



Public Works Committee Meeting Minutes
City Hall – 300 4th Street
4:00 PM October 06, 2021

Roll Call

- Members Present: Mayor Scott Korthuis, Councilors Gary Bode and Ron De Valois
- Members Absent: Jerry Kuiken
- Staff Present: City Administrator John Williams, Public Works Director Steve Banham, Public Works Office Manager Heather Sytsma
- Public Present: Gary Vis, Dick Vandenberg

Action Items

1. Approve Minutes from September 8, 2021

De Valois motioned to approve the minutes and Bode seconded the motion.

Action:

The minutes from September 8, 2021, were approved.

2. West Lynden Business Park - Redwood Road Vacation Valuation

On October 4, 2021, Council held a Public Hearing on vacating the 80-foot wide by approximately 606-foot-long unopened portion of Redwood Road south of Alderwood Road. The developer has proposed to provide a dedication of 40 feet of right-of-way on the east side of that same parcel and to dedicate a 30-foot by approximately 1,280-foot utility easement along the entire south side of the road. The developer is requesting that the City accept this exchange in lieu of requiring a formal appraisal of the property.

Dick Vandenberg described the proposed easements adjacent to the West Lynden Business Park property. This includes the drainage corridor on the south side of property, which could benefit other properties in the Bertrand Creek watershed.

The Committee discussed valuation of the easements. Banham asked whether the Committee is amenable to exchanging the 80-foot right of way, dedicated as part of general binding site plan, for a 40-foot right of way and a utility easement along whole south end. This is more total square footage, but a larger portion is utility easement.

Banham noted that future regional street improvements could include a roadway and extension of Tromp Road north to Main Street. Reconfiguring in this way provides for a more equitably distributed street network and creates more buildable land.

Action:

The Public Works Committee concurred to support the new right of way and easement as a fair land exchange for the vacated right of way and recommended that staff present it to City Council.

3. Request for Crosswalk - Double Ditch Road at Pine Street

Staff received a request from Daniel Meester (8455 Double Ditch Road) for a crosswalk on the corner of Double Ditch Road and Pine Street. Bode reminded the Committee of their usual stance, that crosswalks are not as safe as people perceive them to be. Banham stated there are locations where a break is needed as a designated area for pedestrians to cross the street. He added that this is not an unreasonable request because there are no other crosswalks in the vicinity. However, Double Ditch Road has a high traffic volume.

Action:

The Public Works Committee requested that staff obtain traffic counts in the vicinity of the Double Ditch Road and Pine Street intersection and bring results to a future Committee meeting.

4. 2022 Budget Addendum: Public Works Utility Rates and Fees

Banham reviewed 2022 Public Works Rates and Fees budget addendum.

Regarding meter installation fees, Gary Vis raised the issue of builders constructing apartment buildings and then converting them to condominiums (such as Salmonberry). Banham explained that apartments have one large meter and volume charge, condominiums have smaller meters and individually metered accounts. Banham stated he may speak with the Planning Director about a covenant restricting apartments from converting to condominiums. Gary Vis stated that per a past state law ruling, restricting conversion may not be allowed.

Regarding equipment and labor rates, Korthuis suggested an hourly rate of 0.05% of the price of the initial cost of a piece of equipment. For instance, something purchased for \$300,000 would have an hourly rate of \$150.00. Banham stated that staff will review equipment costs versus hourly rates to determine any adjustments that may be needed.

Regarding compost fees, Banham stated he is proposing to eliminate the free compost for residents, except to provide a first-come first-served location for residents to load their own compost. The current practice having staff available to load free compost will be discontinued. He also proposed a "coupon" insert for spring utility bills, which would allow people to exchange their coupon for a free yard of compost by appointment.

Regarding the increase in airport fees, these were presented to the Airport Board at their meeting on September 21st with no opposition.

Action:

The Public Works Committee concurred to support the proposed rate and fee increases for inclusion in the 2022 budget.

5. 2022 Budget - Two Positions Added

Banham stated that, with the support of the Mayor and City Administrator, he has budgeted one new Operator position and one new Streets and Utilities Technician position. Staff is now

requesting the Committee's support for these new positions to be adopted with the 2022 budget.

Additional stormwater review services are currently being covered by an on-call contract with a consultant.

Nick Hibma, Maintenance Journey, has accepted a position with a local refinery. His last day was September 30th. This position is currently being recruited.

Action:

The Public Works Committee concurred to support the addition of two new positions to the Public Works Department: an Operator position and a Street and Utilities technician.

6. Replacement of AC Waterline using the Small Works Roster:

1) Benson Road North to Badger Road (SR546)

2) Bender Road North of Badger Road (SR546)

Banham explained that these lines have had several breaks in recent years. There are 14 customers north of Badger Road on Bender Road who are on City water. He is hoping to use farm right-of-way to have the waterline installed quicker. Bode asked for an estimated cost of construction. Banham stated that the Bender Road project is estimated at \$200,000.

Regarding Benson Road, Korthuis stated this is good timing with PeaceHealth building at this location. Banham stated that PeaceHealth is extending the waterline north to their property boundary and he is seeking a price to have their contractors continue extending the waterline, as an emergency project, to City limits.

Action:

The Public Works Committee concurred to support these AC waterline replacement projects.

7. 2022 Engineering Design and Development Standards Update

Banham explained that staff is now updating the Design Standards on an annual basis. A Public Hearing date of December 6th will be requested at the November 1st City Council meeting, allowing one month for public review of the proposed changes. He noted that staff is also trying to standardize items so there is consistency between cities documents and expectations.

Action:

The Public Works Committee concurred to support the 2022 Engineering Design and Development Standards Update and recommended forwarding this to City Council.

Information Items

8. Front Street Tree Health Summary

Front Street tree trimming was completed in July 2021 with a fair number of branches cleaned out. Banham is proposing a semi-annual schedule for this work. The Committee discussed what people should do if they see limbs that were missed. Staff advises that the public should contact the Public Works office.

9. Septic to Sewer Program

Staff is working with the Whatcom Conservation District to draft a letter to send to property owners

within City limits who have on-site septic systems. These will remind property owners of their responsibility to maintain a healthy septic system and will provide information about how to determine eligibility to connect to City sewer.

10. Grant Applications for 2023

Department of Ecology Grant Applications (due October 2021):

- Judson Area Stormwater Low Impact Development Phase 2 (9th Street)
- Pepin Creek south of Main Street (Erdmann property and around the bend in the creek)
- Street Sweeper (for purchase in 2023)

WSDOT Aviation Grant Application (due March 2022)

- Weather Station Replacement/Upgrade – to aid pilots in navigation and to observe land conditions.

11. Projects Update

Main Street roundabout at Berthusen Road

This project involves coordination with a planned industrial development in the southeast quadrant of the intersection and maintenance of adequate access for properties on the west side of Berthusen Road.

Korthuis asked about the property owned by Kortus, located on the north side of West Main Street roundabout. Staff is also in discussion with Kortus, who has expressed interest in his property being added to the Urban Growth Area in the future.

Bradley and Line Roads Intersection

Staff is actively communicating with property owners along the proposed project area, who will need to dedicate right of way. The design is to add bike lanes and sidewalk on the south side, crosswalks, and a center turn lane for safe left turns. This will require some additional property from the high school, which would require reconfiguration of their parking.

Korthuis stated he has had discussions with Interim Superintendent Strom about proposed parking arrangements.

Industrial Condensate (Hannegan Road)

The CIPP for the raw water line has been completed. The final phase of this project is from the end of the raw water line to the outfall. Staff is waiting for a County Shoreline Permit hearing date.

Managed Aquifer Recharge (MAR)

Staff presented this project to the Lummi Tribe on September 24th and submitted the preliminary feasibility report last week to Ecology for review. Banham explained that there are two sites that have been identified as the most promising, based on the evaluation criteria. The next step is to do further investigation in the spring. Korthuis suggested inviting County Executive Sidhu to the next Department of Ecology quarterly meeting where the City provides regular updates.

Pepin Creek

Staff is seeking contractors via Small Works Roster to demolish the existing house and outbuilding.

Northwood and Kamm Roads

Staff is entering into a developer agreement to extend the waterlines on Northwood Road (south of Brome Street) and Kamm Road. A second developer agreement would place a pedestrian

walkway along the west side of Northwood Road similar to Line Road, a paved shoulder with an extruded curb for protection.

Sewer Pump Stations

Staff is negotiating easements for Pump Station #17 (Guide Meridian) and developing preliminary requirements for Pump Station #18 (Pepin Creek Basin).

Staff has a location for the pump station on the west side of Guide Meridian. The City is working with developers on a mixed-use development at the corner of Bay Lyn Drive and Guide Meridian, which will benefit from this pump station. This pump station could also serve the Windmill Inn, located on the east side of Guide Meridian, which is currently on septic. With the installation of this pump station, the City will further promote its "Septic to Sewer" transition program and allow properties in this area to connect to City sewer.

New Business

12. KOA Ponds Update

The Committee asked about progress on the stormwater pond that feeds into the KOA pond. Staff got survey results too late to be able to do the clean out this year but will be looking at the control structure.

13. Darigold Crosswalk Concerns

Staff met with Darigold who continues to express concern about their employees crossing on Depot Road. They may be submitting a request for approval to purchase and install flashing crosswalk lights.

Adjournment: The meeting was adjourned at 5:49

Next Meeting: November 3, 2021