



## PUBLIC WORKS COMMITTEE MINUTES

4:00 PM Aug 05, 2024  
City Hall 2<sup>nd</sup> Floor Conference Room

### **CALL TO ORDER**

Members Present: Councilors Gary Bode, and Brent Lenssen

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

Public Present: Sonja Lyons, Bryant Paulsen, Bill Stoelt, Tom Martin, and Greg Bell

### **ACTION ITEMS**

#### **1. Approve Minutes from July 01, 2024**

##### Action

*The minutes from July 01, 2024, were recognized and accepted by the Committee.*

#### **2. Request to Bring Judson Street LID – Phase 2 – 9<sup>th</sup> Street Bids Directly to August 19<sup>th</sup> City Council Meeting**

Sandal informed the Committee that bids are due on August 8<sup>th</sup> and he would like to present the results to City Council on August 19<sup>th</sup> for contractor selection. The goal is to start the project as soon as possible to complete the 9<sup>th</sup> Street portion this year before the weather gets too cold and tackle the alley portion in the spring. Lenssen asked if the Department of Ecology is funding construction for Phase 2. Sandal confirmed approximately \$700,000 is grant funded for the estimated \$1.2M project.

##### Action

*The Public Works Committee concurred to forward the Judson Street & 9th LID – Phase 2 bids to City Council for approval and authorize the Mayor's signature on August 19, 2024.*

#### **3. Consultant Selection for ArcGIS Server to ArcGIS Online Migration**

Hutchings introduced Christina Brewer, the City's GIS Analyst, to help explain the goal of moving the City's GIS information from a local City maintained physical server towards a cloud-based system which includes tools and security protocols so the City can present the GIS information in a publicly accessible format, which cannot be done currently.

Brewer stated the server is reaching its end of life. This, along with wanting to provide more interactive maps and publicly accessible software, prompted the decision to convert to a cloud-based system with the City's current vendor, ESRI. ESRI will continue to provide GIS support. The City will no longer need to maintain the physical server but will need assistance with the conversion process.

Requests for proposal were sent to nine vendors for the conversion work, and the City received three responses. The proposals were reviewed by staff and CivicLens was chosen as the preferred firm with the best experience for the City's needs to complete the conversion. The estimated cost of service is \$20,500. Work is budgeted and should be completed in 2024.

Lenssen asked about the current monthly cost for ESRI GIS services vs. what it will cost going forward. Brewer said it is \$4-5K annually which is only slightly higher than we are currently paying to ESRI. Bode stated his concerns for making sure the City has a local backup of data just in case the host company goes out of business. Brewer confirmed a local backup is included.

**Action**

*The Public Works Committee concurred to present the contract with CivicLens to City Council for approval on August 19, 2024.*

**4. Approve Use of Clean Water State Revolving Fund Loan for Wastewater Treatment Plant Expansion (Phase 2) - Construction**

Hutchings shared an update of the Wastewater Treatment Plant (WWTP) Expansion Project (Phase 2). Phase 2 of the project will be paid for by a Department of Ecology Clean Water State Revolving Fund Loan in the amount of \$18,394,140 with repayment terms of 1.2% interest over 20 years.

The Modified Ludzak-Etinger (MLE) retrofit will make improvements to energy efficiency, nutrient removal, and industrial loading capacity. Hutchings shared the 2024 milestones that have been reached to move the project forward and stated it's been challenging to work through all the state and federal requirements as well as the multiple agencies and contractors. The next step in the process is for City Council to approve the loan offer by passing Resolution 24-1101 being presented at the City Council meeting on August 5<sup>th</sup>.

Hutchings also shared that the City is beginning a sewer rate study to help identify the best plan for loan repayment. He also stated that additional grant/loan funding through Whatcom County's EDI program is pending final approval.

**Action**

*The Public Works Committee supported approval of Resolution 24-1101 and concurred to recommend forwarding the Resolution to City Council for approval.*

**INFORMATION ITEMS**

**5. Report on Airport Open House and Fly In**

Tom Martin, Airport Board Member, shared a recap of the recent open house held at the Lynden Municipal Airport on July 27<sup>th</sup>, and presented a video of the event made by Airport Board Member Greg Bell. Martin said the open house is traditionally held the last Saturday in July. This year they estimated 23 airplanes on display with an additional 12 aircraft flying in. They counted 722 attendees through the gates but estimate closer to 800 with local residents and volunteers. They had two food vendors available. The Civil Air Patrol and local EAA Chapter 404 were also present.

Several of the Airport Board Members will be attending the WA State Community Airport Association conference in October where state agency representatives will be in

attendance. They will research opportunities for funding sources of future airport projects.

## **6. Projects Update**

Sandal informed the Committee of current project status:

- High School Parking Lot – The school district coordinated and paid for some repairs to the parking lot in addition to the resurfacing work paid by the City.
- Hannegan/1<sup>st</sup> Street Overlay – project is mostly complete.
- Cedar Drive Reconstruction – ongoing.
- West Front Street Culvert – working on right of way issues.
- New Maintenance Building – There will be a groundbreaking ceremony on Tuesday, Aug 13, 2024, at 3pm.
- Other various road maintenance happening around town.
- Sandal informed the committee that the City may not qualify for future grant funding from the Transportation Improvement Board's Pavement Preservation program due to program guidelines based on assessed property value.

## **7. Response to Notice of Homestead Maintenance Deficiencies**

Hutchings recapped the status of complaints and notices given regarding lack of maintenance of Homestead properties. Hutchings said the City's focus is on the highest risk areas that could affect personal safety due to fire hazards. He has been working with the City Attorney's office to follow required notification steps prior to the City being able to intercede and abate. The City is also awaiting the final summary of the Judge's legal findings from the recent trial to know what further options are available to the City. Sonya Lyons, local resident, was in attendance and contributed comments and maps of areas she's aware of that need attention. She informed the committee that Island Green Commons is repairing a waterline connected to one of the median sprinkler systems which is currently broken.

## **8. Follow-Up to Request for Relief of Utility Fees – Duffner Court**

Hutchings shared with the committee a response letter sent to Mr. Sangha regarding his request for relief of connection fee charges at Duffner Court. The response letter also provided information about a program offered by Whatcom County for affordable housing that Mr. Sangha could pursue if interested.

## **9. WWTP Expansion Update**

Presented during item No. 4 discussion.

## **10. Transitioning City's Small Works Roster to Municipal Research Services Center (MRSC)**

Hutchings explained the current process of maintaining a local small works roster managed by the City and the proposal of switching to MRSC for use of their statewide vendor registry. Bode and Lenssen had some more questions regarding this. More information will be presented at the next meeting.

**ADJOURNMENT:** The meeting was adjourned at 5:42pm.

**NEXT MEETING:** September 3, 2024