



PUBLIC WORKS COMMITTEE MINUTES

4:00 PM May 15, 2024

City Hall 2nd Floor Conference Room

CALL TO ORDER

Members Present: Councilors Gary Bode, Gary Vis, and Brent Lenssen

Staff Present: Mayor Scott Korthuis, City Administrator John Williams, Public Works Director Jon Hutchings, Programs Manager Mark Sandal, and Senior Admin. Assistant Jennifer Bell

Public Present: Alysha Ritter, Scott Hansen, Ian Hinton, Lance McLean, Kaiden Wubben

1. Approve Minutes from April 3, 2024

Action

The minutes from April 3, 2024, were recognized and accepted by the Committee.

ACTION ITEMS

2. Six Year Transportation Improvement Plan (STIP 2025-2030)

Hutchings introduced the Six-year Transportation Improvement Plan which was reviewed by the Committee at two previous meetings and is now ready for presentation at City Council. The Committee discussed that the project list is a wish list and acknowledged not all projects can be completed unless funding is obtained. There was also discussion about holding a Council retreat soon to discuss goal planning and prioritizing City-wide projects. This was supported by Mayor Korthuis.

Action

The Public Works Committee concurred to forward the Six-year Transportation Improvement Plan to City Council on May 20th to set a public hearing for June 3, 2024.

3. Energy Services Contract for Necessary WWTP Early Equipment Procurement

Hutchings presented the Trane Early Procurement Energy Services Contract portion of the Wastewater Treatment Plan Expansion Project. This contract approval is necessary as the purchase of electrical control equipment for the full plant expansion project has an 18-month ordering lead time for delivery. Ordered now, this equipment will arrive in time for the scheduled installation during the full expansion project. The City will need to carry these costs until the Ecology construction funds are approved. The Committee reviewed projected costs, were informed of a grant being pursued to cover the expense in the interim and were told that additional funding for this project is also being pursued.

Action

The Public Works Committee concurred to present the Trane Energy Services Contract to City Council for approval, along with the use of City funds for the interim payment of this equipment, on May 20, 2024.

4. Jim Kaemingk Sr. Trail – Depot to 8th – Phase 3 – Bid Award

Hutchings informed the Committee of an irregular bid received for the Jim Kaemingk Trail – Phase 3 project. In summary, the City received two bids for the project. The apparent low bid was received from Ritter Dirt & Asphalt read at the bid opening; however, irregularities in the bid were noted during the bid review and the City Engineer recommended awarding the bid to the next lowest bidder. The City also received a protest filed by Western Refinery Services, the second bidder. Public Works researched the irregularities and consulted the City Attorney. It was determined the errors were substantive and warranted the bid being rejected. The engineer of record's recommendation remains to award the bid to the next lowest bidder, Western Refinery Services. The City Attorney supported this.

Alysha Ritter, with Ritter Dirt & Asphalt, spoke to the Committee. She questioned the City's bid process and stated her understanding of the situation and her disagreement with the City's decision.

Sandal provided information regarding the City's bid review process.

Bode gave examples of historical bid rejections and the necessity for the City to remain consistent with the bid rules even when they may seem minor or if it may cost the City more money for the project.

Scott Hansen, with Ritter Dirt & Asphalt, also commented asking if the City has rejected bids for the same reason in the past and commented that the City could also decide to re-bid the project.

Bode and Vis were in support of the recommendation to award the project to the next lowest bidder, Western Refinery Services. Lenssen abstained. It was noted that the Parks Committee also discussed the topic at their recent meeting and were in support of this decision as well.

Action

The Public Works Committee recommended forwarding the Jim Kaemingk Sr. Trail, Depot to 8th - Phase 3 project to City Council for award to Western Refinery Services on May 20, 2024.

INFORMATION ITEMS

5. Sidewalk Construction on Meadow Lane and Garden Drive

Hutchings introduced two future waterline upgrade projects, one in the Meadow Lane area and the second in the Garden Drive area, and how those upgrades could be coordinated with sidewalk improvements in those neighborhoods. Ian Hinton, with Pacific Survey & Engineering, the engineer for these projects, presented preliminary project maps showing locations of upgrades and sidewalk options. He presented a general idea of the cost for each project. Mayor Korthuis recommended holding neighborhood meetings and discussed the possibility of creating Local Improvement

Districts (LID) to help fund the cost of sidewalk improvements. The Committee suggested prioritizing the Meadow Lane project first, especially the section on the Guide Meridian between Arco north to the Guide Meridian ditch crossing.

6. Ziplly Fiber Infrastructure Improvements

Hutchings notified the Committee of planned infrastructure improvements scheduled for Ziplly Fiber in Lynden. The status of Ziplly Fiber's franchise agreement was questioned. Hutchings agreed to provide an update to Committee members.

7. Puget Sound Energy Electricity Demand Projections for Lynden and Surrounding Areas

Vis briefly addressed this topic saying it's important to monitor for future possible needs.

8. Projects Update

The Committee briefly reviewed current projects and received progress information for:

- Cedar Drive Reconstruction – construction starting June 3rd.
- Community Center Renovations – funding contract signed, and scope of work being confirmed.
- Maintenance Building – advertised 5/1/24. Bids due May 30th at 3pm.
- RFQ for Utility Rate Study – Sewer – advertised 4/24/24. SOQs due 5/22/24 at 2pm.
- Hampton Road Pavement Rehab (Whatcom County Project) – Starting June 3rd. Estimated 7-week project schedule.
- Asphalt Repair/Maintenance Program – Hutchings informed the Committee that approximately 10 areas around town will have asphalt repairs this year for about \$110,000. Public works is focusing on repairing the worst sections first. The Committee voiced their support for initiating a repair program like this.

NEW BUSINESS:

9. Whiskey Walk Event

Mayor Korthis informed the Committee that event organizers are requesting 5th Street, north of Front Street to the house north of the alley, and 5th Street, south of Front Street to Judson Street, to be blocked off for the event.

10. New Street Sweeper – Budget Reallocation

Hutchings informed the Committee about the cost of the new street sweeper. An Ecology grant was expected to cover 3/4 of the purchase price but since then the sweeper cost has significantly risen and now the grant is closer to covering only half the expense. The recommended solution is to reallocate Transportation Benefit District (TBD) surplus funds budgeted for the 1st Street Overlay project. This project has since benefited from a Transportation Improvement Board grant, and bids for the project came in under the estimate. The additional amount needed for the sweeper is about \$150,000. The Committee supported this decision and recommended providing a memo to City Council to inform them of the reallocation. [Note: After further budget review, and due to less work being performed on certain capital projects, there is adequate budget capacity without utilizing TBD.]

11. Homestead Properties

Bode brought up concerns about the Homestead properties not being maintained. He recommended the City take care of the portions in City right of way that were under Homestead's responsibility to maintain and lien the property to cover the expense. Hutchings informed the Committee that the official process to do that takes weeks. There is agreement about the urgency of the concern and Public Works will investigate options.

12. Parkview Apartments

Vis asked how the Parkview Apartment project was allowed to paint the curb yellow on Aaron Drive and add the parking bulbs and loading zone. He recalled those requests were denied during the project approval phase. He requested the City investigate.

ADJOURNMENT: The meeting was adjourned at 6:03 pm.

NEXT MEETING: June 5, 2024

DRAFT