



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

SPECIAL MEETING  
OF THE BOARD OF COMMISSIONERS

AGENDA

*August 18, 2016*

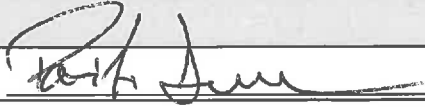
6:30 p.m. – Special Session

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. CONSENT AGENDA
4. SPECIFIC ITEMS OF BUSINESS:
  - A. Sewer Connection Issue
  - B. Monthly Budget Analysis
  - C. Summary of Existing District Projects
  - D. McGuire Hydrant DEA Application
  - E. Country Club Sewer Pump Station Improvements – Engineering Agreement
5. MANAGER'S REPORT
6. PUBLIC COMMENT OPPORTUNITY
7. Executive Session Per RCW 42.30.140(4) – Personnel and RCW 42.30.110(1)(i) - Potential Litigation  
30 Minutes
8. ADJOURNMENT



# LAKE WHATCOM WATER AND SEWER DISTRICT

## AGENDA BILL

DATE SUBMITTED:	August 9, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	August 18, 2016		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Sewer Connection Issue – Follow-up		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Resolution No. 828		
	2. Draft Letter – Unconnected Fremont Street Property		
	3. Draft Letter – Remaining ULID No. 18 Unconnected Properties		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

### BACKGROUND / EXPLANATION OF IMPACT

At the June 8, 2016 meeting, the Board considered two options pertaining to septic system users who have been requested to connect to the District's sewer system previously but have not yet done so. There was also an unusual instance of a Geneva property owner who discovered that they were still using an old septic system instead of being connected to the sewer as they (and the District) had thought during the development of the previously completed ULID No. 17.

The policy option the Board considered and selected in June was to "Enforce existing District policy and compel connection of the unconnected properties using District authority as described under RCW 57.08.005(9)." This direction for the 11 known properties within ULID No. 18 in Sudden Valley and the 1 property in ULID No. 17 in Geneva is to connect to the District's existing sewer system in order to better protect the health and safety of those residing within the Lake Whatcom drinking basin. This policy is consistent with prior District policy. Legal Counsel Bob Carmichael will present Resolution No. 828 which reiterates the District's longstanding policy and requires 12 months prior written notice to affected property owners prior to commencement of enforcement.

### FISCAL IMPACT

The proposed connection fees for both the Fremont Street property and the remaining ULID No. 18 properties are included in the attached draft letters. Both letters provide a cost explanation of connection and inspection fees. Actual construction fees associated with connection are not known at this time.

**RECOMMENDED BOARD ACTION**

1. Approve Resolution No. 828 and direct staff to send letter substantially in conformance with Exhibit A thereof to affected property owners and to work with such owners.
2. Approve and authorize General Manager to send Proposed Letter and Offer dated August 19, 2016 to 4815 Fremont St. Owner.

**PROPOSED MOTION**

1. To approve Resolution No. 828 and direct staff to send letter substantially in conformance with Exhibit A thereof to affected property owners and to work with such owners.
2. To approve and authorize General Manager to send Proposed Letter and Offer dated August 19, 2016 to 4815 Fremont St. Owner.

**DRAFT**

**LAKE WHATCOM WATER AND SEWER DISTRICT**

**RESOLUTION No 828**

A Resolution of the Board of Commissioners Requiring Connection to Sewer System

**WHEREAS**, Lake Whatcom Water & Sewer District ("District") is a municipal corporation, organized under the laws of the State of Washington, with all the powers granted to water and sewer districts pursuant to Title 57 RCW; and

**WHEREAS**, among the most fundamental purposes of the District is to provide residents within its boundaries with a system of sewers for all uses and purposes, public and private; and

**WHEREAS**, the boundaries of the District are within the Lake Whatcom watershed, which is the drinking water supply for approximately 100,000 persons within the District, the City of Bellingham, and its environs; and

**WHEREAS**, the District's Board of Commissioners find that widespread connection to sewer service within the District's boundaries is in the best interest of the recovery of Lake Whatcom, which is presently listed as an impaired water body under Section 303 of the Clean Water Act; and

**WHEREAS**, the District's Board of Commissioners further find that provision of municipal sewer service is conducive to the public health, convenience, environment, and general welfare; and

**WHEREAS**, RCW 57.08.005(9) expressly authorizes the District "to compel all property owners within the District located within an area served by the District's system of sewers to connect their private drain and sewer systems with the District's system"; and

**WHEREAS**, the District has a long standing policy requiring connection of improved property to its municipal sewer system and also authorizing the compulsory connection of unconnected improved property to District sewers; to wit:

1974 – Resolution No. 146: required improved property to connect to public sewer if there was a line within 200 feet of the property line within 12 months after mailing of notice that sewer is available; and

1976 – Resolution No. 171; the required sewer connection for property within 300 feet of available sewer; and

1989 – Resolution No. 495: provided that for any unconnected property within a ULID, "the District shall compel such connection under the provisions of RCW 56.08.010 (precursor to RCW 57.08.005) should the property owner refuse to connect"; and

During the Sewer Moratorium from 1992 – 2003, by Motion in 2001 the District required improved property within the sewer moratorium area to connect within

60 months from the time that sewer is located within 200 feet of the property line; and

2005 – the District sent written notice to all property owners within ULID No. 18 reminding them to connect to the sewer system and provided a deadline for connection of January 30, 2008; and

2007 – Resolution No. 732: the District amended its sewer code and left in place the requirement that improved property must connect to the District's system within 60 months from when sewer becomes available within 200 feet of the property line, but added the provision that property owners failing to so connect would be charged a sewer service charge; and

2008 – Effective February 1, 2008, the District commenced collecting a monthly sewer penalty charge from owners of improved property in ULID No. 18 who were not connected to sewer; and

2011 – Resolution No. 785: states that property owners are required to connect to the District sewer within 60 months from the date sewer becomes available within 200 feet of the property line if the property is inside the urban growth area ("UGA") or Limited Area of More Intense Rural Development ("LAMIRD") or within 150 feet of the property line if the property is located elsewhere; and

2011 – Resolution No. 785: continues to include requirement of sewer charge for unconnected property owners in ULID No. 18, but amended District Code to state that "The District shall compel such connection under the provisions of RCW 57.08.005 should the property owner refuse to connect"; and

**WHEREAS**, of the 54 Improved properties unconnected to the District sewer system in ULID #18 on February 1, 2008, 43 have now connected; and

**WHEREAS**, There are currently 11 properties known to be unconnected to the District sewer system in ULID No. 18 which lie within a UGA and have property lines within 150 feet of a District sewer line; and

**WHEREAS**, the Board of Commissioners finds that properties within ULID No. 18 having had in excess of 8 years to voluntarily connect to the District's sewer system, the District should now compel such connection for unconnected ULID No. 18 properties and for any other unconnected properties in violation of Resolution No. 785 which are located within District boundaries; and

**WHEREAS**, given the length of time that has passed since the last District notice requiring connection to the District sewer system, the Board finds it equitable to once more provide a written notice to owners of all known properties required to connect to the District sewer system not less than 12 months prior to seeking to compel such connection; and

**WHEREAS**, after 12 months following transmission of written notice requiring connection to the District sewer system, the District intends to move forward with legal

action to compel connection to the District sewer system of all such known unconnected improved properties pursuant to all of its authorities under Title 57 RCW; and

**WHEREAS**, the foregoing recitals are material findings and part of this resolution;

**NOW, THEREFORE**, THE BOARD OF COMMISSIONERS OF LAKE WHATCOM WATER AND SEWER DISTRICT HEREBY RESOLVES AS FOLLOWS:

**Section 1.** The third paragraph of Section 5.1.3 of the District Code (based on Resolutions 683, 732, and 785 shall be amended to read as follows (addition shown in underline, strikeouts in strike through):

5.1.3 Sewer Connections Required (~~based on Resolutions 683 and 732~~)

A lot or parcel that has been developed with on-site sewage disposal system (OSSDS) is required to abandon OSSDS systems and connect to the District sewer within 60 months after ~~the~~ a District public sewer collector or transmission line adjoins the property in a public right-of-way or easement benefitting the District, and within twelve months after the date of mailing or personal service of written notice to the lot or parcel owner that a public sewer collector or transmission line has sufficient capacity and is available for such lot or parcel ~~provided that the District determines that the public sewer collector line has sufficient capacity for and is available for such lot or parcel~~. The District shall compel such connection under the provisions of RCW 57.08.005 should the property owner refuse to connect within twelve months after the date of mailing or personal service of such written notice.

**Section 2.** The twelve month prior written notice to lot or parcel owners not connected to a District sewer collector or transmission line with sufficient capacity for service as required by District Code Section 5.1.3 shall be in a form substantially in accordance with the written notice attached as Exhibit A of this resolution. Such notice shall be sent to all owners of a lot or parcel required to connect to the District sewer system pursuant to District Code Sections 2.03 and 5.13.

**Section 3.** BE IT FURTHER RESOLVED that any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this resolution.

**Section 4.** If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Commissioners hereby declare that it would have passed this Resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution should be declared invalid or unconstitutional, and if, for any reason, this Resolution should be declared invalid or unconstitutional, then the original Resolution or Resolutions shall be in full force and effect.

**Section 5.** This Resolution shall become effective upon signing.

**ADOPTED** by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 18th day of August, 2016.

\_\_\_\_\_  
Laura Weide, President

\_\_\_\_\_  
Todd Citron, Secretary

\_\_\_\_\_  
Curtis Casey, Commissioner

\_\_\_\_\_  
Bruce Ford, Commissioner

\_\_\_\_\_  
Commissioner

Approved as to form:

\_\_\_\_\_  
Robert A. Carmichael, Attorney for District

Exhibit A to Resolution No. 828

Name

Address

Re: *Abandoning On-Site Sewer Disposal System and Connection to District Sewer System*

Dear <>:

The Lake Whatcom Water & Sewer District Code has long required on-site sewage disposal system ("OSSDS") owners adjacent to District sewer lines to abandon their OSSDS and connect to the District sewer system. Over the years, the vast majority of such property owners with OSSDS have connected to the District's sewer system. However, there remain a very small number of improved properties with an OSSDS that are adjacent to District sewer lines in a public right-of-way or easement with sufficient capacity to provide service, that have not connected to the District's sewer system. District records indicate that you are the owner of one of these properties that remain unconnected to a District sewer line with sufficient capacity. The District line has been in place for more than five (5) years in the right-of-way or easement adjoining your property.

RCW 57.08.005(9) authorizes the District to compel connection to its sewer system. District Code provides that the "District shall compel such connection under the provisions of RCW 57.08.005 should the property owner refuse to connect." *Resolution No. 785*. The District's Board of Commissioners has reaffirmed this commitment in adopting *Resolution No. 828*, and determined that it is now time to connect to the District sewer system the small number of improved properties operating an OSSDS adjacent to a District sewer line. Pursuant to new District Resolution No. 828, the deadline for connecting to the District's system is one year from the date of this letter. Due to the watershed land disturbance restrictions during winter months, you will have a portion of two summers to make this connection. The current required permits and charges for connection apply to all connections.

Connection charges are currently:

General Facility Fee	\$5,201.00
Permit Processing	\$40.00
Initial Sewer Inspection	<u>\$75.00</u>
	<b>\$5,316.00 Total</b>

These charges may be increased at any time prior to your actual connection to the District's sewer system and therefore fees are shown for reference only.

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Should you have any questions regarding this letter please call the District office  
(360)734-9224 and we will be pleased to answer questions or assist in any way we can.  
Thank you.

Very truly yours,

Patrick Sorensen  
General Manager, Lake Whatcom Water and Sewer District

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

(360) 734-9224  
FAX 738-8250

**DRAFT**

August 19, 2016

DISTRICT REPLY AND OFFER PURSUANT TO ER 408

Mr. Randall H. Carroll  
Ms. Shannon Meyer  
P.O. Box 2597  
Bellingham, WA. 98227-2597

Re: *Property at 4815 Fremont St.*

Dear Mr. Carroll and Ms. Meyer:

I apologize for the delay in providing written response to your previous correspondence. As we discussed over the phone on August 8, 2016, the issues with your Fremont Street property exposed some other related questions that as a District we needed to resolve first. We have reviewed the history of your property with the District and have reached several conclusions, outlined below. The final conclusion being that the District wishes to permanently resolve this matter by having you connect to the District sewer system at the sewer connection fee in place in 1982, in the amount of \$350.00, plus current permit processing and sewer inspection fees. For perspective, the current District sewer connection fee is \$5,201.00.

Background. Your lot at 4815 Fremont St. ("Property") came into the District in 1977 when the District acquired the Geneva Water Corporation. The Property was part of U.L.I.D. No. 17. Following formation of U.L.I.D. No. 17, on or about September 9, 1982, the District sent written notice to the owner of the Property at that time ("Written Notice") that sewer was available to serve the Property, and the Written Notice directed him to connect to the District sewer system. *Attachment 1.*

Pursuant to District Resolution No. 146, in place at that time, the owner of the Property was required to connect to the District system within twelve (12) months of the date of the Written Notice, and was subject to paying monthly service charges commencing on the first day of the month following expiration of sixty (60) days from the date of the Written Notice. *Attachment 2 (Article II and Article VII of Resolution No. 146).* The Written Notice states that monthly service charges "will commence on January 1 or effective the date of an earlier connection." Given the date of the Written Notice and in accordance with Resolution No. 146, the District was well within its authority to commence monthly sewer charges for the Property on January 1, 1983, regardless of whether the Property was connected to the District sewer system at that time. This was also consistent with state law. *See below.*

Unbeknownst to current District staff, or to you, the Property was never connected to the District sewer system. As indicated, your predecessor was required to connect within twelve (12) months of the Written Notice sent on or about September 9, 1982, but we now know that no such connection occurred. It was not until your unfortunate sewage back up earlier this year that it became known to you and current District staff that your Property was not connected to the District sewer system as required under Resolution No. 146 and numerous other District resolutions adopted since then.

Authority to Charge Sewer Connection Fees on Unconnected Improved Property. The District is authorized by state statute to charge property owners a monthly sewer base charge when sewer is "available." RCW 57.08.081(1); RCW 57.08.081(3). This stands in contrast to charging for water service, which by statute is authorized only "for water supplied against property owners connecting with the

system, or receiving such water.” RCW 57.08.081(3). The obvious question is when is sewer “available”?

This question was answered by the Washington Court of Appeals in *Ronald Sewer Dist. v. Brill*, 28 Wn.App. 176, 178, 622 P.2d 393 (Div. 1, 1980). In the *Brill* case, the Court of Appeals held that a sewer did not have to be connected in order to be “available” for purposes of supporting a district sewer charge. The *Brill* Court noted that the operative statute previously authorized sewer charges only “to those receiving such service” but that it was changed in 1959 to authorize district sewer charges “to whom such service is available.” *Id.* at 178. The *Brill* Court found that this was a meaningful change in the statute made by the state legislature, and for this reason, and other reasons, the sewer charge at issue was lawful because the sewer line was available in an abutting right of way, even though it was not connected to the property.

Based on its own resolutions, the state statutory authorization, and the above-referenced *Brill* case, the District has consistently charged property for sewer service when a District sewer line is in an abutting right of way, as is the case for your Property. I will tell you that 25 years after the *Brill* case was decided, in 2005 the case of *Holmes Harbor Sewer District v. Holmes Harbor Home Building, LLC*, 155 Wn.2d 858, 866, 123 P3rd 823 (2005) held that a district could not impose a sewer charge on unimproved lots. This *Holmes Harbor* case raises a question in my mind of whether it might apply to improved property as well, but the Court in *Holmes Harbor* did not expressly address this issue, nor did it overrule the *Brill* case. It will be left to a future State Court of Appeals or Supreme Court case to decide whether districts will retain the authority to collect monthly sewer charges against unconnected improved property as authorized by the *Brill* case, or whether the analysis of the *Holmes Harbor* Court which prohibited such charges against unimproved property will be extended to improved property.

District Approach to Connect Property Owners to District System. Rather than possibly becoming bogged down in future litigation, the District Board has decided to take what I believe is a more constructive approach. The District has long required that property connect to the District sewer system when District sewer lines are located in adjoining right of way. *District Resolution Nos. 146, 171, 495, 732, and 785 (available on request)*. In fact, existing District Code actually requires the District to compel property owners to connect to the District sewer system (Resolution No. 785) and to utilize its statutory authority under RCW 57.08.005(9) to implement such connections. *Attachment 3 (Section 5.1.3)*. There are a host of policy reasons for requiring property owners adjacent to existing sewer lines to connect to the District sewer system and the District Board has recently reaffirmed its commitment to compelling such connection of unconnected property on a district-wide basis in adopting new Resolution No. 828. *Attachment 4*.

Response to your Request. In your letter dated May 2, 2016, you requested records of District sewer rates from January 1, 1999 to present. I am attaching a comprehensive summary of District water and sewer rates over time which I believe is responsive to your request. *Attachment 5*.

The District’s position is that the monthly sewer charges were valid and are nonrefundable. There are a handful of other improved properties in the District in U.L.I.D. No. 18 that have available sewer and are unconnected. They have been charged monthly sewer charges as well. However those property owners have been provided relatively recent notice of such lack of connection and received clear direction to connect in 2007. Your situation is unique in that neither you, nor current District staff, was aware your Property was not connected to District sewer until the sewage backup earlier this year. The last notice the District sent directing your Property to connect to the District sewer system was in September 1982. Under the circumstances, the Board has decided to offer you the following.

First, as with everyone else, you are hereby directed to connect to the District sewer system available in the adjoining right of way within twelve (12) months from the date of this letter. Failure to do so will result in the District taking action to compel your connection pursuant to RCW 57.08.005(9). When you connect within the next twelve (12) months, you may do so for the same general connection fee in place in September 1982 of \$350, plus current permit and inspection fees. The District cost to you will be:

General Facility Fee	\$350.00
Permit Processing	\$40.00
Initial Sewer Inspection	<u>\$75.00</u>
	\$465.00

No other property owner in the District is being offered a discount from the District’s General Facility Fee for connection of \$5,201.00. This offer is being made in recognition of the unique circumstances in your case. However, to accept this offer, the District will require that you sign a release of any and all claims or potential claims you may have against the District.

Please let me know if you have any questions. I look forward to hearing from you.

Very truly yours,

Patrick Sorensen  
District General Manager

c: District Board of Commissioners  
Bill Hunter, District Assistant General Manager/Engineer  
Robert Carmichael, Attorney for District



LAKE WHATCOM WATER AND SEWER DISTRICT  
AGENDA BILL

DATE SUBMITTED:	August 2, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL <i>Debi Hill</i>		
MEETING AGENDA DATE:	August 2, 2016		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	Monthly Budget Analysis through 7/31/2016		
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**  
n/a

**PROPOSED MOTION**  
n/a



MONTHLY BUDGET ANALYSIS			
Description	Budget 2016	YTD 7/31/2016	
OPERATING FUND - 401			
REVENUES			
401-343-40-10			
401-343-60-11			
401-343-60-19			
401-343-81-10			
401-369-90-00			
401-361-11-00			
401-369-10-00			
401-369-10-01			
401-379-10-20			
401-395-10-00			
401-395-20-00			
401-397-10-00-80			
Water Sales Metered (8.75% base rate increase) *	2,142,363	1,142,624	53%
Sewer Service Residential (2.5% rate increase) *	3,740,663	2,170,194	58%
Sewer Service Other	5,000	2,438	49%
Combined Fees	30,000	16,413	55%
Late fees	60,000	31,107	52%
Investment Interest	1,000	1,088	109%
Sale of scrap metal and surplus	-	1,028	
Miscellaneous	-	371	
Permits Operation portion (5 new connection permits)	10,000	20,488	205%
Sale of Capital Assets	-	-	
Insurance Recoveries	-	-	
Transfer in from ULID 18 Fund 480	60,000	55,332	92%
TOTAL REVENUES	6,049,026	3,441,083	57%

\* Per Resolution 820 effective 1/1/9/2015  
Scheduled annual rate increase

		Description	Budget 2016	YTD 7/31/2016	
		<b>MONTHLY BUDGET ANALYSIS</b>		<b>58%</b>	
<b>OPERATING FUND - 401</b>					
<b>EXPENDITURES</b>					
401-53X-10-10		Admin Payroll (2% cola plus step increases - 2016)	629,294	291,597	46%
401-53X-10-20		Admin Personnel Benefits (Medical, Retirement etc)	207,280	103,662	50%
401-53X-10-31		Gen Admin Supplies	21,000	16,849	80%
401-53X-10-31-01		Meetings/Team building	1,500	1,260	84%
401-53X-10-40		Web pay/Bank Fees (W/A Fed. Xpress, Chase)	20,000	12,285	61%
		Interlocal - Lake Whatcom Management Program			
		Interlocal - Invasive Species	50,000		
		Interlocal - Lake Whatcom Tributary Monitor	10,000		
401-534-10-41-00		Water Quality Assurance Programs (TOTAL)	65,000	7,181	11%
		County Auditor Filing Fees (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		
		WA State Auditor	16,200		
		CPA (Internal audit and Financial statements)	3,000		
		Docuware/Web site maintenance and upgrade	5,000		
		Legal Counsel	50,000		
		3D - Computer support	20,000		
		Watchguard	1,000		
		Building security	1,500		
		Building custodial	7,200		
		Pest control	800		
		Landscaping service	4,500		
		South Whatcom Fire (hydrant maintenance)	2,000		
		GE Scada System Software Maintenance - Operations	7,500		
		Wilson Engineering	7,000		
		Carerra Van Software	1,500		
		SCADA/PLC Support - Engineering/Operations	5,000		
		Carteograph - Engineering/Operations	8,000		
		Auto Desk (DLT) - Engineering	1,000		
		GIS Partnership	1,000		
		Rockwell - Engineering/Operations	500		
		IT Pipes	1,500		
		ESRI - ARC GIS	1,500		
		Inovise - Engineering	2,000		
		Master Meter	2,000		
		Generator Load Testing	22,000		
		Cybertock software	1,000		
		Misc (Bid notices etc.)	1,000		
401-53X-10-41-01		Professional Services (TOTAL)	231,500	188,247	81%
401-53X-10-42		Communication	46,000	28,522	62%

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		Description	Budget	YTD	
		MONTHLY BUDGET ANALYSIS	2016	7/31/2016	
401-53X-10-45		Admin Lease	2,000	898	45%
401-53X-10-46		Property Insurance	125,000	-	0%
401-53X-10-49		Admin Misc.	1,000	1,254	125%
401-53X-10-49-01		Memberships/Dues	12,000	12,660	106%
401-53X-10-49-02		WA State Dept of Revenue Taxes/Permits	191,500	114,308	60%
401-53X-40-43		Training & Travel	35,000	11,290	32%
401-53X-40-43-01		Tuition reimbursement	1,000	-	0%
401-53X-50-31		Maintenance Supplies	145,000	96,585	67%
401-53X-50-48		Operations Repair/Maint	65,000	49,804	77%
401-53X-50-49		Insurance Claims	5,000	-	0%
401-53X-60-41		Operations Contracted	10,000	2,286	23%
401-53X-60-47		Water City of Bellingham	40,000	21,506	54%
401-53X-60-47		Sewer City of Bellingham Treatment Fee	600,000	387,993	65%
401-53X-80-10		Operations Payroll (2% cola plus step Increases - 2016)	908,270	571,573	63%
401-53X-80-20		Operations Personnel Benefits (Medical, Retirement etc)	355,900	224,742	63%
401-53X-80-32		Fuel	30,000	9,002	30%
401-53X-80-35		Safety Supplies	12,000	1,170	10%
401-53X-80-35-01		Safety Supplies Boots	2,500	1,010	40%
401-53X-80-47		General Utilities	195,000	126,963	65%
401-53X-80-49		Laundry	3,000	1,869	62%
401-591-35-77		Post Point Principal Payments	73,213	73,213	100%
401-592-35-83		Post Point Interest Payments	120,426	120,426	100%
		OPERATING EXPENDITURES	4,154,383	2,478,155	60%
TRANSFERS		Transfers Out to System Reinvestment Fund 420	837,000	242,000	
		Transfers Out to Water Capital Contingency Reserve Fund 426	600,000	600,000	
		Transfers Out to DWSRF Projects Fund 440		44,239	
		Transfers Out to DWSRF Projects Fund 440 (Loan payment)			
		Transfers Out to 2009 Bond Debt Service Fund 450	443,050	443,050	
		Transfers Out to Bond Reserve Fund 460	250,000	250,000	
		Transfers Out to Water Loan Debt Service Fund 470	193,570	193,570	
		TOTAL EXPENDITURES	6,478,003	4,251,014	
OPERATING FUND		OPERATING REVENUES	6,049,026	3,441,083	
		EXPENDITURES	(6,478,003)	(4,251,014)	
		CASH/INVESTMENTS BALANCE CARRYOVER	1,900,000	1,994,345	
		RATE STABILIZATION RESERVES	(1,000,000)	(1,000,000)	
		CASH/INVESTMENTS BALANCE	471,023	184,414	



	Description	Budget 2016	YTD 7/31/2016	
	MONTHLY BUDGET ANALYSIS		58%	
SYSTEM REINVESTMENT FUND - 420				
420-343-40-19	DEA Permits	-	6,050	
420-379-10-30	North Shore Consolidation Grant (DOH) C 16-13	30,000		
420-379-10-40	Permits Capital Portion (5 new connection permits)	40,000	37,886	
420-397-10-00	Latecomer Fees	-	4,102	
	Transfers In from Operating Fund 401	837,000	242,000	
	TOTAL REVENUES	907,000	290,038	
	Active Projects to be completed in 2016	204,349		
	C 12-07 Reservoir Drains to Daylight	13,000	3,453	
	C 12-14 Water System Improvements	11,000	-	
	C 14-05 Strawberry Point	-	163,426	
	C 14-12 Facility Improvements	10,000	8,845	
	C 15-02 SVWTP Chlorine Analyzer	2,500		
	C 15-03 SVWTP Cleanwell Overflow	10,000		
	C 15-04 Reservoir Site Security	5,000		
	C 15-05 Reservoir Condition Assessment	35,018	38,971	
	C 15-06A 2015 Smoke Testing	1,649	1,649	
	C 15-06B Whatcom Falls MH Repair	97,482	12,493	
	C 15-08 Northshore Road Sewer Service Area (complete)	2,950		
	C 15-09 Water Use Efficiency Update (complete)	15,750	11,622	
	New 2016 Capital Projects (see CIP detail - 2016)	220,000		
	C 16-02 Asset Management Tools (Cartograph)	30,000	42,203	
	C 16-03 Back up Generators and Generator for Marina-Tomb	40,000	660	
	C 16-04 LW Interceptor Valve and Detention Basins	20,000		
	Electrical Design for Fault Tolerant Control System (did not need)	-	-	
	C 16-05 Water System Plan Update	100,000		
	C 16-06 Replace SCADA Hardware	20,000	7,328	
	C 16-07 North Shore Sampling	-	97	
	C 16-08 SVCA Culverts	5,000		
	C 16-11 Country Club pump station pre-design			
	C 16-13 Northshore Water System Consolidation (Grant)	30,000		
	TOTAL EXPENDITURES	449,349	290,747	
SYSTEM REINVESTMENT FUND				
	REVENUES	907,000	290,038	
	EXPENDITURES	(449,349)	(290,747)	
	CASH/INVESTMENTS BALANCE CARRYOVER	-	722	
	CASH/INVESTMENTS BALANCE	457,651	13	

		Description	Budget 2016	YTD 7/31/2016	
		MONTHLY BUDGET ANALYSIS		58%	
SEWER/STORM WATER CONTINGENCY FUND - 425					
425-361-11-00		Investment Interest	5,020	5,783	
425-397-10-00		Transfers In from ULID 18 Fund 480	-		
		Transfers In from Bond Reserve Fund 490	-		
		TOTAL REVENUES	5,020	5,783	
425-535-10-41		Stormwater Comp Plan (See Active Projects C1315 PH2)	-		
425-535-10-89		Investment Service Charges	200	91	
425-594-38-63		Water/Sewer Systems	-		
	C 16-09	SV Sewer Pump Station Emergency Repairs			
	C 16-07	North Shore Sampling	20,000		
	C 16-12	Cedar Hills Storm Drain Relocate	135,000		
425-594-38-64		Machinery/Equipment	-		
		TOTAL EXPENDITURES	155,200	91	
SEWER/STORM WATER CONTINGENCY FUND					
		REVENUES	5,020	5,783	
		EXPENDITURES	(155,200)	(91)	
		CASH/INVESTMENTS BALANCE CARRYOVER	926,910	926,843	
		CASH/INVESTMENTS BALANCE (CAPITAL RESERVES SEWER)	776,730	932,535	
WATER CONTINGENCY FUND - 426					
426-361-11-00		Investment Interest			
426-397-10-00		Transfers In from Operating Fund 401	600,000	600,000	
		TOTAL REVENUES	600,000	600,000	
426-594-38-64		Machinery/Equipment			
		TOTAL EXPENDITURES	-	-	
WATER CONTINGENCY FUND					
		REVENUES	600,000	600,000	
		EXPENDITURES	-	-	
		CASH/INVESTMENTS BALANCE CARRYOVER			
		CASH/INVESTMENTS BALANCE (CAPITAL RESERVES WATER)	600,000	600,000	

	Description	Budget	YTD	
		2016	7/31/2016	
<b>MONTHLY BUDGET ANALYSIS</b>				
			58%	
<b>2009 CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430</b>				
430-382-20-00	2009 Bond Proceeds			
	<b>TOTAL REVENUES</b>	-	-	
430-594-38-63	Capital Outlay - Water/Sewer Systems (Unclaimed Retainage)	62,683		
	<b>TOTAL EXPENDITURES</b>	62,683	-	
<b>CAPITAL BOND PROJECTS FUND</b>				
	<b>REVENUES</b>	-	-	
	<b>EXPENDITURES</b>	(62,683)	-	
	<b>CASH/INVESTMENTS BALANCE CARRYOVER</b>	62,683	62,683	
	<b>CASH/INVESTMENTS BALANCE</b>	0	62,683	
<b>2016 CAPITAL BOND PROJECTS FUND (RESTRICTED) - 431</b>				
431-391-20-00	2016 Bond Proceeds (Face Value)	6,409,492	6,409,492	
431-392-00-00	Bond Premium	923,843	923,843	
	<b>TOTAL REVENUES</b>	7,333,335	7,333,335	
431-594-38-63	Strawberry Point Pump Station C14-05	371,850	11,270	
431-597-10-40	Transfers Out to DWSRF Projects Fund 440 (Div 22 Reservoir)	828,150	-	
	Post Point City of Bellingham Pay off	2,228,160	2,228,160	
	Refunding of 2009 Issue	3,803,392	3,803,392	
	Issuance Costs	101,783	101,783	
	<b>TOTAL EXPENDITURES</b>	7,333,335	6,144,605	
<b>CAPITAL BOND PROJECTS FUND</b>				
	<b>REVENUES</b>	7,333,335	7,333,335	
	<b>EXPENDITURES</b>	(7,333,335)	(6,144,605)	
	<b>CASH/INVESTMENTS BALANCE CARRYOVER</b>	-	-	
	<b>CASH/INVESTMENTS BALANCE</b>	-	1,188,730	

	Description	Budget	YTD	
		2016	7/31/2016	
	<b>MONTHLY BUDGET ANALYSIS</b>		<b>58%</b>	
<b>DWSRF PROJECTS FUND - 440</b>				
440-333-66-46-40	Division 22 Reservoir (Permits and Desgn)	994,850	96,890	
440-333-66-46-41	Geneva AC Mains (Permits, Design and Construction)	-	354,408	
440-397-10-40	Transfers In from Operating Fund 401	-	12,679	
440-397-10-41	Transfers In from Operating Fund 401	-	31,561	
440-397-10-31	Transfers In from 2016 Bond Proceeds Fund 431	828,150		
	<b>TOTAL REVENUES</b>	<b>1,823,000</b>	<b>495,538</b>	
440-594-34-62	Division 22 Reservoir (Permits and Desgn)	1,823,000	118,939	
440-594-34-63	Geneva AC Mains (Permits, Design and Construction)	-	31,561	
	<b>TOTAL EXPENDITURES</b>	<b>1,823,000</b>	<b>150,500</b>	
<b>DWSRF PROJECTS FUND</b>	<b>REVENUES</b>	<b>1,823,000</b>	<b>495,538</b>	
	<b>EXPENDITURES</b>	<b>(1,823,000)</b>	<b>(150,500)</b>	
	<b>CASH/INVESTMENTS BALANCE CARRYOVER</b>	<b>-</b>	<b>(360,594)</b>	
	<b>CASH/INVESTMENTS BALANCE</b>	<b>-</b>	<b>(15,556)</b>	
Expenditures offset by draws as projects progress.				







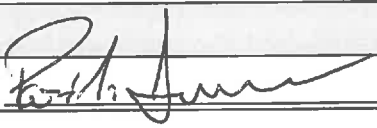
		Description	Budget	YTD	
		MONTHLY BUDGET ANALYSIS	2016	7/31/2016	
				56%	
ULID 18 FUND - 480					
480-361-11-00		Investment Interest	-		
480-361-40-00		ULID 18 Interest/Penalties	20,000	18,908	
480-368-10-00		Current ULID 18 Principal Payments	40,000	36,813	
480-379-10-30		Latecomers Fee	-		
		TOTAL REVENUES	60,000	55,721	
480-535-10-89		Sewer Debt Service Charges	-		
480-591-35-73		Redemption of Long Term Debt Loan 063	-		
480-592-35-81		Debt Service Interest Loan 44A	-		
480-592-35-82		Debt Service Interest Loan 44B	-		
480-592-35-83		Debt Service Interest Loan 063	-		
480-597-10-00		Transfers Out to Operating Fund 401	60,000	55,332	
		TOTAL EXPENDITURES	60,000	55,332	
ULID 18 LOAN DEBT SERVICE		REVENUES	60,000	55,721	
		EXPENDITURES	(60,000)	(55,332)	
		CASH/INVESTMENTS BALANCE CARRYOVER	-	258	
		CASH/INVESTMENTS BALANCE	-	647	





LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	August 2, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL 		
MEETING AGENDA DATE:	August 18, 2016		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. August 2016 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	
August 18, 2016	August 11, 2016		LE/BH	
Status of Water and System Capacities				
	South Shore ID# 95910	Eagleridge ID #08118	Agate Heights ID# 52957	Johnson Well ID# 04782
DOH Approved #	3935	85	54	2
Connected ERUs	3805	68	44	2
Remaining Capacity (ERUs)	133	17	10	0
Commitments – Not yet connected				
Permitted ERUs Under Construction	4	0	0	0
Pre-paid Connection Certificates and Expired Permits	11	2	5	0
Water Availabilities (trailing 12 months)	25	0	0	0
Subtotal	40	2	5	0
Available ERUs	90	15	5	0

<b>**Completed Capital Projects in 2016**</b>	
C1207	Reservoir Overflow Drains to Daylight
C1402	Geneva Area A/C Mains
C1412	Facility Improvements
C1502	Sudden Valley Water Treatment Plant Spare Acidification Unit
C1503	SVWTP Clear well Overflow
C1601	General Engineering Services
C1609	Sudden Valley Sewer Pump Station Emergency Repairs

<b>**State Required Report Status**</b>								
Reporting	Name of Report & Preparer	Completed						When Due
MONTHLY	Chlorination Report Agate Heights (Kevin)	Jan	Feb	Mar	Apr	May	June	Postmarked by 10 <sup>th</sup> of month
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		July	Aug	Sept	Oct	Nov	Dec	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Surface Water Treatment Rule Report (SVWTP) (Kevin)	Jan	Feb	Mar	Apr	May	June	Postmarked by 10 <sup>th</sup> of month
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ANNUALLY	Department of Revenue (Debi)	Jan	Feb	Mar	Apr	May	June	Due end of following month
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		July	Aug	Sept	Oct	Nov	Dec	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Community Right to Know (Hazardous Materials) (Rich)	January 25, 2016						Due by March 31st
	WA State Cross Connection Report (Rich)	May 5, 2016						Due Annually May

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 <sup>th</sup> of month
		July <input type="checkbox"/>	Aug <input type="checkbox"/>	Sept <input type="checkbox"/>	Oct <input type="checkbox"/>	Nov <input type="checkbox"/>	Dec <input type="checkbox"/>	
	Consumer Confidence Reports (Kevin)	May 2016						<ul style="list-style-type: none"> <li>• Geneva- 5/16</li> <li>• Sudden Valley 5/16</li> <li>• Eagleridge – 5/16</li> <li>• Agate Hghts – 5/16</li> </ul>
	Hazardous Waste Activity Report (Rich)	February 29, 2016						Due by March 31st
	OSHA 300 Log (Rich)	Completed January 27, 2016						Due by Feb 1st

<b>**State Required Report Status**</b>			
Reporting	Name of Report & Preparer	Completed	When Due
ANNUALLY	Water Use Efficiency Performance Report (Kevin)		Due by July 1st
	Washington State Financial Report (Debi)		Due by May 31st
	Report Number of Sewer ERUs to City of Bellingham	Completed 1/15/2016	Due by January 15th
OTHER	CPR/First Aid Training (Rich)	Completed 6/10/2015	Due Biennially Next Due 2017
	Flagging Card Training (Rich)	Completed 8/3/2016	Due Triennially Next Due 2019

**SAFETY PROGRAM SUMMARY**  
*Completed by Rich Munson*

Summary of Annual Safety Training				
	Enrollments	Completions	% Complete	
Engineering - Managers	34	34	100%	
Engineering - Staff	19	19	100%	
Field Crew	182	175	96%	
Field Crew - Managers	26	26	100%	
Office Managers	20	11	55%	
Office - Staff	48	48	100%	
Weekly Crew Safety Meetings				
Safety meetings for the field crew take place every Tuesday or Wednesday at 5:00 p.m.				
Dates of Safety Committee Meetings				
January 14, 2016				
February 11, 2016				
March 9, 2016				
April 11, 2016				
May 12, 2016				
June 9, 2016				
Summary of Work-Related Injuries & Illnesses				
Year	2016	2015	2014	2013

Total Number of Work Related Injuries Defined as a work related injury or illness that results in: <ul style="list-style-type: none"><li>• Death</li><li>• Medical treatment beyond first aid</li><li>• Loss of consciousness</li><li>• Significant injury or illness diagnosed by a licensed health care professional</li><li>• Days away from work (off work)</li><li>• Restricted work or job transfer</li></ul>	0	1	1	11
Total Number of Work Related Injuries Defined as a work related injury or illness that results in: <ul style="list-style-type: none"><li>• Death</li><li>• Medical treatment beyond first aid</li><li>• Loss of consciousness</li><li>• Significant injury or illness diagnosed by a licensed health care professional</li><li>• Days away from work (off work)</li><li>• Restricted work or job transfer</li></ul>	0	1	1	11
Total Number of Days of Job Transfer or Restriction (Light duty or other medical restriction)	0	0	0	5
Total Number of Days Away From Work (At home, in hospital, not at work)	0	0	0	13

Developer Extension Agreements			
D1601	Geneva Woods Developer Extension Agreement		
SCOPE	Water and sewer improvements for 6 water and sewer connections.		
SIGN DATE	7/27/2016	EXPIRATION DATE	7/27/2019
Prior to Commencing Construction		Prior to Final Acceptance	
<input type="checkbox"/> 1. District Engineer approves design <input type="checkbox"/> 2. Reimbursement of District Engineer review costs <input type="checkbox"/> 3. Copy of insurance policy <input type="checkbox"/> 4. Pay guarantee deposit <input type="checkbox"/> 5. Copies of recorded easement <input type="checkbox"/> 6. Copies of permits <input type="checkbox"/> 7. Pay conformance deposit <input type="checkbox"/> 8. Payment and performance bond <input type="checkbox"/> 9. Pay 25% general facilities fees <input type="checkbox"/> 10. Pays initial facilities inspection deposit <input type="checkbox"/> 11. District issue Notice to Proceed w/Construction		<input type="checkbox"/> 1. District inspects & approves facilities as complete. <input type="checkbox"/> 2. Record drawings <input type="checkbox"/> 3. Easements and title insurance <input type="checkbox"/> 4. Maintenance Bond <input type="checkbox"/> 5. Bill of Sale <input type="checkbox"/> 6. Latecomers Fees <input type="checkbox"/> 7. Supplemental, processing, or administrative fees <input type="checkbox"/> 8. Deliver water meters to District	
Tasks/Notes:			
<ul style="list-style-type: none"><li>• 4/11/2016 Board approves DEA Application for 5 lots.</li><li>• 4/14/2016 District Legal Counsel reviewing master developer extension agreement prior to delivering to the developer.</li><li>• 5/25/2016 Board approved addition of 6<sup>th</sup> lot to DEA. Staff and Legal Counsel preparing DEA documents.</li><li>• 7/14/2016 Plans received from developer.</li><li>• 7/28/2016 DEA executed and recorded at Auditor's office</li><li>• 7/28/2016 Plans transmitted to Wilson for review and comment.</li></ul>			

**Lake Whatcom Water & Sewer District**  
**Capital Improvement Projects Staff Report**

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**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.
- 1/5/2016 Staff and field crew researched, compiled, and prioritized a list of approximately 32 sites that need modifications. The top 15 sites are scheduled and budgeted to be completed in 2016. Work will be performed by District crews.
- 3/1/2016 Installation of fire hydrant stortz adapters in vicinity of Geneva school complete.
- 8/9/2016 Crews completed work at 2 locations (Alder Court and Arrow Root Place)

**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 G&O working to address DOH project report comments.
- 9/2/2015 Whatcom County is processing Condition Use and Variance Permit application.
- 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.
- 12/30/2015 A Memorandum in Support of CUP and Variance Applications and a Declaration by G&O were submitted to the Whatcom County Hearing Examiner. The documents were prepared by Bob Carmichael with assistance from G&O and District staff.

#### **C1401-PH2 Design thru Bidding**

- 9/30/2015 2nd Advertisement for Bids published in Bellingham Herald and Seattle DJC
- 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.
- 1/5/2016 G&O continues development of detailed plans and specs.
- 2/5/2016 50% plan review with G&O and District staff/crew.
- 2/25/2016 G&O submitted revised pre-design report with updated ERU tables and responses to DOH review comments. G&O working on detailed plans and specs.
- 3/29/2016 90% plan and spec review done. Plans submitted to DOH for review. G&O working on final documents.
- 3/31/2016 Conference call with DOH indicates pre-design report for requested capacity will be approved. DOH is working on approval letter.
- 4/6/2016 G&O working on final documents. Pending completion of Commerce Dept and DOH reviews, bid advertisement dates will be set.
- 5/5/2016 1st Advertisement for Bids published in Bellingham Herald and Seattle DJC
- 5/12/2016 Advertisement for Bids published in Bellingham Herald and Seattle DJC
- 5/18/2016 Pre-bid meeting 10am
- 6/2/2016 Bid Opening 11am
- 6/8/2016 Tentative Contract Award at Board Meeting

#### **C1401-CON Construction Contract**

- 8/8/2016 Contractor has begun construction work. Trees have been cut. Timber will be delivered to Sudden Valley. Contractor will remove stumps this week.

### **C1405 Strawberry Pt. Sewer PS Improvements**

*Replace Strawberry Point Sewer Pump Station.*

#### **C1405-PH1 RH2 - Predesign**

- 2/4/2014 Staff and RH2 working on scope of work and fee estimate. Scope/fee will be on the 2/12/2014 Board meeting agenda.
- 2/12/2014 Board authorizes phase 1 - predesign work.
- 2/26/2014 Board authorizes a revision to phase 1 not-to-exceed amount.
- 3/6/2014 Signed AE agreements received from consultant. District attorney doing final review. Agreements will then be executed by Patrick.
- 3/6/2014 Staff collecting technical information for RH2 to begin preliminary design.
- 4/2/2014 RH2 reviewing pump station run time data for last couple years. Staff to provide detailed on/off data for selected key dates.
- 5/7/2014 Topographic survey is done. RH2 continuing predesign work.
- 8/5/2014 County pre-application submitted. Waiting to hear back from County on meeting date.
- 8/12/2014 RH2 to meet with District crew to go thru design criteria. Information will be documented in pre-design report which is in progress.
- 9/24/2014 RH2 presents predesign report to Board of Commissioners. Staff and RH2 will continue with project as described in predesign report.
- 10/15/2014 RH2 and District staff meet with County Public Works Roads and Stormwater department heads. Meeting was to coordinate county road/stormwater projects with District's pump station project.
- 10/29/2014 RH2 submits substantial shoreline development permit to county.

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 RH2 - 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 Shorelines 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 RH2 - Redesign and Rebid**

- 8/11/2015 Advertisement for Bids published in Bellingham Herald.
- 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.
- 1/6/2016 Advertisement for Bids published in Bellingham Herald
- 2/3/2016 Non-mandatory pre-bid meeting at 2pm at District office.
- 2/10/2016 Bid opening at 105pm at District office
- 2/24/2016 Contract awarded to Tiger construction at board meeting
- 2/29/2016 Notice of Intent to award issued to contractor. Bonds, insurance, and contract are in process of being executed.

**C1405-PH4 RH2 - Services During Construction**

- 8/9/2016 RH2 providing construction contract admin support and inspection as needed.

**C1405-CON Construction Contract - Tiger Construction Ltd.**

- 3/31/2016 Pre-construction meeting with RH2, Tiger Construction, and District Staff.
- 4/6/2016 District staff reviewing submittals and requests for information from Tiger.
- 5/3/2016 Submittal reviews complete. Pumps have been ordered. Contractor ordering materials.
- 6/2/2016 Tiger onsite setting up temporary bypass pump system. System testing to follow.
- 8/9/2016 Contractor is starting work on electrical systems. Startup scheduled for September 8th.

**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.

**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.
- 12/15/2015 BHC site visit for inspection and measurements of structural components of reservoirs.
- 1/7/2016 District staff and BHC could not determine thickness of concrete ring wall foundations at 3 reservoirs in SV by excavation. The District does not have as-built or shop drawings for those reservoirs. Seismic calculations are based on knowing or assuming foundation dimensions. Rather than assume dimensions, District staff has contracted with Geotest to measure foundation wall thicknesses using ground penetrating radar. District crews will provide excavation pits.
- 2/4/2016 BHC working on seismic report. They have all the information and data needed to complete the report.
- 2/17/2016 BHC submitted review draft of seismic study to staff for review. Staff is reviewing draft.
- 8/2/2016 District returned review comments to BHC. BHC beginning final revisions on report.

**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 Oufall 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.
- 1/5/2016 District staff working with City operations Department to review manhole rehabilitation plans and specs.
- 4/6/2016 Wilson is refining design to accomodate temporary bypass pumping that will be needed during construction.
- 4/18/2016 Plans have been accepted by City and are in review.
- 8/9/2016 Contractor is building pre-cast manhole. Submittals are in progress. Work tentativley to begin later half of August.

**C1602 Cartegraph Software Upgrade**

*Upgrade operations and maintenance system software. Upgrade existing Cartegraph system.*



C1602-ADM

- 2/4/2016 Cartegraph working on setting up test database. Test database should be online week of 2/8/2016.
- 3/2/2016 Staff working with Cartegraph to integrate system onto District server infrastructure.
- 4/6/2016 Staff working with 3d Computers (IT consultant) to get infrastructure ready for cartegraph deployment.
- 4/26/2016 Cartegraph integration finished. Test database loaded.
- 5/3/2016 Staff and Cartegraph coordinating and scheduling training.
- 8/9/2016 Staff getting system ready for final database conversion. Go live target date is beginning of September. All staff training and implementation will start in September. Key staff are being trained to be trainers.

C1603 Marina-Tomb Stationary Generator

Install stationary emergency backup generator to serve both Marina and Tomb sewer pump stations.

C1603-ADM

- 4/5/2016 Issued purchase order to RH2 to assist District with sizing and selecting stationary generator from GSA. Scope also includes PLC programming to incorporate generator alarms.
- 4/6/2016 Staff coordinating with SVCA on site requirements, landscaping, screening, etc.
- 4/12/2016 District staff met onsite with SVCA staff to coordinate location, siting, and screening of stationary generator.
- 4/28/2016 RH2 finished sizing generator. Recommended generator size is 100kw. District staff is selecting generator, components, and options for purchase through GSA.
- 6/2/2016 Staff finalizing generator options and quote with GSA vendor.
- 8/4/2016 Generator and transfer switch ordered. Scheduled arrive in about 2 months.

C1604 LWBI Isolation Valve for Airport PS

Part A - Install isolation valve on Lake Whatcom Boulevard Interceptor to allow airport full use of force main.  
Part B - Install valve extension on pinch valve at Sudden Valley Detention Tank. Valve is located at bottom of deep manhole. Extension will allow manual operation at ground level.

C1604a-AD LWBI Isolation Valve for Airport PS

M

- 5/3/2016 Staff investigatng feasibility of installing isolation valve in existing de-watering manhole. This is desirable to avoid a deep wet excavation in the Lake Whatcom Boulevard.
- 6/1/2016 Vendor demos diamond blade chain saw that cuts ductile iron pipe. Staff is researching to find the best method to cut ductile iron force main pipe inside 48-inch manhole to install valve where there is very limited space to work.
- 8/9/2016 Crews installed force main dewatering fitting at Sudden Valley flow meter. They will do a pump down test. Following successful testing, the valve cut-in will be scheduled.

C1604b-AD Detention Tank Pinch Valve Extension

M

- 4/6/2016 Staff coordinating with vender on extension dimensions. Staff will order extension soon.
- 5/3/2016 Purchase order issued for valve extention.
- 8/11/2016 Valve extension scheduled for installation on 8-11-2016.

C1605 Water System Plan Update

Update District's Water System Plan. Current edition expires 3-15-2017.

C1605-PH1

- 4/6/2016 Selection of consultant is part of the general engineering services RFQ.
- 5/3/2016 State DOH would like to meet with the District and consultant to coordinate the water system plan update prior to beginning work. The intent is to coordinate the scope of work for the plan update.
- 8/16/2016 Meeting with Wilson and DOH to coordination scope of work. Wilson developing scope and fee for task order.

C1606 Replace SCADA Workstation Hardware

Replace computer hardware the runs SCADA system at shop and SVWTP.

C1606-ADM

2/4/2016 Hardware has been ordered and received. Staff working on configuration and setup of new hardware.  
2/29/2016 Integration of the 1st of 4 replacement computers is done. Staff is in process of integrating other machines.

#### **C1607 Northshore Water Quality Sampling**

*Water quality sampling plan to evaluate impact of existing onsite sewage disposal system at the end of Northshore road.*

##### **C1607-PH1**

3/30/2016 Request for Proposals advertised in Seattle Daily Journal of Commerce  
4/28/2016 Request for Proposal advertised in Seattle Daily Journal of Commerce  
5/1/2016 Request for Proposals advertised in Bellingham Herald  
5/24/2016 Proposals due 4pm. Received one proposal.  
7/27/2016 Agreement with consultant has been executed.

#### **C1608 SVCA Culvert Replacements**

*SVCA is replacing various culverts in Sudden Valley. Water and sewer mains may have to be relocated to accomodate the new culverts.*

##### **C1608-ADM**

2/4/2016 SVCA and District staff are discussing SVCA's plans for culvert replacements and how they might impact water and sewer mains.  
2/29/2016 SVCA is working on developer extension agreement to cover relocation of water mains for culvert improvements. Proposed DEA will be brought to board for review-comment-approval after staff and legal review.  
3/16/2016 SVCA submitted draft agreement to District for review. Staff review document.  
4/27/2016 Discussion of coordination of work with SVCA. Each site and project will be reviewed on a case-by-case basis to determine if utility relocation is to the benefit of the District. For one site, the District will relocate the water main the literally cuts through a storm drain culvert as a public works project funded by the District. For the other site, SVCA will protect in place an existing sewer main at its expense.  
5/3/2016 District and SVCA coordinating work as needed.  
6/2/2016 Staff preparing bid package to use to solicit quotes from contractors to move water main.  
8/9/2016 Work is tentatively to start in August.

#### **C1610 Little Strawberry Water Leak on Bridge**

*Water main has small leak. Leak is in a section of main that is mounted to a bridge on Little Strawberry.*

##### **C1610-ADM**

4/6/2016 Staff evaluating alternatives to get within reach of pipe to find and repair leak.

#### **C1611 Country Club Sewer Pump Station**

*Rehabilitation of Country Club Sewer Pump Station.*

##### **C1611-PH1 Predesign**

4/6/2016 Selection of consultant is in conjunction with general engineering services RFQ.  
8/9/2016 Staff working with BHC to develop scope of work

#### **C1612 Cedar Hills Water Main Relocate**

*Relocate water main for Whatcom County. County is installing stormwater treatment systems to remove phosphorus.*

##### **C1612-PH1**

4/6/2016 Staff coordinating with County and Wilson to relocate water main to accomodate stormwater treatment system.

- 5/3/2016 District working with County to execute an interlocal agreement to establish cost sharing terms. Agreement will be similar to recent Cable Street reconstruction project.
- 5/25/2016 Board authorizes interlocal agreement with County and fund project using the storm/sewer contingency fund.
- 6/2/2016 Staff coordinating with County and Wilson as needed.
- 8/9/2016 Water utility relocated are done. County contractor is now working on the storm water filter systems.

**C1613 Northshore Water System Consolidation**

*DOH water system consolidation feasibility grant to explore opportunity to consolidate small water systems.*

**C1613-PH1**

- 4/6/2016 District received notice that grant funding was approved for the feasibility study. Staff coordinating with DOH for grant contracts.
- 8/9/2016 Staff working with Wilson on a task order scope of work.



# LAKE WHATCOM WATER AND SEWER DISTRICT

## AGENDA BILL

DATE SUBMITTED:	August 2, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	August 18, 2016		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	McGuire Hydrant DEA Application		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. DEA Application		
	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

In his memo to the Board, building contractor Kelly Zender is requesting to enter into a Developer Extension Agreement to install a fire hydrant on behalf of the owner of a new home being built at 2355 North Shore Road. The proposed fire hydrant will be installed at the end of the Districts 8" water main that ends on Agate Heights Road.

### FISCAL IMPACT

N/A

### RECOMMENDED BOARD ACTION

To consider the request to enter into a Developer Extension Agreement to install one fire hydrant in the Agate Heights service area.

### PROPOSED MOTION

To approve the McGuire Developer Extension Agreement to install one fire hydrant on Agate Heights Road.

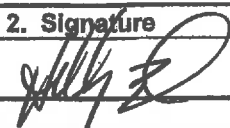
To: Lake Whatcom Water District Board

My name is Kelly Zender and my company (Welcome Construction Inc) is building a new home for Denis McGuire at 2355 North Shore Road. This Developer Extension Agreement request is for the purpose of installing a fire hydrant to the end of your 8" main line that ends on Agate Heights Road approx. 100' from North Shore Road. The McGuire's new home is across from North Shore Road from this location. This will allow the fire protection that Whatcom County Building Services requires for homes that exceed 4000 sq. ft.

We appreciate & "Thank-You " for taking the time to review our request.  
Kelly Zender of Welcome Construction Inc.

LAKE WHATCOM WATER & SEWER DISTRICT

APPLICATION TO ESTABLISH  
DEVELOPER EXTENSION AGREEMENT (DEA)

1. Printed Name		2. Signature		3. Date Signed	
KELLY ZENDER					
4. Address			5. Phone		
5568 MT. BAKER HWY			Home 360-592-2385		
DEMING, WA 98244			Work 360-815-4747		
			Fax		
6. Attach Following Maps (11 x 17 or smaller):					
<input type="checkbox"/> Assessor map with parcels highlighted (black and white copies only, please)					
<input type="checkbox"/> Proposed plat or lot layout with proposed water and/or sewer improvements. Show existing and proposed utility easements and public right-of-ways					
7. Project Name					
MCGUIRE / HYDRANT					
8. Site and Project Information					
List of Parcel Numbers:		Proposed Number of Water Services:			
380325 338561 0000		Proposed Number of Sewer Services:			
Current Zoning:		Total Acres:			
Anticipated Start of Construction:		Anticipated Construction Duration:			
SEPTEMBER 2016		1-3 DAYS			
Provide a brief narrative description of the proposed development and requested water and/or sewer services. (If you require more space, please attach a separate sheet of paper):					
SEE ATTACHED PAGE # MAP					

To be completed by District							
9. Application Complete		10. Application Fee Received		11. Receipt #		12. Received by	
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>					
13. General Manager Signature				14. Date Signed			

- \*\*\*SPECIAL NOTICES TO APPLICANT\*\*\*
- > When you request to establish a DEA with the District, we will provide you with an Application and a sample of a Developer Extension Agreement. The sample is provided to you for information and planning purposes only.
  - > Once the District approves your application, you will be asked to complete and submit the DEA.
  - > Application processing steps are printed on the reverse of this form.
  - > This Application, once accepted and approved by the District, does not constitute, nor does it imply, a guarantee by the District to provide water or sewer service.
  - > This is NOT a "Will Serve" document.

## OVERVIEW OF DEVELOPER EXTENSION PROCESS

### Application Process:

- A. Developer identifies basic facilities needed for the project.
- B. Developer completes a Developer Extension Agreement (DEA) Application Form.
- C. Board of Commissioners evaluates whether or not to allow extension.

### After Board of Commissioners decides to allow extension:

- D. District and Developer sign a Developer Extension Agreement.
- E. Developer designs facilities using District Design Standards.
- F. Developer constructs facilities using District's Construction Standards.
- G. District accepts improvements.
- H. If applicable, District creates a Latecomer's Agreement with Developer per RCW's 56 & 57.

## APPLICATION PROCEDURES

1. Applicant furnishes information required on reverse and pays application processing fee.
2. District performs preliminary Application completeness evaluation. If evaluation proves unsatisfactory, the District will return the application package to applicant citing deficiencies, and advise that application revision and resubmission is necessary.
3. Using information provided on the reverse, District ascertains proposed project conformance to the latest approved version of the District's Comprehensive Plan and other relevant District planning requirements. If found that:
  - 3.1. The information provided is insufficient to allow a determination, the District General Manager notifies the Applicant accordingly, citing discrepancies, and advises that Application revision/resubmission is necessary.
  - 3.2. In full conformance, the District General Manager advises the Applicant accordingly, and automatically petitions the District's Board of Commissioners to authorize the creation of a Developer Extension Agreement (DEA).
  - 3.3. In non or partial conformance, the District General Manager notifies Applicant accordingly, citing discrepancies, and advises that Application revision/resubmission is necessary.

If a Comprehensive Plan Amendment is required, the Applicant petitions the District's Board of Commissioners to have the District attempt a formal amendment to the latest approved version of the District's Comprehensive Plan. Applicant is hereby cautioned that:

- The Commissioners are not obligated to grant Applicant's request to attempt to amend the Comprehensive Plan.
- Applicant shall fund all expenses associated with said amendment attempt, (current minimum estimate \$1,000.)
- Amendment approval is not guaranteed since amendments require approval by multiple State and County agencies.







LAKE WHATCOM WATER AND SEWER DISTRICT  
AGENDA BILL

DATE SUBMITTED:	August 10, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>Patrick Aune</i>		
MEETING AGENDA DATE:	August 18, 2016		
AGENDA ITEM NUMBER:	5.E.		
SUBJECT:	Country Club Sewer Pump Station – Engineering Agreement		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Scope of Work, Schedule and Fee Estimate		
	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**

During the spring of 2016 the District went through an engineering consultant selection process for Country Club Sewer Pump Station Improvements. At the May 25, 2016 board meeting, the Board of Commissioners formally selected the BHC Consultants for the project. BHC and staff have developed a scope of work and schedule with the goal of construction occurring during summer 2017.

Due to the proximity to Lake Louise, a Whatcom County Substantial Shorelines Development Permit will be required. This permit process will take several months to complete and needs to begin soon in order to be ready for construction next summer.

**FISCAL IMPACT**

Country Club Sewer Pump Station is scheduled for 2017 in the District’s capital improvements plan (CIP). The CIP estimates \$669,500 in 2017 for the project, including permitting, design, and construction. In order for construction to occur in 2017, permitting must begin fall 2016. Staff recommends allocating additional \$153,093 from 2016 operating fund to this project. The operating fund has sufficient reserves to cover the earlier project spending.

**RECOMMENDED BOARD ACTION**

See proposed motion.

**PROPOSED MOTION**

- 1. Approve BHC’s Scope of Work and Fee Estimate for time and materials not to exceed \$153,093; and authorize the General Manager to execute an Architectural/Engineering Agreement.
- 2. Authorize \$153,093 operating funds to be allocated to the project for the above scope of work and fee.

## **EXHIBIT A**

### **SCOPE OF SERVICES Lake Whatcom Water and Sewer District Country Club Sewer Pump Station Improvements**

#### **PROJECT DESCRIPTION:**

The Country Club Sewer Pump Station Improvements include replacement of the Smith & Loveless top-mounted pump station with new submersible pumps, valves, controls, and telemetry. The station is located adjacent to the condominiums along Marigold Drive in Sudden Valley, Whatcom County, Washington.

The determination of pumping capacity, analysis of system hydraulics, development of construction plans and specifications, bidding and permitting services are included in this scope of work.

#### **TASK BREAKDOWN:**

##### **Task 1: Project Management**

1. Conduct regular project team management meetings with District staff. Prepare agendas and draft and final meeting notes for meetings.
2. Prepare monthly invoices and monthly progress reports. Progress reports will include a description of work accomplished, anticipated work in the next month, budget status, an updated schedule and status of the schedule, and any changes to the scope and budget.
3. Provide Quality Assurance/Quality Control measures.
4. Coordinate work by subconsultants for production and quality assurance/quality control of all final documents.
5. Maintain a project documentation file as appropriate to adequately record the work, including assumptions made, regulation interpretations, methodology used, calculations, rationale supporting recommendations, and meeting or conversation records.

##### *Products:*

- Meeting agendas and notes, including revisions as required
- Monthly invoices and monthly progress reports as described above

## **Task 2: Predesign Services and Criteria**

1. Meet with District staff to discuss and establish predesign criteria for the improvements.
2. Review and evaluate existing station documentation including pump run times.
3. Analyze existing system hydraulics, including existing pumping capacity of Ranch House Pump Station, based on Country Club Pump Station discharge into the shared force main.
4. Assist District staff in establishing existing pumping capacities for each pump and with both pumps in operation.
5. Review applicable information contained in Comprehensive Sewer Plan.
6. Establish design flow.
7. Develop Tech Memo summarizing the system hydraulics, pumping capacities, and design flow, as well as the anticipated design configuration of the pump station upgrades. The Tech Memo will include a detailed list of Design Parameters for the upgrades, which will include specific design features, sizes, materials, and manufacturers for the design.
8. Prepare preliminary design drawings (30 percent) indicating the general features to be included in the plans and specifications. It is assumed the 30 percent drawings will include four plan sheets: Site Plan, Pump Station Plan, Pump Station Section, and Electrical Site Plan.

### *Products:*

- Draft and final technical memorandum summarizing station predesign requirements and criteria

### *Assumptions and Limitations:*

- Predesign will be based on Strawberry Point Pump Station design, assuming similar pumps, valve vault configuration, flow meter, and electrical panel design.

## **Task 3: Surveying**

1. Research and identify existing property, right-of-way, and easement boundaries.

2. Find or re-establish horizontal and vertical controls.
3. Perform topographic survey of features and improvements surrounding the Country Club Pump Station including, but not limited to, visible utilities and those located by "One Call" and private utility locating services.
4. Prepare topographic base map using AutoCAD Civil 3D.

*Products:*

- Base maps as described above (AutoCAD format, PDF copy, paper copies as needed to support other tasks)

*Assumptions and Limitations:*

- Rights-of-entry will be obtained by the District
- Surveyor to call for design utility locates (811 – Call Before You Dig#)
- Horizontal datum shall be NAD 83/98
- Vertical datum shall be City of Bellingham Vertical Datum

**Task 4: Permitting**

1. Perform Aquatic Critical Areas and Shoreline Reconnaissance to assess the proposed project area for the presence of wetlands, streams and/or shorelines.
2. Perform Aquatic Critical Areas and Shorelines Delineation if wetlands and/or streams are identified with 100 feet of the project area.
3. Identify all temporary and permanent permits required for the project.
4. Attend pre-application permit meeting with Whatcom County staff.
5. Prepare Permit Plan identifying permits, regulatory authority, application requirements, agency review process, timeframe, triggering actions, permitting agency key contacts, and permit application fees.
6. Prepare site plan identifying locations of critical areas and buffers, location of proposed structures and construction activities including clearing and grading and general topographic information.
7. Prepare permit applications in draft form for District submittal. (Assumes no federal or state permits will be required and assumes no Cultural Resources assessment. This assumes that the SEPA Checklist is required and that a Shoreline Application and Natural Resource Assessment Submittal Checklist is required).

8. Schedule and conduct meetings with permitting agencies as required. Prepare agendas and summary meeting notes. (Assumes Whatcom County permitting only).
9. Assist District with discussions and negotiations with permitting agencies.
10. Provide support to the District during discussions and negotiations with permitting agencies.

*Products:*

- Permit Plan
- Draft and Final SEPA Checklist and Shoreline Application and Natural Resource Assessment Submittal Checklist, if applicable
- Other Draft Permit applications for District submittal
- Draft and Final Aquatic Critical Areas and Shoreline Assessment Report, if applicable
- Agendas, presentation materials, meeting notes, and action item lists for meetings with permitting agencies

*Assumptions and Limitations:*

- District staff will submit applications and pay permit fees
- District staff will prepare some application paperwork (generating the notification mailing list, posting signage, etc).

**Task 5: Plans, Specifications and Probable Cost Opinions**

1. Prepare construction drawings in accordance with District standard specifications and standard plans as appropriate.
2. Prepare project requirements using the new CSI numbering format. Project requirements will include definition of requirements for the construction contractor regarding the following:
  - Sequence of Construction
  - Measurement and Payment
  - Construction Surveys
  - Regulatory Requirements
  - General Safety Requirements
  - Project Data Submittals
  - Operation and Maintenance Manuals
  - Testing and Quality Control
  - Temporary and Construction Facilities
  - Protection of and Connection to Existing Utilities
  - Consideration of Residents and Businesses

- Easement and Construction Limits
  - Construction Cleaning
  - Trespass
  - Protection of Materials and Equipment
  - Product Options and Substitutions
  - Facility Startup and Testing
  - Project Record Documents
4. Prepare technical specifications. Technical specifications will be prepared in accordance with the District, WSDOT, APWA, and AWWA standard specifications with additional requirements where necessary. Technical specifications will include sections necessary to define and control the construction materials and appropriate methods and will be prepared in the new CSI numbering format.
  5. Submit 75 percent design documents to the District for review.
  6. Meet with District staff to review the 75 percent documents.
  7. Incorporate District review comments and prepare 100 percent design. Documents will include general requirements, project requirements, technical specifications, and drawings.
  8. Submit 100 percent design documents to the District for review.
  9. Conduct in-house quality control review of drawings and Project Manual.
  10. Prepare bid and contract documents for inclusion in the Project Manual.
  11. Incorporate District review comments and prepare drawings and Project Manual suitable for advertisement and bidding. Project Manual will include the following:
    - Bidding Documents
    - Contract Documents
    - General Requirements
    - Project Requirements
    - Technical Specifications
    - Prevailing Wage Rates
    - Construction Drawings (half size)
  12. Develop opinion of probable cost for the facilities included in the design documents to be used for bidding.

13. Print 15 sets of the Project Manual and half-size drawings and 1 set of the full-size drawings. Deliver 5 sets of the project manual and half-size drawings and the 1 set of full-size drawings to the District for their use. The remaining project manuals are for distribution to potential bidders.

*Products:*

- 75 percent plans and specifications
- 100 percent plans and specifications
- Project Manuals suitable for advertisement and bidding
- Opinion of Probable Cost
- Project Manual copies, half-size drawings and full-size drawings for distribution

*Assumptions and Limitations:*

- Design configuration will be based on Strawberry Point Pump Station design, assuming similar pumps, valve vault configuration, flow meter, and electrical panel design..
- District's General Conditions will be used.
- One site visit involving the Project Manager and Project Engineer, and an additional site visit involving the Project Engineer only are anticipated.

**Task 6: Assistance with Bidding and Award**

1. Address bidders' questions.
2. Prepare and issue addenda, if required.
3. Attend bid opening.
4. Prepare bid tabulation.
5. Review apparent low bidder's bid documents and prepare recommendation for award.

*Products:*

- Advertisement for newspaper
- Addenda (if required)
- Bid Tabulation
- Recommendation for Award

*Assumptions and Limitations:*



- BHC Consultants will sell the bidding documents, drawings, and the project manual to prospective bidders and will maintain the plan holders list.
- BHC Consultants will distribute addenda, if required.

Lake Whatcom Water & Sewer District  
Country Club Pump Station Improvements  
Anticipated Project Schedule  
August 2016

**NTP:** August 18, 2016  
**Predesign Report Tech Memo to District:** September 2016  
**Pre-App Meeting with Whatcom County:** September 2016  
**75% Design Plans and Specs:** November 2016  
**100% Design Plans and Specs:** January 2017  
**Issue for Bid:** end of January 2017/first of February 2017

Exhibit B - Project Budget  
Lake Whatcom Water & Sewer District  
Country Club Sewer Pump Station Improvements

EXHIBIT B

Task	Description	Principal in Charge - QA/QC		Project Manager/ Sr. Engineer		Project Engineer		Electrical Engineer		Structural Engineer		CAD Drafter		Clerical Support		TOTAL	
		238.00 Ron Dom		161.00 Erika Schuyler		120.00 Kenneth Gray		205.00 Jeff Gibson		214.00 Ken Dahl		97.00 Glenn Castillo		81.00 Sarah Sifferman			
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
1	Project Management																
1.1	District Meetings	4	\$ 952	4	\$ 644	4	\$ 480		\$ -		\$ -		\$ -		\$ -	12	\$ 2,076
1.2	Invoices and Progress Reports		\$ -	4	\$ 644	4	\$ 480		\$ -		\$ -		\$ -	6	\$ 486	14	\$ 1,610
1.3	QA/QC Measures	6	\$ 1,428		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	6	\$ 1,428
1.4	Coordination with Subconsultants		\$ -	4	\$ 844	8	\$ 960		\$ -		\$ -		\$ -		\$ -	12	\$ 1,604
1.5	Project Documentation File		\$ -		\$ -	4	\$ 480		\$ -		\$ -		\$ -		\$ -	4	\$ 480
	Sub-Total	10	\$ 2,380	12	\$ 1,932	20	\$ 2,400	0	\$ -	0	\$ -	0	\$ -	6	\$ 486	48	\$ 7,198
2	Predesign Requirements and Criteria																
2.1	Meet with District Staff		\$ -	4	\$ 644	4	\$ 480		\$ -		\$ -		\$ -		\$ -	8	\$ 1,124
2.2	Review Existing Documentation		\$ -	2	\$ 322	12	\$ 1,440		\$ -		\$ -		\$ -		\$ -	14	\$ 1,762
2.3	Ex. Capacities		\$ -		\$ -	4	\$ 480		\$ -		\$ -		\$ -		\$ -	4	\$ 480
2.4	Review Sewer Comp Plan		\$ -		\$ -	2	\$ 240		\$ -		\$ -		\$ -		\$ -	2	\$ 240
2.5	Evaluate Remaining Buildout		\$ -		\$ -	3	\$ 360		\$ -		\$ -		\$ -		\$ -	3	\$ 360
2.6	Prepare Tech Memo	2	\$ 476	4	\$ 644	16	\$ 1,920		\$ -	4	\$ 388		\$ -	2	\$ 162	28	\$ 3,590
2.7	30% Preliminary Design Drawings		\$ -	10	\$ 1,610	44	\$ 5,280	24	\$ 4,920	16	\$ 3,424	50	\$ 4,850		\$ -	144	\$ 20,084
	Sub-Total	2	\$ 476	20	\$ 3,220	85	\$ 10,200	24	\$ 4,920	16	\$ 3,424	54	\$ 5,238	2	\$ 162	203	\$ 27,840
3	Surveying																
3.1	Research Ex. Property		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -
3.2	Find or Reestablish Vert & Hor Control		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -
3.3	Perform Topographic Survey		\$ -		\$ -	2	\$ 240		\$ -		\$ -	2	\$ 194		\$ -	4	\$ 434
3.4	Prepare Topographic Base Map		\$ -		\$ -	2	\$ 240		\$ -		\$ -		\$ -		\$ -	2	\$ 240
	Sub-Total	0	\$ -	0	\$ -	4	\$ 480	0	\$ -	0	\$ -	2	\$ 194	0	\$ -	6	\$ 674
4	Permitting																
4.1	Perform Aquatic Critical Areas and Shoreline Reconnaissance		\$ -		\$ -	1	\$ 120		\$ -		\$ -		\$ -		\$ -	1	\$ 120
4.2	Perform Aquatic Critical Areas and Shoreline Delineation		\$ -		\$ -	1	\$ 120		\$ -		\$ -		\$ -		\$ -	1	\$ 120
4.3	Identify Permits Required		\$ -	1	\$ 161	1	\$ 120		\$ -		\$ -		\$ -		\$ -	2	\$ 281
4.4	Preapplication meeting with Whatcom County		\$ -	4	\$ 644	4	\$ 480		\$ -		\$ -		\$ -		\$ -	8	\$ 1,124
4.5	Develop Permit Plan		\$ -	1	\$ 161	1	\$ 120		\$ -		\$ -		\$ -		\$ -	2	\$ 281
4.6	Prepare Site Plan Identifying Critical Areas		\$ -	2	\$ 322	4	\$ 480		\$ -		\$ -		\$ -		\$ -	6	\$ 802
4.7	Prepare Applications		\$ -	2	\$ 322	10	\$ 1,200		\$ -		\$ -		\$ -		\$ -	12	\$ 1,522
4.8	Meetings with Permitting Agencies		\$ -		\$ -	8	\$ 960		\$ -		\$ -		\$ -		\$ -	8	\$ 960
4.9	Assist District with Negotiations		\$ -		\$ -	8	\$ 960		\$ -		\$ -		\$ -		\$ -	8	\$ 960
4.10	Support During Negotiations		\$ -		\$ -	2	\$ 240		\$ -		\$ -		\$ -		\$ -	2	\$ 240
	Sub-Total	0	\$ -	10	\$ 1,610	40	\$ 4,800	0	\$ -	0	\$ -	0	\$ -	0	\$ -	50	\$ 6,410
5	Plans, Specifications and Probable Cost Opinions																
5.1	Site Visits		\$ -	4	\$ 644	4	\$ 480		\$ -		\$ -		\$ -		\$ -	8	\$ 1,124
5.2	75% Construction Drawings		\$ -	12	\$ 1,932	68	\$ 8,160	68	\$ 13,940	24	\$ 5,136	100	\$ 9,700		\$ -	272	\$ 38,868
5.3	Project Requirements		\$ -	4	\$ 644	16	\$ 1,920		\$ -		\$ -		\$ -		\$ -	20	\$ 2,564
5.4	Technical Specifications		\$ -	12	\$ 1,932	40	\$ 4,800	8	\$ 1,640	8	\$ 1,712		\$ -	8	\$ 648	76	\$ 10,732
5.5	Submit 75% Design		\$ -		\$ -	1	\$ 120		\$ -		\$ -		\$ -		\$ -	1	\$ 120
5.6	Review of 75% Design w/District		\$ -	4	\$ 644	4	\$ 480		\$ -		\$ -		\$ -		\$ -	8	\$ 1,124
5.7	Prepare 100% Design		\$ -	8	\$ 1,288	30	\$ 3,600	24	\$ 4,920	12	\$ 2,568	40	\$ 3,880	8	\$ 648	122	\$ 16,904
5.8	Submit 100% Design		\$ -	1	\$ 161	2	\$ 240		\$ -		\$ -		\$ -		\$ -	3	\$ 401
5.9	QA/QC Measures	4	\$ 952	2	\$ 322		\$ -		\$ -		\$ -		\$ -		\$ -	6	\$ 1,274
5.10	Prepare Bid Documents		\$ -	2	\$ 322	4	\$ 480		\$ -		\$ -	4	\$ 388	4	\$ 324	14	\$ 1,514
5.11	Prepare Docs for Ad/Bidding		\$ -		\$ -	2	\$ 240		\$ -		\$ -		\$ -	4	\$ 324	6	\$ 564
5.12	Opinion of Probable Cost		\$ -	2	\$ 322	4	\$ 480	4	\$ 820	2	\$ 428	4	\$ 388		\$ -	16	\$ 2,438
5.13	Production of Documents		\$ -	1	\$ 161	2	\$ 240		\$ -		\$ -		\$ -	1	\$ 81	4	\$ 482
	Sub-Total	4	\$ 952	52	\$ 8,372	177	\$ 21,240	104	\$ 21,320	46	\$ 9,844	148	\$ 14,356	25	\$ 2,025	556	\$ 78,109
6	Assistance with Bidding and Award																
6.1	Address Bidders Questions		\$ -	4	\$ 644	4	\$ 480		\$ -		\$ -		\$ -		\$ -	8	\$ 1,124
6.2	Addenda		\$ -	4	\$ 644	8	\$ 960		\$ -		\$ -		\$ -		\$ -	12	\$ 1,604
6.3	Bid Opening		\$ -		\$ -	4	\$ 480		\$ -		\$ -		\$ -		\$ -	8	\$ 1,040
6.4	Bid Tabulation		\$ -	1	\$ 161	4	\$ 480		\$ -		\$ -		\$ -		\$ -	5	\$ 641
6.5	Review and Recommend for Award		\$ -	1	\$ 161	4	\$ 480		\$ -		\$ -		\$ -		\$ -	5	\$ 641
	Sub-Total	0	\$ -	14	\$ 1,610	24	\$ 2,400	0	\$ -	0	\$ -	0	\$ -	0	\$ -	38	\$ 4,010
Total Direct Labor		16	\$ 3,808	108	\$ 16,744	350	\$ 41,520	128	\$ 26,240	62	\$ 13,268	204	\$ 19,788	33	\$ 2,673	901	\$ 124,041
Other Direct Costs																	
Surveying Subconsultant - Larry Steel and Associates (LSA)																	\$ 5,251
Environmental Permitting Subconsultant - GeoEngineers																	\$ 18,433
Printing																	\$ 1,206
Communications (3% of BHC Total Direct Labor)																	\$ 3,721
Travel Costs - 2 trips x 200 miles average																	\$ 440
TOTAL ODC																	\$ 29,051
GRAND TOTAL																	\$ 153,093



## LAKE WHATCOM WATER AND SEWER DISTRICT

### AGENDA BILL

DATE SUBMITTED:	August 2, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	August 18, 2016		
AGENDA ITEM NUMBER:	7.0		
SUBJECT:	Manager's Report		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Manager's Report		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

#### **BACKGROUND / EXPLANATION OF IMPACT**

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

#### **FISCAL IMPACT**

None

#### **RECOMMENDED BOARD ACTION**

None required.

#### **PROPOSED MOTION**

None

## General Manager Comments

August 18, 2016

### Special Board Meeting

6:30 p.m.

#### Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
  - **Policy Group Meeting:** There is no meeting in August. The next scheduled meeting is set for **Monday, September 19, 2016** at 3:00 p.m. in the City of Bellingham's Fireplace Room located in the bottom floor of the Municipal Court Building at 625 Halleck Street. The Fireplace Room is located next to the City's Information Technology Office on the east side of the Court Building.
  - **Management Meeting:** The date for a 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 **Wednesday, August 31, 2016** at 8:00 a.m.
- **Employee Staff Meeting:** The next staff meeting is set for **Tuesday, August 23, 2016 at 8:00 a.m.** in the Board Room. Commissioner Ford is scheduled to attend this meeting as he had to miss the May meeting.
- **Employee Safety Committee Meeting:** The next meeting is set for **August 11, 2016 at 10:00 a.m.** in the small conference room.
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The next Section III meeting will be held in Spokane at the Davenport Hotel at the Washington Association of Sewer & Water District's Association Fall Conference on Friday, September 23 at 7:30 p.m.
- **Whatcom Water District's Caucus Meeting:** The next Caucus meeting is set for **August 17, 2016 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 meetings, such as the Lake Whatcom Policy Group, since the last Board Meeting.