



PUBLIC WORKS COMMITTEE MINUTES

4:00 PM October 09, 2024
City Hall 2nd Floor Conference Room

CALL TO ORDER

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

Staff Present: John Williams, City Administrator
Jon Hutchings, Public Works Director
Mark Sandal, Program Manager
Jennifer Bell, Senior Administrative Assistant

Public Present: None

ACTION ITEMS

1. Approve Minutes from September 3, 2024

Action

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

2. Pump Station No. 17 Latecomer Agreement

Sandal introduced the proposal for a Latecomer Agreement for future parcels within the Bay Lyn Drive and Flynn Road service area of Pump Station 17 that was constructed in 2023. Total project cost was \$2,360,196.80. Of that amount, the City's portion of reserved future capacity cost \$849,670.71; therefore, the current service area's recoverable expenditures are \$1,510,525.71.

The Parcel Roll Assessment identifies the total potential connection fees per parcel based on the number of developable units per acre. From discussion of the Committee, it was recommended to include additional per unit pricing in the fee table as well as define when that fee would be charged based on various scenarios of possible development. The draft will be revised and brought to the next meeting.

Sandal also informed the Committee he is working on Latecomer Agreements for the Guide Meridian Utility Improvements.

Action

No action taken.

3. WWTP Expansion Update

Hutchings informed the Committee of proposed Amendment No. 6 with BHC engineering services in the amount of \$197,721.00. The original agreement with BHC began in 2021, and this amendment will complete the final documentation needed to go to bid for 2025 demolition of the bio tower, maintenance building, and related preconstruction work.

Action

The Committee concurred to present BHC Amendment No. 6 to City Council for approval.

INFORMATION ITEMS

4. West Lynden Storm Pond

Sandal informed the Committee that, due to reports of unauthorized use, including underage drinking and racing vehicles around the pond, the City will be installing a gate at the pond entrance off Flynn Road. The gate will restrict vehicle traffic but will allow clearance for walkers.

5. 2025 Budget Capital Request

Hutchings explained the status of the Public Works Department budget for 2025. He pointed out the extent of deferred vehicle replacements, equipment replacements, and facility upgrades that were originally recommended for the budget. He also pointed out the need for an early 2025 look at delaying certain Capital Projects.

The Committee reviewed the budgets for Facilities, Vehicles, Equipment, and Capital Projects. The Committee expressed their concerns with deferring vehicle replacement. The pending Utility Rate Study could impact future budget allocations. Department staff is doing final reviews of the budget in preparation for City Council review.

Williams shared his efforts to keep the City eligible for one source of funding from the Transportation Improvement Board for Capital Projects.

6. Projects Update

Sandal informed the Committee of current project status:

- **Cedar Drive Reconstruction** – paving scheduled to begin Oct 14th.
- **New Maintenance Building** – no issues, on schedule.
- **Judson 9th (Phase 2)** – sewer work moving along. Pervious concrete in alley scheduled to be poured the week of Oct 14th, weather permitting.
- **Pine Street Bridge** – planning for late fall 2024 bid. Discussion with adjacent homeowners is going well.
- **Guide Watermain** – planning for late 2024 bid. The project area is Arco to Mt. Baker Silo and extend north to chiropractor office.
- **Benson Rd** – design moving along well.

NEW BUSINESS:

7. Management Services Northwest (MSNW) Contract 2024

Hutchings explained an inadvertent discovery that the contract with MSNW for landscaping at the Water Treatment Plant for 2024 had not been signed. The recommendation is to approve the contract with MSNW for landscaping at the Water Treatment Plant for the remainder of 2024.

Action

The Committee concurred to present the contract with MSNW for landscaping at the Water Treatment Plant through the end of 2024 to City Council for approval.

8. Lynden Jim Park Well

Williams informed the Committee of a situation at Lynden Jim Park off Aaron Drive. The City inherited a non-potable well that was used for irrigating the park. It was discovered after a pipe broke that the well has also been providing water to the irrigation system of the adjacent HOA. The HOA wants it fixed to continue with their irrigation, but the City cannot provide the water for free. The City will continue looking for an acceptable solution. In the meantime, the water has been shut off.

ADJOURNMENT: The meeting was adjourned at 5:40pm.

NEXT MEETING: November 6, 2024

DRAFT