



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

October 25, 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 (v)
Commissioner Bruce Ford Engineering Manager Greg Nicoll
Commissioner Jeff Knakal (v) Recording Secretary Rachael Hope
Commissioner David Holland (v)

Excused: Commissioner John Carter

No public were in attendance. Attendees noted with (v) attended the meeting virtually.

Consent Agenda

Action Taken

Ford moved, Holland seconded, approval of:

- Payroll for Pay Period #21 (09.30.2023 through 10.13.2023) totaling \$47,765.73
- Benefits for Pay Period #21 totaling \$50,671.50
- Payroll Taxes for 3rd Quarter 2023 totaling \$11,672.69
- Accounts Payable Vouchers totaling \$586,083.52

Motion passed.

General Manager's Report

Clary updated the Board on several topics, including providing a quarterly status report of the District's 6 Year Strategic Plan, a recent meeting with The Firs leadership, and the District's recent wet weather preparedness meeting and tabletop exercise.

Engineering Department Report

New District Engineer Greg Nicoll highlighted several projects, including the Euclid Sewer Pump Station Improvements, which is now fully operable, and the Division 7 Reservoir Replacement Project. Discussion followed.

Finance Department Report

The Finance Department report was included in the meeting packet.

Operations & Maintenance Department Report

The Operations Department report was included in the meeting packet.

Action Taken

Holland moved, Knakal seconded, to approve Amendment No. 1 to the 2023 -2024 Biennial Budget as presented. Motion passed.

Lake Whatcom Boulevard Sewer Interceptor Cure-In-Place-Pipe Project Public Works Contract

Closeout

Clary recalled that this project is the third of a series of projects to systematically rehabilitate degraded gravity pipe segments along the Lake Whatcom Boulevard Sewer Interceptor to improve flow capacity. The 2023 scope of work included rehabilitation of approximately 1,070 feet of 14-inch diameter sanitary sewer pipe, traffic control, and sewage bypass pumping. The District awarded the construction contract to Insituform Technologies, LLC on April 12, 2023. The contractor completed all work and contract requirements, therefore staff recommended accepting the project as complete and closing out the public works contract.

Action Taken

Carter moved, Knakal seconded, to accept the 2023 Lake Whatcom Boulevard Sewer Interceptor Cure-In-Place Pipe Project public works contract performed by Insituform Technologies, LLC as complete and authorize staff to close out the public work contract. Motion passed.

Division 7 Reservoir Replacement Project Tree Falling Public Works Contract Award

Clary explained that the District is nearing finalization of the construction bid package associated with replacement of the existing Division 7 water reservoir with two new reservoirs (anticipated for construction to beginning spring/summer 2024). The new reservoirs will be constructed on an undeveloped, forested ridge immediately upslope of the existing reservoir. With the project site located within the Lake Whatcom Watershed, land disturbing activities are prohibited until June 1, 2024. However, with receipt of federal grant funding through FEMA, the project must also comply with the federal Migratory Birds Act, which prohibits the falling of mature trees located within the project footprint from February-June (potential migratory bird nesting habitat). To take full advantage of the limited (four month) land disturbance window, the 58 trees located within the project footprint require falling prior to February (but will not be removed until after June 1 due to anticipated land disturbance).

The District published an advertisement for bids in the Bellingham Herald on September 3, 2023. Two bids were received, one from Rawls Tree Service LLC and the other from Clearwater Excavation LLC. Both total bids were \$24,000. Per Paragraph 0.13.G of Section 00200, Advertisement for Bids, of the bid package: *In the event of a tie low Bid between responsive and responsible Bidders, the Contract will be awarded by random method. The random method will be performed at a District public meeting, where a District commissioner will pull a winner from a hat containing the names of tie Bidders.* Discussion followed, including random selection by Commissioner Knakal of bidder Rawls Tree Service.

Action Taken

Knakal moved, Holland seconded, to award the Division 7 Reservoir Replacement Project Tree Falling public works contract to Rawls Tree Service LLC for a total contract price of \$26,064.00, including 8.6% sales tax, and authorize the general manager to execute the contract. Motion passed.

Disposal of Surplus Items

Dahlstrom presented the Board with a list of miscellaneous surplus items the District no longer needs for disposal. Discussion followed.

Executive Session Per RCW 42.30.110(1)(g): To review the performance of a public employee

Citron recessed the Regular Session to Executive Session at 8:17 a.m. It was estimated that the Executive Session would take about 30 minutes and end at 8:47 a.m. The purpose of the Executive Session was to review the performance of a public employee (General Manager performance evaluation). Citron recessed the Executive Session and reconvened the Regular Meeting at 8:54 a.m. No action was taken.

With no further business, Citron adjourned the Regular Session at 8:54 a.m.



Board President, Todd Citron

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on Nov 8, 2023
Date Minutes Approved