



## PUBLIC WORKS COMMITTEE MINUTES

4:00 PM June 11, 2025  
City Hall 2<sup>nd</sup> Floor Conference Room

### CALL TO ORDER

Council Members Present: Gary Vis  
Brent Lenssen

Staff Present: John Williams, City Administrator  
Jon Hutchings, Public Works Director  
Mark Sandal, Program Manager  
Jessica King, Senior Admin Assistant  
Jeff Davis, Street Utility Technician

Public Present: Luke Phifer, Tyler Buys, Raquel Muncy

### ACTION ITEMS

**1. Approve Minutes from May 7, 2025**

Action

*The minutes from May 7, 2025, were recognized and accepted by the Committee.*

**2. Complete Streets Annual Report**

Sandal said this report addresses the need for street projects to meet required standards and is designed with the thought of addressing all modes of transportation.

Lenssen asked how the upcoming Main Street Overlay project meets new street requirements. Sandal noted that the project includes upgrading of existing ADA ramps and other sidewalk and crosswalk improvements to meet current standards.

Action

*The Committee unanimously agreed to accept the Complete Streets Annual Report and to forward it as consent agenda as an informational report to City Council.*

**3. Final STIP - Request to send to City Council to Set Public Hearing for July 7th**

Hutchings presented an overview of the Six-year Transportation Improvement Plan (STIP) projects that are scheduled for construction in 2026-2031 (Project #1-8). The remaining projects are for planning purposes and/or operational programs, and Pepin Subarea projects.

Sandal said Projects #1-8 fit into the 2026 budget and discussed the details for each of them.

The Committee discussed the projects in relation to the budget projections and funding options.

Williams said that the Pepin projects are already in certain government funding stages for Representative Larsen's approval and that it would be difficult to reverse or change the funding to other projects.

Hutchings recapped the discussion by summarizing how the Committee would like to leave items on the STIP plan that already have existing funding provided.

**Action**

*The Committee unanimously recommended forwarding this item to City Council to set the Public Hearing for July 7th.*

**4. Award Bid - Guide Meridian Watermain Replacement**

The City received three (3) bids, Western Refinery Services, Inc. was the low bidder in the amount of \$295,608.00.

**Action**

*The Committee recommended that City Council award the contract for the Guide Meridian Watermain Replacement project to Western Refinery Services, Inc. in the amount of \$295,608.00.*

**5. Landfill Lease - Carlos Becerra**

Hutchings reviewed the City's current lease agreement with Carlos Becerra that is currently in arrears. Since Becerra is behind on payments it provides an opportunity to discuss revising the lease and getting Becerra current on arrears. Becerra still wishes to use the landfill site for his vehicle import business. Becerra was encouraged to discuss his business ideas with surrounding neighbors. His proposed use is now generally accepted in the area. Hutchings said that this revised lease contains clarifications that will make the relationship clearer and more manageable. He said the proposal is to have an early termination of the original lease and then sign a new 10-year lease that limits what type of business is allowed and what improvements can be done. It will specify allowed rental credits for property improvements done by Becerra. Lease payments will increase by the Consumer Price Index (CPI).

City Attorney Luke Phifer suggested adding language to the new lease that if the CPI goes negative then the payment will stay the same and not decrease.

The Committee stipulated that all arrears need to be resolved prior to executing a new lease and suggested adding a performance agreement that would include installation of a fence that would be credited towards the arrears balance.

The Committee discussed various options and possibilities of the current and new lease agreement.

**Action**

*The Committee unanimously agreed to request having a performance statement drawn up by the City Attorney, which will be added to the new lease agreement before it is presented to Becerra. This performance statement will be reviewed by the Committee at the next Public Works Committee meeting.*

## **INFORMATION ITEMS**

### **6. Latecomers Code Update - Pump Station 17**

City Attorney Luke Phifer discussed changes to the City's latecomer code LMC 13.28 (2003, revised 2019). He said there are two main types of latecomer agreements and various subtypes within these two categories. There are Street System Improvement Latecomer Agreements, Utility System Improvement Latecomer Agreements, Developer Initiated Agreements and City Initiated Agreements.

The Committee discussed the current latecomer agreement conditions versus the possible new latecomer updates for Sewer Pump Station 17. A development in the service area of Pump Station 17 requires participation on an Equivalent Residential Unit (ERU) basis, however, current City code does not have provisions for this method.

Phifer presented the potential update options for the Latecomers code. He suggested code revisions that would allow using an ERU based segregation process. Existing code requirements allow for area, front footage and zone-termini methods which are using ERU capacity and requires that same allocation be based on the original code.

Per Phifer, the current code and possible code updates do not allow for a "middle path," this new plan update only works for City initiated latecomer agreements.

Phifer said there are a fair number of changes/revisions that need to be made to the existing code.

#### **Action**

*The Committee unanimously agreed for Phifer to proceed with updating revisions and then present them again at a future date.*

### **7. Hannegan/Riverview Road Left Turn Lane - Whatcom County Input**

Sandal presented the turn lane options which included seeing if Whatcom County will allow paint striping to create a north-bound left-turn lane.

### **8. 716 E Front Street - Fire Hydrant located outside City Limits**

Davis presented the fire hydrant option request that has been made for 716 E Front Street.

The Committee suggested that 716 E Front Street be annexed in exchange for the Fire Hydrant and request Public Works to inquire about this possibility.

Hutchings suggested the proponent talk to the neighbor about their closest hydrant and possible locations that could also serve future development.

### **9. PRD Street Component - Minimum Standards**

Hutchings did a brief overview.

### **10. Transportation Improvement Board (TIB) Grant Applications**

Hutchings noted that the City's return of 2025 TIB funds causes us to be especially thoughtful about rendering future funding requests and that sitting out the current solicitation cycle is appropriate.

## 11. Projects Update

Sandal informed the Committee of current project status:

- **New Maintenance Building** – On schedule. Substantial completion was May 28<sup>th</sup>. A ribbon cutting is scheduled for Tuesday, June 24<sup>th</sup>.
- **9<sup>th</sup> and Judson (Phase 2)** –Substantial completion was May 15<sup>th</sup>.
- **Bradley Rd** – Contractor scheduled to start Monday, June 23<sup>rd</sup>. Letters to the neighborhood have been sent, including KOA (Eddy Martin). The first phase of the project is between Vinup and Bradley Meadows Lane. This section of Bradley will be fully closed.
- **1<sup>st</sup> and Main:** - Colacurcio is scheduled to start Wednesday, June 18<sup>th</sup>.
- **Ziply Fiber Phase 4** – Davis reviewed this new Ziply project that's in Phase 4 and will include approximately 50 new street bores. Public Works will continue working with the contractor to direct/schedule/coordinate the bores.
- **19<sup>th</sup> Street Right of Way** – Hutchings said there is a lot line adjustment being discussed and how right-of-way can be secured.

## **NEW BUSINESS:**

### **12. CERB Resolution 25-1122**

Hutchings discussed the CERB resolution. Sandal has been working to fund the remainder of the WWTP project. Need the Council to pass resolution allowing City to seek the loan.

#### **Action**

*The Committee unanimously motioned to approve for staff to apply for the CERB funding application.*

### **13. Homestead Update**

Hutchings said Public Works has been in contact with Homestead's owner, and they have said they are working on a maintenance program. If the owner does not comply with the maintenance, the City has plans to step in with its own maintenance with a Civil Regulatory Order dated for June 18, 2025.

### **14. Lynden Museum Fire Suppression System**

Vis said the Museum needs a repair done to the fire suppression system which costs \$15,000. He brought up the question of how/who this funding would be provided by.

### **15. Traffic Signal Lights at Grover & 1<sup>st</sup> Streets**

Vis asked for an update about the Grover & 1<sup>st</sup> Traffic Signals. Sandal is working with Transpo on how to best coordinate traffic movements through the three signalized intersections. He will have a report forthcoming.

**ADJOURNMENT:** The meeting adjourned at 6:40 p.m.

**NEXT MEETING:** July 09, 2025