significantly oversized. Following the award of a FEMA Hazard Mitigation Grant, the Board approved Phase I of the project to begin in 2022.

With design and permitting progressing, and recognizing significant escalations in the construction industry over the past year, a more current cost estimate was presented to the Board at the March 8, 2023 regular Board Meeting. Over the last 6 months of project design, permitting, and development staff and Wilson Engineering LLC (Wilson) have encountered unanticipated level-of-effort and additional scope of work tasks required to keep the project moving forward. Discussion followed.

Action Taken

Ford moved, Carter seconded, to authorize the general manager to execute Amendment No. 3 to the Professional Services Agreement for Division 7 Reservoir Seismic Upgrade and Shake Alert Implementation Project with Wilson Engineering, LLC as presented. Motion passed.

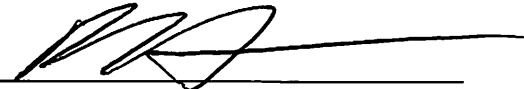
Manager's Report

Clary updated the Board on several topics, including Commissioner Holland's District tour and orientation, topics covered at the Washington Association of Sewer and Water Districts Quarterly GM Meeting in early May, legislative issues with potential to impact the District, an upcoming functional emergency response training exercise, and impending retirement and transition plan for the District Engineer. Discussion followed.

With no further business, Citron adjourned the Regular Session at 8:34 p.m.



Board President, Todd Citron

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on May 31, 2023
Date Minutes Approved