



LAKE WHATCOM WATER AND SEWER DISTRICT
1220 LAKEWAY DRIVE
BELLINGHAM, WASHINGTON 98229

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

November 12, 2014

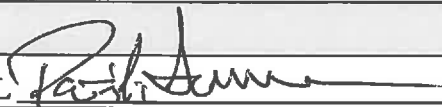
6:30 p.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Public Hearing Regarding Updates to the District's SEPA Policy – Resolution 808
 - B. Resolution 808 – Adopt SEPA Policy Update
 - C. Summary of Existing District Projects
 - D. Resolution 807 - Administration of the Low Income Senior/Disabled Reduced Rate
 - E. Draft 2015 Budget
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 4, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	November 12, 2014		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Public Hearing Regarding Updates to the District's SEPA Policy – Resolution 808		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District is updating its SEPA Policy to conform with the new rules for implementation of the State Environmental Policy Act per RCW 43.21C.

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

Hold a public hearing on the updated rules for implementation of the State Environmental Policy Act.

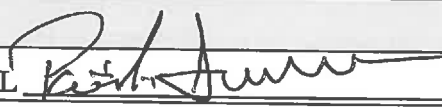
PROPOSED MOTION

No motion necessary.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 4, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	November 12, 2014		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Resolution 808 – Adopt SEPA Policy Update		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Resolution 808		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Resolution 808 adopts the District's SEPA Policy Updates. Once Resolution 808 is adopted by the Board, it will replace the outdated SEPA Policy that is currently a part of the District's Administrative Code

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

Discuss/edit/adopt Resolution 808.

PROPOSED MOTION

To adopt Resolution 808 Updating the District's SEPA Policy.

SIMI JAIN, Attorney
sjain@zenderthurston.com

To: District General Manager

From: Simi Jain

Re: New Resolution on Rules for Implementation of the State Environmental Policy Act
RCW 43.21C

Date: 10.17.14

An accompanying new resolution includes changes to the District's procedures implementing the State Environmental Policy Act, SEPA.

In 2012, the Washington Legislature amended SEPA (RCW 43.21C) mainly relating to categorical exemptions. In response, in 2013 and 2014, the Department of Ecology (DOE) adopted new rules amending WAC 197-11 (SEPA Rules) to effectuate the statutory changes. DOE included updates to certain definitions, changes to the categorical exemptions, changes to the environmental checklist and other more minor changes. The Model SEPA Ordinance, WAC 173-806, was also repealed. Also, recent changes were made to what is required in an agency's SEPA procedures under WAC 197-11-904. This rule is meant to instruct what may be in a local SEPA procedure and what are absolute requirements. Actually, this rule has been updated a few times since the District adopted its SEPA procedures in 1998.

We reviewed the District's existing SEPA procedures adopted in resolution 622 and codified in Title 6 against what is required by WAC 197-11-904. Many any of the suggested amendments to the District's SEPA procedures, are to address DOE's amendments to the SEPA Rules. For instance, references to the Model SEPA Ordinance were removed. However, most sections of the District's SEPA procedures are consistent with what SEPA requires for local agency procedures under WAC 197-11-904. We updated the District's rules to reflect other statutory changes such as to the Public Records Act (RCW 42.56). We also suggest giving the Responsible Official more flexibility in making the threshold determination. A new section on an optional process was included in the amendments. This is not based upon a new SEPA Rule but, something which the SEPA Rules allow and could be useful to the District for certain projects. It is not necessary. Finally, the remainder of changes address minor issues such as typographical errors and grammar.

Note, while the District's rule for an environmental checklist does not require a major amendment, the form used should be changed to reflect the new form adopted by DOE. The new checklist form is at WAC 197-11-960.

Please contact us with any questions or concerns.

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 808

A resolution of the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, Amending Resolution Number 622 and the Administrative Code, Title 6, On Rules for Implementation of the State Environmental Policy Act RCW 43.21

WHEREAS, Lake Whatcom Water & Sewer District's ("District") present rules for implementing the State Environmental Policy Act ("SEPA") contained in Resolution 622 and its predecessors and Title 6 of the District's Administrative Code, need to be revised to be consistent with recent changes made to the SEPA Rules (WAC 197-11); and

WHEREAS, the District gave notice of the proposed adoption of this resolution by publication in the Bellingham Herald on November 6, 2014, and held a public hearing on this resolution on November 12, 2014; and

WHEREAS, the District finds it appropriate and desirable to adopt rules for the purpose of implementing SEPA consistent with recent changes in the SEPA Rules;

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Lake Whatcom Water & Sewer District, Whatcom County, Washington as follows:

Section 1: The District repeals Resolution 622 and the District's Administrative Code, Title 6 and replaces it with Exhibit A hereto.

Section 2: BE IT FURTHER RESOLVED that any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this resolution.

Section 3: If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Commissioners hereby declare that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution should be declared invalid or unconstitutional, then the original Resolution or Resolutions shall be in full force and effect.

Section 4: This Resolution shall be effective immediately.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 12th day of November, 2014.

Leslie Mc Roberts, President

Todd Citron, Secretary

John W. Millar, Commissioner

Laura Weide, Commissioner

Commissioner

THIS IS TO CERTIFY that the above is a true and correct copy of Resolution No. 808 of Lake Whatcom Water & Sewer District, Whatcom County, Washington, adopted at the regular meeting of the Board of Commissioners on November 12, 2014.

Secretary

Approved as to form:

Robert Carmichael, Attorney for District

EXHIBIT A

TITLE 6 STATE ENVIRONMENTAL PROTECTION ACT (SEPA)

6.1 Authority

The District adopts this title under the State Environmental Policy Act (SEPA), RCW 43.21.C.120 as amended. The District adopts by reference the policies of SEPA as set forth in RCW 43.21C.010 and RCW 43.21C.020 and as stated in WAC 197-11-030.

6.2 General Requirements

6.2.1 Adoption by Reference.

The District adopts by reference Chapter 197-11 of the Washington Administrative Code as hereafter amended, including WAC 197-11-060(3)(c), 197-11-410 and 197-11-440 (8), 197-11-040 Definitions, 197-11-050, Lead Agency, 197-11-055 Timing of the SEPA process, 197-11-060 Content of environmental review, 197-11-070 Limitations on actions during SEPA process, 197-11-080 Incomplete or unavailable information, 197-11-090 Supporting documents, 197-11-100 Information required of applicants.

6.2.2 Additional Definitions

In addition to those definitions contained within WAC 197-11-700 through 197-11-799, when used in this title, the following terms shall have the following meanings, unless the context indicates otherwise;

- a. "Department" means any division, subdivision or organizational unit of the District established by ordinance, rule, or order.
- b. "SEPA Rules" means chapter 197-11 WAC adopted by the department of ecology.
- c. "Ordinance" means the ordinance, resolution, or other procedure used by the District to adopt regulatory requirements.
- d. "Early notice" means the District's response to an applicant stating whether it considers issuance of a determination of significance likely for the applicant's proposal (mitigated determination of non-significance (DNS) procedures).

6.2.3 Responsible Official

- a. The Responsible Official shall be the General Manager when the District is the Lead Agency.
- b. The Responsible Official shall carry out the District's duties, functions and procedural responsibilities as Lead Agency under the SEPA Rules and this title.

- c. All decisions of the Responsible Official and the District relating to interpretation and application of the SEPA Rules and this title shall be accorded substantial deference.
- d. For all proposals for which the District is the Lead Agency, the Responsible Official shall make the threshold determination, supervise scoping and preparation of any required environmental impact statement and perform any other functions assigned to the "lead agency" or "responsible official" under the SEPA Rules.
- e. The District shall retain all documents required by the SEPA Rules (chapter 197-11 WAC) and this title and make them available in accordance with chapter 42.56

6.2.4 Lead Agency Determination and Responsibilities

When the District receives an application or initiates a proposal that involves a nonexempt action, the General Manager shall determine the lead agency for that proposal under WAC 197-11-924; unless the lead agency has been previously determined or the District is aware that another agency is in the process of determining the lead agency.

- a. When the District is the lead agency for a proposal, the General Manager shall supervise compliance with the threshold determination requirements and, if an Environmental Impact Statement (EIS) is necessary, shall supervise preparation of the EIS.
- b. When the District is not the lead agency for a proposal, the District shall use and consider, as appropriate either the DNS or the final EIS of the lead agency.
- c. If the District receives a lead agency determination made by another agency that appears inconsistent with the criteria of WAC 197-11-922 through 197-11-940, it may object to the determination. Any objection must be made to the agency originally making the determination, or the District must petition the Department of Ecology for a lead agency determination under WAC 197-11-946 within the fifteen-day time period. Any such petition on behalf of the District may be initiated by the Responsible Official.
- d. The District is authorized to make agreements as to lead agency status or shared lead agency duties for a proposal under WAC 197-11-942 and 197-11-944: Provided, that the Responsible Official and shall approve the agreement.
- e. When making a lead agency determination for a private project, the District shall require sufficient information from the applicant to identify which other agencies have jurisdiction over the proposal.

6.2.5 Timing (WAC 197-11-055)

The following time limits (expressed in calendar days) shall apply when the District processes licenses for all private projects and those governmental proposals submitted to the District by other agencies.

A. Threshold determinations: When the responsible official requires further information from the applicant or consultation from other agencies with jurisdiction:

- a. The District should request such further information within 15 days of receiving a complete application and completed environmental checklist;
- b. The District shall wait no longer than thirty days for a consulted agency to respond;
- c. The Responsible Official should complete the threshold determination as close as possible to receiving the requested information from the applicant or the consulted agency.
- d. When the District must initiate further studies, including field investigations, to obtain the information to make the threshold determination, the District should complete the studies within thirty days of receiving a complete application and a completed environmental checklist.
- e. The District shall complete threshold determinations on actions where the applicant recommends in writing that an EIS be prepared, because of the probable significant adverse environmental impact described in the application, within 15 days of receiving a complete application and completed environmental checklist.

6.2.6 Additional Timing Considerations (WAC 197-11-406)

- a. For nonexempt proposals, the threshold determination or draft EIS for the proposal shall accompany the District's staff recommendation to any appropriate advisory body.
- b. If the District's only action on a proposal is a decision on a permit or other license that requires detailed project plans and specifications, the applicant may request in writing that the District conduct environmental review prior to submission of the detailed plans and specifications.

6.2.7 Emergency Actions

Any action which in the opinion of the Responsible Official must be undertaken immediately, or within a time too short to allow full compliance with the provisions of this title, the SEPA Rules, to avoid an imminent threat to public health or safety, to prevent an imminent danger to property (public or

private), or to prevent an imminent threat of serious environmental degradation, shall be exempt from the procedural requirements of this title, SEPA and the SEPA Rules.

6.3 Categorical Exemptions and Threshold Determinations

6.3.1 Purpose of this Part.

This part contains the rules for deciding whether a proposal has a "probable significant adverse environmental impact" requiring an environmental impact statement (EIS) to be prepared. This part also contains rules for evaluating the impacts of proposals not requiring an EIS. The District adopts the following sections by reference, and as hereafter amended: WAC 197-11-300 Purpose of this part, 197-11-305 Categorical exemptions, 197-11-310 Threshold determination required, 197-11-315 Environmental Checklist, 197-11-330 Threshold determination process, 197-11-335 Additional information, 197-11-340 Determination of non-significance (DNS), 197-11-350 Mitigated DNS, 197-11-360 Determination of significance (DS)/initiation of scoping, 197-11-390 Effect of threshold determination.

6.3.2 Use of Exemptions

- a. When the District receives an application for a license or, in the case of governmental proposals, when it initiates a proposal, the District shall determine whether the license and/or the governmental proposal is exempt. The District's determination that a proposal is exempt shall be final and not subject to administrative review. If a proposal is exempt, none of the procedural requirements of this ordinance apply to the proposal. The District shall not require completion of an environmental checklist for an exempt proposal.
- b. In determining whether or not a proposal is exempt, the District shall make certain the proposal is properly defined and shall identify the governmental licenses required (WAC 197-11-060). If a proposal includes exempt and nonexempt actions, the District shall determine the lead agency, even if the license application that triggers the District's consideration is exempt. If a proposal includes both exempt and nonexempt actions, the District may authorize exempt actions prior to compliance with the procedural requirements of this title, except that the District shall not give authorization for:
 1. Any nonexempt actions;
 2. Any action that would have an adverse environmental impact; or
 3. Any action that would limit the choice of alternatives.
 4. The District may withhold approval of an exempt action that would lead to modification of the physical environment, when such

modification would serve no purpose if nonexempt action(s) were not approved; and

5. The District may withhold approval of exempt actions that would lead to substantial financial expenditures by a private applicant when the expenditures would serve no purpose if nonexempt actions were not approved.

6.3.3 Environmental Checklist

- a. A completed environmental checklist, in the form provided in WAC 197-11-960, shall be filed at the same time as an application for a permit, license, certificate, or other approval not specifically exempted in this title; except, a checklist is not needed if the District and applicant agree an EIS is required, SEPA compliance has been completed, or SEPA compliance has been initiated by another agency. The Responsible Official shall review the environmental checklist to make the threshold determination.
- b. For private proposals, the District will require the applicant to complete the environmental checklist, providing assistance as necessary. For District proposals, the Responsible Official shall complete the environmental checklist for that proposal.

6.3.4 Mitigated Determination of Non-Significance (DNS)

- a. As provided in this section and in WAC 197-11-350, the Responsible Official may issue a DNS based on conditions attached to the proposal by the Responsible Official or on changes to, or clarification of, the proposal made by the applicant.
- b. An applicant may request in writing early notice of whether a DS is likely under WAC 197-11-350. The request must:
 1. Follow submission of a permit application and environmental checklist for a nonexempt proposal for which the department is lead agency; and
 2. Precede the District's actual threshold determination for the proposal.
- c. The Responsible Official should respond to the request for early notice within 10 working days. The response shall be written, state whether the District currently considers issuance of a DS likely, and, if so, indicate the general or specific area(s) of concern that are leading the District to consider a DS; and state that the applicant may change or clarify the proposal to mitigate the indicated impacts, revising the environmental checklist and/or permit application as necessary to reflect the changes or clarifications.

- d. As much as possible, the District should assist the applicant with identification of impacts to the extent necessary to formulate mitigation measures.
- e. When an applicant submits a changed or clarified proposal, along with a revised or amended environmental checklist, the District shall base its threshold determination on the changed or clarified proposal and should make the determination as close as possible to receiving the changed or clarified proposal;
 - 1. If the District indicated specific mitigation measures in its response to the request for early notice, and the applicant changed or clarified the proposal to include those specific mitigation measures, the District shall issue and circulate a DNS under WAC 197-11- 340(2).
 - 2. If the District indicated areas of concern, but did not indicate specific mitigation measures that would allow it to issue a DNS, the District shall make the threshold determination, issuing a DNS or DS as appropriate.
 - 3. The applicant's proposed mitigation measures must be in writing and must be specific. For example, proposals to "control noise" or "prevent stormwater runoff" are inadequate, whereas proposals to "muffle machinery to X decibel" or "construct 200-foot stormwater retention pond at Y location" are adequate.
 - 4. Mitigation measures which justify issuance of a mitigated DNS may be incorporated in the DNS by reference to agency staff reports, studies or other documents.
 - 5. A mitigated DNS is issued under WAC 197-11-340(2), requiring a fourteen-day comment period from the date of issuance of the mitigated DNS and public notice.
 - 6. Mitigation measures incorporated in the mitigated DNS shall be deemed conditions of approval of the permit decision and may be enforced in the same manner as any term or condition of the permit, or enforced in any manner specifically prescribed by the District.
 - 7. If the District's tentative decision on a permit or approval does not include mitigation measures that were incorporated in a mitigated DNS for the proposal, the District should evaluate the threshold determination to assure consistency with WAC 197-11-340(3)(a)(withdrawal of DNS).
 - 8. The District's written response under subsection (c) of this section shall not be construed as a determination of significance. In addition, preliminary discussion of clarifications or changes to a proposal, as opposed to a written request for early notice, shall

not bind the District to consider the clarifications or changes in its threshold determination.

6.4 Environmental Impact Statements (EIS)

6.4.1 Purpose of the Part and Adoption by Reference.

This part contains the rules for preparing environmental impact statements. The District adopts the following sections by reference, and as hereafter amended: 197-11-400 purpose of EIS, 197-11- 402 General requirements, 197-11-405 EIS types, 197-11-406 EIS timing, 197-11-408 Scoping, 197-11-

410 Expanded scoping, 197-11-420 EIS preparation, 197-11-425 Style and size, 197-11-430 Format, 197- 11-435 Cover letter or memo, 197-11-440 EIS contents, 197-11-442 Contents of EIS on non-project proposals, 197-11-443 EIS contents when prior non-project EIS, 197-11-444 Elements of the environment, 197-11-448 Relationship of EIS to other considerations, 197-11-450 Cost-benefit analysis, 197-11-455 Issuance of DEIS, 197-11-460 Issuance of FEIS.

- a. An applicant may be required or authorized by the Responsible Official to participate in EIS preparation if the Responsible Official determines that this will aid in preparing a meaningful environmental analysis. The extent of applicant involvement shall be as specified by the Responsible Official so long as:
 1. The EIS shall be prepared under the direction of the Responsible Official and in conformance with the SEPA Rules and this title; and
 2. The applicant is not required to provide more information than allowed by the SEPA Rules and this title, provided that the Responsible Official may authorize a lesser degree of participation by the applicant than allowed by the SEPA Rules and this title.
- b. The Responsible Official shall prepare and circulate a Request for Proposals to consulting firms which have established expertise on those issues identified in the Determination of Significance. Upon receipt of such proposals, which shall include as a minimum a description of the firm's areas of expertise and experience as well as a detailed cost estimate for the preparation of an EIS, the Responsible Official shall establish a consultant selection panel, at least one member of which shall be a representative of the applicant's choosing. After reviewing submitted proposals, the consultant selection panel shall thereupon select one firm to be retained by the District for the purpose of preparing the EIS.

6.5 Commenting

6.5.1 Adoption by Reference.

The District adopts to following sections by reference and as hereafter amended: 197-11-500 Purpose of this part, 197-11-502 Inviting comment, 197-11-504 Availability and cost of environmental documents, 197-11-508 SEPA register, 197-11-510 Public notice, 197-11-535 Public hearings and meetings, 197-11-545 Effect of no comment, 197-11-550 Specificity of comments, 197-11-560 FEIS response to comments, 197-11-570 Consulted agency costs to assist lead agency.

6.5.2 Public Notice

- a. Whenever the District issues a DNS under WAC 197-11-340(2) or a DS under WAC 197-11-360(3) the District shall give public notice as follows:
 1. If public notice is required for a nonexempt license pursuant to authority other than SEPA, the notice shall state whether a DS or DNS has been issued and when comments are due and include if applicable, the scoping procedure.
 2. If no public notice is required for the permit or approval, the District shall give notice of the DNS or DS by publishing notice in a newspaper of general circulation in the county where the proposal is located.
- b. Whenever the District issues a DEIS under WAC 197-11-455(5) or a SEIS under WAC 197-11-620, notice of the availability of those documents shall be given by publishing notice in a newspaper of general circulation in the county where the proposal is located.
- c. Whenever possible, the District shall integrate the public notice required under this section with existing notice procedures for the District's nonexempt permits or approvals required for the proposal.
- d. The District may require an applicant to complete the public notice requirements for the applicant's proposal at his or her own expense.

6.6 Using Existing Documents

6.6.1 Purpose of the Part and Adoption by Reference.

This part contains rules for using and supplementing existing environmental documents prepared under SEPA or the National Environmental Policy Act (NEPA) for the District's own environmental compliance. The District adopts the following sections by reference and as hereafter amended: 197-11-600 When to use existing environmental documents, 197-11-610 Use of NEPA documents, 197-11-620 Supplemental environmental impact statement -- procedures, 197-11-625 Addenda -- procedures, 197-11-630 Adoption -- Procedures, 197-11-635 Incorporation by reference -- procedures, 197-11-640 Combining documents.

6.7 SEPA and Agency Decisions

6.7.1 Purpose of this Part and Adoption by Reference.

The District adopts the following sections by reference and as hereafter amended: 197-11-650 Purpose of this part, 197-11-655 Implementation, 197-11-660 Substantive authority and mitigation, 197-11-680 Appeals.

- a. The District may attach conditions to a permit or approval for a proposal so long as:
 1. such conditions are necessary to mitigate specific adverse environmental impacts identified in environmental documents prepared pursuant to this ordinance, and
 2. such conditions are in writing, and
 3. the mitigation measures included in such conditions are reasonable and capable of being accomplished, and
 4. the District has considered whether other local, state, or federal mitigation measures applied to the proposal are sufficient to mitigate the identified impacts; and
 5. Such conditions are based on one or more policies in subsection (c) of this section and cited in the license or other decision document.
- b. The District may deny a permit or approval for a proposal on the basis of SEPA so long as:
 1. A finding is made that approving the proposal would result in significant adverse environmental impacts that are identified in a FEIS or final SEIS prepared pursuant to this ordinance; and
 2. A finding is made that there are no reasonable mitigation measures capable of being accomplished that are sufficient to mitigate the identified impact; and
 3. The denial is based on one or more policies identified in subsection (c) of this section and identified in writing in the decision document.
- c. The District designates and adopts by reference the following policies as the basis for the District's exercise of substantive authority pursuant to this section:
 1. The District shall use all practicable means, consistent with other essential considerations of state policy, to improve and coordinate plans, functions, programs, and resources to the end that the state and its citizens may:
 - i. Fulfill the responsibilities of each generation as trustee of the environment for succeeding generations;

- ii. Assure for all people of Washington safe, healthful, productive, and aesthetically and culturally pleasing surroundings;
 - iii. Attain the widest range of beneficial uses of the environment without degradation, risk to health or safety, or other undesirable and unintended consequences;
 - iv. Preserve important historic, cultural, and natural aspects of our national heritage;
 - v. Maintain, wherever possible, an environment which supports diversity and variety of individual choice;
 - vi. Achieve a balance between population and resource use which will permit high standards of living and a wide sharing of life's amenities; and
 - vii. Enhance the quality of renewable resources and approach the maximum attainable recycling of depletable resources.
- 2. The District recognizes that each person has a fundamental and inalienable right to a healthful environment and that each person has a responsibility to contribute to the preservation and enhancement of the environment.
- 3. The District adopts by reference the policies in the following District plans:
 - i. Lake Whatcom Water & Sewer District Water System Comprehensive Plan
 - ii. Lake Whatcom Water & Sewer District Comprehensive Sewer Plan
 - iii. Lake Whatcom Water and Sewer District Water and Sewer Administrative Codes;
 - iv. Resolutions of the Board of Commissioners of Lake Whatcom Water and Sewer District.

6.7.2 Optional Notice of Action

- a. The District, applicant for , or proponent of any action may publish a notice of action pursuant to RCW 43.21C.080 for any action.

6.7.3 Appeals

- a. The District establishes the following administrative appeal procedure under RCW 43.21C.060, 43.21C.075 and WAC 197-11-680:
 - 1. When any proposal or action not requiring a decision of the District Board of Commissioners is denied on the basis of SEPA by a

nonelected official, the decision shall be appealable to the District's Board of Commissioners. Such appeal may be perfected by the proponent or any aggrieved party by giving notice to the responsible official within ten days of the decision being appealed. Review by the District's Board of Commissioners shall be on a de novo basis.

2. Any agency or person may appeal the District's procedural compliance with WAC chapter 197-11 for issuance of the following:
 - i. A final DNS: Appeal of the DNS must be made to the Board of Commissioners within 15 days of the date the DNS is final. Appeal of the substantive determination on the action must be made to the Board of Commissioners within 30 days of the issuance of the permit or other license.
 - ii. A DS: The appeal must be made to the Board of Commissioners within 15 days of the date the DS is issued. Appeal of the substantive determination on the action must be made to the Board of Commissioners within 30 days of the issuance of the permit or other license.
 - iii. An EIS: Appeal of the EIS adequacy shall be filed within 15 days of date of issuance of the final EIS or the date whenever any required notice is made, whichever is later, provided that if there are any state statutory requirements for appeals to the District, the time limits for filing appeals specified therein shall control.
3. Any appeal which is timely filed shall be scheduled for a hearing before the Board of Commissioners no later than 30 days after filing of the appeal. The hearing shall be electronically recorded, be conducted on the record consistent with applicable law, provide for testimony under oath and otherwise be in accord with applicable law. Within 10 days of the conclusion of the hearing, the Board shall render its decision accompanied by appropriate findings of fact and conclusions of law. For any appeal under this subsection, the District shall provide a record at the expense of the appellant consisting of the following: (i) findings and conclusions; (ii) testimony under oath; and (iii) a taped or written transcript.
 - b. The procedural determination made by the Responsible Official shall carry substantial weight in any appeal proceeding.
 - c. No person having a right to judicial appeal shall pursue judicial review without having first used this administrative appeal process prior to seeking judicial review, unless expressly provided otherwise by state statute.

- d. If the notice of action procedures of RCW 43.21.C.080 are used, then the time limits for judicial appeal specified in RCW 43.21C.080 and 197-11-680(4)(d) shall apply.
- e. The District shall give official notice under WAC 197-11-680(5) whenever it issues a permit or approval for which a statute or ordinance establishes a time limit for commencing judicial appeal.

6.8 Definitions

The District adopts the following uniform usage and definitions of terms under SEPA by reference and as hereafter amended, 197-11-700 Definitions, 197-11-702 Act, 197-11-704 Action, 197-11-706 Addendum, 197-11-708 Adoption, 197-11-710 Affected tribe, 197-11-712 Affecting, 197-11-714 Agency, 197-11-716 Applicant, 197-11-718 Built environment, 197-11-720 Categorical exemption, 197-11-721 Closed record appeal, 197-11-722 Consolidated appeal, 197-11-724 Consulted agency, 197-11-726 Cost-benefit analysis, 197-11-728 City/county, 197-11-730 Decision maker, 197-11-732 Department, 197-11-734 Determination of non-significance (DNS), 197-11-736 Determination of significance (DS), 197-11-738 EIS, 197-11-740 Environment, 197-11-742 Environmental Checklist, 197-11-744 Environmental document, 197-11-746 Environmental review, 197-11-750 Expanded scoping, 197-11-752 Impacts, 197-11-754 Incorporation by reference, 197-11-756 Lands covered by water, 197-11-758 Lead agency, 197-11-760 License, 197-11-762 Local agency, 197-11-764 Major action, 197-11-766 Mitigated DNS, 197-11-168 Mitigation, 197-11-770 Natural environment, 197-11-772 NEPA, 197-11-774 Non-project, 197-11-776 Phased review, 197-11-778 Preparation, 197-11-780 Private project, 197-11-782 Probable, 197-11-784 Proposal, 197-11-786 Reasonable alternative, 197-11-788 Responsible official, 197-11-790 SEPA, 197-11-792 Scope, 197-11-193 Scoping 197-11-794 Significant, 197-11-796 State agency, 197-11-797 Threshold determination, 197-11-799 Underlying governmental action.

6.9 Categorical Exemptions

6.9.1 Adoption by Reference

The District adopts by reference the following rules for categorical exemptions, as supplemented in this ordinance and as hereafter amended, including WAC 197-11-800 Categorical exemptions, WAC 197-11-880 Emergencies, and WAC 197-11-890 Petitioning to DOE to change exemptions.

6.10 Compliance

6.10.1 Purpose of this Part and Adoption by Reference.

This part contains rules for agency compliance with SEPA, including rules for charging fees under the SEPA process, designating environmentally sensitive areas, listing agencies with environmental expertise, selecting the lead agency, and applying these rules to current agency activities. The District adopts the following sections by reference and as hereafter amended: 197-11-900 Purpose of this part, 197-11-902 Agency SEPA policies, 197-11-904 Agency SEPA

procedures, 197-11-906 Content and consistency of agency procedures, 197-11-908, Critical areas, 197-11-910 Designation of responsible official, 197-11-912 Procedures of consulted agencies, 197-11-914 SEPA fees and costs, 197-11-916 Application to ongoing actions, 197-11-920 Agencies with environmental expertise, 197-11-922 Lead agency rules, 197-11-924 Determining the lead agency, 197-11-926 Lead agency for governmental proposals, 197-11-928 Lead agency for public and private proposals, 197-11-930 Lead agency for private projects with one agency with jurisdiction, 197-11-932 Lead agency for private projects requiring licenses from more than one agency, when one of the agencies is a county/city, 197-11-934 Lead agency for private projects requiring licenses from a local agency, not a county/city and one or more state agencies, 197-11-936 Lead agency for private projects requiring licenses from more than one state agency, 197-11-938 Lead agencies for specific proposals, 197-11-940 Transfer of lead agency status to a state agency, 197-11-942 Agreements on lead agency status, 197-11-944 Agreements on division of lead agency duties, 197-11-946 DOE resolution of lead agency disputes, 197-11-948 Assumption of lead agency status.

6.10.2 Fees

No application shall be complete nor shall any environmental document be final until all fees imposed hereby have been paid to the District. The following fees shall be required for District activities conducted as a result of this title and the SEPA Rules:

- a. A fee of \$50.00 shall accompany any Environmental Checklist submitted to the District by an applicant of a proposal, for which the District is to act as the Lead Agency;
- b. For all proposals for which the District is the Lead Agency, and the Responsible Official determines that an EIS is required, the applicant shall pay a fee equal to the administrative costs of supervision and preparation of the draft and final EIS's or any amendments thereof unless otherwise expressly limited by this title and the SEPA rules.
 1. The amount of the fee shall be based upon the actual total costs for services and materials plus reimbursement for out-of-pocket expenses (including but not limited to consultant reports) borne by the District in complying with this title and the SEPA Rules. It shall not include costs for obtaining information from consulted agencies or efforts related to pre-draft consultation.
 2. The applicant shall make an initial payment of \$500.00 to the District or post bond in an amount equal to the projected costs as estimated by the Responsible Official, whichever is greater.
 3. All fees shall be paid in full before the document being prepared is finalized.

4. If a proposal is modified so that an EIS is no longer required, the Responsible Official shall refund any fees collected under this subsection which remain after incurred costs are paid.
- c. The District may collect a reasonable fee from an applicant to cover the cost of meeting the public notice requirements of this ordinance relating to the applicant's proposal.
- d. The District may charge any person for copies of any document prepared under this title and the SEPA rules, and for mailing the document, in the manner provided by chapter 42.56 RCW.

6.11 Forms

6.11.1 Adoption by Reference.

The District adopts the following forms and sections by reference and as hereafter amended: 197-11-960 Environmental checklist, 197-11-965 Adoption notice, 197-11-970 Determination of non-significance (DNS), 197-11-980 Determination of significance and scoping notice (DS), 197-11-985 Notice of assumption of lead agency status, 197-11-990 Notice of action.

6.12 Supplementary Procedures

The Responsible Official is authorized to develop and promulgate such procedures as he/she deems appropriate for implementing this title and the SEPA Rules. The Responsible Official shall provide for responses on behalf of the District when it is a consulted agency pursuant to WAC 197-11-912 and as hereafter amended.

6.13 Severability

If any provision of this title or their application to any person or circumstance is held invalid, the remainder of this title or the application of the provision to the other persons or circumstances shall not be affected thereby.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 4, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	November 12, 2014		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. November 2014 Summary of Existing District Projects		
NUMBER OF PAGES INCLUDING AGENDA BILL:	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Information only

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

Review and discuss

PROPOSED MOTION

n/a

LAKE WHATCOM WATER AND SEWER DISTRICT

Summary of Existing District Projects

Meeting Date		Effective Date		Prepared by
November 12, 2014		November 5, 2014		LE/BH
	Status of Water and Sewer Permit Issuance			
SCOPE	Provide a monthly update on permit activity.			
STATUS		Permits Issued 2014		Permits Issued 2013
	No of permits issued	15		16
	No of permits projected 2014	5		

Completed Capital Projects in 2014

C1410	Water Service Rebuilds
C1409	Sudden Valley WTP and Agate Heights WTP Dehumidifiers
C1314	Replace Server Hardware
C1313	Safety Grates at Pump Stations
C1211	Wet Well Pressure Transmitters
C1216	SVCA Polo Park Bridge Replacement Water Main Relocation
C1303	SVWTP Generator Replacement
C1315	Sewer Comprehensive Plan Update

State Required Report Status

Reporting	Name of Report & Preparer	Completed						When Due
MONTHLY	Chlorination Report Agate Heights (Kevin)	Jan	Feb	Mar	Apr	May	June	Postmarked by 10 th of month
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Surface Water Treatment Rule Report (SVWTP) (Kevin)	July	Aug	Sept	Oct	Nov	Dec	Postmarked by 10 th of month
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Department of Revenue (Debi)	Jan	Feb	Mar	Apr	May	June	Due end of following month
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ANNUALLY	Community Right to Know (Hazardous Materials) (Rich)	Completed March 3, 2014						Due by March 31st
	WA State Cross Connection Report (Rich)	Completed April 24, 2014						Due Annually
	Consumer Confidence Reports (Kevin)	Completed April, 2014						<ul style="list-style-type: none"> • Geneva- 4/14 • Sudden Valley 4/14 • Eagleridge – 4/14 • Agate Hghts – 4/14
	Hazardous Waste Activity Report (Rich)	Completed March 3, 2014						Due by March 31st
	OSHA 300 Log (Rich)	Completed January 30, 2014						Due by Feb 28th
	Water Use Efficiency Performance Report (Kevin)	Completed April 2014						Due by July 1st
	Washington State Financial Report (Debi)	Completed May 2014						Due by May 31st

Reporting	Name of Report & Preparer	Completed	When Due
OTHER	CPR/First Aid Training (Rich)	Completed 12/18/12	Due Biennially Next Due 2014
	Flagging Card Training (Rich)	Completed 7/22/2013	Due Triennially Next Due 2016

SAFETY PROGRAM SUMMARY***

Completed by Rich Munson

Annual Safety Training				
Staff participates in a local government on-line training system. Each employee is assigned with an individual training course that is relevant to their position. The courses contain check points, quizzes and tests to ensure the training was completed and understood by the employee. Learners can track their progress and manage their training with their workload.				
Weekly Crew Safety Meetings				
Safety meetings for the field crew take place every Tuesday at 4:45 p.m.				
Dates of Safety Committee Meetings				
January 8, 2014	July 10, 2014			
February 12, 2014	August 12, 2014			
March 13, 2014	September 24, 2014			
April 9, 2014	October 28, 2014			
May 14, 2014				
June 10, 2014				
Summary Of Work-Related Injuries & Illnesses				
Year	2014	2013	2012	2011
Total Number of Work Related Injuries	0	11	8	5
Defined as a work related injury or illness that results in: <ul style="list-style-type: none"> • Death • Medical treatment beyond first aid • Loss of consciousness • Significant injury or illness diagnosed by a licensed health care professional • Days away from work (off work) • Restricted work or job transfer 				
Total Number of Days of Job Transfer or Restriction (Light duty or other medical restriction)	0	5	24	0
Total Number of Days Away From Work (At home, in hospital, not at work)	0	13	9	0

Lake Whatcom Water & Sewer District

Capital Improvement Projects Staff Report

C1207 Reservoir Overflow Drains to Daylight

Route reservoir overflow drains to daylight.

C1207-ENG Project Administration and Engineering

4/2/2014 Staff working with G&O to look at overflow/drain line improvements for Division 22 as part of project C1401.

C1207-CON Construction Contract

C1214 Dead End Blow Offs

Install blow offs at water main dead ends.

C1214-CON Construction Contract

C1214-ADM Project Administration

11/28/2012 Crews researching and inspecting dead end mains. Compiling list of dead ends with proposed installation sketches.

C1304 Steel Reservoir Cathodic Protection

Install cathodic protection systems in District's steel reservoirs: Geneva, Div 30, Div 22, Div 7, & SVWTP Contact Tank.

C1304-ADM Project Administration and Engineering

2/6/2013 Non-Mandatory Prebid Meeting - 10am
10/2/2013 Staff finalizing bid/contract documents.
10/14/2013 Tentative Advertisement for Bids in Bellingham Herald.
10/29/2013 Bid Opening - 2pm. Two bids were received.
11/13/2013 Recommend Board reject all bids and rebid project due to unclear specifications regarding two different types of systems (vertical and horizontal systems).
12/4/2013 Staff refining specifications for re-bid in February/March 2014.
8/2/2014 Advertisement for Bids published in Bellingham Herald
8/19/2014 Non-Mandatory Prebid Meeting at 10am
8/26/2014 Bid Opening - 205pm
9/10/2014 Board of Commissioners awards contract to low bidder - Norton Corrosion Limited from Woodinville, WA - for \$37,650.59 including sales tax.
9/11/2014 Notice of Intent to Award letter sent to contractor. Staff and contractor working on executing construction contract.
10/27/2014 Pre-construction meeting with contractor.
11/3/2014 Construction contract executed.

C1306 LLR Sewer Air-Vac Valve Replacement

Replace iron/steel air-vac valves with nylon valves.

C1306-ADM Project Administration

4/3/2013 Staff solicited quotes from local suppliers. Ordered and received 9 valves from HD Supply (low quote). There are a total of 14 valves on the force main. Remaining 5 valves will be budgeted and purchased in 2014. Crews will begin installing new valves this spring.
10/2/2013 Crews have replaced a couple valves that failed on other forcemains using this inventory.

C1316 Boulevard Sewer Pump Station

Replace Boulevard Sewer Pump Station.

C1316-PH1 Predesign

- 9/11/2013 Board approves predesign scope of work for RH2.
- 10/1/2013 District received signed agreements from RH2. Need District attorney and GM signatures for execution. RH2 beginning predesign work.
- 10/30/2013 Staff met with RH2 to review data collected so far and discuss options to include in pre-design report. RH2 is scheduling a pre-application meeting with County - time/date to be determined.
- 11/6/2013 RH2 working on pre-design report. Draft will be ready for staff review in about 2 weeks.
- 12/4/2013 RH2 will present draft pre-design report at 12/11/2013 Board Meeting.
- 12/19/2013 RH2 and staff met with Whatcom County for permit pre-application meeting. No surprises in regards to permitting requirements.
- 1/22/2014 District staff and RH2 met with two neighboring property owners to discuss project and any concerns they might have. We did learn that stormwater (both groundwater and surface runoff) have been a challenge in that area. RH2 updated and finalized predesign report with neighbor comments/concerns.
- 2/4/2014 District staff and RH2 working on scope of work and fee estimate for design phase. Scope/fee will be discussed at 2/12/2014 Board meeting.
- 4/23/2014 Substantial Shoreline Development Permit Public Hearing 130pm at Whatcom County Council Chambers. Shoreline permit was approved.
- 5/7/2017 RH2 pursuing minor misc County permits for project.

C1316-PH2 Design & Bidding

- 2/12/2014 Board authorized phase 2 work - design and bidding.
- 3/6/2014 RH2 working on detailed plans and specifications.
- 3/26/2014 RH2 and District crew review 60% complete drawings. RH2 continuing detailed design incorporating District comments.
- 5/7/2014 District reviewed 90% plans and specs. RH2 finishing design and bid documents.
- 5/9/2014 Advertisement for Bids in Bellingham Herald
- 5/14/2014 Non Mandatory Prebid Meeting
- 5/22/2014 Bid Opening 205pm.
- 5/28/2014 Award Construction Contract at Board Meeting. Awarded to Interwest Construction.
- 6/3/2014 RH2 reviewed bidder responsibility, bid responsiveness, and check references. All looked good. A Notice of Intent to Award was sent to contractor.
- 9/29/2014 RH2 assisting with contract admin as needed.

C1316-CON Construction - Interwest Construction Inc.

- 6/3/2014 Notice of Intent to Award sent to Interwest Construction, Inc. Contractor gathering bonds, insurance, signing contracts, etc.
- 7/7/2014 Notice to Proceed - 90 calendar day contract
- 8/5/2014 Contractor performing sitework. Bypass pumping to begin next week.
- 9/29/2014 Sitework nearly finished. Electrical panels and wiring being installed. Contractor working on mechanical - installing pumps, rails, etc.
- 10/28/2014 Contractor reached Substantial Completion (within contract time).
- 11/4/2014 Contractor working on punch list.
- 11/17/2014 Final Completion Date

C1401 Division 22 Reservoir

Add new Division 22 Reservoir. Funded by DWSRF Loan. Loan Amount = \$994,850 at 1.5% for 20 years + 4 years for construction.

C1401-PH1 Predesign

- 10/2/2013 DWSRF loan contract will be executed by State on 10/8/2013. Staff will work with Grey and Osborne to prepare scope of work and fee. Scope/fee will be presented to Board tentatively at 11/13/2013 meeting for review/approval.
- 11/6/2013 Loan contract is executed. Execution date was 10/9/2013.
- 1/29/2014 Board approved scope of work and fee for Predesign work.
- 2/4/2014 Staff and G&O compiling AE agreement and exhibits for execution.
- 3/6/2014 Signed AE agreements received from consultant. District attorney doing final review. Agreements will then be executed by Patrick.

- 4/1/2014 G&O and staff had project kick-off meeting. G&O compiling list of information/data to begin predesign work. Topo survey will begin in a couple weeks.
- 5/7/2014 Consultant has performed topographic/boundary survey. Staff compiling water system data needed for consultants predesign work.
- 8/5/2014 G&O working on reservoir sizing after receiving water system data/info from staff. DOH cultural review in progress.
- 8/23/2014 Published Notice to the Public of Intent to Request Release of Funds in Bellingham Herald. This is required as part of the cultural review process. Have to wait 30 days before beginning test pits or geotechnical borings.
- 9/23/2014 Predesign progress meeting with G&O and District staff. Staff reviewed first 3 chapters of predesign report. G&O will update few minor items and continue final predesign tasks. Set goal to present predesign report to at 1st Board meeting in November.

C1402 Geneva Area AC Mains

Replacement of AC water mains in Geneva area. Funded by DWSRF Loan. Loan Amount = \$2,398,750 at 1.5% for 20 years + 4 years for construction.

C1402-PH1 Predesign

- 10/2/2013 DWSRF loan contracts will be executed by State on 10/8/2013. Staff working with Wilson Engineering to develop scope of work and fee. Scope/fee will tentatively be presented to Board at 11/13/2013 meeting.
- 11/6/2013 Loan contract is executed. Execution date was 10/7/2013.
- 12/4/2013 Staff working with Wilson to develop Scope of Work and Fee that includes DWSRF loan contract requirements. Scope/Fee will be presented at 12/11/2013 Board Meeting for approval.
- 12/11/2013 Board authorized GM to execute agreement with Wilson.
- 1/2/2014 AE agreement executed. Work includes predesign, permitting, topographic surveying, design, and bidding.
- 1/7/2014 Site walk-thru with District staff and Wilson engineers and surveyors.
- 1/9/2014 Conference call with DWSRF project manager, Cathy Brockmann. Key District and Wilson staff attended. Meeting covered basic loan contract requirements and setup coordination between parties.
- 2/4/2014 Wilson preparing preliminary drawings for conceptual water main locations/design. Topographic surveying to follow, when desired alignments are identified.
- 3/6/2014 Wilson performing preliminary engineering and topographic surveying.
- 4/2/2014 Wilson continues preliminary engineering and topo surveying work.
- 4/22/2014 Wilson and District staff meet to coordinate project activities. Topographic surveying and predesign work is in full swing.
- 6/3/2014 Wilson continues topographic surveying, mapping, and pre-design.
- 7/9/2014 Wilson presents predesign/project report to Board at meeting. Report is essentially done but will be finalized after receiving public comments after a public meeting tentatively scheduled in September 2014.
- 8/5/2014 Wilson continues topographic surveying, mapping, and development of preliminary plan set to be used at public meeting. DOH cultural review in progress.
- 8/23/2014 Published Notice to the Public of Intent to Request Release of Funds in Bellingham Herald. This is required as part of the cultural review process. Have to wait 30 days before beginning any excavations for test pits or geotechnical borings.
- 9/30/2014 Neighborhood workshop meeting held at District office. Staff sent invitations to properties adjacent to project limits.
- 11/4/2014 Project / predesign report completed by Wilson. District staff will send to DOH for review/approval. Wilson and District staff continuing to work on detailed plans.

C1403 2014 Water System Rehab and Replacement

Combines several separate District projects into one recurring annual project. The intent is to rehabilitate or replace aging water distribution system mains, service lines, hydrants, and valves. As infrastructure is assessed and found nearing end of useful life, it will be scheduled for renewal using this annual project budget.

C1403-ADM

- 1/2/2014 Staff compiling list of water assets for rehab and/or replacement.
- 6/20/2014 Advertisement for Bids in Bellingham Herald
- 7/10/2014 Prebid Meeting
- 7/16/2014 Bid Opening
- 7/30/2014 Board awards contract to Carman's Construction LLC from Oak Harbor in an amount not to exceed \$100k. Budget will allow replacement of approx 23 hydrants in Sudden Valley.
- 7/31/2014 Notice of Intent to Award mailed to Carman's Construction LLC

8/5/2014 Staff working with contractor to execute construction contract.

C1403-CON

8/28/2014 Contract executed. Notice to proceed given to contractor.

11/4/2014 Contractor ordering fire hydrant materials for project.

12/25/2014 Contract Substantial Completion Date.

C1404 2014 Sewer System Rehab and Replacement

C1404-CON

8/5/2014 Pro-Vac to begin smoke testing 8/11/2014 in Sudden Valley.

9/29/2014 Pro-Vac has completed all originally planned smoke testing and is just about done with additional requested areas.

11/4/2014 Pro-Vac completed all work. District staff working to close out project.

C1404-ADM

1/2/2014 Staff compiling list of assets for rehab and/or replacement.

4/24/2014 Advertisement sent to Bham Herald

4/27/2014 Advertisement in Bham Herald

5/5/2014 Pre-Bid Meeting

5/15/2014 Bid Opening

5/28/2014 Notice of Intent to Award sent to Pro-Vac

V

5/28/2014 Tentative - Award Construction Contract at Board Meeting.

8/4/2014 Notice to Proceed set to Pro-Vac - 120 day contract

8/5/2014 Pro-Vac to begin smoke testing in Sudden Valley 8/11/2014.

12/2/2014 Contract Completion Date.

C1405 Strawberry Pt. Sewer PS Improvements

Replace Strawberry Point Sewer Pump Station.

C1405-PH1 Predesign

2/4/2014 Staff and RH2 working on scope of work and fee estimate. Scope/fee will be on the 2/12/2014 Board meeting agenda.

2/12/2014 Board authorizes phase 1 - predesign work.

2/26/2014 Board authorizes a revision to phase 1 not-to-exceed amount.

3/6/2014 Signed AE agreements received from consultant. District attorney doing final review. Agreements will then be executed by Patrick.

3/6/2014 Staff collecting technical information for RH2 to begin preliminary design.

4/2/2014 RH2 reviewing pump station run time data for last couple years. Staff to provide detailed on/off data for selected key dates.

5/7/2014 Topographic survey is done. RH2 continuing predesign work.

8/5/2014 County pre-application submitted. Waiting to hear back from County on meeting date.

8/12/2014 RH2 to meet with District crew to go thru design criteria. Information will be documented in pre-design report which is in progress.

9/24/2014 RH2 presents predesign report to Board of Commissioners. Staff and RH2 will continue with project as described in predesign report.

10/15/2014 RH2 and District staff meet with County Public Works Roads and Stormwater department heads. Meeting was to coordinate county road/stormwater projects with District's pump station project.

10/29/2014 RH2 submits substantial shoreline development permit to county.

C1406 Sewer Push Camera for 2" and 4" Pipe

Procure sewer push camera for small diameter pipe.

C1406-ADM

C1407 Lowe Sewer PS VFD

Replace rotaphase with VFD.

C1407-ADM

C1408 SVWTP Spare Raw Water Pump VFD

Procure spare VFD for SVWTP raw water pump.

C1408-ADM

C1411 Shop Gravel/Asph Mat'l Bin Improvements

Add concrete slab and vertical row of concrete ecology blocks to gravel/asphalt material bins located as shop.

C1411-ADM

8/5/2014 Crews cleared existing material bin area. Staff reviewing best location for material bins and will begin preparing for concrete slab.

9/29/2014 Rebar and formwork procured and onsite. District crews will begin forming slab.

C1412 Admin Building Irrigation System

Install irrigation system at Admin Building.

C1412-ADM

4/2/2014 Staff obtaining quotes from landscape companies for installation of irrigation system.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 4, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	November 12, 2014		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Resolution 807 – Administration of the Low Income Senior/Disabled Reduced Rate		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Resolution 807		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Resolution 807 establishes the District's policies for the administration of the Low Income Senior/Disabled Reduced Rate. For more details see Resolution 807, attached.

FISCAL IMPACT

Unknown at this time.

RECOMMENDED BOARD ACTION

Review/discuss/edit or adopt Resolution 807 as presented.

PROPOSED MOTION

To adopt Resolution 807 Establishing Policies for the Administration of the Newly Adopted Low-Income Senior/Disabled Reduced Rate.

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No. 807

**A Resolution of the Board of Commissioners
Establishing Policies for the Administration of
the Newly Adopted Low-Income Senior/Disabled Reduced Rate
Effective January 1, 2015**

WHEREAS, RCW 57.08.014 provides authority for public utility districts to offer reduced utility rates for low-income seniors and/or low-income disabled persons; and

WHEREAS, reduced low-income senior/disabled rates were included in the Financial Consulting Solutions Group (FCSG) rate study compiled on behalf of the District, the results of which were published in the June 2014 Report for 2014 Water and Sewer Rate Update ("Rate Study"); and

WHEREAS, the Board has reviewed the Rate Study and adopted a Water and Sewer Rate Structure for the years 2015 through 2019 which includes a Low-Income Senior/Disabled Reduced Rate of 40% for qualifying rate payers for water and sewer services;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington ("District") as follows:

Section 1:

1. Low Income Senior and Low Income Disabled Person Utility Fee Discount. Low income senior citizens or low income disabled persons ("low income senior/disabled persons") who meet the qualifications and requirements of this Resolution shall receive a forty percent (40%) discount from the District's water and sewer service charges as provided herein. Said discount shall be uniformly extended to low income senior/disabled persons regardless of geographic location within the District's service area.
2. Eligibility for Low-Income Senior/Disabled Person Utility Fee Discount. To be eligible for the District's low income senior/disabled person utility fee discount, the applicant must complete and demonstrate the following:
 - A. Submit a complete signed application on a District application form for the low income senior/disabled person utility fee discount to the District Treasurer. Incomplete applications will not be processed.
 - B. The account must be in the applicant's name and the applicant must provide written documentation from the Whatcom County Assessor's Office demonstrating that the applicant is currently approved for a property tax exemption under the "Property tax exemption program for senior citizens and disabled persons" authorized under RCW

84.36.379 – RCW 84.36.389 and WAC 458-16A.100 – WAC 458-16A-150, or as subsequently codified.

- C. The application request must be for the applicant's primary and full-time residence. The utility fee discount shall not be provided on more than one property for any one person.
3. Decision on Application. The District Treasurer shall either approve or disapprove the application based on the complete application and required supporting material or such other documentation as is reasonably requested. The decision of the District Treasurer shall be final.
 4. Approved Applications. For approved applications, the District's low-income senior/disabled rate of a 40% reduction will be applied to the total bi-monthly water and sewer service bill including the base rates and water overage charges only. The discount will not be applied to any other fees or charges incurred on the account.
 5. Timing and Applicability of Rate Reduction. The reduced rate will commence on the next billing cycle after the application is received and approved. The reduced rate will not be applied to any previous balances incurred on the account.
 6. Change in Status. Each low income senior/disabled person receiving the utility fee discount shall be responsible for promptly notifying the District Treasurer if they are no longer eligible for the Whatcom County Assessor's property tax exemption or if their income has changed such that they would no longer qualify for said property tax exemption. Low income senior/disabled persons who are determined by the District Treasurer to no longer qualify for the utility fee discount shall begin paying utility fees without a discount in the next billing cycle following said determination.
 7. Expiration of Rate Reduction Program. The low income senior/disabled person reduced rate will be available to qualifying rate payers through December 31, 2019, following which time the utility fee discount provided herein shall expire and all low income senior/disabled persons receiving discounted utility fees shall begin paying full utility service fees.

Section 2: BE IT FURTHER RESOLVED that any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this resolution.

Section 3: If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution should be declared invalid, or unconstitutional, then the original Resolution shall be in full force and effect.

Section 4: This Resolution shall be effective January 1, 2015.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on November 12th, 2014.

Leslie Mc Roberts, Commissioner

Todd Citron, Commissioner

John W. Millar, Commissioner

Laura Weide, Commissioner

Approved as to form, District legal counsel



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 4, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	November 12, 2014		
AGENDA ITEM NUMBER:	5.E.		
SUBJECT:	Draft 2015 Budget		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

In late fall or early winter the Board adopts the budget for the following year. See the proposed Budget for 2015, attached.

FISCAL IMPACT

Not known at this time.

RECOMMENDED BOARD ACTION

Review, discuss, and provide input on the draft 2015 Budget.

PROPOSED MOTION

No motion at this time.

REVENUE ASSUMPTIONS: 3% increase

- Water rate 5% increase
- Sewer rate 3% increase
- 5 new connection permits
- ULID 18 revenue allocated to Operating Fund

EXPENDITURE ASSUMPTIONS: 1% decrease

- Payroll 2% COLA plus step increases
- City of Bellingham sewer increase due to Post Point improvements per contract
- Salary study per union contract
- Property insurance increase
- Continue to fund System Reinvestment and Operating Reserve at levels recommended by rate study
- Mandate to reduce operating expenditures by \$50,000 from 2014 actuals :
 - WA State Audit now bi-annually
 - CPA costs reduced due to new financial software
 - Travel reduced by \$5,000
 - Reduced external engineering tasks
 - Rate Study not for another 4 years
 - Reduce tuition reimbursement program by 50%
 - Justify staffing levels



LAKE WHATCOM WATER AND SEWER FUND SUMMARY 2015

401	420	425	430	440	450	460	470	480	
OPERATING	SYSTEM REINVESTMENT	SEWER/ STORM WATER	2008 BOND PROJECTS	DWSRF PROJECTS	2009 BOND DEBT SERVICE	2009 BOND RESERVE (RESTRICTED)	WATER LOAN DEBT SERVICE	ULID 18	TOTAL
5,604,540	855,000	5,020	-	2,600,000	448,050	2,860	63,700	73,000	9,652,170
(5,343,850)	(855,000)	(200)	(62,683)	(2,600,000)	(448,050)	(200)	(63,696)	(73,000)	(9,446,879)
700,000	-	922,700	62,683	-	-	503,818	-	-	2,189,201
\$960,690	\$0	\$927,520	\$0	\$0	\$0	\$506,478	\$4	\$0	\$2,394,693
-\$750,000									
\$210,690									

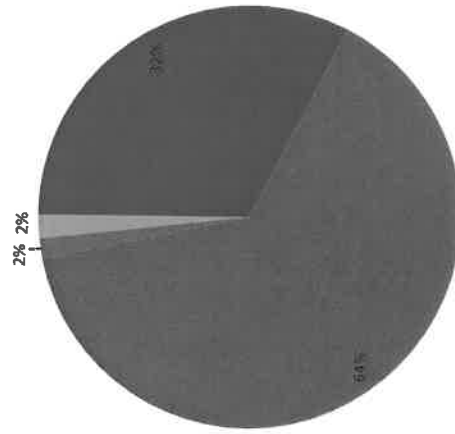
2015 REVENUES AND TRANSFERS IN

2015 EXPENDITURES AND TRANSFERS OUT

CASH/INVESTMENTS 2014 CARRYOVER

PROPOSED 2015 YEAR END BALANCE
ALLOCATED TO OPERATING RESERVES
AVAILABLE 2015 YEAR END BALANCE

DRAFT 11-12-14		Description	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Adopted 2014	Projected 2014	Budget 2015
OPERATING FUND - 401									
REVENUES									
401-343-20-00		Latecomer Fee	976	976	976	-	-	-	-
401-343-40-10		Water Sales Metered (5% rate increase) *	1,259,901	1,373,547	1,488,188	1,574,293	1,701,326	1,734,590	1,821,320
401-343-40-18		Water Sales Lock/Unlock	9,435	7,040	9,340	2,379	-	-	-
401-343-40-19		Water Sales Other	23,277	22,259	27,601	36,009	-	-	-
401-343-50-11		Sewer Service Residential (3% rate increase) *	2,918,830	3,074,699	3,212,626	3,408,634	3,537,394	3,484,680	3,589,220
401-343-50-19		Sewer Service Other	2,020	1,070	1,070	9,265	9,500	5,804	6,000
401-343-81-10		Combined Fees	-	-	-	-	33,000	38,634	38,000
401-359-90-00		Late fees	63,176	65,751	65,156	79,026	65,000	64,694	65,000
401-361-11-10		Investment Interest	2,353	4,709	-	246	200	1,818	2,000
401-369-10-00		Sale of scrap metal and surplus	1,028	11,283	652	20,736	-	1,671	-
401-369-80-00		Bank fees	229	1,421	2,165	2,808	3,000	1,544	-
401-379-10-20		Permits Operation portion (5 new connection permits)	40,390	16,134	25,607	28,225	10,000	34,558	10,000
401-395-20-00		Insurance recovery	-	-	-	6,380	-	-	-
401-395-40-00		Sale of Capital Assets	-	-	-	-	-	-	-
401-397-10-00-80		Transfer in from ULID 18 Fund 480	0	0	-	177,364	83,000	80,000	73,000
TOTAL REVENUES			4,321,615	4,578,889	4,833,381	5,345,365	5,442,420	5,452,994	5,604,540



Legend:

65% Sewer Service
23% Water Sales
1% Fees/Charges
2% Permits, Other

* Per Resolution 806 effective 1/1/2015
Scheduled annual rate increase

OPERATING FUND - 401

EXPENDITURES

Description	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Adopted 2014	Projected 2014	Budget 2015
401-53X-10-10							
401-53X-10-20							
401-53X-10-31	1,072,233	1,210,935	1,370,178	1,437,809	1,450,000	1,454,150	1,451,250
401-53X-10-32	401,827	470,142	487,173	513,800	570,000	524,000	550,000
401-53X-10-40	72,150	48,808	45,187	22,827	25,000	22,243	22,000
	-	500	978	2,087	2,500	1,705	1,500
	-	5,269	9,432	11,203	9,500	16,376	16,500
Interlocal - Lake Whatcom Management Program							
Interlocal - Invasive Species							
Interlocal - Lake Whatcom Tributary Monitor							
Water Quality Assurance Programs (TOTAL)					80,000	34,851	80,000
County Auditor Filing Fees (Simplifile)							7,000
Data Bar (Statement processing)							30,000
Answering Service							2,000
Data Pro (Time clock system)							1,500
BIAS Financial Software							20,000
Web check services							5,000
GE Scada System Software Maintenance - Operations							7,500
WA State Auditor (next audit in 2016)							
Wilson Engineering							
Legal Counsel							7,000
3D - Computer support							25,000
GPA							20,000
Salary Study per union contract							5,000
Camera Van Software							19,000
SCADA/PLC Support - Engineering/Operations							1,500
Cartograph - Engineering/Operations							5,000
Auto Desk - Engineering							8,000
Rockwell - Engineering/Operations							1,000
Inovise - Engineering							500
Master Meter							2,000
Custodial/Building maint. services/Security							2,000
Landscaping service							9,000
Docuware/Web site maintenance and upgrade							4,000
Generator Load Testing							5,000
Cyberlock software							20,000
Watchguard							1,000
Misc (Bid notices etc.)							1,000
Professional Services (TOTAL)	175,505	285,389	208,315	340,833	305,386	275,000	1,000
Communication	48,596	53,040	42,784	44,375	40,000	49,238	210,000
Memberships/Dues	13,401	16,313	10,755	12,204	16,000	16,020	50,000
Advertising	3,679	-	-	-	-	-	16,000
WA State Dept of Revenue Taxes (3% Increase)	127,842	138,971	146,410	164,049	175,000	165,946	170,000
Admin Lease	2,323	3,031	2,850	2,297	2,500	2,234	2,350
Property Insurance	67,578	137,158	94,276	94,695	102,000	105,000	110,000
Admin Misc.	38,816	(3,484)	-	2,631	6,000	713	1,000
Training & Travel	12,659	27,518	28,136	26,707	30,000	21,130	25,000
Tuition reimbursement	-	-	-	-	6,000	-	3,000
Insurance Claims	-	5,000	7,455	-	-	69,223	-
Maintenance Supplies	106,713	94,592	98,068	90,832	145,000	137,546	140,000
Operations Repair/Maint	107,947	68,496	78,807	44,345	35,000	63,086	58,000
Operations Contracted	10,824	14,416	25,883	9,111	12,000	9,942	10,000
Water City of Bellingham	23,840	13,848	32,057	22,201	30,000	35,214	36,000
Sewer City of Bellingham (Treatment fee and capital share)	761,577	800,320	588,095	550,000	800,000	650,000	815,000
Operations General Supplies	-	-	-	45,661	-	-	-
Operations Fuel	30,302	39,135	35,834	29,466	30,000	36,120	36,000
Safety Supplies	10,996	9,175	8,763	7,866	12,000	786	12,000

DRAFT 11-12-14

SYSTEM REINVESTMENT FUND - 420

Description	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Adopted 2014	Projected 2014	Budget 2015
420-369-90-20							
420-343-40-19							
420-361-11-00	40,015	2,250	59,996	-	2,500	38,642	-
420-379-10-10	17,685		-	-		-	-
420-379-10-30	26,946						
420-379-10-40	74,932	30,561	46,676	55,508	40,000	65,000	40,000
420-397-10-00	300	10,389	19,074		500		-
	205,060	1,140,000		346,806	700,000	1,116,000	815,000
Transfers In from Operating Fund 401		139,823					-
Transfers In from Geneva Reserve Fund 410		100,000		13,538			-
Transfers In from System Replacement Fund 415							-
TOTAL REVENUES	384,938	1,422,023	125,746	415,852	743,000	1,219,642	855,000
420-534-10-41							
420-534-90-61							
420-534-80-41	29,865	13,488	6,586	3,429	2,500	-	-
420-594-38-62	-	19,617	-	-		-	-
420-594-38-63	4,211						
420-594-38-64	71,351	1,005,927	45,085	14,367		686,798	
	137,366		465,860	167,684		353,985	
Capital Outlay - Machinery/Equipment		240,881	106,158	282,785		197,705	
Active Projects							
2015 Capital Projects (see CIP detail - 2015)					231,933		115,000
					944,000		740,000
TOTAL EXPENDITURES	242,783	1,279,913	623,669	468,265	1,178,433	1,218,489	855,000
REVENUES							
EXPENDITURES	384,938	1,422,023	125,746	415,852	743,000	1,219,642	855,000
CASH/INVESTMENTS BALANCE CARRYOVER	(242,783)	(1,279,913)	(623,669)	(468,265)	(1,178,433)	(1,218,489)	(855,000)
PROPOSED 2015 YEAR END BALANCE							-

SYSTEM REINVESTMENT FUND

DWSRF Loan Funded Projects						
FUND 440						
Category	Project #	Project Title / Tasks	Budget for 2013 Loan Application	Projected Budget to Completion (adjusted 10/9/14)	Spent to Date	Amount Remaining
Water	C1401	Division 22 Reservoir				
		Design/Permitting/Bidding	\$ 160,000.00	\$ 149,734.00	\$ 23,724.02	\$ 101,009.98
		ADM - Admin, Permits, Fees, Etc	\$ 35,000.00	\$ 25,000.00		
		PH1 - Pre-design Report, CUP	\$ 45,000.00	\$ 44,734.00	\$ 23,724.02	\$ 21,009.98
		PH2 - Design, Bidding	\$ 80,000.00	\$ 80,000.00		\$ 80,000.00
		Construction	\$ 825,000.00	\$ 835,266.00	\$ -	\$ 835,266.00
		PH2 - Construction Admin/Testing/Inspection	\$ 100,000.00	\$ 100,000.00		\$ 100,000.00
		CON - Construction Contract	\$ 700,000.00	\$ 700,000.00		\$ 700,000.00
		Contingency	\$ 25,000.00	\$ 35,266.00		\$ 35,266.00
		Total	\$ 985,000.00	\$ 985,000.00	\$ 23,724.02	\$ 936,275.98
		Loan Fee (1% of the Total)	\$ 9,850.00	\$ 9,850.00	\$ 9,850.00	\$ -
		Total Funding Request	\$ 994,850.00	\$ 994,850.00	\$ 33,574.02	\$ 936,275.98
Water	C1402	Geneva Area AC Main Replacement				
		Design/Permitting/Bidding	\$ 280,000.00	\$ 287,990.00	\$ 146,802.00	\$ 121,188.00
		ADM - Admin, Permits, Fees, Etc	\$ 40,000.00	\$ 20,000.00		
		PH1 - Pre-design, Design, Bidding	\$ 240,000.00	\$ 267,990.00	\$ 146,802.00	\$ 121,188.00
		Construction	\$ 2,095,000.00	\$ 2,087,010.00	\$ -	\$ 2,087,010.00
		PH2 - Construction Admin/Testing/Inspection	\$ 150,000.00	\$ 150,000.00		\$ 150,000.00
		CON - Construction Contract	\$ 1,845,000.00	\$ 1,845,000.00		\$ 1,845,000.00
		Contingency	\$ 100,000.00	\$ 92,010.00		\$ 92,010.00
		Total	\$ 2,375,000.00	\$ 2,375,000.00	\$ 146,802.00	\$ 2,208,198.00
		Loan Fee (1% of the Total)	\$ 23,750.00	\$ 23,750.00	\$ 23,750.00	\$ -
		Total Funding Request	\$ 2,398,750.00	\$ 2,398,750.00	\$ 170,552.00	\$ 2,208,198.00
		Total for DWSRF Loan Projects	\$ 3,393,600.00	\$ 3,393,600.00	\$ 204,126.02	\$ 3,144,473.98
Rate Funded Active Projects						
FUND 420						
Category	Project #	Project Title / Tasks	Original Project Budget	Projected Budget to Completion (adjusted 10/09/14)	Spent to Date	Amount Remaining
Water	C1207	Reservoir Drains to Daylight				
		ENG - Engineering - Estimate	\$ -	\$ -	\$ -	\$ -
		CON - Construction - Estimate	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ -
General	C1214-ADM	Dead End Blow Offs	\$ 37,960.00	\$ 37,960.00	\$ 37,960.00	\$ -
Water	C1304-ADM	Steel Reservoir Cathodic Protection	\$ 75,000.00	\$ 40,000.00	\$ -	\$ 40,000.00
Sewer	C1316	Boulevard Sewer Pump Station				
		PH1 - Pre-design	\$ 89,771.00	\$ 84,771.00	\$ 76,055.94	\$ 8,715.06
		PH2 & 3 - Design, Services During Construction	\$ 240,000.00	\$ 188,474.00	\$ 162,773.09	\$ 25,700.91
		CON - Construction - Interwest Inc.	\$ 330,000.00	\$ 385,000.00	\$ 385,000.00	\$ -
Water	C1403	2014 Water System Rehabilitation	\$ 100,000.00	\$ 99,893.78	\$ 99,893.78	\$ -
Sewer	C1404	2014 Sewer System Rehabilitation	\$ 103,000.00	\$ 145,741.90	\$ 145,741.90	\$ -
Sewer	C1405	Strawberry Point Sewer PS - PH1 Pre-design	\$ 100,000.00	\$ 103,411.00	\$ 86,143.19	\$ 17,267.81
Sewer	C1406	Sewer Push Camera	\$ 7,000.00	\$ 7,000.00	\$ -	\$ 7,000.00
Sewer	C1407	Lowes Sewer Pump Station VFD	\$ 7,000.00	\$ 7,000.00	\$ -	\$ 7,000.00
Water	C1408	SVWTP Spare Raw Pump VFD	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
General	C1411	Shop Gravel/Asph Bins	\$ 5,000.00	\$ 5,000.00	\$ 656.20	\$ 4,343.80
		Total for Active Projects	\$ 1,112,731.00	\$ 1,122,251.98	\$ 1,007,224.10	\$ 115,027.58

Lake Whatcom Water and Sewer District - Capital Improvement Plan 2015 thru 2020

Program Area / CIP Project # / CIP Project Name		Fund	Total	2015	2016	2017	2018	2019	2020
Both Water and Sewer									
A0005	Accounting & Administration Server - Replace/Update Hardware, Network Security, & OS		40,000			20,000			20,000
E0001	Replace Backhoe (budget estimate for new unit)		156,573						156,573
V0001	Replace Tool Truck (6 tool trucks in fleet)	420	106,090	53,045				53,045	
V0002	Replace Administrative Staff Vehicle (3 cars in fleet)		25,887				25,887		
V0003	Replace Locator / Meter Reading Van		26,095			26,095			
V0004	Replace Light Truck		32,619			32,619			
Subtotal			387,264	53,045		78,715	25,887	53,045	176,573
Sewer System									
0032	Agate Bay Pump Station Replacement		650,000			650,000			
0033b	Strawberry Point Pump Station Replacement (Design, Bid, Construction)		620,000	620,000					
0038	Geneva Pump Station Replacement		650,000				650,000		
0049	Country Club Pump Station Replacement		650,000						
0050	Par Lane Pump Station Replacement		650,000	650,000					
0055	Rocky Ridge Pump Station Replacement		700,000					700,000	650,000
0124	Rehabilitate Old Flat Car Sewer Pump Station - Construction		75,000				75,000		
A0010	Update Sewer Comprehensive Plan (Current Plan Dated 6-14-2014)		65,000						
S0001a	EPA Capacity, Management, Operations, & Maintenance (CMOM) Projects - Sewer I&I	420	60,000	60,000				65,000	
S0001b	EPA Capacity, Management, Operations, & Maintenance (CMOM) Projects - Sewer I&I	420	85,000	85,000					
S0001c	EPA Capacity, Management, Operations, & Maintenance (CMOM) Projects - Sewer I&I		640,000			160,000	160,000	160,000	160,000
Subtotal			4,845,000	680,000	735,000	810,000	885,000	925,000	810,000
Water System									
0060	Eagleridge Fire Pump Control Upgrade		50,000			50,000			
0072	SVWTP Clearwell Overflow Drain		5,000	5,000					
0108	Replace SVWTP Booster Station Roof		25,000			25,000			
0110	Security - Intrusion Alarms at Reservoirs, Cameras as SVWTP AHWTP		10,000			10,000			
0118	Leak Locator Equipment		9,426			9,426			
0122	Security - Intrusion Alarms at Reservoirs (Install pilot system at 1 site)		5,000	5,000					
0125	Mechanical Staff Gauge for SVWTP Clearwell Reservoir		10,000			10,000			
0126	SVWTP Chlorine Analyzer - Replace		5,000	5,000					
0127	Reservoir Condition Assessment - Seismic, Structural Repairs, Coatings		35,000	35,000					
A0007	Update Water Comprehensive Plan (Current Plan Dated October 2010)		100,000	100,000					
W0001	Water Service Rebuilds	420	20,000	10,000	10,000				
W0002	Water System Rehab and Replacement Projects	420	600,000				200,000	200,000	200,000
W0002b	Water System Rehab and Replacement Projects	420	100,000			100,000			
W0003	SVWTP Filter 3&4 Media - Replace		20,876						20,876

Program Area / CIP Project # / CIP Project Name		Fund	Total	2015	2016	2017	2018	2019	2020
W0005	Reservoirs - Inspection & Maintenance		25,000			25,000			
		Subtotal	1,020,302	60,000	110,000	229,426	200,000	200,000	220,876
Water System - Funding by Loan or Bond									
0115	Division 7 and Geneva Reservoir Coating and Structural Repairs (Place-Holder. Need to develop cost est.)		500,000					500,000	
0116	Reservoir Seismic Restraints (Place-Holder. Need to develop cost est.)		500,000						500,000
		Subtotal	1,000,000					500,000	500,000
		Grand Total	7,252,567	740,000	898,045	1,118,141	1,110,887	1,678,045	1,707,449

* Note: Cost Estimates in 2015 Dollars

DRAFT 11-12-14

CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430

Description	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Adopted 2014	Projected 2014	Budget 2015
430-361-11-00							
430-382-20-00	24,155	11,785	10	-	-	-	-
Investment Interest 2009 Bond Proceeds							
TOTAL REVENUES	24,155	11,785	10	-	-	-	-
430-594-38-63							
430-597-10-00	2,149,001	1,607,281	174,894	19,591	57,250	-	62,683
Capital Outlay - Water/Sewer Systems Transfers Out to Bond Debt Service Fund 450			150,000				
TOTAL EXPENDITURES	2,149,001	1,607,281	324,894	19,591	57,250	-	62,683
REVENUES							
EXPENDITURES	24,155	11,785	10	-	-	-	-
CASH/INVESTMENT'S BALANCE CARRYOVER	(2,149,001)	(1,607,281)	(324,894)	(19,591)	(57,250)	-	(62,683)
PROPOSED 2015 YEAR END BALANCE							0

DRAFT 11-12-14		Description	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Adopted 2014	Projected 2014	Budget 2015
DWSRF PROJECTS FUND - 440									
440-382-90-31		Division 22 Reservoir (Permits and Design)							100,000
440-382-90-43		Geneva AC Mains (Permits, Design and Construction)						150,000	2,500,000
		TOTAL REVENUES						150,000	2,600,000
440-594-34-62		Division 22 Reservoir (Permits and Design)						25,000	100,000
440-594-34-63		Geneva AC Mains (Permits, Design and Construction)						150,000	2,500,000
		TOTAL EXPENDITURES						175,000	2,600,000
DWSRF PROJECTS FUND		REVENUES							
		EXPENDITURES						150,000	2,600,000
		CASH/INVESTMENTS BALANCE CARRYOVER						(175,000)	(2,600,000)
		PROPOSED 2015 YEAR END BALANCE							-
Expenditures offset by draws as projects progress.									-

DRAFT 11-12-14		Description	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Adopted 2014	Projected 2014	Budget 2015
2009 BOND DEBT SERVICE FUND - 450									
450-361-11-00		Investment Interest							
450-397-10-00		Transfers In from Operating Fund 401							
		Transfers In from Bond Capital Projects Fund 430	434,175	447,250	295,500	443,875	447,450	447,450	448,050
					150,000				-
		TOTAL REVENUES	434,175	447,250	445,500	443,875	447,450	447,450	448,050
450-535-10-41		Bond Admin Fee		303	-	-	300	300	300
450-591-35-72		Redemption of Long Term Debt	205,000	215,000	220,000	225,000	235,000	235,000	245,000
450-592-35-83		Bond Interest Payments	238,100	231,950	225,500	218,900	212,150	212,150	202,750
		TOTAL EXPENDITURES	443,405	447,253	445,500	443,900	447,450	447,450	448,050
2009 BOND DEBT SERVICE FUND		REVENUES							
		EXPENDITURES	434,175	447,250	445,500	443,875	447,450	447,450	448,050
		CASH/INVESTMENT'S BALANCE CARRYOVER	(443,405)	(447,253)	(445,500)	(443,900)	(447,450)	(447,450)	(448,050)
		PROPOSED 2015 YEAR END BALANCE							-

DRAFT 11-12-14

Description		Actual 2010	Actual 2011	Actual 2012	Actual 2013	Adopted 2014	Projected 2014	Budget 2015
2009 BOND RESERVE FUND (RESTRICTED) - 460								
460-361-11-00	Investment Interest	8,349	6,677	3,369	-	500	2,860	2,860
	Transfers In From ULID 18 Fund 480							
	TOTAL REVENUES	8,349	6,677	3,369	-	500	2,860	2,860
460-635-10-89	Debt Service Charges				24	100	200	200
	TOTAL EXPENDITURES	0	0	0	24	100	200	200
2009 BOND RESERVE FUND (RESTRICTED)	REVENUES	8,349	6,677	3,369	-	500	2,860	2,860
	EXPENDITURES	-	-	-	(24)	(100)	(200)	(200)
	CASH/INVESTMENTS BALANCE CARRYOVER							503,818
	PROPOSED 2015 YEAR END BALANCE							506,476

DRAFT 11-12-14		Description	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Adopted 2014	Projected 2014	Budget 2015
WATER LOANS DEBT SERVICE FUND - 470									
470-361-11-10		Investment Interest	129	129					
470-397-10-00		Transfers In from Operating Fund 401		93,350	92,500	200,975	65,500	65,339	63,700
		TOTAL REVENUES	129	93,479	92,500	200,975	65,500	65,339	63,700
470-591-34-77-72		Redemption of Long Term Debt Loan 119							
470-591-34-77-73		Redemption of Long Term Debt Loan 064	74,541	74,541	74,541	184,633	8,940	8,940	8,940
470-592-34-83-71		Debt Service Interest Loan 44					47,252	47,252	47,252
470-592-34-83-72		Debt Service Interest Loan 119	7,982	7,184	6,385	6,385			
470-592-34-83-73		Debt Service Interest Loan 064	1,073	983	894	805	715	715	574
			12,286	11,340	10,395	9,450	8,505	8,505	6,930
		TOTAL EXPENDITURES	95,882	94,048	92,215	201,273	65,412	65,412	63,696
WATER LOANS DEBT SERVICE FUND									
		REVENUES							
		EXPENDITURES	129	93,479	92,500	200,975	65,500	65,339	63,700
		CASH/INVESTMENTS BALANCE CARRYOVER	(95,882)	(94,048)	(92,215)	(201,273)	(65,412)	(65,412)	(63,696)
		PROPOSED 2015 YEAR END BALANCE							-
									4

ULID '18 FUND - 480

49



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 4, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	November 12, 2014		
AGENDA ITEM NUMBER:	7.0		
SUBJECT:	Manager's Report		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Manager's Report		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Updated information from the General Manager in advance of the Board meeting.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None

General Manager Comments

November 12, 2014

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is scheduled for Monday, **December 1 at 1:30 p.m.** in the Fireplace Room at 625 Halleck Street in the Muni Court Building. The balance of the meetings this year will be at this location. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** The next meeting has not been scheduled at this time.
- **Next Regular Board Meeting:** The next regular meeting is scheduled for **Monday, November 24, 2014 at 8:00 a.m.**
- **Employee Staff Meeting:** The next meeting is set for **Thursday, November 13, 2014 at 8:00 a.m.** in the Board Room. Commissioner Citron is scheduled to attend this meeting. Scheduling is rotated by alphabetical order each month.
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The next Section III meeting will be **Tuesday, November 11, 2014** at Bob's Burger and Brew in Tulalip at 6:15 p.m. All WASWD Section III Meetings are publicly noticed by the District.
- **Whatcom Water District's Caucus Meeting:** The next meeting is set for **November 19, 2014 at 1:00 p.m.** in the District Board Room. This meeting is held on the third Wednesday of each month.

Other:

- **Committee Meeting Reports as Needed:** This is a place holder for Board and staff members to report on recent committee meeting reports since the last Board Meeting.



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

November 5, 2014

FYI

Washington State Department of Ecology
Water Quality Program Financial Management Section
300 Desmond Drive
Lacey, WA 98503

Subject: Letter of Support for Whatcom County Public Works -
Academy Street Stormwater Retrofit Project

To Whom It May Concern:

This letter is a statement of support for Whatcom County's effort in the design and construction associated with a proposed stormwater facility on Academy Street in the North Shore neighborhood. Funding for this project is being sought by the County under Department of Ecology's Water Quality Financial Assistance Grants Program. Lake Whatcom Water & Sewer District provides drinking water from Lake Whatcom to the Geneva community, and fully supports Whatcom County's effort to secure funding toward the design and construction of the proposed facility.

The District, with the City of Bellingham and Whatcom County are working together through a comprehensive effort to protect and restore the Lake Whatcom Watershed. This long-term effort includes the siting, design, and construction of new stormwater facilities and retrofits of existing facilities needed in order to protect the Lake's environment, and the drinking water resource for the residents of the area.

We believe that the cooperative project described in this grant application provides a great opportunity to work with our partners to address a shared drainage course which is a known source of phosphorus loading to Lake Whatcom. This project presents an ideal partnership opportunity for betterment of Lake Whatcom.

Please accept this letter of support in Whatcom County's effort to move forward with the Academy Street Stormwater Retrofit Project. Again, this project is a critical part of the effort to protect the environment of the Lake and this important water resource. Please feel free to contact me if you have any questions regarding this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick Sorensen".
Patrick Sorensen
General Manager

cc: Kirk Christensen, Whatcom County Public Works
Board of Commissioners



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

November 5, 2014

Washington State Department of Ecology
Water Quality Program Financial Management Section
300 Desmond Drive
Lacey, WA 98503

FYI

Subject: Letter of Support for Whatcom County Public Works -
Cedar Hills/Euclid Water Quality Improvements

To Whom It May Concern:

This letter is a statement of support for Whatcom County's effort in the design and construction associated with a proposed Cedar Hills/Euclid Water Quality Improvements project in the Geneva neighborhood. Funding for this project is being sought by the County under Department of Ecology's Water Quality Financial Assistance Grants Program. Lake Whatcom Water & Sewer District provides drinking water from Lake Whatcom to the Geneva community, and fully supports Whatcom County's effort to secure funding toward the design and construction of the proposed facility.

The District, with the City of Bellingham and Whatcom County are working together through a comprehensive effort to protect and restore the Lake Whatcom Watershed. This long-term effort includes the siting, design, and construction of new stormwater facilities and retrofits of existing facilities needed in order to protect the Lake's environment, and the drinking water resource for the residents of the area.

We believe that the cooperative project described in this grant application provides a great opportunity to work with our partners to address a shared drainage course which is a known source of phosphorus loading to Lake Whatcom. This project presents an ideal partnership opportunity for the betterment of Lake Whatcom.

Please accept this letter of support in Whatcom County's effort to move forward with the Cedar Hills/Euclid Stormwater Retrofit Project. Again, this project is a critical part of the effort in protecting the environment of the Lake and this important water resource. Please feel free to contact me if you have any questions.

Sincerely,


Patrick Sorensen
General Manager

cc: Kirk Christensen, Whatcom County Public Works
Board of Commissioners