



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

December 9, 2015

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. Customer Request – Chang
 - B. Customer Request - Erickson
 - C. Water Use Efficiency Goals
 - D. 2016 Budget
 - E. Non-union Staff COLA for 2016
 - F. Non-union Staff Matching Deferred Comp for 2016
 - G. Summary of Existing District Projects
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 1, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	December 9, 2015		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Customer Request - Chang		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Letter from AVT Consulting dated October 15, 2015		
	2. Section 3.5 from the District's Administrative Code		
	3. Maps of area		
	4. Page 7 and North Shore Water Feasibility Study Exhibit Map from 2010 Water System Plan		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

On behalf of their client Norman Chang, AVT Consulting is requesting a waiver from the District's requirement to extend the water main across the full frontage of his property. Instead, Mr. Chang would like to make a private water service connection to the existing main with payment of the required connection fees. For more detailed information, see the letter and attachments.

FISCAL IMPACT

None at this time.

RECOMMENDED BOARD ACTION

The District's policy that requires developers to extend mains past and/or through their properties by Developer Extension Agreement was the means by which water was brought to the edge of the proponent's property. (Zsuzs Blaine Developer Extension Agreement #D0702 extended the water main 325 lineal feet)

The District is actively planning for future water service connections along North Shore Drive as can be demonstrated by the North Shore Water Feasibility Study included in the District's 2010 Water System Comprehensive Plan. The Agate Heights water system has adequate water rights to develop the entire north shore as shown in the study. The District's 10-year capital improvement plan includes expansion of the Agate Heights Water Treatment Plant (funding has not yet been determined).

There is a real likelihood that the water main could be extended within the next 20-years.

Therefore, District staff recommends denying the petition to waive or adjust connection requirements as set forth by current District policy.

PROPOSED MOTION

Deny the “Petition to Waive or Adjust Connection Requirements” by Norman Change for 2377 North Shore Drive.



RECEIVED
NOV 10 2015
Lake Whatcom W & S District

Ali V. Taysi
1708 F Street
Bellingham, WA 98225
Phone 1 (360) 305-2124
www.avtplanning.com
ali@avtplanning.com

October 15th, 2015

Lake Whatcom Water
& Sewer District
Board of Commissioners
1220 Lakeway Drive
Bellingham, WA 98229

Re: 2377 North Shore Drive – water extension waiver request petition

To whom it may concern:

I am writing to you on behalf of Norman Chang the owner of the property addressed as 2377 North Shore Drive. Please accept this letter and attachments as a formal petition request for a waiver from the requirement to extend the District water main across the frontage of Mr. Chang's referenced property in order to make a private water connection to the District main. This request is being made pursuant to section 3.5.2 and 3.5.4 of the District's Administrative Code.

The property addressed as 2377 North Shore Drive is currently developed with a single family residence. The existing District water main is located on the same side of the street as this property (the lakeside of North Shore Drive); the main terminates a few feet into the corner of the property but does not cross the full frontage.

The District Administrative Code, section 3.5.2.b.ii, requires extension of a water main across the full property frontage when the property is within 200' of an existing main. 2377 is within 200' so a main extension would be required. However, section 3.5.2.b.ii.1) indicates that the District can determine that a public water main extension is not warranted. It appears that the process and criteria for making this determination are described in more detail in section 3.5.4.

Mr. Chang is requesting to make a private water service connection to the existing main, including payment of any required connection fees, without extending the water main across the full frontage of the property at this time. The reason for this request is that we believe it is extremely unlikely that the water main will be extended beyond the 2377 property frontage either by the District or any other property owners in the vicinity within the next 20 year period. At a minimum the next five houses along North Shore Drive beyond 2377 are currently developed and drawing water directly from Lake Whatcom. This includes all of the houses indicated on the attached vicinity map, which are all served by a single access point onto North Shore Drive, and a common driveway that parallels North Shore. This access point and common driveway is approximately 800' past the 2377 property. North Shore Drive is situated atop a high bank in this area, which drops steeply off to the driveway serving these lots. If the water main was extended at this time across the frontage of the 2377 property, then in order to serve any of the houses along this stretch, the next extension would need to be over 800' in length in an area of right of way that is difficult to work in, resulting in a high design and development cost.

Due to the above described conditions it seems highly unlikely that a private property owner located further out North Shore, or the District, would choose to extend the water main beyond the terminus of the 2377 property in the next 20 years, or possibly ever. For these reasons it seems unnecessary to require water main extension across the 2377 property at this time. In order to protect the District in the event that a future water main extension is undertaken, Mr. Chang proposes to sign a covenant binding the 2377 property to participate in a pro-rata share of the future extension (pursuant to Administrative code section 3.5.5).

We believe that this request is reasonable and appropriate at this time, and that the proposed covenant will protect the District from any risk associated with approval of the requested waiver. We appreciate your consideration of this waiver petition request. If possible, we would like the opportunity to present this request to you in person at your next available meeting. Please don't hesitate to contact me with any questions related to this request and/or an invitation to present at your meeting. Thank you.

Sincerely,


ALI TAYSSI
AVT Consulting LLC

3.4.4 Repeat Violation Penalty

A person who repeats a violation shall be subject to a penalty as set forth in the Master Fees and Charges Schedule.

A person who fails to correct a violation within the time limit provided in the Notice of Violation, shall be subject to a penalty as set forth in the Master Fees and Charges Schedule, from the date of the time limit provided in the Notice of Violation.

Each day that a violation of this Code continues may be deemed a separate violation.
[Resolution No. 783, 799]

3.4.5 Water Loss As A Result of Damage

Charges shall be levied for the loss of water resulting from damage to the District's water system facilities caused by persons other than District employees. In addition to paying for repairs, the party responsible for the damage shall be charged the District's estimated cost. [Resolution No. 783]

3.5 Requirements for Water and Sewer Service

3.5.1 Capacity and Connection Availability

There is overall system capacity when the system as a whole has the capability to serve additional service connections. There may be localized areas in the system that are insufficient in size or are in too poor condition to allow local connections, but the system can still be considered to have overall system capacity. Water and/or sewer connections are available on a first come, first served basis, where capacity exists. [Resolution No. 757]

3.5.2 Single Parcel with Single Family Residence.

A request for service or request for denial of service by an Owner of a single parcel for a single family residence shall be reviewed by determining: (1) the parcel's distance to the District's water and sewer system, and (2) the sufficiency of the size and condition of the mains serving the parcel as determined by the District.

a. SEWER SERVICE

i. Parcel is located inside UGA or LAMIRD:

- 1) District Sewer Adjacent to Property and Main is Sufficient.** Connection to District sewer is required. The connection shall be made in accordance with current District Standards.
- 2) Sufficient Sewer Main within 200-feet of Property.** Connection to the District sewer is required. Owner extends and/or replaces main past and/or through property and connects to the sufficient main by Developer Extension Agreement and in accordance with current District Standards.
- 3) Sufficient Sewer Main more than 200-feet from Property.** District has the option of extending and/or replacing mains to within 200 feet of the property and then requiring the Owner to complete the extension and/or replacement past or through their property. The Owner extension and/or replacement of the main will be by Developer Extension Agreement and in accordance with current District Standards. If the District elects not to bring a

sufficiently sized main in adequate condition within 200 feet of the property, the Owner may develop an onsite sewage disposal system in accordance with Whatcom County and State regulations after executing a "Covenant Binding Property Regarding Future Water and/or Sewer Service."

ii. Parcel is located **outside UGA or LAMIRD**:

- 1) **Sufficient Sewer Main within 150-feet of Property.** Connection to the District system is required, and shall be in accordance with current District Standards.
- 2) **Sufficient Sewer Main more than 150-feet from Property.** The Owner may develop an onsite sewage disposal system in accordance with Whatcom County and State regulations after executing a "Covenant Binding Property Regarding Future Water and/or Sewer Service." The Owner also has the option of extending the main to and past the parcel provided Whatcom County determines the extension is consistent with the County's Comprehensive Plan and the District's Sewer Comprehensive Plan is amended to include the extension.
- 3) **Health Department Required Connection.** The Owner may connect even if more than 150 feet from a sufficient sewer main and outside a UGA or LAMIRD if connection is required by Whatcom County Health Department. The connection shall be made in accordance with current District Standards.

[Resolution No. 757]

b. **WATER SERVICE INSIDE OR OUTSIDE UGA OR LAMIRD:**

- i. **District Water System Adjacent to Property and Main is Sufficient.** Connection to District water system is required. The connection shall be made in accordance with current District Standards.
- ii. **Sufficient Water System within 200-feet of Property.** Connection to the District water system is required. Owner extends and/or replaces main past and/or through property and connects to the sufficient main by Developer Extension Agreement and in accordance with current District Standards.
 - 1) If District determines that a public water main extension is not warranted, the District will install a water service from the main to meter. Meters will be set adjacent to the main near the edge of the public right-of-way or easement corridor in which the public water main is located. The property Owner installs the private water service line from the meter to the building. Properties not fronting the public water main such as those located beyond the end of the main or behind lots fronting the main will require a longer private water service line installed by the Owner from their property to the meter.
- iii. **Sufficient Water System more than 200-feet from Property.** District has the option of extending and/or replacing mains to within 200 feet of the property and then requiring the Owner to complete the extension and/or replacement past or through their property. The Owner extension and/or replacement of the main will be by Developer Extension Agreement and in accordance with current District Standards. If the District elects not to bring a sufficiently sized main in adequate condition within 200 feet of the property, the Owner may develop an alternate and

temporary water supply in accordance with Whatcom County and State regulations after executing a "Covenant Binding Property Regarding Future Water and/or Sewer Service." [Resolution No. 757]

3.5.3 Other Development

All other developments (such as but not limited to subdivisions, plats, short plats, commercial, institutional, industrial, etc.) shall connect to the District's water and sewer system as follows:

a. SEWER SERVICE

iii. Site is located **inside** UGA or LAMIRD:

- 1) Connection to District sewer system is required. The developer shall extend the sewer system past and/or through property by Developer Extension Agreement and in accordance with current District Standards. Improvements shall be sized, designed, and constructed per District Standards to serve full build-out of the area.

iv. Site is located **outside** UGA or LAMIRD:

- 2) **Sufficient Sewer Main within 150-feet of Site.** Parcels within 150-feet of sufficient sewer main shall connect to the District sewer system in accordance with current District Standards.
- 3) **Sufficient Sewer Main more than 150-feet from Property.** The Owner may develop an onsite sewage disposal system in accordance with Whatcom County and State regulations after executing a "Covenant Binding Property Regarding Future Water and/or Sewer Service." The Owner also has the option of extending the main to and past the parcel provided Whatcom County determines the extension is consistent with its Comprehensive Plan and the extension is amended to the District's Sewer Comprehensive Plan. The sewer extension and connections shall be in accordance with current District Standards.
- 4) **Health Department Required Connection.** The Owner may connect even if more than 150 feet from a sufficient sewer main and outside a UGA or LAMIRD if connection is required by Whatcom County Health Department. The connection shall be made in accordance with current District Standards.

[Resolution No. 757]

b. WATER SERVICE INSIDE OR OUTSIDE UGA OR LAMIRD:

- i. Connection to the District water system is required. Owner extends and/or replaces main past and/or through property and connects to the sufficient main by Developer Extension Agreement per current District Standards.

[Resolution No. 757]

3.5.4 Petition to Waive or Adjust Connection Requirements

The Owner may petition the Board of Commissioners to waive or adjust the connection requirements if the parcel is located such that service is unlikely to be extended to the parcel within the next 20 years as determined by the District.

The Board of Commissioners will evaluate the petition considering: (1) expansion of the system to serve the new development is considered part of the cost of the new development, (2) costs for some developments will be more than others due to location and physical challenges, (3) waiving connection requirements will make it increasingly more difficult and costly to serve the same development in the future, (4) some required improvements may not be immediately placed into service but will greatly reduce the costs and complexity to serve the development in the future (example, building a waterline across the parcel frontage that remains dry until service is extended to the site), (5) a distance of approximately ½ mile is considered close enough to require connection, (6) longer distances to connect to the system may be appropriate for larger developments, and (7) it is considered a minimum requirement to construct the system across or through the development whether they are immediately used for service or are placed into service in the future.

If the connection requirement is waived or the required system improvements cannot immediately be placed into service, the Owner may develop an alternate and temporary water supply and/or onsite sewage disposal systems in accordance with Whatcom County and State regulations after executing a "Covenant Binding Property Regarding Future Water and/or Sewer Service. [Resolution No. 757]

3.5.5 Covenant Binding Property Regarding Future Water and/or Sewer Service

The covenant runs with the land and is signed and notarized by the property owner and District General Manager. The owner records the document at the County Auditor's office and delivers the original to the District. The covenant allows the owner to develop a temporary water supply and/or onsite disposal system, restricts the owner from protesting the formation of a utility local improvement district to extend water and/or sewer to the parcel, and requires the owner to connect to the District system when service becomes available at such time as the District so determines. [Resolution No. 757]

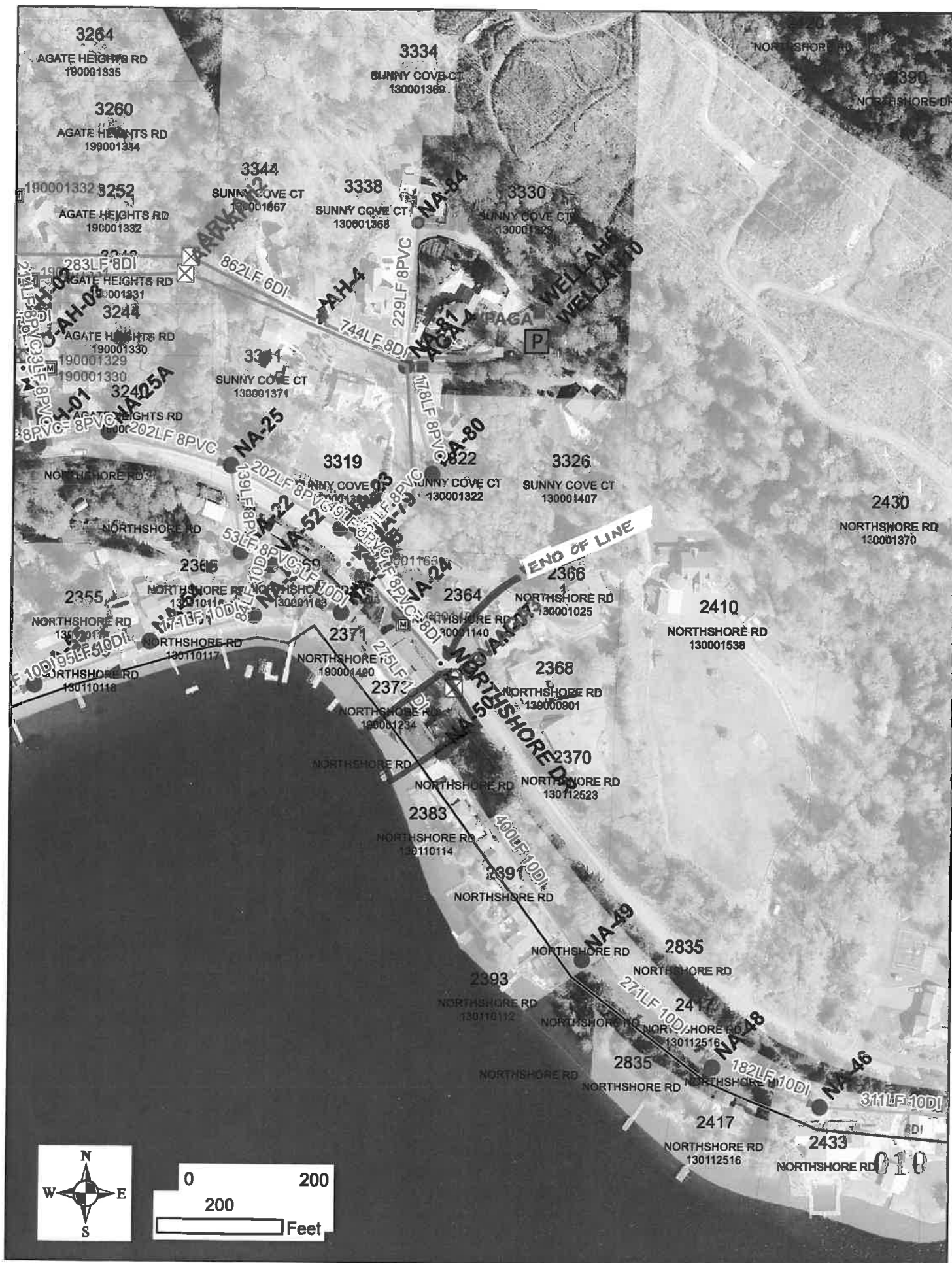
3.6 Permits and Connection Charges

3.6.1 Permit Fees

At the time the Water and/or Sewer Permit is applied for, the applicant shall pay to the District, or its designated representative, the Permit Fee in accordance with the District's current Master Fees and Charges Schedule. The Permit Fee is a component of the connection charge. Water and/or Sewer Permits are not transferable, nor are the fees or charges paid for them refundable. [Resolution No. 757, 799]

3.6.2 Connection Charges

Property owners seeking to connect serviceable properties to the District's water and/or sewer system will be charged a connection fee so that they will bear an equitable share of the cost of the existing system and the cost of facilities planned for construction within the next ten years. Connection charges shall be in accordance with the District's current Master Fees and Charges Schedule and shall be collected prior to the issuance of a permit for the connection. The connection charge is applicable for the calendar year issued. Thereafter shall be subject to such additional or higher fees as may thereafter be due, if such additional or higher fees are adopted by the District and the water and/or sewer connection(s) have not been inspected and accepted by the District. [Resolution Nos. 675, 778, 799]



8P/C

NA-24

8DI

190001490

180-AH-07

TERMINUS OF WATER MAIN

* NOTE: WATER MAIN ACTUALLY ON LAKE-SIDE OF NORTHSHORE

A-57

2371
NORTHSHORE RD
190001492

275LF 10DI
2373

NORTHSHORE RD
190001234

8DI

NORTHSHORE RD

PROPERTY

2377
NORTHSHORE RD
130000963

2383
NORTHSHORE RD
130110114

011

2377 North Shore

2377 Northshore Dr

Northshore Rd


Legend
2377 Northshore Dr
APN:


* LAKE OAK
NEAR OAKVIEW
22 800'

← 22 800'

2377 North Shore

Legend

 2377 Northshore Dr

 APN:

2377 Northshore Dr

13

In 1990, the District entered into an agreement with a group of four developers to construct the 10-inch Sunny Cove (a.k.a. Giesbrecht) well east of Agate Bay Road on the North Shore. The intent was to transfer and re-apportion existing District water right permits and applications to better quality wells, so that the new 10-inch well and the existing District "Johnson Well" would comprise the only two points of supply. Department of Ecology (DOE) approved a change in point of withdrawal for a 60 gpm water right permit from the 6-inch Sunny Cove (a.k.a. Giesbrecht) Well to the adjacent 10-inch Sunny Cove (a.k.a. Giesbrecht) Well based on location criteria. In December, 2002, DOE approved the change in point of withdrawal for a 360 gpm water right permit from the Johnson Well to the 10-inch Sunny Cove well. See Section 4.3 for a more detailed discussion of North Shore water rights issues.

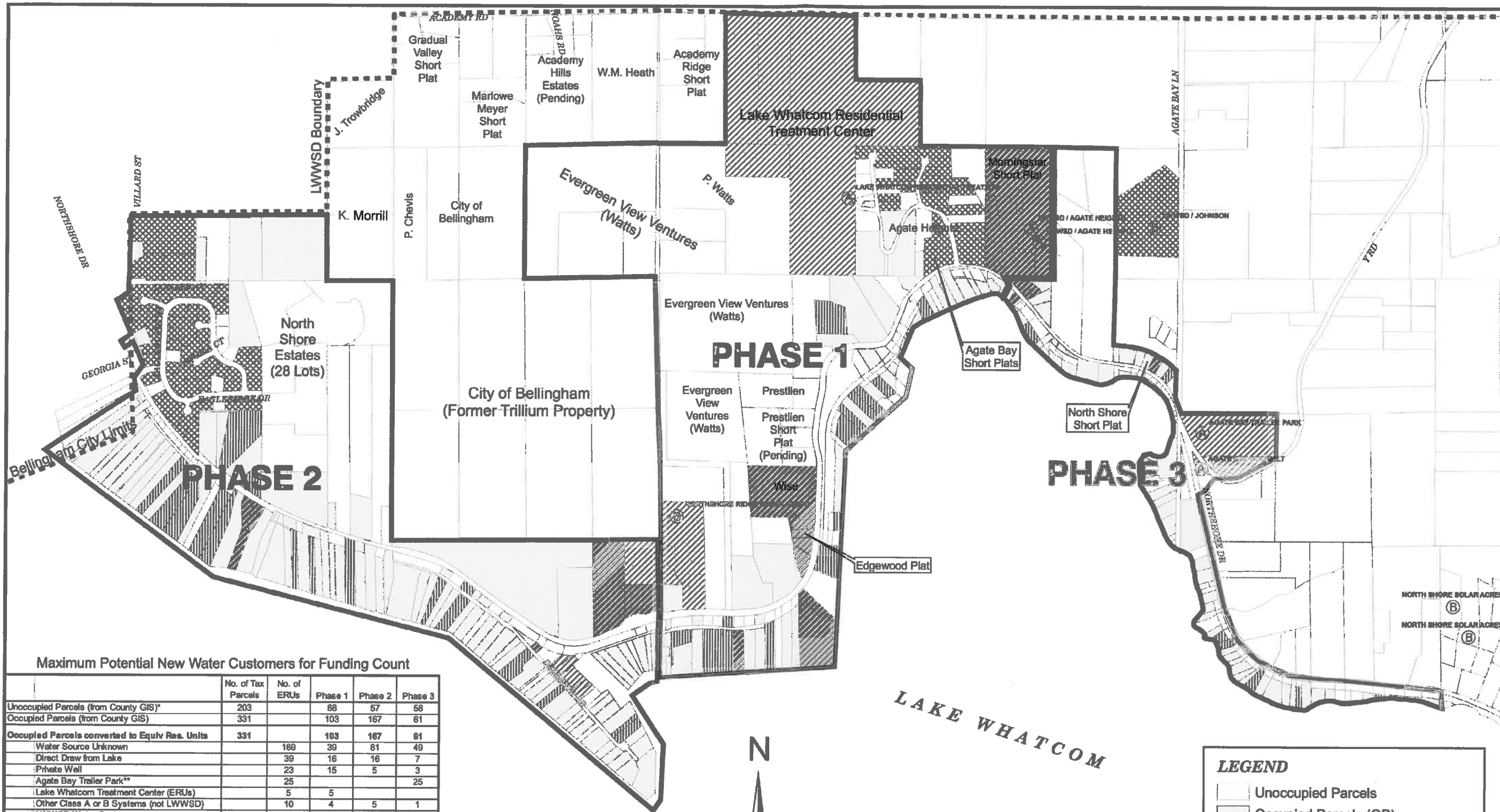
The plans for the 10-inch well and a short segment of distribution and transmission mains were approved by Department of Health in the early 1990's with a caveat that manganese treatment and disinfection would have to be provided in later phases before service could be taken from the 10-inch well. This proposed system was identified in the 2001 Water System Plan as the North Shore Central Water System.

Of the four original 1990 developers, Dr. Richard Giesbrecht and Thomas Collins (successor-in-interest to James Doucette) completed a 31-lot subdivision known as Agate Heights (a.k.a. Richalou Estates) in 2001. The subdivision uses water from the 10-inch well, disinfected and treated for manganese. The Department of Health approved the plans for this development and a wellhead protection plan in the spring of 2000.

In 2008, the District added a second water reservoir to serve the Lake Whatcom Residential Treatment Center, located adjacent to Agate Heights. The reservoir provides water for both the treatment center and the upper pressure zone of the Agate Heights subdivision. The existing booster pump was upgraded to a transmission pump to supply the new, higher elevation reservoir. A PRV vault was also installed to maintain acceptable pressure at the Agate Height subdivision.

Further expansion of the water system within the North Shore/Wells Source Study Area, beyond the Agate Heights subdivision, is dependent upon the interest of existing residences for public water (e.g. ULIDs), and will require additional expansion of the treatment, distribution and reservoir capacities. The remaining two original well developers Trillium and Evergreen View Ventures, have since sold their extensive land holdings on the North Shore to the City of Bellingham, and these properties have been restricted from development.

The District conducted a preliminary study regarding the consolidation of both North Shore water systems using the existing Agate Heights well source in 2004. With the water right permits transferred to the 10-inch Sunny Cove well, the District has adequate water right capacity to serve all of the North Shore Area. This study is included in Appendix C. While the number of potential connections has been reduced since 2004 due to additional property purchases and restrictions by the City of Bellingham, the overall assumptions for service areas and rough cost estimates are still valid.



Maximum Potential New Water Customers for Funding Count

	No. of Tax Parcels	No. of ERUs	Phase 1	Phase 2	Phase 3
Unoccupied Parcels (from County GIS)*	203		88	57	58
Occupied Parcels (from County GIS)	331		103	167	61
Occupied Parcels converted to Equiv Res. Units	331		103	167	61
Water Source Unknown		169	39	81	49
Direct Draw from Lake		39	16	16	7
Private Well		23	15	5	3
Agate Bay Trailer Park**		25			25
Lake Whatcom Treatment Center (ERUs)		5	5		
Other Class A or B Systems (not LWWS)		10	4	5	1
LWWS Water Customer		88	28	60	0
Subtotal		339	107	167	85
Less Current District Water Customers		-88	-28	-60	0
Net Potential New Customers in Exist. Structures	Totals	271	79	107	85
Proposed Developments					
North Shore Estates				28	
Prestlien			6		
Evergreen View Ventures			23		
Subtotal		0	29	28	0
Net Potential Future New Paying Customers	Totals	57	29	28	0
Max. Potential New Paying Customers	Totals	328	108	135	85

* Unoccupied Parcels were not included in this analysis because of a preponderance of sustandard lot sizes.
 ** Agate Bay Trailer Park was counted as a single connection in the previous analysis.



LEGEND

- Unoccupied Parcels
- Occupied Parcels (OP)
- OP-A or B Systems (not LWWS)
- OP-Direct Draw
- OP-Private Well
- OP-LWWS Water Customer
- Phase 1
- Phase 2
- Phase 3

Wilson
SURVEY/ENGINEERING

WILSON ENGINEERING, LLC
805 DUPONT STREET
BELLINGHAM, WA 98225
(360) 733-5100 FAX (360) 947-9051
www.wilsonengineering.com

DESIGNED BY: MMM
DRAWN BY: RDN
CHECKED BY: RW

LAKE WHATCOM WATER & SEWER DISTRICT
WASHINGTON
NORTH SHORE WATER
FEASIBILITY STUDY
EXHIBIT

DATE: NOV. 2004
SCALE: AS SHOWN
JOB NO.: 2004-114

SHEET: 1 OF 1



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 1, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL		
MEETING AGENDA DATE:	December 9, 2015		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Customer Request - Erickson		
LIST DOCUMENTS PROVIDED ⇨	1. Letter with documentation		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District's Leak Adjustment Policy allows staff to process one leak adjustment per account per year. Ms. Erickson had a substantial water leak with an impact of \$7,907.28. Leak adjustments have been allowed as a courtesy in previous instances on 2 billing cycles. Adjustments were given of \$2,310.10 and \$1,533.49 leaving a balance of \$4,063.69. See attached paperwork for further requests from the customer.

FISCAL IMPACT

Ms Erickson has requested that the October and December billed water charges be based on her highest historical usage. This would create an additional adjustment of \$3,752.49 leaving a balance of \$311.20 for the October and December 2015 cycles (water only).

RECOMMENDED BOARD ACTION

Discuss/decide whether further adjustments should be processed or not.

Staff recommends the calculations be based on the overage factor of .0748 thereby allowing an additional adjustment of \$914.01. This would leave a balance of \$3,149.68 as the total leak impact.

Staff recommends there be a substantial extension for installment payments on the leak balance.

PROPOSED MOTION

Board direction requested.

- a.) The structure in question is removed, condemned, destroyed, or no longer requires water and/or sewer service in the opinion of the General Manager, and
- b.) The property owner requests in writing the suspension of service and service charges to the structure, and
- c.) The water meter is locked or removed when the service is suspended, and
- d.) The account is paid current to the first of the month following the District's receipt of the property owner's written request before the billing will be suspended. [Resolution Nos. 444, 782]

2.9.7 Water Leak Adjustments

The District will adjust high customer water bills resulting from underground water service line breaks between the water meter and the outermost exterior walls of the structure. The leak adjustment request must be made in writing by the property owner and include evidence the leak is now repaired either by enclosing a paid invoice or a receipt for repair parts.

Water consumption figures from the same billing period in the previous year are used to calculate the leak adjustment. If less than one year's usage history exists, the current base rate allowance will be used as a non-leak quantity basis. The District will credit qualifying leak adjustment dollar amounts to the current or next customer bill. There is no cap to limit the customer's costs.

Water leak adjustments are limited to one adjustment per account per year. The leak adjustment applies to one billing cycle only. When a leak occurs the overage may show up on more than one consecutive billing cycle. The District will adjust the higher usage billing cycle to assure that the customer receives the highest possible adjustment.

The District will set up an incremental payment schedule on the remaining balance of the leak amount at the customer's request. Payment schedules must be arranged in a way that ensures payment of the current two-month minimum billing plus an installment on the extraordinary portion of the bill. The extraordinary portion of the bill must be paid in full within six months of incurring the charges. Late charges on the leak amount will be waived if the customer adheres to the prearranged payment schedule. [Reference: Resolution 816]

2.10 Payment Methods

2.10.1 Credit and Debit Cards

The District will accept credit and debit cards for payment of utility billing, water and/or sewer permits, and all other fees and charges imposed by the District. The District will accept VISA, Discover, and MASTERCARD. Online payment is available via the District's website using a credit card, debit card or checking account.

A flat fee, to be reviewed and determined annually, will be collected at the time of charge for credit, debit, or on-line payments. Fees are listed in the current Master Fees and Charges Schedule. [Reference Resolution Nos. 693, 778]

Debi Denton

From: Patrick Sorensen
Sent: Tuesday, October 27, 2015 11:01 AM
To: Debi Denton
Subject: FW: Scanned Document(s) Attached
Attachments: image2015-10-21-085640.pdf

Patrick Sorensen | General Manager/ICMA-CM 8am – 5pm, Monday – Thursday
(360) 734-9224, Fax (360) 738-8250

LAKE WHATCOM WATER & SEWER DISTRICT
1220 Lakeway Drive
Bellingham, WA 98229
www.lwwsd.org

NOTICE: The information contained in this electronic message is confidential and only for the use of the intended recipient(s); and contains confidential and/or privileged information belonging to Lake Whatcom Water and Sewer District or its customers or consultants or vendors. Any unauthorized review, use, copying, disclosure or distribution of this message is strictly prohibited. If you are not an intended recipient of this message, please contact the sender and destroy all copies of the message and any attachments immediately.

Email from this address is subject to public disclosure pursuant to RCW 42.56.

-----Original Message-----
From: Erickson, JoAnn - JoAnn K [mailto:joann.k.erickson@store.lowes.com]
Sent: Wednesday, October 21, 2015 10:41 AM
To: Patrick Sorensen
Cc: jody.erickson77@yahoo.com; Erickson, JoAnn - JoAnn K
Subject: FW: Scanned Document(s) Attached

Dear Patrick Sorensen, Water District #10, Bellingham, WA

Good morning Patrick.

RE: Jody King Erickson, 69 North Point Drive, Bellingham, WA 98229

Please find attached the scanned documents that you requested.

A little history...
Approx. 3 months ago a Water district employee came to me (I was home that day) and told me he thought I had a small leak somewhere between the meter and my house. Within the month I replaced the inside of the toilets, thinking that was the issue. Then approx. 6 weeks later another Water district employee came to the door to say that no, that was not the problem.
On Tuesday Oct 6th, I called the Water district to pay the bill and the woman on the phone told me "Oh thank goodness you called we have been trying to get ahold of you." (I thought that was unusual as I have lived at the same house for over 11 years, and the phone I have has had the same number for almost 20 years) The woman stated, "You

have a massive water leak in your house and we have shut your water off!" Then she proceeded to tell me "You have been wasting our water, so we shut it off! " Then she asked someone in the office "Does she owe \$5,000 dollars or did she use 5,000 gallons? The reply was "Your bill is \$5,000 dollars and you have been wasting our water all 52,000 gallons of it. Needless to say I was surprised and very upset by the way I was treated. I then asked her how I was supposed to flush my toilets? She then told me that the meter was not locked but that they needed to turn the water off to save water and that they had left a note on the door. I told her I was not home, that I was at work, so I had not received any note. Then she said "Oh we left it today!"

I fully expected to come home to a house under water with damage to everything. I immediately hung up and called Bode Plumbing, however they could not come out until Friday as that was the first time they could arrange it. I called several others with the same situation.

I went home early from work to check things out. I work at Lowes, so I purchased (3) 3 gallon bottles of water and started for home. On the way, I stopped by the PO Box and sure enough the \$5,000 bill was waiting for me. When I arrived at the house, there was a note on the door with the usage from several years back. The water was turned off. I immediately walked the entire property and the inside of the house and the crawl space. There was nothing. I called several friends who showed up and none of us could find a sign of water anywhere.

I took off work on Friday to meet with Bode Plumbing and they too could not find a leak. The area up the EAST side of the house was very narrow and they wanted the man who ran the equipment to have a look at the issue first before they could give a bid or even try to find the leak. They did not have camera equipment to help them at the time. They also needed 3 business days to have the underground utilities located so they scheduled their equipment operator consultation for the following Wednesday, which was the soonest he could make it out. The underground utilities were located and Brain from Bodes showed up on Wednesday. He told me there was no way to get the machine up the East side of the house as all the underground utilities were located there and the machine would not have enough room, as well as no place to put the dirt. He suggested starting to find the leak by putting a valve on the south side of the drive way as that would let us know if the leak was inside the house or outside. The next time they had a chance to get the bk hoe out to the house was the following Friday.

Knowing that the water bill was excessive and not knowing how I was going to pay for a bill of this size, in my life time, I used the (3) 3 gallon containers I had purchased from Lowes to hauled water from my neighbor's house 2 blks away in order to flush my toilets. I kept this up until last Friday Oct 19th, while we tried relentlessly to find a water leak.

When Brain arrived on Friday he tried to find the leak and installed a valve next to the driveway on the South side of the driveway. This required that all the landscaping along the drive be dug up. He did not find the leak, so he was going to have to come out on the following Monday Oct 19, 2015 to continue the job. He came out on Monday and dug up the North side of the driveway and found that the leak was between the meter and the North side of the driveway. This also took a lot of digging and affected most of the landscaping in the front of the home. According to the plumbers this is something not covered in their quest to find the leak. The pipe is fixed. I now have another bill for the repair of my landscape to contend with at my own expense.

I would also like the Water District to check the meter to make sure it is in good operating condition. It did look questionable when I turned the water all the way on Tuesday evening.

Patrick I would so appreciate anything you can do to help me through this mess. I am semi-retired woman, 64 years old and I live on my own, being a widow for many years. This is something I have never experienced and I will use this as a hard learning experience for the future. As you are probably aware Home Owners insurance is not always cooperative unless you have interior damage to your property.

I have included the bill for repair, the usage and the form for forgiveness. I am sure you have the \$5,000 bill from the water district at your disposal. Please let me know at your earliest convenience what can be done about my situation. I also would like to know what I need to pay on my upcoming water bill. I will be awaiting your reply.

Warm Regards.

Jody King Erickson
360-223-2119
69 North Point Drive
Bellingham, WA 98229

Water Leak Adjustment

Jody King Erickson,

69 North Point Drive

Bellingham, WA 98229

360-223-2119

Dec 9th, 2015 Outline Presentation

- Letter
- Photos of replacement of both toilet interiors
- Water Bills:
 - June / July
 - Aug/ September
 - October/Nov
 - Dec/Jan
- Utility Reads for 6 years
- Bodies Plumbing Receipt
- Plat of H2o pipes across entire front of Property
- Water Leak Adjustment Policy/ Form
- Water Leak Adjustment Credit worksheet 2015 Over 2,500 cubic feet + Estimate
- Emails

District #10 Water Board Members

December 9, 2015

I am here before you to plead my case regarding a Water Leak that occurred at my home in Sudden Valley at 69 North Point Drive.

I have lived in Bellingham since 1994. I moved here to manage United Express at the Bellingham Airport, where I worked for over a decade. I am 64 years old and a single mother, raising 2 boys in Bellingham. We moved to Sudden Valley in July of 2004. During this entire duration of time, I have never experienced a water leak nor have I ever asked for any water leak adjustments.

On July 20, 2015 a gentleman came to me saying the Water District thought I had a leak somewhere between my meter and my home. He suggested I check the toilets and faucets to see if they were running. I immediately went in and checked all the faucets. I then listened to the toilets and noticed that one was in fact running just a little bit. During the next several weeks, I made arrangements to replace the insides of both of my toilets. I also had a maintenance man come out and he could not find any signs of water outside of my home or underneath of my home, so I figured that took care of the problem. I also spoke to the Water District when making payments over the phone and let them know what I had done.

On September 17, 2015 a woman showed up at my door saying that there was still a leak. I told her that I had replaced both of the insides of the toilets. She said that probably was not the problem. She did not mention any extensive use at that time.

On October 6, 2015 I called from work to make another payment. When the gal answered the phone she immediately told me the district had come out and shut off the water due to my bill was over \$5,000 dollars and that I was wasting everyone's water. She said they did not have a phone number for me. I could not understand this, as I have lived in the same house for over 11 years. I talked with the gal on the phone in regards to the leak where she told me I had wasted 52,000 gallons of water and that as a courtesy to me they had come out and shut off the water. I did appreciate that. She said they had left a note on the door, however since I was at work I had no knowledge of the note that had been left earlier that day. I continued to make a payment. I then went home with 9 gallons of water so I could flush my toilets. I went by the mail box and sure enough the water bill for over \$5,000 was there, which had been billed on October 1, 2015. I appreciate the Water District trying to get ahold of me, however Sudden Valley has had my number since the beginning of my residency and I would have thought that if they read the meter and saw that kind of extensive use they would have called sooner. (i.e. when the meter was read October 1, 2015.)

The next day, October 7, 2015 a man showed up at my door and showed my son how the meter was spinning and told him we could turn on the water to flush our toilets. This was not possible for us, as we did not know where the leak was or how much was leaking out. We already had a bill that well exceeded our income and was going to cause us a financial hardship. Due to these facts, while we waited for the professionals to find and repair a leak; I hauled in water every day, so we could flush our toilets and we showered at our friend's house.

It took more than two weeks to find the water Leak and repair it. The cost was nearly \$3,000 and the property is in complete array with damage to landscape from the back hoe digging to find the leak. The landscape is now in disrepair as that too is my responsibility, which is likely to cost a few more thousand dollars to repair.

On October 21, 2015 I turned in the Leak Adjustment Credit form as well as receipt from the plumbers who repaired the leak to Patrick Sorenson the District #10 manager. A week later, he returned my email with additional calculations and a notice that I had done nothing to prevent this leak from happening, which was not the case. I asked him to explain how he came up with his additional calculations and I wanted to understand how he arrived at his totals. He could not give me clear calculations on how the "Water Leak Adjustment" actually worked. He also notified me that I was now responsible for an additional estimated 34, 000 gallons of water based on his estimations. His calculations brought the overall bill to an estimated \$4300.00 after the "Water Leak Adjustment" had been applied. When I asked how this was calculated, he forwarded me onto the Finance manager Debi Denton. She then forwarded me calculation forms with his estimates for the bills.

I requested a copy of the Lake Whatcom Water and Sewer District Administrative Code, as I needed to know how they calculated such a bill. Unfortunately, the Administrative Code does not specify how the "Water Leak Adjustment" applies. Within the Code it stated Resolution 816 states "Updating the Districts Water Leak Adjustment Credit Policy" it was not included in the document.

The papers that were sent to me for calculations were not a part of this Administrative Code either. The details are not available in the document. The form says they will take into consideration your last year's usage, at 50%, but it does not say that or explain this in the "Administrative Code". It does state that the Water Leak Adjustment may apply over two periods as the leak may not be fixed in time to get within the normal billing cycle, however does not state how they calculate or separate it.

I am here to plead that this "Water Leak Adjustment" billing will cause more than a financial hardship for me and my children. The magnitude of this hardship will take me several years to pay off as my income is not in line with this kind of issue or can it absorb such a loss. It is unfortunate that this water leak caused a fair amount of water to be lost in the storm water drains, however this is clearly not water I used for personal use. This water was not put down the sewer and never surfaced as ground water either. There should be something in place for an excessive leak such as the one I experienced at my home. After all, the pipes allowed back in the day (1974) are not up to today's standards and codes. I have never asked for a Water Leak Adjustment or had to use one. I request that this board consider the circumstances and details surrounding this issue and do what is right in charging me fairly for water that clearly went into the ground and storm water drains, not for water I used excessively for personal use or put down the sewer.

Sincerely,

JoAnn "Jody" King Erickson

69 North Point Drive

Bellingham, WA 98229

360-223-2113

December 2, 2015

Debi Denton

Thank you for meeting with me today! I so appreciate our honest conversation. Truly a gift and they are lucky to have you. I really enjoyed our meeting.

In summary:

Here is what I feel could be a fair way to look at my situation.

- A) I would look at the several prior excessive leak situations over the past decade, and how they were handled in the past.
- B) I would also look at the overall use for myself for the past 6 years. Look at the highest overall usage. Charge me that amount on top of regular use for those two billings cycles?

This would not be the thousands of gallons that leaked, however it would be billed out over my normal use for those periods.

FAIR is not the thousands of gallons that leaked. If I could have prevented this, I certainly would have. I appreciated what you and Miguel did for me and how he provided a map of where the water pipe actually ran. Without that information it would have been so much more like looking for a needle in a haystack....

I would also look at all of the circumstances surrounding this situation:

No ground water anywhere

Find the Leak and what it entailed

What I DID do to address the situation

The Cost of replacement of the pipe from 1974

The Cost of what it is still going to cost me to repair the landscape.

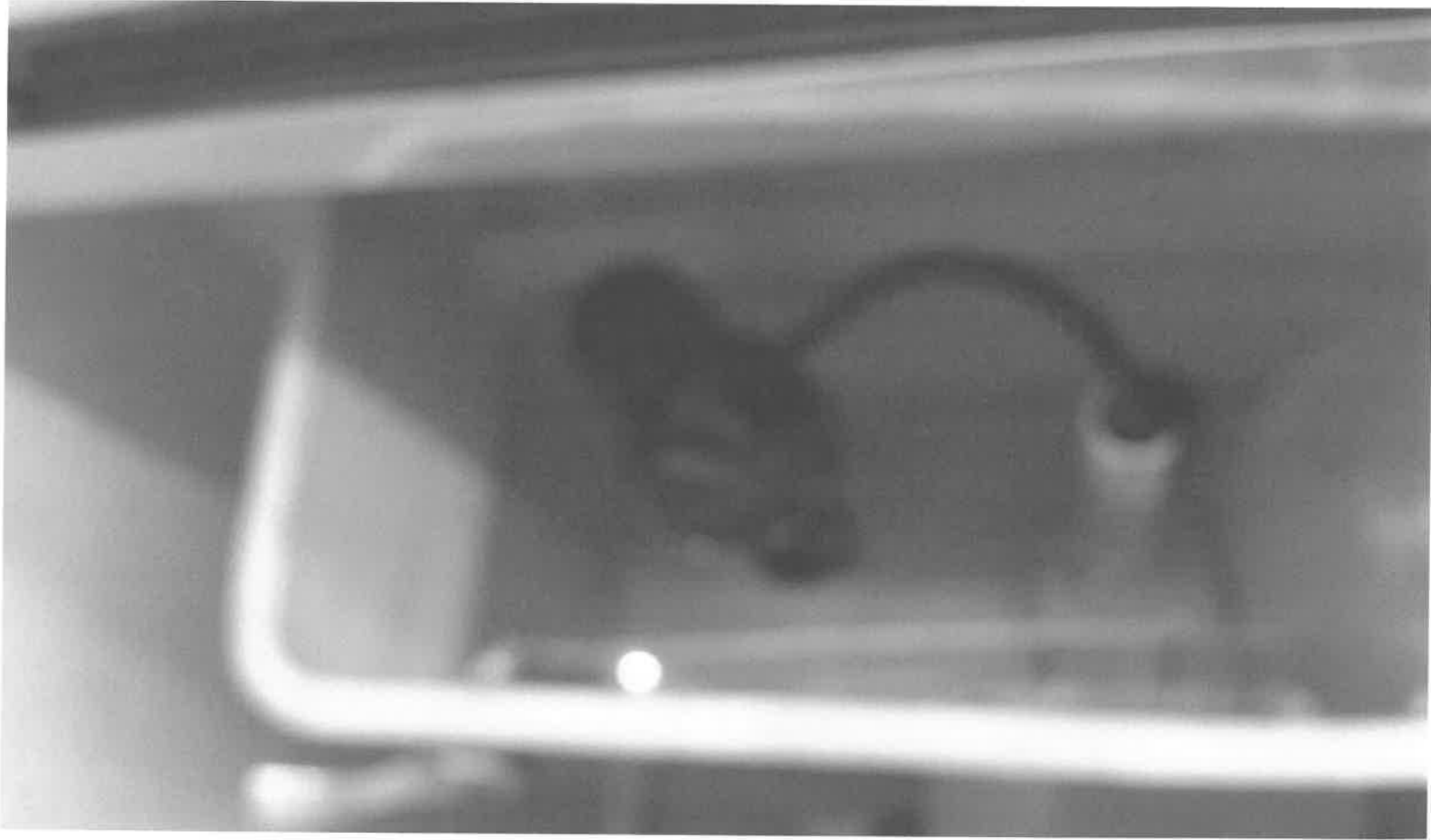
Then the reasonable way to address an extensive leak such as the one I had.

I hope this would provide some guidelines.

Thank you!

Jody King Erickson





JOANN K ERICKSON Acct #: 180012100 Tap #: 180012100

69 NORTH POINT DR		Current	Previous	Water Usage	Sewer Usage	Current	Previous	electric Usage	Demand	Chg/Pymt	Balance
11/19/2014	Payment 7127										
12/01/2014	Bill Billing	62940	62477	463						-150.00	144.24
01/13/2015	Payment									205.81	350.05
02/01/2015	Bill Billing	63593	62940	653						-200.00	150.05
02/11/2015	Payment									209.75	359.80
03/23/2015	Payment									-155.05	204.75
04/01/2015	Bill Billing	64178	63593	585						-204.75	0.00
05/18/2015	Payment 7457									200.71	200.71
06/01/2015	Bill Billing	64691	64178	513						-200.71	0.00
08/01/2015	Bill Billing	66123	64691	1432	*					200.71	200.71
08/25/2015	Bill Shut Off Notice									283.01	483.72
09/04/2015	Payment								*	0.00	483.72
09/22/2015	Payment									-200.71	283.01
10/01/2015	Bill Billing	117261	66123	51138						-100.00	183.01
10/06/2015	Payment									4,908.78	5,091.79
11/30/2015	Payment									-183.00	4,908.79
12/01/2015	Bill Billing	151526	117261	34265						-300.00	4,608.79
Billing Periods 7		Billed Amt: 9,321.63	Ave 1,331.66							3,312.86	7,921.65

Called in Payments: Spoke to office Staff.

9/4/15
9/22/15
10/6/15
10/30/15

Utility Reads

Lake Whatcom W-S District
MCAG #:
For: 69 NORTH POINT DR

Time: 16:58:14 Date: 10/05/2015
Page: 1

Billing Date	Read	Prior	Consumption	Read Date	Time	Account	Remark
11/01/2015	0	66123	0			180012100	
10/01/2015	117261	66123	51,138	09/17/2015		180012100	
08/01/2015	66123	64691	1,432	07/17/2015		180012100	
06/01/2015	64691	64178	513	05/18/2015		180012100	
04/01/2015	64178	63593	585	03/17/2015		180012100	
02/01/2015	63593	62940	653	01/16/2015		180012100	
12/01/2014	62940	62477	463	11/17/2014		180012100	
10/01/2014	62477	61753	724	09/17/2014		180012100	
08/01/2014	61753	61101	652	07/16/2014		180012100	25/6 150638
06/01/2014	61101	60193	908	05/15/2014		180012100	9/17 117261
04/01/2014	60193	59326	867	03/17/2014		180012100	
02/01/2014	59326	58257	1,069	01/16/2014		180012100	33377
12/01/2013	58257	56281	1,976	11/18/2013		180012100	
10/01/2013	56281	54960	1,321	09/18/2013		180012100	
08/01/2013	54960	53619	1,341	07/18/2013		180012100	
06/01/2013	53619	52659	960	05/16/2013		180012100	
04/01/2013	52659	51552	1,107	03/18/2013		180012100	10/16/15
02/01/2013	51552	50332	1,220	01/18/2013			
12/01/2012	50332	49410	922	11/15/2012			
10/01/2012	49410	48357	1,053	09/17/2012			
08/01/2012	48357	46657	1,700	07/16/2012			
06/01/2012	46657	45959	698	05/17/2012			
04/01/2012	45959	45377	582	03/16/2012			
02/01/2012	45377	44597	780	01/19/2012			
12/01/2011	44597	43987	610	11/16/2011			
10/01/2011	43987	43307	680	09/16/2011			
08/01/2011	43307	42707	600	07/14/2011			
06/01/2011	42707	42053	654	05/13/2011			
04/01/2011	42053	41095	958	03/14/2011			
02/01/2011	41095	39994	1,101	01/13/2011			
12/01/2010	39994	38853	1,141	11/15/2010			
10/01/2010	38853	37467	1,386	09/15/2010			
08/01/2010	37467	36488	979	07/15/2010			
06/01/2010	36488	35394	1,094	05/17/2010			
04/01/2010	35394	34568	826	03/16/2010			
02/01/2010	34568	33480	1,088	01/14/2010			

83,781

DEAR CUSTOMER: I TURNED your
WATER OFF TO SAVE you \$ + US WATER.
You HAVE A MAJOR LEAK - where you USED 51K +
CU' + NOW SINCE 9/17/15 HAVE USED 33K +.
THAT'S A LOT + COSTLY - PLEASE CALL ME
MIGUEL - 296-4568

027

Water Pressure _____ lbs.

MAGNETS ☐ HAND OUTS ☐

H.W.T. STICKER ☐ PANEL STICKER ☐

☐ FREE BIO CLEAN

BODE'S ELECTRIC & PLUMBING INC.

CONTRACTORS
PLUMBING: BODE SEP 13/15
ELECTRICAL: BODE SEP 07/16
LICENSED & BONDED

WASHINGTON STATE JOURNEYMAN PLUMBER
LICENSE NO.: BODE TJ232LT
WASHINGTON STATE JOURNEYMAN ELECTRICIAN
LICENSE NO.: BODE J232LT

360-384-4087 360-733-2213
7866 WOODLAND ROAD • FERNDALE, WA 98248
FAX: 360-384-0524

Job. No. 48754

DATE 10-19-15

JOB LOCATION 00

CITY 02

OCCUPANT'S NAME

PHONE RES. 223-2119
BUS
CELL

DESCRIPTION OF WORK

Called out for 50,000 + gallons of water used August/September 2015. Searched for signs of leaks, inside, outside and under house. No visible signs of leak. Installed white keracote panel so underground utilities could be located. Retained following week to inspect workings. Phone Electric and gas all turned off.

Signature X _____

PLEASE PAY FROM THIS INVOICE - NO STATEMENT RENDERED.

WARRANTY: All materials supplied by Bode's Electric & Plumbing, Inc. are covered by the manufacturer's written warranty. Workmanship and labor provided by Bode's Electric & Plumbing, Inc. are warranted for 30 days, excluding drain cleaning, unless otherwise specified. All labor and material is conclusively accepted as satisfactory unless accepted to in writing 7 days of performance. Any claim for property damage is conclusively waived unless presented to contractor in writing within 7 days of the occurrence. The liability of the contractor for negligence or negligence is limited to the amount due hereunder.

PAID By ☐ Cash ☐ Check No. _____ ☐ Visa ☐ Master Card

Service Man's Initials Bude

SIGNATURE (I hereby acknowledge the satisfactory completion of the above described work.)

SERVICE CALL CHARGE INCLUDES TRAVEL TIME	LOCATE LINES	CONTRACT PRICE	SUB TOTAL	% SALES TAX	TOTAL JOB	LESS DEPOSIT	AMOUNT DUE
4900	612.50	1012.50	2647.70	230.35	2878.05		



LAKE WHATCOM WATER & SEWER DISTRICT
1220 Lakeway Drive
Bellingham, WA, 98229
Office Hours: Monday – Thursday, 8:00am – 5:00pm
www.lwwsd.org

(360) 734-9224
Fax 738-8250

page 1

WATER BILL LEAK ADJUSTMENT POLICY

Responsibilities:

The customer is responsible for all in-ground plumbing lines from the water meter to the building, including plumbing inside of the building. It is the customer's responsibility to keep the meter box accessible from landscaping, fences and all obstructions.

Lake Whatcom Water and Sewer District is responsible and will maintain the water meter and meter box. The District monitors for abnormal increases in water usage and, as a courtesy, may send you a letter or a Field Representative may leave a door tag to alert you to a possible leak. If you discover that you have a leak, you may qualify for an adjustment to your bill.

The District will adjust high water bills resulting from in-ground service line breaks between the water meter and entry point of service into the building. NO ADJUSTMENTS are made for leaks to irrigation systems, pools, water features, leaks inside the building, outside spigots, hoses, or any leak that is not the result of an in-ground service line break.

About the Leak Adjustment Credit:

- Water leak adjustment credits are a courtesy to assist the customer with unexpected leak costs.
- Properties, if applicable, may be granted a leak adjustment credit once every twelve months.
- When a leak occurs, the water overage may appear on consecutive billing cycles. The District will adjust the higher usage billing cycle to ensure the customer receives the highest credit.
- The credit applied will be approximately the equivalent of one-half of the overage incurred during the billing cycle of the leak.
- Customers have the option of negotiating a payment plan with the Finance Department for the remaining balance on the account.

Procedure:

1. Leak must be in-ground between the meter and entry point of service to the building to qualify for an adjustment.
2. Customer must complete the Leak Adjustment Credit Form and provide evidence to the District that the leak is now repaired by enclosing invoices or receipts for repair.
3. Leak adjustment credits are offered as a courtesy.

page 2



LAKE WHATCOM WATER & SEWER DISTRICT
1220 Lakeway Drive
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(360) 734-9224
Fax 738-8250

LEAK ADJUSTMENT CREDIT FORM

DATE:	Cct. 1, 2015
ACCOUNT NUMBER:	1800 12100
SERVICE ADDRESS:	69 North Point Dr.
OWNER'S NAME:	JO ANN "Jody" King Erickson
OWNER'S MAILING ADDRESS:	69 N. Pointe Drive
CITY, STATE ZIP:	Bellingham, WA 98229
OWNER'S CONTACT PHONE NUMBER:	360-223-2119

LOCATION OF LEAK:	Between Meter & Driveway
DATE LEAK WAS DISCOVERED (APPROXIMATE):	
DATE LEAK WAS REPAIRED (APPROXIMATE):	10/19/15
HOW THE LEAK WAS DISCOVERED/REPAIRED:	Bode Plumbing
	Came out several times over 3wk period, used
PARTY RESPONSIBLE FOR LEAK REPAIR:	Cameras & BK hole.

Bodes Plumbing

☒ I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE LEAK
ADJUSTMENT POLICY ON THE BACK OF THIS FORM.

I, the undersigned, do hereby acknowledge that I have received and understand Lake Whatcom Water and Sewer District's policy regarding Water Bill Leak Adjustments on the back of this form. I understand that it is not the responsibility of Lake Whatcom Water and Sewer District to inform me of any possible leak at my property. As a courtesy, Lake Whatcom Water and Sewer District may send me a letter or a Field Representative may leave a door tag with information. I may request a meeting with a Field Representative from Lake Whatcom Water and Sewer District to explain the meter reading procedure so that I may determine when a leak has been repaired. I understand that as the property owner, I am ultimately responsible for all water and sewer charges for this property. Should any leak on my property qualify for a Water Leak Adjustment Credit, any Water Leak Adjustment Credit will remain on the property utility account. I also acknowledge that this property will not be eligible for another Water Leak Adjustment Credit for twelve (12) months from the date the credit has been applied against the property's utility account. My signature below is my confirmation that this leak has been repaired and that I understand this policy.

OWNER SIGNATURE	Jody King Erickson
DATED	10/21/15

030

Cc: Debi Denton
Subject: Billing Issues_69 North Point Drive

Ms. Erickson:

Thank you for contacting me regarding the water leak situation on your property. In reviewing the record I see that our staff, on July 20, left a door hanger at your property informing you of this leak problem. This was done soon after we discovered a problem. We received no response. On September 17 another notice of a major water leak was again left at your property. Again no one responded. On approximately October 6 District staff visited your property again and found that the leak was still going. We shut off the water connection on your property and again left important information on a door hanger. Because it is on private property the District does not typically shut off water. We asked you to call us in the door hanger. However, no one called. Finally, we came by the next day and found your son at home, explained the situation and showed him how to shut off the water. Apparently the leaking water line was fixed by a plumber on October 19. It appears there is no longer a leak problem on your property.

In spite of your situation here is what the District can do for you on a one time basis using our Leak Adjustment Policy. The first billing period in which your leak was discovered covers two months and goes through October 1, 2015. As you are aware the record shows that your account used 51,138 cubic feet of water during this period with a charge of \$5,091.79. Under District regulations/policy we can extend you an adjustment of \$2,310.10 for this billing period. This would lower your bill to \$2,781.69. In addition, we estimate that you will also have a high water consumption bill associated with the December 1, 2015 bill. Again, your leak was fixed on approximately October 19, 2015. This is a little less than ½ of the December billing period. It is estimated that water consumption in cubic feet will be approximately 34,082 with a value of \$3,295.75. If this is true we can lower this bill by approximately \$1,524.94 bringing it to \$1,770.81. Because it's likely that the December 1 bill will be somewhat lower a second meter reading will be taken next week.

I recognize that together both of these bills, even after the adjustments are made is still significant (nearly \$4,300). The District is willing to work with you over a period of time in order to pay this amount off. This can be done without additional late fees or interest. Unfortunately I cannot lower the bill any more or write it off in full. Call Debi Denton in our office to set this program up. She will work with you so that you're paying your normal and typical bill off as it comes out each billing period, and set up a payment schedule that works for you on the previously listed overage. Please feel free to contact me or Debi if you have any additional questions.

Sincerely,

Patrick Sorensen | General Manager/ICMA-CM
8am – 5pm, Monday – Thursday
(360) 734-9224, Fax (360) 738-8250



LAKE WHATCOM WATER & SEWER DISTRICT
1220 Lakeway Drive
Bellingham, WA 98229
www.lwwsd.org

031

Erickson, JoAnn - JoAnn K

From: Patrick Sorensen <patrick.sorensen@lwwsd.org>
Sent: Thursday, October 29, 2015 9:45 AM
To: Erickson, JoAnn - JoAnn K
Cc: Debi Denton; Miguel Gillis
Subject: RE: Billing Issues_69 North Point Drive
Attachments: 10-29-15 Water Leak Adjustment Policy_Resolution 816.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Ms. Erickson

I have attached a copy of the "Water Leak Adjustments" Policy FYI. However, it was included on the back of the Leak Adjustment form you filled out and signed on October 21, 2015. Per the District's policy a customer is only accorded "one adjustment per account per year. The leak adjustment applies to one billing cycle only". Your situation and request actually involves two billing cycles (October 1 and December 1). Because of the inter-relationship I am liberally interpreting the policy and including both billing cycles together for consideration.

You asked about the two readings of each billing cycle:

The October 1 billing period is done (activity 7/17 to 9/17). It is what it is.

The information I referred to associated with the December 1 billing period was only an estimate that we provided to you as a courtesy. The actual cut off reading for the full billing period will be done on November 17 for activity from 9/17 to 11/17. We will wait for this reading and get back to you with the full actual usage. The meter was read on October 27 as a courtesy to see actual usage from 9/17 to 10/27. The same offer I made to you yesterday will be available with the updated and actual December 1 billing period numbers.

Thank you.

Patrick Sorensen | General Manager/ICMA-CM

8am – 5pm, Monday – Thursday

(360) 734-9224, Fax (360) 738-8250



LAKE WHATCOM WATER & SEWER DISTRICT
1220 Lakeway Drive

032

NOTICE: The information contained in this electronic message is confidential and only for the use of the intended recipient(s); and contains confidential and/or privileged information belonging to Lake Whatcom Water and Sewer District or its customers or consultants or vendors. Any unauthorized review, use, copying, disclosure or distribution of this message is strictly prohibited. If you are not an intended recipient of this message, please contact the sender and destroy all copies of the message and any attachments immediately.

Email from this address is subject to public disclosure pursuant to RCW 42.56.

From: Erickson, JoAnn - JoAnn K [mailto:joann.k.erickson@store.lowes.com]
Sent: Thursday, October 29, 2015 7:56 AM
To: Patrick Sorensen
Subject: RE: Billing Issues_69 North Point Drive

Dear Patrick Sorensen.

Please provide me the Water Districts Leak Adjustment Policy. I also need the FACTS on your estimated water usage/calculations during the months of October through December.

The one thing that is not accounted for here Mr. Sorensen and will most likely affect your estimates and assumptions, is that the Water was OFF from October 6th through the 18th(this is a FACT not an estimate or assumption) while I hauled water during this time from a neighbor.

Please provide me at your earliest convenience the above information so I can move forward with factual information on this issue.

Thank you.

JoAnn King Erickson
360-223-2119
69 North Point Drive
Bellingham, WA 98229

033

From: Patrick Sorensen [mailto:patrick.sorensen@lwwsd.org]
Sent: Wednesday, October 28, 2015 3:57 PM
To: Erickson, JoAnn - JoAnn K

Account Information

Statement Date: 10/01/2015 Due: 11/20/2015
Billing Period: Aug. & Sept.
Account Number: 180012100
Service Address: 69 NORTH POINT DR



JOANN K ERICKSON
69 NORTH POINT DR
BELLINGHAM, WA 98229

Due Date: 11/20/2015
Please Remit: 5,091.79
Check #: _____
Amount Paid: _____

Please remit payment to:

LWWSD
1220 Lakeway Drive
Bellingham, WA 98229

Please contact us if you have any questions at (360) 734-9224, Monday through Thursday, 8am to 5pm.

You may also email us 24 hours a day, 7 days a week at ar@lwwsd.org, or visit our website at www.lwwsd.org.

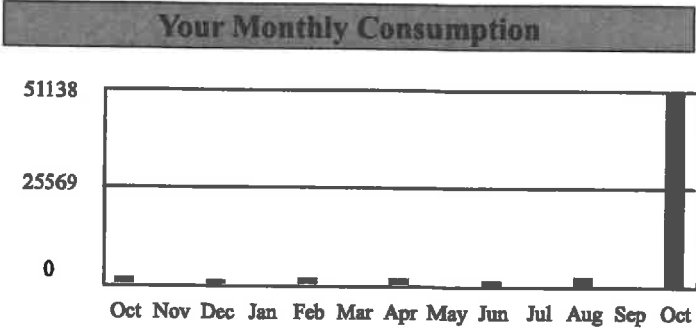
Account Name

JOANN K ERICKSON
69 NORTH POINT DR
BELLINGHAM, WA 98229

Account Information

Statement Date: 10/01/2015 Due: 11/20/2015
Account Number: 180012100
Service Address: 69 NORTH POINT DR
Service Number: 180012100
Billing Period: Aug. & Sept.
Water Units: 1.00 3/4" Meter
Sewer Units: 1.00 Sewer Base Charge
Misc Units:
Water 2 Units: Written From Filter Search

Meter Information				
Previous	Current	Factor	Date	Consumption
W 66123	117261	1.0000	09/17/2015	51138



Account Activity

Water Base Charge	52.68
Water Consumption	4,689.77
Sewer Base Charge	148.03
Late Charge	18.30

034

Account Balance

Previous Balance:	483.72
Adjustments:	0.00
Payments:	300.71
Current Charges:	4,908.78
Balance:	5,091.79

Account
180012100

30:	0.00	60:	183.01	90+:	0.00
-----	------	-----	--------	------	------



**Water Leak* Adjustment Credit Worksheet 2015
FOR LEAKS OVER 2,500 CUBIC FEET**

**Leak must be in-ground between water meter and entry point of service into building
Refer to Lake Whatcom Water and Sewer District Resolution 782 2.8
regarding Leak Adjustments for more information.*

ACCOUNT INFORMATION

Account Number: 180012100 Service Address: 69 NORTH POINT DR
Owner Name: ERICKSON Owner since (year): 2004
Billing Period of Leak: 10/01/2015 Calculation Date: 10/28/2015

CREDIT CALCULATION

1 Water consumption, in cubic feet, during billing period of leak occurrence: 51,138 ft³
2 Non-leak water volume*: (724) ft³
- If owner has occupied for at least 12 months, insert water consumption volume for same billing period as previous year
- If less than one year's usage history exists, the highest water consumption figures since current occupancy will be used
- If leak occurs on occupant's first bill, insert 600ft³
3 Leak Volume (line 1 - line 2): 50,414 ft³
4 Adjusted Leak Volume (line 3 x .50): 25,207.0 ft³
5 Credit (line 4 x .0748) \$ (187.00)
\$7.48 = overage amount per 100ft³ for 2015. 1 ft³ of overage = \$0.0748 for overage up to 2500ft³.
6 Credit (line 4 - 2500 x .0935) \$ (2,123.10)
\$9.35 = overage amount per 100ft³ for 2015. 1 ft³ of overage = \$0.0935 for overage over 2500ft³.

WATER BILL CALCULATION

7 Customer's original TOTAL bill during billing period of leak occurrence: \$ 5,091.79
8 Minus TOTAL Credit: (line 5 + line 6) \$ (2,310.10)
9 Minus any late charge incurred corresponding to the billing period of leak occurrence:* \$ -
☐ applied and reversed from next billing cycle
10 New adjusted bill: (line 7 - line 8 - line 9) \$ 2,781.69

Completed: [Signature]
Clerk's Signature

Date: 10/28/2015

Approved: _____
Manager's Signature

Date: _____

Utility Reads

Lake Whatcom W-S District
MCAG #:
For: 69 NORTH POINT DR

Time: 11:32:00 Date: 10/27/2015
Page: 1

Billing Date	Read	Prior	Consumption	Read Date	Time	Account	Remark
10/01/2015	117261	66123	51,138	09/17/2015		180012100	9/17 24 hr #47 leak t/2 own
08/01/2015	66123	64691	1,432	07/17/2015		180012100	7/20 24 hr #64 ss/hanger
06/01/2015	64691	64178	513	05/18/2015		180012100	
04/01/2015	64178	63593	585	03/17/2015		180012100	3/18 24 hr #47 ss/t2 custom
02/01/2015	63593	62940	653	01/16/2015		180012100	
12/01/2014	62940	62477	463	11/17/2014		180012100	
10/01/2014	62477	61753	724	09/17/2014		180012100	
08/01/2014	61753	61101	652	07/16/2014		180012100	
06/01/2014	61101	60193	908	05/15/2014		180012100	
04/01/2014	60193	59326	867	03/17/2014		180012100	
02/01/2014	59326	58257	1,069	01/16/2014		180012100	
12/01/2013	58257	56281	1,976	11/18/2013		180012100	
10/01/2013	56281	54960	1,321	09/18/2013		180012100	
08/01/2013	54960	53619	1,341	07/18/2013		180012100	
06/01/2013	53619	52659	960	05/16/2013		180012100	
04/01/2013	52659	51552	1,107	03/18/2013		180012100	
02/01/2013	51552	50332	1,220	01/18/2013			
12/01/2012	50332	49410	922	11/15/2012			
10/01/2012	49410	48357	1,053	09/17/2012			
08/01/2012	48357	46657	1,700	07/16/2012			
06/01/2012	46657	45959	698	05/17/2012			
04/01/2012	45959	45377	582	03/16/2012			
02/01/2012	45377	44597	780	01/19/2012			
12/01/2011	44597	43987	610	11/16/2011			
10/01/2011	43987	43307	680	09/16/2011			
08/01/2011	43307	42707	600	07/14/2011			
06/01/2011	42707	42053	654	05/13/2011			
04/01/2011	42053	41095	958	03/14/2011			
02/01/2011	41095	39994	1,101	01/13/2011			
12/01/2010	39994	38853	1,141	11/15/2010			
10/01/2010	38853	37467	1,386	09/15/2010			
08/01/2010	37467	36488	979	07/15/2010			
06/01/2010	36488	35394	1,094	05/17/2010			
04/01/2010	35394	34568	826	03/16/2010			
02/01/2010	34568	33480	1,088	01/14/2010			

83,781

UTILITY ACCOUNT HISTORY

10/01/2014 To: 10/27/2015

JOANN K ERICKSON Acct #: 180012100 Tap #: 180012100

69 NORTH POINT DR		Current	Previous	Water Usage	Sewer Usage	Current	Previous	electric Usage	Demand	Chg/Pymt	Balance
10/01/2014	Bill	Billing	62477	61753	724					218.70	413.38
10/07/2014	Payment									-100.00	313.38
10/14/2014	Bill	Late Credit '15		62477					*	-19.14	294.24
11/19/2014	Payment	7127								-150.00	144.24
12/01/2014	Bill	Billing	62940	62477	463					205.81	350.05
01/13/2015	Payment									-200.00	150.05
02/01/2015	Bill	Billing	63593	62940	653					209.75	359.80
02/11/2015	Payment									-155.05	204.75
03/23/2015	Payment									-204.75	0.00
04/01/2015	Bill	Billing	64178	63593	585					200.71	200.71
05/18/2015	Payment	7457								-200.71	0.00
06/01/2015	Bill	Billing	64691	64178	513					200.71	200.71
08/01/2015	Bill	Billing	66123	64691	1432				*	283.01	483.72
08/25/2015	Bill	Shut Off Notice			*					0.00	483.72
09/04/2015	Payment									-200.71	283.01
09/22/2015	Payment									-100.00	183.01
10/01/2015	Bill	Billing	117261	66123	51138					4,908.78	5,091.79
10/06/2015	Payment									-183.00	4,908.79

Billing Periods 7 Billed Amt: 6,227.47 Ave 889.64



**LAKE WHATCOM WATER
& SEWER DISTRICT**
1220 Lakeway Drive
Bellingham, WA 98229-2010
(360) 734-9224
www.lwwsd.org

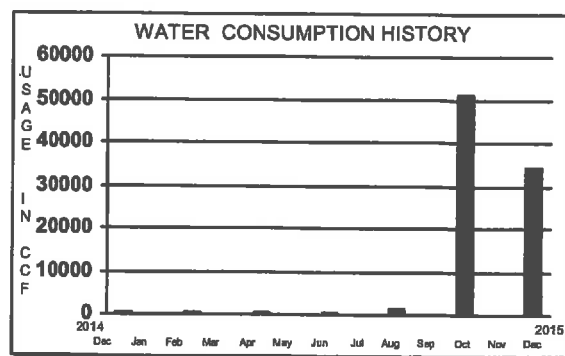
ACCOUNT NUMBER	CUSTOMER NAME	
180012100	JOANN K ERICKSON	
SERVICE LOCATION		
69 NORTH POINT DR		
BILLING DATE	SERVICE FOR	AMOUNT DUE
12/01/2015	Oct. & Nov.	\$7,921.65

METER NO.	WATER METER READINGS		CONSUMED	DESCRIPTION	AMOUNT
	PREVIOUS	CURRENT			
4875026	117261	151526	34265	Previous Balance	5,091.79
				Adjustments	0.00
				Payments	483.00
				Past Due DUE NOW	4,608.79
				Water Base Charge	52.68
				Water Consumption	3,112.15
				Sewer Base Charge	148.03
				Current Charges DUE 01/20/2016	3,312.86

**PAST DUE BALANCE TO BE
PAID BY 01/07/16
TO AVOID DISCONNECTION
OF SERVICE.**

**URGENT
PAST DUE**

TOTAL DUE  \$7,921.65



Seasons Greetings

*The District is seeking candidates for the soon to be vacated COMMISSIONER POSITION #4. See website for more information!

*RATE REDUCTION PROGRAM for Property Tax Exempt Customers are in effect. Applications are available under "Forms" on website.

DATABAR FORM # 7150 - DC - 9/29/14

PLEASE DETACH BOTTOM PORTION AND RETURN

☐ CHECK HERE FOR MAILING ADDRESS CHANGE ON REVERSE SIDE



**LAKE WHATCOM WATER
& SEWER DISTRICT**
1220 Lakeway Drive
Bellingham, WA 98229-2010

This stub ensures that your payment is processed accurately.

BILLING DATE	AMOUNT DUE
12/01/2015	\$7,921.65
SERVICE LOCATION	
69 NORTH POINT DR	
ACCOUNT NUMBER	ENTER AMOUNT ENCLOSED
180012100	\$

▼ Please Make Check Payable To Name Below:

Lake Whatcom Water Sewer District
1220 Lakeway Drive
Bellingham, WA 98229-2010

1D01896 1 AV 0.388 AUTO SCH 5-DIGIT 98226



JOANN K ERICKSON
69 N POINT DR
BELLINGHAM WA 98229-7931

01919 Seq
5 Stm 1 of 1
1D 0.5
1000



038



Water Leak* Adjustment Credit Worksheet 2015 FOR LEAKS OVER 2,500 CUBIC FEET

*Leak must be in-ground between water meter and entry point of service into building
Refer to Lake Whatcom Water and Sewer District Resolution 782 2.8
regarding Leak Adjustments for more information.

ACCOUNT INFORMATION

Account Number: 180012100 Service Address: 69 NORTH POINT DR

Owner Name: ERICKSON Owner since (year): 2004

Billing Period of Leak: 12/01/2015 Calculation Date: 12/01/2015

CREDIT CALCULATION

1 Water consumption, in cubic feet, during billing period of leak occurrence: 34,265 ft³

2 Non-leak water volume*: (463) ft³

- If owner has occupied for at least 12 months, insert water consumption volume for same billing period as previous year
- If less than one year's usage history exists, the highest water consumption figures since current occupancy will be used
- If leak occurs on occupant's first bill, insert 600ft³

3 Leak Volume (line 1 - line 2): 33,802 ft³

4 Adjusted Leak Volume (line 3 x .50): 16,901.0 ft³

5 Credit (line 4 x .0748) \$ (187.00)
\$7.48 = overage amount per 100ft³ for 2015. 1 ft³ of overage = \$0.0748 for overage up to 2500ft³.

6 Credit (line 4 - 2500 x .0935) \$ (1,346.49)
\$9.35 = overage amount per 100ft³ for 2015. 1 ft³ of overage = \$0.0935 for overage over 2500ft³.

WATER BILL CALCULATION

7 Customer's original TOTAL bill during billing period of leak occurrence: ~~\$ 3,312.86~~

8 Minus TOTAL Credit: (line 5 + line 6) \$ (1,533.49)

9 Minus any late charge incurred corresponding to the billing period
of leak occurrence:*

☐ applied and reversed from next billing cycle

10 New adjusted bill: (line 7 - line 8 - line 9) \$ 1,779.37

Completed: 
Clerk's Signature

Date: 12/01/2015

Approved: _____
Manager's Signature

Date: _____

039

Utility Reads

Lake Whatcom W-S District
MCAG #: 2330
For: 69 NORTH POINT DR

Time: 08:19:25 Date: 11/30/2015
Page: 1

Billing Date	Read	Prior	Consumption	Read Date	Time	Account	Remark
12/01/2015	151526	117261	34,265	11/16/2015		180012100	
10/01/2015	117261	66123	51,138	09/17/2015		180012100	9/17 24 hr #47 leak t/2 own
08/01/2015	66123	64691	1,432	07/17/2015		180012100	7/20 24 hr #64 ss/hanger
06/01/2015	64691	64178	513	05/18/2015		180012100	
04/01/2015	64178	63593	585	03/17/2015		180012100	3/18 24 hr #47 ss/t2 custom
02/01/2015	63593	62940	653	01/16/2015		180012100	
12/01/2014	62940	62477	463	11/17/2014		180012100	
10/01/2014	62477	61753	724	09/17/2014		180012100	
08/01/2014	61753	61101	652	07/16/2014		180012100	
06/01/2014	61101	60193	908	05/15/2014		180012100	
04/01/2014	60193	59326	867	03/17/2014		180012100	
02/01/2014	59326	58257	1,069	01/16/2014		180012100	
12/01/2013	58257	56281	1,976	11/18/2013		180012100	
10/01/2013	56281	54960	1,321	09/18/2013		180012100	
08/01/2013	54960	53619	1,341	07/18/2013		180012100	
06/01/2013	53619	52659	960	05/16/2013		180012100	
04/01/2013	52659	51552	1,107	03/18/2013		180012100	
02/01/2013	51552	50332	1,220	01/18/2013			
12/01/2012	50332	49410	922	11/15/2012			
10/01/2012	49410	48357	1,053	09/17/2012			
08/01/2012	48357	46657	1,700	07/16/2012			
06/01/2012	46657	45959	698	05/17/2012			
04/01/2012	45959	45377	582	03/16/2012			
02/01/2012	45377	44597	780	01/19/2012			
12/01/2011	44597	43987	610	11/16/2011			
10/01/2011	43987	43307	680	09/16/2011			
08/01/2011	43307	42707	600	07/14/2011			
06/01/2011	42707	42053	654	05/13/2011			
04/01/2011	42053	41095	958	03/14/2011			
02/01/2011	41095	39994	1,101	01/13/2011			
12/01/2010	39994	38853	1,141	11/15/2010			
10/01/2010	38853	37467	1,386	09/15/2010			
08/01/2010	37467	36488	979	07/15/2010			
06/01/2010	36488	35394	1,094	05/17/2010			
04/01/2010	35394	34568	826	03/16/2010			
02/01/2010	34568	33480	1,088	01/14/2010			

118,046

Lake Whatcom W-S District
MCAG #: 2330

UTILITY ACCOUNT HISTORY

11/19/2014 To: 12/01/2015

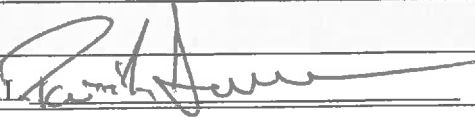
Time: 11:37:10 Date: 12/01/2015
Page: 1

JOANN K ERICKSON Acct #: 180012100 Tap #: 180012100

69 NORTH POINT DR		Current	Previous	Water Usage	Sewer Usage	Current	Previous	electric Usage	Demand	Chg/Pymt	Balance
11/19/2014	Payment 7127										
12/01/2014	Bill Billing	62940	62477	463						-150.00	144.24
01/13/2015	Payment									205.81	350.05
02/01/2015	Bill Billing	63593	62940	653						-200.00	150.05
02/11/2015	Payment									209.75	359.80
03/23/2015	Payment									-155.05	204.75
04/01/2015	Bill Billing	64178	63593	585						-204.75	0.00
05/18/2015	Payment 7457									200.71	200.71
06/01/2015	Bill Billing	64691	64178	513						-200.71	0.00
08/01/2015	Bill Billing	66123	64691	1432						200.71	200.71
08/25/2015	Bill Shut Off Notice				*				*	283.01	483.72
09/04/2015	Payment									0.00	483.72
09/22/2015	Payment									-200.71	283.01
10/01/2015	Bill Billing	117261	66123	51138						-100.00	183.01
10/06/2015	Payment									4,908.78	5,091.79
11/30/2015	Payment									-183.00	4,908.79
12/01/2015	Bill Billing	151526	117261	34265						-300.00	4,608.79
Billing Periods 7		Billed Amt: 9,321.63		Ave 1,331.66						3,312.86	7,921.65



LAKE WHATCOM WATER AND SEWER DISTRICT
AGENDA BILL

DATE SUBMITTED:	December 1, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL 		
MEETING AGENDA DATE:	December 9, 2015		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Water Use Efficiency Goals		
LIST DOCUMENTS PROVIDED ⇨	1. Slides for Proposed Water Use Efficiency Goals Update		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

What is a WUE Program?

Using water efficiently can help you meet future needs, operate successfully within financial, managerial, and technical constraints, and continue to deliver safe and reliable drinking water. We encourage and appreciate all efforts you are taking to conserve water and use it efficiently. A WUE program is a plan your water system follows to increase water supply and water demand efficiency. The intent is to minimize water withdrawals and water use by implementing water saving activities and adopting policies, resolutions, ordinances, or bylaws. [Water Use Efficiency Guidebook Third Edition January 2011, Washington State Department of Health]

Water Use Efficiency Goals must be set through a public process (WAC 246-290-830(4)(a) at least every 6 years. Goals must be established by the elected governing board or the governing body of the water system (WAC 246-290-830(1)).

It has been more than 5 years since the District set Water Use Efficiency goals through a public process on June 30th, 2010. Wilson Engineering will present an overview of the Water Use Efficiency rule and process. They will also discuss District performance towards meeting previously established goals and present proposed updated goals for the next goal cycle. The presentation format will be a public meeting to educate the public in attendance, receive comments, and to receive and answer questions related to water use efficiency goals.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

See motion below.

PROPOSED MOTION

Adopt the Water Use Efficiency Goals as presented.



Water Use Efficiency Program

Lake Whatcom Water and Sewer District

WUE Goals and Measures

2015 Customer Goals Update

Purpose

- Goals are established and revised as needed through a review process and in conjunction with public input.
- The main purpose of the goals is to create a program that will bring the District within all requirements of the WUE Program.
- Measures are activities that will move LWWSD towards accomplishing these goals.

2010 Goal #1 –

Reduce Distribution System Losses

- Goal was to focus on South Shore (Geneva and Sudden Valley) and Agate Heights service areas.
- Near Term (2012): <15% losses.
- Long Term (2015): <10 % losses.
- WUE standard: less than 10% losses.

2010 Goal #1

Reduce Distribution System Losses

PROGRESS TO DATE:

South Shore (Sudden Valley and Geneva)						
		Metered	Distribution			
	Gross	Residential	System	% of		Net % of
Month	Production	Consumption	Leakage	Water		Distribution
	(CU. FT.)	(CU. FT.)	(CU. FT.)	Consumed		System
						Leakage
TOTAL 2012	25,293,986	21,890,330	3,403,656	86.54%		13.46%
TOTAL 2013	24,872,927	22,080,387	2,792,540	88.77%		11.23%
TOTAL 2014	23,739,626	21,332,515	2,407,111	89.86%		10.14%
3-YR AVG	24,635,513	21,767,744	2,867,769	88.39%		11.61%

GOAL MET

ON TARGET
TO MEET

- 3-yr average was 19.7% in 2010
- Final data for 2015 is not yet available

2010 Goal #1 –
Reduce Distribution System Losses

PROGRESS TO DATE:

AGATE HEIGHTS WATER SYSTEM						GOAL MET	
		Metered	Distribution				
	Gross	Residential	System	% of	Net % of		
Month	Production	Consumption	Leakage	Water	Distribution		
	(CU. FT.)	(CU. FT.)	(CU. FT.)	Consumed	System Leakage		
TOTAL 2012	440,447	424,094	16,353	96.29%	3.71%		
TOTAL 2013	457,076	452,172	4,904	98.93%	1.07%		
TOTAL 2014	460,315	443,280	17,035	96.30%	3.70%		
3-YR AVG	452,613	439,849	12,764	97.17%	2.83%		
						GOAL MET	

- 3-yr average was 8.7% in 2010
- Final data for 2015 is not yet available

2015 Goal #1

Reduce Distribution System Losses

- Continue to focus on reducing losses in South Shore (Geneva and Sudden Valley) service areas.
- Goal is to reach and maintain <10% losses in all service areas.
- WUE standard: less than 10% losses.

2010 Goal #2 – Reduce High Residential Consumption

PROGRESS TO DATE:

- Goal was to reduce summer peak over annual avg. 25% by 2015.
- Peak summer usage is lower but peak over average varies wildly.

Three-Year Averages	Annual Usage per Capita (GPD)	Summer Usage per Capita (GPD)	Summer Peak %	Target Peak % Goal	Target Summer Usage Goal (GPD)	Goal Met?
<u>SUDDEN VALLEY</u>	44.0	51.3	16.6%	* 6.6%	63.0	% – No GPD – Yes
<u>GENEVA</u>	47.6	63.3	33.2%	22.7%	74.6	% – No GPD – Yes
<u>AGATE HEIGHTS</u>	69.2	85.5	23.4%	19.2%	78.0	% – No GPD – No
<u>EAGLERIDGE</u>	74.5	138.9	86.5%	67.3%	149.1	% – No GPD – Yes

* SV meter readings cover Aug/Sep; others are Jul/Aug

2015 Goal #2 – Reduce High Peak Residential Consumption

All Service Areas

- Continue to focus on reducing peak usage during Summer months.
- Goal is to reduce summer peak to target levels listed below by 2020:

Summer Peak Targets	2020 Target Summer Usage per Capita (GPD)
<u>SUDDEN VALLEY</u>	55
<u>GENEVA</u>	65
<u>AGATE HEIGHTS</u>	75
<u>EAGLERIDGE</u>	100

2010 Goal #3

Maintain Low Residential Consumption Levels

- Annual usage levels were rising prior to 2010.
- Goal - reduce 3-year average annual per capita usage by 2% by 2015.
- Goals were substantially exceeded except at Agate Heights.

	2012 Annual Usage Per Capita	2013 Annual Usage Per Capita	2014 Annual Usage Per Capita	3-yr Avg Annual Usage Per Capita	Target Annual Usage	Goal Met?	% Reduction
<u>SUDDEN VALLEY</u>	44.6	44.8	42.7	44.0	57.9	Yes	25.4%
<u>GENEVA</u>	48.0	47.7	47.0	47.6	59.6	Yes	21.7%
<u>AGATE HEIGHTS</u>	67.6	70.8	69.3	69.2	64.1	No	-5.9%
<u>EAGLERIDGE</u>	76.0	73.5	73.9	74.5	87.3	Yes	16.3%

2015 Goal #3

Maintain Low Residential Consumption Levels

- Actual 3-year average annual usage levels are much lower than 2015 goals (except Agate Heights).
- New Goal is to achieve additional reductions to the 3-year average annual per capita usage by 2020 as listed below:
 - 2% in Geneva, Sudden Valley
 - 10% in Eagleridge and Agate Heights

3-yr Average Annual Targets	Current Annual Usage per Capita (GPD)	2020 Target Annual Usage per Capita (GPD)
<u>SUDDEN VALLEY</u>	44.0	43.2
<u>GENEVA</u>	47.6	46.6
<u>AGATE HEIGHTS</u>	69.2	62.3
<u>EAGLERIDGE</u>	74.5	67.0



Required Measures

- Install production (source) meters – *Complete*
- Install consumption (service) meters – *Complete*
- Perform Meter Calibration – *Ongoing*
- Implement a water loss control action plan to control leakage over 10%– *Plan implemented*
- Educate customers about water use efficiency practices – *Complete; bimonthly bills contain water conservation information*



Additional Supply-Side Measures

- Improve record-keeping of non-metered authorized consumption (hydrant flushing, construction, gravity sewer flushing, Fire Department training, quantify known leaks, etc.) – **Ongoing**
- Replace service meters (age, failure); track progress. – **Ongoing**

2010 – 20;	2011 – 22;	2012 – 60;
2013 – 64;	2014 – 74;	2015 – 49
- Replace malfunctioning and obsolete fire hydrants. – **Ongoing**
- Control unauthorized use of water. – **Ongoing**
- Monitor overnight tank levels for unusual drops. – **Ongoing**



Additional Consumption-Side Measures (minimum of 6 required)

- Conservation Rate Structure (+4)*
- Water bill showing consumption history (+4)*
- Customer conservation education (newsletter, bill stuffers) (+4)*
- Customer leak education (+4)*
- Participate in Regional Water Conservation programs and/or measures (+1)

Total: 17 consumption-side measures

* Each customer class (4) counts as a measure
Customer classes are: single family residence, multi-family residence, recreational services, and institutional services.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 1, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	December 9, 2015		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	2016 Budget		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. 2016 Budget		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

At the November 24, 2015 meeting, the Board reviewed and discussed the proposed Budget for 2016. The final 2016 Budget is attached for consideration.

FISCAL IMPACT

None at this time.

RECOMMENDED BOARD ACTION

Review and consider the proposed final budget for 2016.

PROPOSED MOTION

To adopt the 2016 Budget as presented.



**LAKE WHATCOM
WATER AND SEWER
DISTRICT**

**2016
ANNUAL BUDGET**



FY 2016 Budget

Lake Whatcom Water & Sewer District
1220 Lakeway Drive
Bellingham, Washington
98229

Approved: December 9, 2015

Board of Commissioners:

Leslie McRoberts, President

Todd Citron, Secretary

Laura Weide, Commissioner

John Millar, Commissioner

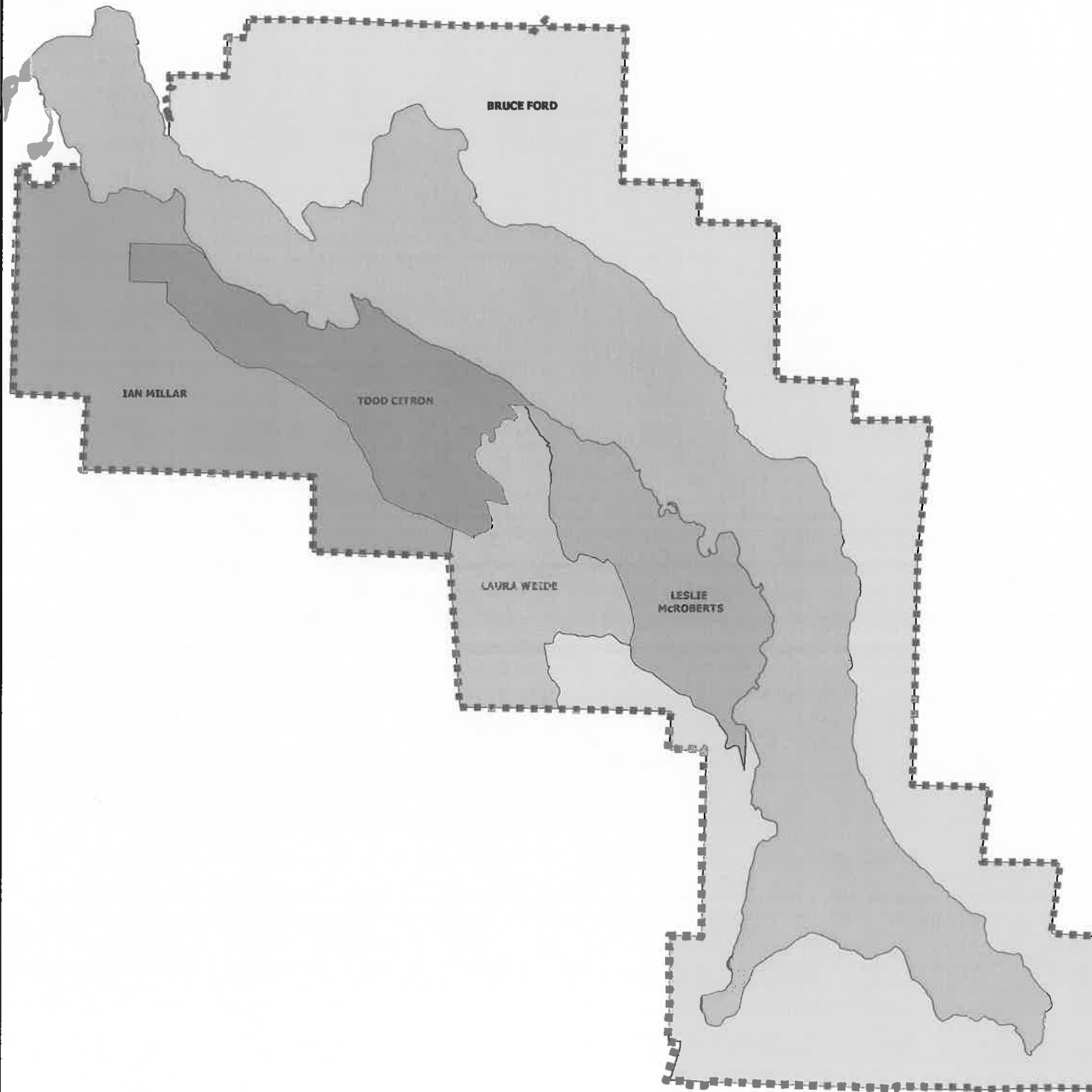
Bruce Ford, Commissioner

General Manager
Patrick Sorensen

December 9, 2015



LAKE WHATCOM WATER & SEWER DISTRICT COMMISSIONER VOTING BOUNDARY



LAKE WHATCOM WATER & SEWER DISTRICT
COMMISSIONER VOTING BOUNDARY

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- LAKE WHATCOM WATER & SEWER DISTRICT

Date:
November 13, 2015



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

(360) 734-9224
FAX 738-8250

December 1, 2015

Board of Commissioners
Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

Re: Proposed 2016 Budget

Dear Commissioners:

Attached is a copy of the proposed 2016 budget and a summary of related topical issues for your consideration and discussion:

Expenditure & Revenue Highlights

As illustrated within the Operations sections of the attached budget, overall net expenditures are proposed to increase by approximately 8.5% over last year's approved 2015 budget. There are a handful of major reasons for this proposed increase. This includes budgeting a cost of living and personnel benefits increase in January of 2% and step increases for those so qualified as recommended in the recently completed 2015 Salary Survey and as required through our labor agreement with AFSCME Local 114WD.

The District is entering into a new 3 year labor contract starting in January 2016 which includes various negotiated benefit increases. Other significant changes include higher fees for general liability insurance which increased by 14% as a consequence of adjusted rates that reflect actual liability costs. Previously the District's actual costs had not been properly reflected. In addition, the Washington Department of Revenue business and occupation taxes will increase by 4% in the new year.

Overall revenue for 2016 is projected to increase by approximately 4%. As called for within the District's adopted water and sewer rate plan, water rates will increase by 8.75% while sewer rates will increase by 2.5% in January. Like last year, we are conservatively budgeting for only 5 new connections in 2016. A total of 9 connections were realized in 2015. Remaining ULID No.18 payments, which are decreasing each year, are unrestricted, and continue to be available for general operations as the original loan is paid off. . Both projected revenue and expenditure figures are within 1% of the rate study recommendations.

Operating Reserves (Working Capital)

An operating reserve is designated to provide a liquidity cushion; it protects the utility from the risk of short-term variation in the timing of revenue collection or payment of expenses. Like other types of reserves, operating reserves also serve another purpose; they help smooth rate increases over time. In the 2016 budget our operating reserve goal is \$800,000 which is 45 days of sewer expenses and 90 days of water expenses which is within the industry standard of 40- 60 days for sewer utilities and 60 - 90 days for water utilities.

Capital Reserves (Capital Contingency)

In addition to protecting against variations in the timing of operating costs and revenues, it is prudent to maintain a capital contingency reserve to meet unexpected emergency capital outlays. We have used replacement costs to derive the targeted reserve dollar amount which equates to .5% of the replacement cost of fixed assets. In the 2016 budget we have \$930,000 sewer reserve and \$600,000 water reserve; both exceed the minimum capital contingency.

Rate Fund System Reinvestment

The District has a policy of setting aside a certain amount of rate revenue each year for system reinvestment. Funding depreciation expense meets several standards for responsible rates: financial integrity, rate equity, and adequacy of capital funding. For 2016 the District has budgeted system reinvestment at \$837,000.

Looking Back: 2015 Capital Improvements and Other Projects

Each year the District initiates projects from its ongoing Capital Improvement Program that are critical to maintaining our existing water and sewer systems. The largest and most time consuming project in 2015 was the Geneva AC Water Main Replacement Project. Initiated in 2013, the bulk of the construction took place from the spring through the fall of 2015. Approximately 2.5 miles of water lines were replaced in the streets of the Geneva neighborhood. Most of this work has now been completed. All but some remaining contractor asphalt repairs are completed. The remaining work will be completed in the spring of 2016 before the project is closed out.

The District continued to move forward with the design work associated with the Strawberry Point Sewer Pump Station replacement project in Geneva. However, the final bidding and contract award was moved off to the winter of 2016. This was done in order to accommodate the Geneva AC project during the summer and its demands on staff time.

Design and pre-bid preparation work with the new Division 22 water tank in Sudden Valley continued throughout 2015. In addition, the District initiated a contract for a seismic

assessment of its other existing steel water reservoirs. The District also initiated the State required water use efficiency report. This is required every 5 years. In addition, a study to evaluate the possible extension of a sewer line to address 80 + homes served by sewer within the Northshore Road sewer service area was also started. These existing homes are adjacent to an existing District owned sewer line.

Because these older homes and septic systems are next to Lake Whatcom's north shore and the District's primary drinking water source, we are investigating possible septic related pollution in the Lake. Finally, we again invested resources into our continuing effort to rehabilitate aging sewer main lines throughout the District in order to reduce inflow and infiltration into the waste water system. Intern this reduces our wastewater treatment costs.

Looking Forward: On-Going & Capital Improvement Projects in 2016

In 2016 the District will move forward on closing out asphalt paving issues associated with the Geneva AC Water Main Project. Likewise, we will be initiating the bidding and construction of the Division 22 Water Reservoir and the Strawberry Point Sewer Pump Station Replacement project. Likewise, investigation will continue on the Northshore Road sewer line extension issue, and the steel reservoir seismic review. In addition, we need to update the District's Water Comprehensive Plan. Coupled with our normal maintenance work, staff will be very busy in 2016 managing these efforts.

Each of these highlighted projects fall within the framework of the District's existing critical planning documents such as our Water and Sewer Comprehensive Plans and the previously adopted water and sewer rate schedule. Together these documents along with the policy direction provided by the Board of Commissioners serve the District in matching up needed resources to implement critical capital improvements and ongoing maintenance requirements.

In Conclusion

The District's financial condition remains healthy and solvent. We follow long established conservative financial budgeting practices. Debt service requirements continue to be met. Resources are being saved for future capital requirements and unforeseen emergencies. The on-going effort of planning and preparing for the future along with the operational maintenance requirements of the District are being met. This is a result of the dedication and diligence exhibited by the Board of Commissioners in establishing governing policies and by the commitment and efficiency of staff in carrying out these policies. Again, recognition needs to be given to the employees of the District who are responsible for doing a great job in managing the resources we are entrusted with on behalf of the ratepayers.

Respectively submitted,



Patrick Sorensen
General Manager



OPERATING FUND SUMMARY 401

This fund is maintained as the primary operating fund of the District. The majority of the revenue is derived from rates charged to water and sewer customers. Other revenue sources are interest income, late payment fees, recording fees, permit fees and miscellaneous charges and fees. All fees and charges are set by the Board of Commissioners. Funds collected are used to pay for operating and maintenance expenditures in accordance with the annual operating budget.



SYSTEM REINVESTMENT FUND SUMMARY 420

The System Reinvestment Fund is a special fund intended to receive and disburse funds for capital construction projects. This fund is primarily funded through interfund income from the General Fund. It is additionally funded annually in an amount established through the rate study. Other income is in the form of grants, loans, latecomer fees and permits. The System Reinvestment Fund expenses are derived from the Capital Improvement and Maintenance Plan attached to the fiscal year 2016 budget.

SEWER/STORM WATER CONTINGENCY FUND SUMMARY 425

The Sewer/Storm Water Contingency Fund was created to ensure that unforeseen projects related to sewer system and storm water system expenses will have funding, as approved by the Board. This fund was established with the remaining ULID 18 Fund balance after paying off all Public Works Trust Fund and Department of Ecology loans associated with the ULID.

DWSRF PROJECTS FUND SUMMARY 440

(DRINKING WATER STATE REVOLVING FUND)

The DWSRF Projects Fund is a special fund for the utilization of two Drinking Water State Revolving Fund loans. One project replaces aging water mains including all of the asbestos concrete (AC) water mains in the Geneva service area with ductile iron (DI) water mains. The other project constructs a new .5 MG (million gallon) reservoir to keep up with population growth primarily due to infilling in Geneva and Sudden Valley.



DEBT SERVICE FUNDS

Debt Service describes all expenses in connection with the issuance and initial sale of evidences of debt, such as loans, the sale of revenue bonds, etc. The District has two debt service funds which are used to pay off loans and bonds. A Revenue Bonds and Loan Funds Summary is included in the budget document.

2009 BOND DEBT SERVICE FUND SUMMARY

450

The 2009 Bond Debt Service Fund serves to provide redemption of the 2009 Bond issue. Interest is paid semi-annually, and the principal is paid annually from General Fund revenues.

2009 BOND RESERVE FUND SUMMARY 460

This fund was established by the covenants of the 2009 bond sale and is restricted by definition. A reserve limitation is required to be held in the Reserve Fund until the outstanding 2009 bonds are paid in full. The bond reserve is fully funded.

WATER LOANS DEBT SERVICE FUND SUMMARY

470

The Water Loans Debt Service Fund serves to provide redemption of two long term water project loans. Principal and interest are paid entirely from General Fund revenues.



ULID 18 FUND SUMMARY

480

The ULID 18 Fund is to provide for the revenue which comes from assessments against the properties within the ULID service area, as well as the interest earned on assessments collected prior to bond payments. All debt has been satisfied for this project, and therefore funds are unrestricted. In 2013 the remaining fund balance was utilized to set up the 425 Sewer/Water Contingency Fund. This revenue source is transferred to the Operating Fund 401 monthly and will cease in 2023 upon satisfaction of all assessments by the customer base.



LAKE WHATCOM WATER AND SEWER FUND SUMMARY 2016

[illegible]

LAKE WHATCOM WATER AND SEWER DISTRICT
YEAR 2016 TRANSFERS

DESCRIPTION	FROM FUND	AMOUNT	TO FUND	AMOUNT
=====	=====	=====	=====	=====
For System Reinvestment	401	837,000	420	837,000
For DWSRF Project Div 22 Reservoir	401	828,150	440	828,150
For DWSRF Geneva Mains Debt Service	401	139,700	440	139,700
For 2009 Bond Debt Service	401	443,050	450	443,050
For Water Loans Debt Service	401	53,870	470	53,870
From ULID 18 payments	480	60,000	401	60,000
TOTAL TRANSFERS		\$ 2,361,770		\$ 2,361,770

	Description	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Adopted 2015	Projected 2015	Budget 2016
OPERATING FUND - 401								
EXPENDITURES								
401-53X-10-10	Admin Payroll (2% cost plus step increases - 2016)	1,210,935	1,370,178	1,437,609	1,437,711	580,500	542,005	629,294
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement, etc)	470,142	487,173	518,800	507,598	220,000	193,877	207,280
401-53X-10-31	Gen Admin Supplies	48,808	45,187	22,827	22,314	21,000	20,372	21,000
401-53X-10-31-01	Meeting/Team building	500	978	2,087	1,511	1,500	1,402	1,500
401-53X-10-40	Web pay/Bank Fees	5,289	9,432	11,203	17,405	18,000	27,864	20,000
	Interlocal - Lake Whatcom Management Program							
	Interlocal - Invasive Species							
	Interlocal - Lake Whatcom Tributary Monitor							
401-534-10-41-00	Water Quality Assurance Programs (TOTAL)				60,134	65,000	37,864	65,000
	County Auditor Filing Fee (Simplifile)							6,000
	Data Bar (Statement processing)							25,000
	Answering Service							2,000
	Data Pro (Time clock system)							1,500
	BIAS Financial Software							20,000
	Web Check services							3,500
	WVA State Auditor							16,200
	CPA (Internal audit and Financial statements)							5,000
	Document/Web site maintenance and upgrade							50,000
	Legal Counsel							20,000
	3D - Computer support							1,000
	Watchguard							1,500
	Building security							7,200
	Building custodial							1,000
	Pest control							1,500
	Landscape service							800
	South Whatcom Fire (hydrant maintenance)							4,500
	GE Scada System Software Maintenance - Operations							2,000
	Wilson Engineering							7,500
	Camera Van Software							7,000
	SCADA/PLC Support - Engineering/Operations							1,500
	Cartograph - Engineering/Operations							5,000
	Auto Desk - Engineering							8,000
	GIS Partnership							1,000
	Rockwell - Engineering/Operations							1,000
	IT Pipes							500
	ESRI - ARC GIS							1,500
	Innovise - Engineering							1,500
	Master Meter							2,000
	Generator Load Testing							22,000
	Cyberlock software							1,000
	Misc (Bid notices etc)							1,000
401-53X-10-41-01	Professional Services (TOTAL)	285,389	206,315	340,633	300,258	230,000	236,713	231,500
401-53X-10-42	Communication	53,040	42,784	44,373	49,212	50,000	45,931	46,000
401-53X-10-43	Memberships/Dues	16,313	10,755	12,204	14,760	-	-	-
401-53X-10-44	WVA State Dept of Revenue Taxes	138,971	146,410	164,049	168,468	-	-	-
401-53X-10-45	Admin Lease	3,031	2,850	2,297	2,310	2,000	1,471	2,000
401-53X-10-46	Property Insurance	137,158	94,276	94,695	105,538	110,000	121,322	125,000
401-53X-10-49	Admin Misc.	(3,484)	-	2,631	800	1,000	777	1,000
401-53X-10-48-01	Memberships/Dues					15,000	10,417	12,000
401-53X-10-48-02	WVA State Dept of Revenue Taxes/Permits					180,000	184,548	181,500
401-53X-10-43	Training & Travel	27,518	28,136	28,707	20,118	25,000	30,787	35,000
401-53X-10-31	Tuition reimbursement					1,000	-	1,000
401-53X-10-48	Maintenance Supplies	94,582	96,068	80,632	140,958	125,000	141,535	145,000
401-53X-10-49	Operations Repair/Maint	68,196	78,807	44,345	65,735	65,000	64,006	65,000
401-53X-10-41	Insurance Claims	5,000	7,455	-	5,360	-	11,633	5,000
401-534-10-47	Operations Contracted	14,416	25,883	9,111	10,485	10,000	9,192	10,000
401-534-10-47	Water City of Belingham	13,648	32,057	22,201	34,595	42,000	40,454	40,000
401-534-10-47	Sewer City of Bellingham Treatment Fee	800,320	588,095	550,000	674,017	600,000	501,822	600,000

	Description	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Adopted 2015	Projected 2015	Budget 2016
401-53X-80-10	Operations Payroll (2% cola plus step increases - 2016)	-	-	-	-	870,750	961,740	908,270
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	-	-	-	-	330,000	346,037	365,900
401-53X-80-31	Operations General Supplies	-	-	45,661	-	-	-	-
401-53X-80-32	Fuel	39,135	35,834	29,466	32,839	36,000	28,133	30,000
401-53X-80-35	Safety Supplies	9,175	8,763	7,856	6,121	12,000	16,641	12,000
401-53X-80-35-01	Safety Supplies Books	-	-	-	2,208	2,500	1,607	2,500
401-53X-80-47	General Utilities	213,061	197,435	209,641	202,162	210,000	193,733	195,000
401-53X-80-49	Laundry	4,337	4,092	1,954	1,911	2,000	2,787	3,000
401-591-35-77	Post Point Principal Payments	-	-	-	-	70,000	69,560	73,213
401-592-35-83	Post Point Interest Payments	-	-	-	-	145,000	124,080	120,426
	OPERATING EXPENDITURES	3,655,970	3,518,963	3,690,894	3,882,548	4,040,250	3,976,076	4,385,983
TRANSFERS								
	Transfers Out to System Reinvestment Fund 420	1,140,000	425,063	346,806	947,000	815,000	383,500	897,000
	Transfers Out to DWSRF Projects Fund 440 (Division 22 Reserve)	-	-	-	-	-	21,000	828,150
	Transfers Out to DWSRF Projects Fund 440 (Loan payment)	287,250	295,500	443,875	447,450	448,050	447,827	139,700
	Transfers Out to 2009 Bond Debt Service Fund 450	93,350	92,500	200,975	65,339	63,700	117,165	443,050
	Transfers Out to Water Loan Debt Service Fund 470	113,335	113,335	-	-	-	-	53,870
	Transfers Out to ULID 18 Loan Debt Service Fund 480 (re-payment)	-	-	-	-	-	-	-
	TOTAL EXPENDITURES	5,299,905	4,445,361	4,682,540	5,342,337	5,367,000	4,938,590	6,456,153
OPERATING FUND								
	OPERATING REVENUES	4,578,868	4,833,381	5,345,365	5,470,741	5,637,878	5,848,400	6,049,026
	EXPENDITURES	(5,299,905)	(4,445,361)	(4,682,540)	(5,342,337)	(5,367,000)	(4,938,590)	(6,456,153)
	2015 BALANCE CARRYOVER							1,900,000
	2016 YEAR END ALLOCATED TO OPERATING RESERVES							(800,000)
	PROPOSED AVAILABLE 2016 YEAR END BALANCE							692,873

	Description	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Adopted 2015	Projected 2015	Budget 2016
SYSTEM REINVESTMENT FUND - 420								
420-388-90-20	Prior Year Reimburement				38,642	-	-	-
420-343-40-19	DEA Refunds	2,250	59,896	-		-	-	-
420-378-10-30	Permits Capital Portion (5 new connection permits)	30,561	46,676	55,508	64,096	40,000	41,000	40,000
420-378-10-40	Lateralcorner Fees	10,399	19,074			-	-	-
420-397-10-00	Transfers In from Operating Fund 401	1,140,000	425,063	346,806	947,000	815,000	356,000	837,000
	Transfers In from Geneva Reserve Fund 410	136,823					-	-
	Transfers In from System Replacement Fund 415	100,000		13,538			-	-
	TOTAL REVENUES	1,422,023	550,808	415,852	1,046,736	855,000	397,000	877,000
420-534-10-41	DEA Contracted Services	13,488	6,966	3,429		-	-	-
420-534-90-61	DEA Refunds	19,617	-	-				
420-534-80-41	Contracted Professional Services							
420-594-38-62	Capital Outlay - Structures	1,005,927	45,065	14,367	104,392		150,000	
420-594-38-63	Capital Outlay - Water/Sewer Systems		465,860	167,664	750,766		250,000	
420-594-38-64	Capital Outlay - Machinery/Equipment	240,881	106,158	282,786	194,215		20,000	
	Active Projects to be completed In 2016					80,000		657,000
	New 2016 Capital Projects (see CIP detail - 2016)					765,000		220,000
	TOTAL EXPENDITURES	1,279,813	623,869	488,265	1,046,373	855,000	420,000	877,000
SYSTEM REINVESTMENT FUND	REVENUES	1,422,023	550,808	415,852	1,046,736	855,000	397,000	877,000
	EXPENDITURES	(1,279,813)	(623,869)	(488,265)	(1,046,373)	(855,000)	(420,000)	(877,000)
	CASH/INVESTMENTS BALANCE CARRYOVER							
	PROPOSED 2016 YEAR END BALANCE							-

	Description	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Adopted 2015	Projected 2015	Budget 2016
SEWER/STORM WATER CONTINGENCY FUND - 425								
425-361-11-00	Investment Interest				869	5,020	5,000	5,020
425-367-10-00	Transfers In from ULID 18 Fund 480			1,000,000	-	-	-	-
	Transfers In from Bond Reserve Fund 490			178,202	-	-	-	-
	TOTAL REVENUES			1,178,202	869	5,020	5,000	5,020
425-535-10-41	Stormwater Comp Plan (See Active Projects C1315 PH2)			24,642	9,654	-	-	-
425-535-10-89	Investment Service Charges			120	190	200	200	200
425-594-38-63	Water/Sewer Systems			-	1,300	-	-	-
425-594-38-64	Machinery/Equipment			220,480	11,144	200	200	200
	TOTAL EXPENDITURES			245,242	11,144	200	200	200
SEWER/STORM WATER CONTINGENCY FUND								
	REVENUES			1,178,202	869	5,020	5,000	5,020
	EXPENDITURES			(245,242)	(11,144)	(200)	(200)	(200)
	CASH/INVESTMENTS BALANCE CARRYOVER							926,910
	PROPOSED 2016 YEAR END BALANCE							931,730

DWSRF Loan Funded Projects

Category	Project #	Project Title / Tasks	Original Budget for 2013 Loan Application	Projected Budget to Completion (adjusted 11/19/15)	Spent to Date (11/19/2015)	Amount Remaining
Water	C1401	Division 22 Reservoir				
		Design/Permitting/Bidding	\$ 160,000.00	\$ 166,624.00	\$ 44,717.54	\$ 96,906.46
		ADM - Admin, Permits, Fees, Etc	\$ 35,000.00	\$ 25,000.00		
		PH1 - Predesign Report, CUP	\$ 45,000.00	\$ 44,734.00	\$ 44,717.54	\$ 16.46
		PH2 - Design, Bidding	\$ 80,000.00	\$ 96,890.00	\$ -	\$ 96,890.00
		Construction	\$ 825,000.00	\$ 1,590,000.00	\$ -	\$ 1,590,000.00
		PH3 - Construction Admin/Testing/Inspection	\$ 100,000.00	\$ 100,000.00		\$ 100,000.00
		CON - Construction Contract	\$ 700,000.00	\$ 1,490,000.00		\$ 1,490,000.00
		Contingency	\$ 25,000.00	\$ -		\$ -
		Total	\$ 985,000.00	\$ 1,756,624.00	\$ 44,717.54	\$ 1,686,906.46
		Loan Fee (1% of the Total)	\$ 9,850.00	\$ 9,850.00	\$ 9,850.00	\$ -
		Grand Total	\$ 994,850.00	\$ 1,766,474.00	\$ 54,567.54	\$ 1,686,906.46
		Less DWSRF Loan Amount		\$ 994,850.00		
		2016 Capital Improvement Plan Funds Required		\$ 771,624.00		

Rate Funded Active Projects

Category	Project #	Project Title / Tasks	Original Project Budget	Projected Budget to Completion (adjusted 11/19/15)	Spent to Date (11/19/15)	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	Water System Improvements	\$ 37,960.00			
		a. Blow-Off Parts, Valves, and Pipe		\$ 10,000.00	\$ -	\$ 10,000.00
		b. Stortz Adapters		\$ 1,000.00	\$ -	\$ 1,000.00
Sewer	C1405	Strawberry Point Sewer PS - PH1 Predesign				
		PH1 - RH2 Predesign	\$ 103,411.00	\$ 103,411.00	\$ 96,496.79	\$ 6,914.21
		PH2 - RH2 Design, Bidding	\$ 95,169.00	\$ 95,169.00	\$ 101,493.92	\$ (6,324.92)
		PH3 - RH2 Value Engineering, Rebid	\$ -	\$ 27,006.00	\$ 25,097.09	\$ 1,908.91
		PH4 - RH2 Services During Construction - Estimate	\$ 80,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
		CON - Construction - Estimate	\$ 450,000.00	\$ 400,000.00	\$ -	\$ 400,000.00
General	C1412	Facility Improvements	\$ 10,000.00			
		a. 1220 LW - Irrigation conduits and boxes		\$ 2,000.00	\$ -	\$ 2,000.00
		b. SVWTP - Install Fixed VHF Radio		\$ 6,000.00	\$ -	\$ 6,000.00
		c. 1010 LV - Sliding glass door and concrete apron		\$ 2,000.00	\$ -	\$ 2,000.00
Water	C1502	SVWTP Chlorine Analyzer - Spare Acidification Unit	\$ 5,000.00	\$ 2,500.00	\$ -	\$ 2,500.00
Water	C1503	SVWTP Clearwell Overflow	\$ 5,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
Water	C1504	Reservoir Site Security	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
Water	C1505	Reservoir Condition Assessment	\$ 35,000.00	\$ 35,018.00	\$ -	\$ 35,018.00
Sewer	C1506A	2015 Smoke Testing	\$ 35,000.00	\$ 35,783.30	\$ 34,134.30	\$ 1,649.00
Sewer	C1506B	Whatcom Falls MH Repair				
Sewer		PH1 - Wilson Design	\$ 7,482.00	\$ 7,482.00	\$ -	\$ 7,482.00
Sewer		CON - Construction - Estimate	\$ 50,000.00	\$ 90,000.00	\$ -	\$ 90,000.00
Sewer	C1508	Northshore Road Sewer Service Area	\$ 10,000.00	\$ 13,000.00	\$ 10,050.00	\$ 2,950.00
Sewer	C1509	Water Use Efficiency Update	\$ 15,750.00	\$ 15,750.00	\$ -	\$ 15,750.00
		Total for Active Projects	\$ 957,772.00	\$ 924,119.30	\$ 267,272.10	\$ 666,847.20

Lake Whatcom Water and Sewer District - Capital Improvement Plan 2016 thru 2021

Program Area / CIP Project # / CIP Project Name		Fund	Total	2016	2017	2018	2019	2020	2021
Both Water and Sewer									
0129	Asset Mgmt Tools - Software Upgrade and Mobile Devices		30,000	30,000					
0131	Replace SCADA Computer Hardware - Move to Virtual Machines		20,000	20,000					
A0005	Accounting & Administration Server - Replace/Update Hardware, Network Security, & OS		41,200		20,600			20,600	
E0001	Replace Backhoe (budget estimate for new unit)	420	161,270					161,270	
V0001	Replace Tool Truck (6 tool trucks in fleet)		109,273		54,636			54,636	
V0002	Replace Administrative Staff Vehicle (3 cars in fleet)		25,000		25,000				
V0003	Replace Locator / Meter Reading Van		26,878		26,878				
V0004	Replace Light Truck		33,598		33,598				
	Subtotal		447,219	50,000	160,713			236,506	

Sewer System									
0032	Agate Bay Pump Station Replacement		669,500					669,500	
0038	Geneva Pump Station Replacement		669,500			669,500			
0049	Country Club Pump Station Replacement		669,500		669,500				
0050	Par Lane Pump Station Replacement		669,500				669,500		
0055	Rocky Ridge Pump Station Replacement		721,000					721,000	
0120	LW Interceptor Valve and Detention Basin Manual Valve Stem Extension		20,000	20,000					
0124	Rehabilitate Old Flat Car Sewer Pump Station - Construction		77,250			77,250			
0128a	Procure Additional Backup Generators - Stationary for Marina-Tomb		40,000	40,000					
0128b	Procure Additional Backup Generators - Strawberry Canyon Extension Cord		10,000		10,000				
0128c	Procure Additional Backup Generators - Portable Generator		60,000			60,000			
0132	Electrical Design for Fault Tolerant Control System Backup Power		10,000	10,000					
A0010	Update Sewer Comprehensive Plan (Current Plan Dated 6-14-2014)		66,950				66,950		
S0001	EPA Capacty, Management, Operations, & Maintenance (CMOM) Projects - Sewer I&I		824,000		164,800	164,800	164,800	164,800	164,800
	Subtotal		4,507,200	70,000	844,300	971,550	901,250	885,800	834,300

Water System									
0060	Eagleridge Fire Pump Control Upgrade		51,500		51,500				
0108	Replace SWWTP Booster Station Roof		25,750		25,750				
0110	Security - Intrusion Alarms at Reservoirs, Cameras as SWWTP AHWTP		10,300		10,300				
0118	Leak Locator Equipment		9,709		9,709				
0125	Mechanical Staff Gauge for SWWTP Clearwell Reservoir		10,300		10,300				
0130	Eagleridge Booster Station Controls Reconfiguration and PLC Programming		50,000		50,000				
0134	SVCA Louise Creek Water Main Relocation (Need to develop cost)		50,000		50,000				
A0007	Water System Plan - Update (Current Plan Expires 3-15-2017)		100,000	100,000					
W0002	Water System Rehab and Replacement Projects	420	800,000			200,000	200,000	200,000	200,000
W0003	SWWTP Filter 3&4 Media - Replace		21,503					21,503	

Program Area / CIP Project # / CIP Project Name		Fund	Total	2016	2017	2018	2019	2020	2021
W0005	Reservoirs - Inspection & Maintenance		25,750		25,750				
W0007	SWWTP Filter 1&2 Media - Replace		21,503						21,503
	Subtotal		1,176,314	100,000	233,309	200,000	200,000	221,503	221,503
	Grand Total		6,130,733	220,000	1,238,321	1,171,550	1,101,250	1,343,809	1,055,803

* Note: Cost Estimates in 2016 Dollars

CAPITAL PROJECT NARRATIVE

Project Name:	LWB Interceptor Valve and Detention Basin Manual Valve Stem Extension
CIP #:	0120

Asset Register:	LWWSD → Sewer → Pump Stations → Marina and Tomb				
Failure Mode:	Capacity	Level of Service	Mortality	Efficiency	
Business Risk Exposure:	6	= 2 x 3 x 1 (PoF x CoF x Redundancy)			
Remaining Life:	N/A	Consumed Life:	N/A	Effective Life:	60

PURPOSE and DESCRIPTION OF THE PROJECT

This project improves the District's ability to control and divert high sewer flows during wet weather events.

LWB Interceptor Valve. During extreme wet weather events Airport and North Point sewer pump stations routinely compete for capacity in the Lake Whatcom Boulevard (LWB) Sewer Interceptor that flows north to the Cable Street sewer pump station. LWB Interceptor flow is maximized by District crews by manually diverting flow to the detention basin. An additional valve on the LWB Interceptor between the tie-in points for Airport and North Point would allow the District better control of flow direction. Airport flow could manually be isolated from North Point allowing Airport to utilize more of the LWB Interceptor capacity. North Point flow could be throttled to flow both directions: northerly via LWB Interceptor or southerly to the detention basin. The additional valve provides more control possibilities for District crews to maximum system capacity and control flow during wet weather events.

Detention Basin Manual Valve Stem Extension. An automatic pinch valve regulates flow from the detention basin to the Sudden Valley sewer pump station wet well. There is an isolation gate valve that can be used as a redundant means of throttling flow and for maintenance of the pinch valve. The gate valve is located at the bottom of a very deep manhole. This project is to install a valve stem extension to allow operation of the gate valve at the surface. This will reduce the number of confined space entries by crew as well as provide a redundant means to regulate flow to the wet well should the pinch valve fail.

Budget Estimate

LWB Interceptor Valve:	\$15,000
<u>Detention Basin Manual Valve Stem Extension:</u>	<u>\$5,000</u>
Total Estimate	\$20,000

Assumes installation by District crews. Cost estimate in 2016 dollars.

For further information about this project call Bill Hunter

Revision History

- Created 12/2/2015 by BH.

CAPITAL PROJECT NARRATIVE

Project Name:	Procure Additional Backup Generators
CIP #:	0128

Asset Register:	LWWSD → Sewer → Pump Stations				
Failure Mode:	Capacity	Level of Service	Mortality	Efficiency	
Business Risk Exposure:	9	= 3 x 3 x 1 (PoF x CoF x Redundancy)			
Remaining Life:	N/A	Consumed Life:	N/A	Effective Life:	30

PURPOSE and DESCRIPTION OF THE PROJECT

Several recent wind storm and wide spread power outage events (August 29th storm and a couple in October/November 2015) highlighted a challenge and urgency for District crews to get portable generators to several smaller but critical sewer pump stations.

Staff recommends procuring an additional generator, installing a permanent extension cord at Strawberry Canyon, and installing a stationary generator to serve both Marin and Tomb.

- Phase 1 (2016): Install a single sound enclosed stationary generator at Marina to serve both Marina and Tomb sewer pump stations.
- Phase 2 (2017): Install permanent extension cord at Strawberry Canyon sewer pump station. The station is situated at the end of a long narrow dead end cul-de-sac in Sudden Valley. Maneuvering a generator into position is difficult. The intent is to position the extension cord plug at a location that simplifies and expedites portable generator hookup. The extension is a conceptual idea that will need to develop into a plan with a cost estimate.
- Phase 3 (2018): Procure an additional portable generator.

Budget Estimate

- Phase 1 (2016):
- | | |
|-----------------|-------------------------------------|
| \$35,000 | Sound enclosed stationary generator |
| <u>\$ 5,000</u> | Slab, site work, field wiring |
| \$40,000 | Total estimate |
- Phase 2 (2017): \$10,000 (conceptual estimate)
- Phase 3 (2018): \$60,000 (82KW trailered generator from GSA)

Assumes site prep and installation by District crews. Cost estimate in 2016 dollars. For further information about this project call Bill Hunter

Revision History

- Created 12/2/2015 by BH.

CAPITAL PROJECT NARRATIVE

Project Name:	Asset Management Tools - Software Upgrade and Mobile Devices
CIP #:	0129

Asset Register:	LWWSD → Administration				
Failure Mode:	Capacity	Level of Service	Mortality	<u>Efficiency</u>	
Business Risk Exposure:	N/A	= _ x _ x _1 (PoF x CoF x Redundancy)			
Remaining Life:	N/A	Consumed Life:	N/A	Effective Life:	N/A

PURPOSE and DESCRIPTION OF THE PROJECT

The District utilizes Cartegraph as its operations management software and database tool to track assets, depreciation, events, inspections, work order history, and capital improvements. Cartegraph has been utilized by the District for more than 15 years. The software has been upgraded routinely during that time as part of the annual maintenance/support subscription. The existing platform is an application-based SQL database with a license for 5 concurrent users.

Cartegraph has developed a modern web-based platform that can be accessed anywhere including the District office, shop, and mobile devices in the field. The new platform is called Cartegraph OMS (short for Operations Maintenance System). Cartegraph OMS adds new capabilities for field maintenance workers to utilize asset data, maps, and perform data entry in the field.

This project upgrades Cartegraph to the new web-based platform, migrates existing data to the new database, increases the concurrent user license from 5 to 15, and adds 15 new ArcGIS online licenses. Also included in the budget are 3 new iPads for mobile access by field maintenance workers to access Cartegraph out in the field. Cartegraph provides in-depth online video training for its new system. The annual maintenance & support subscription is about the same cost as the current system.

Budget Estimate

Cartegraph OMS Upgrade:	\$26,000
IT Consultant Assistance:	\$1,500
<u>3 iPad Mobile Devices:</u>	<u>\$2,500</u>

Total Estimate \$30,000

Cost estimate in 2016 dollars.

For further information about this project call Bill Hunter

Revision History

- Created 12/2/2015 by BH.

CAPITAL PROJECT NARRATIVE

Project Name:	Replace SCADA Computer Hardware – Move to Virtual Machines
CIP #:	0131

Asset Register:	LWWSD → Administration				
Failure Mode:	Capacity	Level of Service	<u>Mortality</u>	Efficiency	
Business Risk Exposure:	N/A	= _ x _ x _1 (PoF x CoF x Redundancy)			
Remaining Life:	N/A	Consumed Life:	N/A	Effective Life:	N/A

PURPOSE and DESCRIPTION OF THE PROJECT

The District’s existing SCADA computers were placed into service approximate 5 years ago. This hardware is mission-critical for both daily and emergency operations.

This project replaces desktop-grade hardware with server-grade hardware running VMware ESXi bare-metal hypervisor. ESXi allows operating systems running SCADA software to run as virtual machines. Virtual machines allow easier system backup, restoration, and fail-over redundancy.

3 servers will be procured. One will be installed at the Sudden Valley Water Treatment Plant, another at the District Shop. This will leave one extra unit as a hardware redundant backup.

Budget Estimate

Server Hardware:	\$15,000
IT Consultant Assistance:	\$2,000
<u>SCADA Software Consultant Assistance:</u>	<u>\$3,000</u>
Total Estimate	\$20,000

Cost estimate in 2016 dollars.

For further information about this project call Bill Hunter

Revision History

- Created 12/2/2015 by BH.

CAPITAL PROJECT NARRATIVE

Project Name:	Electrical Design for Fault Tolerant Control System Backup Power
CIP #:	0132

Asset Register:	LWWSD → Sewer → Pump Stations → Beaver				
Failure Mode:	Capacity	Level of Service	Mortality	Efficiency	
Business Risk Exposure:	N/A	= _ x _ x _1 (PoF x CoF x Redundancy)			
Remaining Life:	N/A	Consumed Life:	N/A	Effective Life:	N/A

PURPOSE and DESCRIPTION OF THE PROJECT

On October 30, 2015 the District experienced a control system failure at Beaver sewer pump station that resulted in a wastewater spill to the county road-side ditch. The battery backup power conditioning device failed causing the station's controls to lose power – even hand controls.

The District is currently looking into solution alternatives via its vendors and electrical consultants. If a readily available solution is not found in this cursory process, staff will conduct a more formal electrical engineering review of the existing control system panel by utilizing a consultant to perform a study.

The budget estimate is a place holder until a solution or better defined scope of work is developed.

Budget Estimate
Solution or Electrical Engineering Study: \$10,000

Cost estimate in 2016 dollars.

For further information about this project call Bill Hunter

- Revision History
- Created 12/2/2015 by BH.

CAPITAL PROJECT NARRATIVE

Project Name:	Water System Plan - Update
CIP #:	A0007

Asset Register:	LWWSD → Water				
Failure Mode:	Capacity	Level of Service	Mortality	Efficiency	
Business Risk Exposure:	8	= 1 x 8 x 1 (PoF x CoF x Redundancy)			
Remaining Life:	1 year	Consumed Life:	5 years	Effective Life:	6 years

PURPOSE and DESCRIPTION OF THE PROJECT

The District's current Water System Plan was approved by Washington State Department of Health on March 15, 2011. An approved updated is required on or before March 15, 2017 pursuant to WAC 246-290-100(9). This project includes updating the plan with current data and long term planning assumptions for submittal and approval by the state Department of Health.

A current Water System Plan is required to:

- Demonstrate the system's operational, technical, managerial, and financial capability to achieve and maintain compliance with relevant local, state, and federal plans and regulations;
- Demonstrate how the system will address present and future needs in a manner consistent with other relevant plans and local, state, and federal laws, including applicable land use plans;
- Establish eligibility for funding under chapter 246-296 WAC (Drinking water state revolving fund loan program).

A Water System Plan is required for the following categories of community public water systems:

- Systems having one thousand or more services;
- Systems required to develop water system plans under the Public Water System Coordination Act of 1977 (chapter 70.116 RCW);
- Any system experiencing problems related to planning, operation, and/or management as determined by the department;
- All new systems;
- Any expanding system; and
- Any system proposing to use the document submittal exception process in WAC 246-290-125 (Project report and construction document submittal exceptions).

Budget Estimate: \$100,000 (cost in 2016 dollars)

For further information about this project call Bill Hunter

Revision History

- Updated project description and budget estimate 12/2/2015 by BH.

REVENUE BONDS AND LOANS SUMMARY

The District has obtained publicly funded loans to construct projects. The project title, loan remaining, funding source, agency and interest rates are noted as follows:

Project Title	Balance Remaining 1/1/2016	Funding Source	Agency	End Date	Rate
Geneva/Sudden Valley Water Distribution Construction	\$ 330,764	Rates	Public Works Trust Fund	2022	2.0%
Geneva AC Mains	\$ 2,398,750	Rates	Drinking Water State Revolving Fund	2037	1.5%
Division 22 Reservoir	\$ 994,850	Rates	Drinking Water State Revolving Fund	2037	1.5%
Post Point Improvements - City of Bellingham	\$ 2,292,804	Rates	Inter-local agreement	2034	5.13%
2009 Revenue Bonds Outstanding	\$ 4,365,000	Rates		2029	4.0%
Total Debt Outstanding - 1/1/2016	\$ 10,382,168				

	Description	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Adopted 2015	Projected 2015	Budget 2016
2009 BOND DEBT SERVICE FUND - 430								
450-361-11-00	Investment Interest							
450-367-10-00	Transfers In from Operating Fund 401 Transfers In from Bond Capital Projects Fund 430	447,250	285,500 150,000	443,875	447,450	448,050	447,827 -	443,050 -
	TOTAL REVENUES	447,250	445,500	443,875	447,450	448,050	447,827	443,050
450-535-10-41	Bond Admin Fee	303	-	-	300	300	100	100
450-591-35-72	Redemption of Long Term Debt	215,000	220,000	225,000	235,000	245,000	245,000	250,000
450-592-35-83	Bond Interest Payments	231,950	225,500	218,900	212,150	202,750	202,750	182,950
	TOTAL EXPENDITURES	447,253	445,500	443,900	447,450	448,050	447,850	443,050
2009 BOND DEBT SERVICE FUND								
	REVENUES	447,250	445,500	443,875	447,450	448,050	447,827	443,050
	EXPENDITURES	(447,253)	(445,500)	(443,900)	(447,450)	(448,050)	(447,850)	(443,050)
	CASH/INVESTMENTS BALANCE CARRYOVER							-
	PROPOSED 2016 YEAR END BALANCE							-

	Description	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Adopted 2015	Projected 2015	Budget 2016
2009 BOND RESERVE FUND (RESTRICTED) - 460								
	Investment Interest	6,677	3,369	-	2,860	2,860	9,613	10,000
	TOTAL REVENUES	6,677	3,369	-	2,860	2,860	9,613	10,000
	Investment Service Charges			24	205	200	200	200
	TOTAL EXPENDITURES	0	0	24	205	200	200	200
2009 BOND RESERVE FUND (RESTRICTED)	REVENUES	6,677	3,369	-	2,860	2,860	9,613	10,000
	EXPENDITURES	-	-	(24)	(205)	(200)	(200)	(200)
	CASH/INVESTMENTS BALANCE CARRYOVER							513,400
	PROPOSED 2016 YEAR END BALANCE							523,200

	Description	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Adopted 2015	Projected 2015	Budget 2016
ULID 18 FUND - 480								
480-361-11-00	Investment Interest	59,793	50,356	18,196	-	-	-	-
480-361-40-00	ULID 18 Interest/Penalties	47,834	39,218	39,475	31,314	23,000	22,000	20,000
480-368-10-00	Current ULID 18 Principal Payments	66,417	53,041	75,197	58,262	50,000	49,000	40,000
480-378-10-00	Laboratory Fee	5,181	5,446	5,711	-	-	5,445	-
480-397-10-00	Transfers In from Operating Fund 401 (re-payment)	113,335	113,335	-	-	-	-	-
	TOTAL REVENUES	292,560	261,396	138,519	89,576	73,000	72,445	60,000
480-535-10-89	Sewer Debt Service Charges	400	1,221	158	-	-	-	-
480-591-35-73	Redemption of Long Term Debt Loan 063	236,683	241,383	2,663,577	294	-	-	-
480-592-35-61	Debt Service Interest Loan 44A	7,029	6,396	1,449	-	-	-	-
480-592-35-82	Debt Service Interest Loan 44B	60,212	58,227	8,372	-	-	-	-
480-592-35-83	Debt Service Interest Loan 063	7,938	7,276	6,321	1	-	-	-
480-597-10-00	Transfers Out to Sewer/Storm Water Contingency Fund 425			1,000,000	-	-	-	-
	Transfers Out to Operating Fund 401			177,364	89,290	73,000	72,445	60,000
	TOTAL EXPENDITURES	312,282	314,503	3,857,241	89,576	73,000	72,445	60,000
ULID 18 LOAN DEBT SERVICE								
	REVENUES	292,560	261,396	138,519	89,576	73,000	72,445	60,000
	EXPENDITURES	(312,282)	(314,503)	(3,857,241)	(89,575)	(73,000)	(72,445)	(60,000)
	CASH/INVESTMENTS BALANCE CARRYOVER							
	PROPOSED 2016 YEAR END BALANCE							-

**Lake Whatcom Water & Sewer District
Organization Chart**



LAKE WHATCOM WATER AND SEWER DISTRICT

PERSONNEL SUMMARY

2016 BUDGET DATA

POSITION	NO. OF EMPLOYEES	ANNUAL GROSS	ADMINISTRATION	OPERATIONS
General Manager	1	\$ 146,899	\$ 146,899	
Asst. Manager/Engineer	1	125,832	125,832	
Finance Manager/Treasurer	1	105,846	105,846	
Administrative Assistant	1	75,211	75,211	
Accounts Receivable	1	61,887	61,887	
Accounts Payable/Payroll	1	61,887	61,887	
Accounting Clerk	0.5	26,732	26,732	
Commissioners		25,000	25,000	
Construction Engineer	1	84,552		\$ 84,552
Engineering Tech/Safety Officer	1	72,304		72,304
Utility Systems Specialist	1	68,231		68,231
Water Treatment Plant Operator	1	78,978		78,978
Maintenance Supervisor	1	96,002		96,002
Maintenance Worker 2	5	341,155		341,155
Maintenance Worker 1	0	-		-
Maintenance Electrician	1	87,048		87,048
Overtime		40,000		40,000
Stand-By		40,000		40,000
Sub-Totals	17.5	<u>\$1,537,564</u>	<u>\$ 629,294</u>	<u>\$ 908,270</u>
Social Security		\$ 117,624	\$ 48,141	\$ 69,483
PERS		139,307	55,655	83,652
Unemployment		5,850	2,275	3,575
Worker's Comp (L&I)		26,309	5,246	21,063
Medical/Dental Benefits		249,214	83,857	165,357
Def Comp Match		21,164	8,058	13,106
Sick Leave Buy Out		3,672	2,098	1,574
Longevity		2,040		2,040
HRA VEBA		<u>5,250</u>	<u>1,950</u>	<u>3,300</u>
Sub-Totals		<u>\$ 570,430</u>	<u>\$ 207,280</u>	<u>\$ 363,149</u>
GRAND TOTALS		<u><u>\$2,107,994</u></u>	<u><u>\$ 836,574</u></u>	<u><u>\$ 1,271,419</u></u>



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 1, 2015
TO BOARD OF COMMISSIONERS	
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>
MEETING AGENDA DATE:	December 9, 2015
AGENDA ITEM NUMBER:	5.E.
SUBJECT:	Non-union Staff COLA for 2016
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. 2. 3.
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/> FORMAL ACTION/ MOTION <input checked="" type="checkbox"/> INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Traditionally the non-represented employees have received the same annual COLA increase as the represented (union) employees. Non-union employees include the District Engineer/Assistant General Manager, Finance Manager/Treasurer, Maintenance Supervisor, Administrative Assistant and the General Manager. For 2016 the represented employee's COLA will be 2%.

FISCAL IMPACT

Based upon the proposed 2%COLA increase for the five non-represented employees the cost is \$10,780.00. This amount like the COLA for the represented employees is allowed for in the 2016 Budget.

RECOMMENDED BOARD ACTION

That the five non-represented employees receive the same COLA increase for 2016 as the represented employees will receive, which is 2%.

PROPOSED MOTION

To authorize a 2% COLA for the five non-represented employees, effective January 1, 2016.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 1, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	December 9, 2015		
AGENDA ITEM NUMBER:	5.F.		
SUBJECT:	Non-union Staff Matching Deferred Comp for 2016		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. 2. 3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The non-represented employees request to receive the same Deferred Comp matching opportunity based upon longevity as the represented (union) employees. Non-union employees include the District Engineer/Assistant General Manager, Finance Manager/Treasurer, Maintenance Supervisor, Administrative Assistant and General Manager.

FISCAL IMPACT

Based upon the proposed Deferred Comp matching formula the cost for the five non-represented employees is \$8,695.26. This amount, like the matching for the represented employees, is allowed for in the 2016 Budget.

Years of Service	Match up to:
Less than 5	None
Beginning the 5 th year through 9 years	1.0% of base pay
Beginning the 10 th year through 14 years	1.5% of base pay
Beginning the 15 th year through 19 years	2.0 of base pay
More than 20 years	2.5% base pay

RECOMMENDED BOARD ACTION

That non-represented employees receive the same Deferred Comp matching based on longevity for 2016 as represented employees will receive.

PROPOSED MOTION

To authorize the Deferred Comp matching opportunity based on longevity for the non-represented employees, effective January 1, 2016



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 1, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>Paul Hunter</i>		
MEETING AGENDA DATE:	December 9, 2015		
AGENDA ITEM NUMBER:	5.G.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. December 2015 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
December 9, 2015	December 3, 2015	LE/BH
Status of Water and Sewer Permit Issuance		
SCOPE	Provide a monthly update on permit activity.	
STATUS		Permits Issued 2015
	No of permits issued	10
	No of permits projected 2015	6
		Permits Issued 2014
		15

Completed Capital Projects in 2015	
C1304	Steel Reservoir Cathodic Protection
C1404	2014 Sewer System Rehab and Replacement
C1406	Acquire Sewer Push Camera for 2" and 4" Pipe
C1408	SWWTP Spare Raw Water VFD
C1411	Shop Gravel/Asphalt Material Bins
C1501	Water Service Rebuilds – Brass
C1502	SWWTP Chlorine Analyzer
C1506A	Sewer System Rehab – Smoke Testing
C1508	North Shore Road Sewer Service Area

State Required Report Status									
Reporting	Name of Report & Preparer	Completed						When Due	
MONTHLY	Chlorination Report Agate Heights (Kevin)	Jan <input checked="" type="checkbox"/>	Feb <input checked="" type="checkbox"/>	Mar <input checked="" type="checkbox"/>	Apr <input checked="" type="checkbox"/>	May <input checked="" type="checkbox"/>	June <input checked="" type="checkbox"/>	Postmarked by 10 th of month	
		July <input checked="" type="checkbox"/>	Aug <input checked="" type="checkbox"/>	Sept <input checked="" type="checkbox"/>	Oct <input checked="" type="checkbox"/>	Nov <input checked="" type="checkbox"/>	Dec <input type="checkbox"/>		
	Surface Water Treatment Rule Report (SVWTP) (Kevin)	Jan <input checked="" type="checkbox"/>	Feb <input checked="" type="checkbox"/>	Mar <input checked="" type="checkbox"/>	Apr <input checked="" type="checkbox"/>	May <input checked="" type="checkbox"/>	June <input checked="" type="checkbox"/>	Postmarked by 10 th of month	
		July <input checked="" type="checkbox"/>	Aug <input checked="" type="checkbox"/>	Sept <input checked="" type="checkbox"/>	Oct <input checked="" type="checkbox"/>	Nov <input checked="" type="checkbox"/>	Dec <input type="checkbox"/>		
	Department of Revenue (Debi)	Jan <input checked="" type="checkbox"/>	Feb <input checked="" type="checkbox"/>	Mar <input checked="" type="checkbox"/>	Apr <input checked="" type="checkbox"/>	May <input checked="" type="checkbox"/>	June <input checked="" type="checkbox"/>	Due end of following month	
		July <input checked="" type="checkbox"/>	Aug <input checked="" type="checkbox"/>	Sept <input checked="" type="checkbox"/>	Oct <input checked="" type="checkbox"/>	Nov <input checked="" type="checkbox"/>	Dec <input type="checkbox"/>		
ANNUALLY	Community Right to Know (Hazardous Materials) (Rich)	Completed February 24, 2015						Due by March 31st	
	WA State Cross Connection Report (Rich)	Completed April 20, 2015						Due Annually May	
	Consumer Confidence Reports (Kevin)	Completed April, 2015						<ul style="list-style-type: none">• Geneva- 4/15• Sudden Valley 4/15• Eagleridge – 4/15• Agate Hghts – 4/15	
	Hazardous Waste Activity Report (Rich)	Completed February 24, 2015						Due by March 31st	
	OSHA 300 Log (Rich)	Completed January 30, 2015						Due by Feb 1st	
	Water Use Efficiency Performance Report (Kevin)	Completed April 2015						Due by July 1st	
	Washington State Financial Report (Debi)	Completed May 2015						Due by May 31st	

	Report Number of Sewer ERUs to City of Bellingham	Completed March 5, 2015	Due by January 15th
OTHER	CPR/First Aid Training (Rich)	Completed 6/10/2015	Due Biennially Next Due 2017
	Flagging Card Training (Rich)	Completed 7/22/2013	Due Triennially Next Due 2016

SAFETY PROGRAM SUMMARY***
Completed by Rich Munson

Summary of Annual Safety Training				
	Enrollments	Completions	% Complete	
Engineering - Managers	44	44	100%	
Engineering - Staff	24	24	100%	
Field Crew	245	245	100%	
Field Crew - Managers	25	11	44%	
Office Managers	40	40	100%	
Office - Staff	56	56	100%	
	434	415	96%	
Weekly Crew Safety Meetings				
Safety meetings for the field crew take place every Tuesday at 3:30 p.m.				
Dates of Safety Committee Meetings				
January 15, 2015	August 13, 2015			
February 24, 2015	September 10, 2015			
March 26, 2015	October 14, 2015			
April 14, 2015	November 5, 2015			
June 11, 2015	December 9, 2015			
July 9, 2015				
Summary Of Work-Related Injuries & Illnesses				
Year	2015	2014	2013	2012
Total Number of Work Related Injuries	1	1	11	8
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	0	5	24
Total Number of Days Away From Work (At home, in hospital, not at work)	0	0	13	9

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-ADM Project Administration

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

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.

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 G&O - Predesign, Permitting

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.

3/3/2015 Staff provided G&O remaining data and info in February to complete the predesign report. G&O is scheduled to make a presentation to the Board at the 3/25/2015 meeting.

3/25/2015 G&O presented predesign report to board. There was overall consensus with the plan. Staff and G&O will proceed with permitting and coordination with SCVA.

- 4/30/2015 District submitted pre-application meeting packet to Whatcom County. Pre-App meeting scheduled for 11am on 5/21/2015.
- 5/21/2015 Pre-Application Meeting at Whatcom County - 11am. District and G&O attended. Reviewed permitting requirements with County staff.
- 6/1/2015 Received County's Pre-Application Meeting Findings. Staff and G&O working on Conditional Use Permit application. Staff will coordinate with County for onsite critical areas review (look for wetlands).
- 7/1/2015 Received comments from DOH on project report. G&O and staff will respond to comments. G&O and staff are working on the conditional use permit application.
- 7/29/2015 Conditional Use Permit and Variance Permit applications submitted to Whatcom County.
- 8/4/2015 Staff working with G&O on scope of work for next project phase - detailed design, plans, specs, estimates, and bidding.
- 9/2/2015 Whatcom County is processing Condition Use and Variance Permit application.
- 9/2/2015 G&O working to address DOH project report comments.
- 10/8/2015 County still processing CUP and Variance permits. G&O is working with State DOH to address minor comments on pre-design report.
- 12/9/2015 Hearing for CUP and Variance at 130pm in County Council Chambers.

C1401-PH2 Design thru Bidding

- 9/30/2015 Board authorizes Phase 2 scope of work for detailed design, plans, specs, and bidding. Staff is routing amendment for execution
- 11/3/2015 G&O working on updated construction cost estimates and steel vs concrete technical memorandum.
- 11/24/2015 Technical memo review at Board meeting. Verified steel reservoir as original decided in the pre-design report is still the preferred alternative.
- 12/2/2015 G&O working on detailed design and plans.

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 Wilson - Predesign, Permitting, Design, Bidding

- 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 essential done but will be finalized after receiving public comments after a public meeting tentatively schedule 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.
- 11/6/2014 Project report was mailed to DOH for review/approval.

- 12/3/2014 DOH reviewed project report and will provide letter to acknowledge they received it to comply with the DWSRF loan requirements. No issues with report.
- 12/4/2014 Staff, Wilson, and Bob Carmichael are reviewing and updating the District's front end contract documents. Front end documents will be sent to state for review/approval mid-December following completion of updates.
- 1/6/2015 Staff and Bob Carmichael met to review front end contract documents. Updates almost complete.
- 2/20/2015 Wilson met with County road inspector to discuss and coordinate right-of-way encroachment permits. DOE was notified of the project for their general permit process related to erosion and sedimentation control. DOH approved the plans and technical specs.
- 2/26/2015 The project was advertised in the Bellingham Herald and Seattle DJC, two mandatory prebid meetings were held, 5 bids were received and opened. Wilson and staff review bids and criteria. A recommendation to award is planned for the 3/11/2015 board meeting.
- 3/11/2015 Board selected bid alternate for ductile iron pipe and awards contract to Tiger Construction. Staff will proceed with executing the contract documents.
- 3/31/2015 Wilson is coordinating permits with agencies. DOE general stormwater permit was advertised in Bellingham Herald on 3/22/2015 and 3/30/2015. DOE will issue permit after 30-day comment period on 4/30/2015. County encroachment permits will be ready to pick up soon. County Land Disturbance Permit has been approved but cannot be released until June 1.
- 4/1/2015 Staff and Wilson compiling bonds, insurance, etc for complete set of executed contract documents.

C1402-PH2 Wilson - Services During Construction

- 4/29/2015 Board authorized General Manager to execute amendment to Wilson agreement for services during construction.
- 6/3/2015 Staff and Wilson are in process of executing amendment documents.
- 10/8/2015 Staff reviewing proposed amendment for additional time needed for inspection services that were required during construction.

C1402-CON Construction Contract - Tiger Construction Ltd.

- 4/10/2015 Substantial Completion Date (includes Change Order 8)
- 4/22/2015 Pre-Construction Meeting with Tiger, Willson, and Dept of Commerce
- 4/29/2015 District mailed 36 property owners nearby pipe bursting and directional drill sites notifying them construction to begin Mid-May.
- 5/4/2015 District mailed 200+ property owners located within 100-feet of the pipe alignment an informational card directing them to the District website for more details and notifying them of the neighborhood meeting on 5/13/2015.
- 5/13/2015 Neighborhood informational meeting at District office 530pm - 630pm.
- 5/18/2015 Tiger anticipates starting pipe bursting and directional drill sections.
- 6/1/2015 Trenching begins.
- 6/3/2015 Tiger is in full speed construction mode. They have completed the pipe bursting section and will be transferring services to that new line. They are working on the two directional drilling locations and open trench installation on Lakeview street.
- 7/1/2015 Tiger is about 50% done installing main lines. New service lines are about 33% installed. Several new mains have been pressure tested, disinfected, coliform tested are in service.
- 8/4/2015 Tiger is about 80% done installing main lines (main lines should be done mid-August). New service lines are about 50% installed. First batch of asphalt patching occurring week of 8/3/2015.
- 9/2/2015 Tiger is 100% done installing main lines. New services lines are about 70% installed. Paving and restoration still in progress.
- 10/8/2015 Main lines are done, service lines are done. Tiger is working on restoration and asphalt patching.
- 10/19/2015 Substantial Completion Date (include Change Order 8)
- 11/3/2015 Tiger has completed all punch list items except for asphalt patching corrections on Euclid and Lakeview.
- 11/18/2015 Final Completion Date (includes Changer Order 8)
- 12/2/2015 All work has been completed except for asphalt patch correction on Euclid north of Lakeway. Patch quality was not accepted by County. Tiger will make pavement corrections spring 2016. Contract will be held open until this work is complete.

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 authoizes 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 critieria. 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.
- 11/25/2014 As part of the shoreline permitting process, County sent notices out to properties within 1000 feet of project. Written comments are due December 26, 2014.

C1405-PH2 Design

- 12/10/2014 Board of Commissioners authorize GM to execute contract amendment with RH2 for design phase.
- 12/11/2014 Contract amendment executed with RH2 for design phase.
- 1/28/2015 RH2 working thru detailed design, plans and specs with District staff.
- 3/4/2015 Shorlines permit hearing. Hearing examiner will approved the permits. RH2 working on detailed design. 60-percent review plans will be ready 3-18-2015 for staff.
- 3/26/2015 Staff met with RH2 to review 60% plans and specs. RH2 will make some minor revisions and submit preliminary plans to County engineering as part of the right-of-way encroachment permit application. RH2 is proceeding with detailed design with the target of advertising for bids mid-April.
- 4/27/2015 District staff reviewed 90% plans and specs.
- 5/1/2015 Advertisement for Bids published in Bellingham Herald and Seattle DJC.
- 5/13/2015 Non-Mandatory Pre-Bid Meeting at 2pm.
- 5/19/2015 Bid Opening - 1pm
- 5/27/2015 Bid prices came in too high. Board rejected all bids. Staff will make some value engineering revisions and rebid January 2016.
- 7/1/2015 Staff reviewing RH2 draft agreement amendment for value engineering and rebid in 2016.
- 8/4/2015 Agreement amendment in process of being executed. Design revisions will begin soon.
- 11/3/2015 District is reviewing updated plans.

C1405-PH3 Redesign and Rebid

- 8/11/2015 AE Amendment 2 executed.
- 9/2/2015 RH2 site design to eliminate need for temporary shoring.
- 10/8/2015 RH2 submitted revised plans to District for review.
- 12/2/2015 District reviewed plans. RH2 finalizing plans and bid documents to be ready to advertise January 2016.

C1407 Lowe Sewer PS VFD

Replace rotophase with VFD.

C1407-ADM

- 1/5/2015 Staff obtaining quotes for VFD's from vendor. District electrician reviewing electrical panel space requirements and proposed VFD dimensions.
- 1/22/2015 VFD's received by District. District crew will install in pump station.

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.

C1503 SVWTP Clearwell Overflow

Redirect clearwell emergency overflow piping from backwash tank to daylight.

C1503-ADM

- 3/26/2015 Staff began topography survey, field measurements, mapping, and research of buried pipe and structures. Design of a solution is in progress.
- 5/4/2015 Staff developed plan and profile for proposed improvements and will be coordinating with SVCA for work to occur this summer. It is anticipated the work will be done by District crews and equipment.
- 8/25/2015 Staff obtained SVCA encroachment permit to perform installation. Crew will begin potholing to very elevations at critical pipe crossings. Installation will begin soon after.
- 10/8/2015 Crew is verifying elevations. Materials are being ordered..

C1504 Reservoir Site Security

Install site security system as 1 reservoir site. Pilot project to evaluate equipment, configuration, and telemetry options.

C1504-ADM

- 5/4/2015 District staff have done initial research on available security camera systems and motion detection. List of equipment and options is in development. Initial pilot site will be the SVWTP.

C1505 Reservoir Condition Assessment

Reservoir condition and seismic assessment. Summarize state of District's reservoirs, evaluate seismic risks, and determine future capital improvements and priorities.

C1505-ADM

- 8/4/2015 Staff developing Request for Proposals for qualified seismic structural condition assessment of steel reservoirs.
- 8/19/2015 Request for Proposal published in Bellingham Herald and Seattle Daily Journal of Commerce. Two engineering firms have toured the sites to date.
- 9/2/2015 Two engineering firms toured reservoirs to date. There are at least 5 interested firms.
- 9/16/2015 Proposals due at 4pm.
- 10/8/2015 District received proposals from 5 firms. Staff selection committee will meet 1pm 10/15/2015 to discuss and score proposals.
- 10/28/2015 Board selects BHC Consultants LLC for the Reservoir Seismic Vulnerability Assessment.
- 11/3/2015 Staff working BHC to develop scope/fee
- 12/2/2015 Board authorized scope and fee at last board meeting. Staff is working to execute the AE agreement with BHC and begin work.

C1506 2015 Sewer System Rehab

Combines several separate projects into one recurring annual project. The intent is to rehabilitate or replace aging sewer system mains and manholes as well as searching for sources of inflow and infiltration. Work includes smoke testing, manhole and main repairs, etc as deficiencies are found and prioritized. C1506A = Smoke Testing, C1506B = Whatcom Falls Manhole.

C1506B LLRI Outfall at Whatcom Falls Park

- 3/19/2015 Staff, Wilson, and City of Bellingham met onsite to review project objectives. The manhole located near the entrance of Whatcom Fall park is severely corroded by H2S from the District LLRI outfall. The manole is made of brick and need to be replaced.
- 3/26/2015 District executes task order with Wilson to assist with developing detailed plans and notes for the manhole replacement. District staff will advertise, and contract the work, as well as perform contract administration. Wilson will provide technical assistance/submittal review as needed.
- 3/31/2015 Staff working on a solution to get old-Flat Car sewer pump station going. Flow must be diverted from the LLRI in order to install the new manhole at Whatcom Falls park later this summer.
- 4/1/2015 Wilson proceeding with topo and manhole structure survey and design.
- 5/4/2015 District staff, Wilson, and City have been coordinating for replacement of Whatcom Falls Park manhole replacement.
- 8/4/2015 Wilson finalizing plans, details, and notes for submittal to City of Bellingham for review and approval.
- 9/2/2015 Bellingham is requiring formal project submittal for review. Staff and Wilson are preparing application and documents for submittal to City. Project will not be ready for construction this year.

C1509 Water User Efficiency - Update Goals

Update District's water use efficiency goals for the next 5 years as required by state law.

C1509-ADM

11/3/2015 Wilson is analyzing past performance data and working on updated goals.

12/2/2015 Water use efficiency goals public meeting will be held at the 12-9/2015 board meeting as an agenda item. Wilson will be making a presentation to the public and Board.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 3, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL		
MEETING AGENDA DATE:	December 9, 2015		
AGENDA ITEM NUMBER:	Other Business		
SUBJECT:	Union Contract Approval		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

At the November 24, 2015 meeting, the Board met in Executive Session per RCW 42.30.140(4)(b) to discuss the AFSCME Collective Bargaining Agreement for 2016, 2017, and 2018. If the contract is acceptable to the Board, they would usually reconvene the Regular Session and make a motion to approve the contract. This was not done on November 24, 2015.

FISCAL IMPACT

RECOMMENDED BOARD ACTION

To correct the omission by making a motion to approve the AFSCME Collective Bargaining Agreement for the years 2016 through 2018 as presented.

PROPOSED MOTION

To approve the AFSCME Council 2 Local 114WD Union Contract for January 1, 2016 through December 31, 2018.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 1, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL		
MEETING AGENDA DATE:	December 9, 2015		
AGENDA ITEM NUMBER:	7.0		
SUBJECT:	Manager's Report		
LIST DOCUMENTS PROVIDED ⇒	1. Manager's Report		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	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

December 9, 2015

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting will not be held until February 2016. The date has not been set yet.
 - **Management Meeting:** The date for the next meeting with the Mayor and County Executive has not been set at this time.
- **Next Regular Board Meeting:** The next regular meeting will be held on, **December 30, 2015 at 8:00 a.m.**
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, December 10, 2015 at 8:00 a.m.** in the Board Room. Commissioner McRoberts is scheduled to attend this meeting. Scheduling is rotated by alphabetical order each month.
- **Employee Safety Committee Meeting:** The next meeting is set for **December 10, 2015 at 9:00 a.m.** following the Staff Meeting in the Small Conference Room.
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The next Section III meeting will be held on **Tuesday, December 8, 2015 at 6:15 p.m.** at Bob's Burger & Brew in Tulalip. All WASWD Section III Meetings are publicly noticed by the District.
- **Whatcom Water District's Caucus Meeting:** The next Caucus meeting is set for **December 16, 2015 at 1:00 p.m.** in the Board Room.

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.
- **Letter to County Regarding Proposed Inter Local Agreement (ILA):** The attached is the draft letter that we talked about at the November 24 meeting being prepared by District and Birch Bay legal counsel Bob Carmichael. As promised at our last meeting a copy of this letter was forwarded to each board member on December 3. Bob Carmichael will be available at our upcoming meeting to address your questions. Again, this letter addressing the questions raised previously regarding the County's proposed new ILA.