



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

SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

February 23, 2017

9:00 a.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. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. North Shore Water Quality Testing Update
 - B. Monthly Budget Analysis
 - C. Summary of Existing District Projects
 - D. Customer Request - Monjaze
 - E. Revised Rates and Fees – General Engineering Services
 - F. Geneva and Par Lane Sewage Pump Stations – Engineering Services
 - G. Utility Billing Reconciliation Report
 - H. Resolution 833 – Update Purchasing and Public Work Policies
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. Executive Session Per RCW 42.30.110(i)(b) – Potential Litigation – 30 Minutes
9. PUBLIC COMMENT OPPORTUNITY
10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	February 13, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	February 23, 2017		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	North Shore Water Quality Testing Update		
LIST DOCUMENTS PROVIDED ⇒	1.		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Rob Zisette from Herrera Environmental will give a verbal update at the meeting. He will be phoning in to report preliminary findings.

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Listen to Zisette's report and discuss.

PROPOSED MOTION

No proposed motion at this time.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	February 13, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Debi Denton	MANAGER APPROVAL <i>Paul Amundson</i>		
MEETING AGENDA DATE:	February 23, 2017		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	Monthly Budget Analysis through 1/31/2017		
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



OPERATING FUND - 401

REVENUES

MONTHLY BUDGET ANALYSIS

Description	Budget 2017	YTD 1/31/2017	
FEMA Aug 2015 Storm Assistance			
Water Sales Metered (8.75% base rate increase) *	2,279,985	14,280	
Sewer Service Residential (2.5% rate increase) *	3,844,032	180,573	8%
Sewer Service Other	5,000	329,158	9%
Combined Fees	30,000	158	3%
Late fees	50,000	3,597	12%
Investment Interest	1,500	4,323	9%
ULID #18 Interest	15,000	-	0%
ULID #18 Principal	40,000	-	
Sale of scrap metal and surplus	2,500	-	
Miscellaneous	-	27	
Permits Operation portion (10 new connection permits)	30,000	115	0%
TOTAL REVENUES	6,298,017	532,231	8%

* Per Resolution 820 effective 11/9/2015
Scheduled annual rate increase

OPERATING FUND - 401

EXPENDITURES

	Description	Budget	YTD
		2017	1/31/2017
			8%
401-53X-10-10	Admin Payroll (2.4% cola plus step increases - 2017)	639,252	48,588
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	269,830	24,010
401-53X-10-31	Gen Admin Supplies	25,000	939
401-53X-10-31-01	Meetings/Team building	1,500	129
401-53X-10-40	Web pay/Bank Fees (WA Fed, Xpress, Chase)	20,000	-
	Interlocal - Lake Whatcom Management Program	5,000	
	Interlocal - Invasive Species	50,000	
	Interlocal - Lake Whatcom Tributary Monitor	10,000	
401-534-10-41-00	Water Quality Assurance Programs (TOTAL)	65,000	-
	County Auditor Filing Fees (Simplifile)	4,500	
	Data Bar (Statement processing)	21,000	
	Answering Service	1,700	
	Data Pro (Time clock system)	1,500	
	BIAS Financial Software	20,000	
	Web Check services	5,000	
	WA State Auditor	22,000	
	CPA (Internal audit and Financial statements)	6,000	
	Docuware/Web site maintenance and upgrade	5,000	
	Legal Counsel	60,000	
	3D - Computer support	20,000	
	Watchguard	1,000	
	Building security	1,500	
	Building custodial	7,700	
	Pest control	600	
	Landscaping service	5,500	
	South Whatcom Fire (hydrant maintenance)	2,000	
	GE Scada System Software Maintenance - Operations	7,500	
	Wilson Engineering	7,000	
	Camera Van Software	1,500	
	SCADA/PLC Support - Engineering/Operations	5,000	
	Cartograph - 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	
	Innovaze - Engineering	2,500	
	Master Meter	2,000	
	Generator Load Testing	22,000	
	Cyberlock software	1,000	
	Whatcom Co Emergency Management	20,000	
	Misc (Bid notices etc.)	3,000	
401-53X-10-41-01	Professional Services (TOTAL)	270,000	58,095

		Description	Budget	YTD
401-SSX-10-42		MONTHLY BUDGET ANALYSIS	2017	1/31/2017
		Communication	50,000	4,406

	Description	Budget	YTD
	MONTHLY BUDGET ANALYSIS	2017	1/31/2017
401-53X-10-45	Admin Lease	2,000	-
401-53X-10-46	Property Insurance	138,000	-
401-53X-10-49	Admin Misc.	1,000	-
401-53X-10-49-01	Memberships/Dues	15,000	12,425
401-53X-10-49-02	WA State Dept of Revenue Taxes/Permits	208,000	12,976
401-53X-40-43	Training & Travel	35,000	1,320
401-53X-40-43-01	Tuition reimbursement	1,000	-
401-53X-50-31	Maintenance Supplies	180,000	6,722
401-53X-50-48	Operations Repair/Maint	130,000	22,309
401-53X-50-49	Insurance Claims	5,000	-
401-53X-60-41	Operations Contracted	9,000	257
401-534-60-47	Water City of Bellingham	40,000	4,824
401-535-60-47	Sewer City of Bellingham Treatment Fee	615,000	72,779
401-53X-80-10	Operations Payroll (2.4% cola plus step increases - 2017)	951,544	70,955
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	414,930	33,840
401-53X-80-32	Fuel	20,000	2,777
401-53X-80-35	Safety Supplies	10,000	3,146
401-53X-80-35-01	Safety Supplies Boots	2,500	-
401-53X-80-35-02	Emergency Preparedness	10,000	-
401-53X-80-47	General Utilities	208,000	2,615
401-53X-80-49	Laundry	4,000	276
	OPERATING EXPENDITURES	4,340,556	383,388
TRANSFERS			
	Transfers Out to System Reinvestment Fund 420	1,598,000	27,000
	Transfers Out to Sewer Contingency Reserve Fund 425	100,000	-
	Transfers Out to 2009 Bond Debt Service Fund 450	890,172	-
	TOTAL EXPENDITURES	6,928,728	410,388
OPERATING FUND			
	OPERATING REVENUES	6,298,017	532,231
	EXPENDITURES	(6,928,728)	(410,388)
	CASH/INVESTMENTS BALANCE CARRYOVER	1,750,000	1,980,328
	RATE STABILIZATION RESERVES	(800,000)	(800,000)
	CASH/INVESTMENTS BALANCE	319,289	1,302,171

SYSTEM REINVESTMENT FUND - 420

Description	MONTHLY BUDGET ANALYSIS	
	Budget	YTD
	2017	1/31/2017
420-343-40-19-21		
420-343-40-19-22		
420-379-10-30		
420-379-10-40		
420-397-10-00		
DEA Permits		
DEA Permits	-	-
Permits Capital Portion (10 new connection permits)	70,000	-
Latecomer Fees	-	-
Transfers In from Operating Fund 401	1,598,000	27,000
TOTAL REVENUES	1,668,000	27,000
Active Projects to be completed in 2017	777,500	
C 14-07 Lowe Sewer PS VFD	3,450	
C 15-04 Reservoir Site Security	5,000	
C 15-06B Whatcom Falls Manhole Repair	17,350	1,217
C 16-03 Marina-Tomb Stationary Generator	6,785	
C 16-05 Water System Plan Update	100,000	2,519
C 16-06 Replace SCADA Hardware	2,570	
C 16-10 Little Strawberry Water Leak on bridge	10,000	
C 16-11 Country Club Sewer Pump Station	632,245	7,576
New 2017 Capital Projects (see CIP detail - 2017)	890,500	
C 17-01 Tool truck	65,000	
C 17-02 Admin staff vehicle	26,000	
C 17-03 Locator/Meter reading van	28,000	
C 17-04 New Admin Server	15,000	
C 17-05 Geneva Pump Station pre-design and permits	100,000	
Geneva Pump Station design and bidding	100,000	
Lakewood Pump Station pre-design and permits	100,000	
Lakewood Pump Station design and bidding	100,000	
C 17-06 Strawberry Canyon Back up Generator	20,000	
C 17-07 Beaver and Flat Car Level Transmitter Replacement	50,000	
C 17-08 Install Ball Check Valves	10,000	
C 17-09 CMOM	25,000	
C 17-10 Eagleridge Fire Pump Control Upgrade - Scope and estimate	5,000	
C 17-11 Eagleridge Fire Pump Control Upgrade Construction	35,000	
C 17-12 Replace SVWTP Booster Station Roof	30,000	
C 17-13 Mechanical Staff gauge for SVWTP Clearwell	4,000	
C 17-14 Eagleridge Booster station controls	50,000	
C 17-15 SVWTP Floor coating	5,000	
C 17-16 SVWTP pumps and turbidimeter	7,500	1,180
Water System rehab and replacement projects	40,000	
Water meter replacements	110,000	13,918
TOTAL EXPENDITURES	1,668,000	26,410

		Description	Budget	YTD
		MONTHLY BUDGET ANALYSIS	2017	1/31/2017
SYSTEM REINVESTMENT FUND				
	REVENUES			
	EXPENDITURES		1,668,000	27,000
	CASH/INVESTMENTS BALANCE CARRYOVER		(1,668,000)	(26,410)
	CASH/INVESTMENTS BALANCE		-	-
			-	590

Description		Budget	YTD
MONTHLY BUDGET ANALYSIS		2017	1/31/2017
SEWER/STORM WATER CONTINGENCY FUND - 425			
425-361-11-00	Investment Interest		
425-397-10-00	Transfers In from Operating Fund 401	3,750	-
	TOTAL REVENUES	100,000	-
425-635-10-89		-	-
425-694-38-63	Investment Service Charges	103,750	-
		200	14
	C 16-07 North Shore Sampling		
	C 16-12 Cedar Hills Storm Drain Relocate (Wilson Eng)	75,000	5,758
		135,000	-
	TOTAL EXPENDITURES	210,200	5,772
SEWER/STORM WATER CONTINGENCY FUND			
	REVENUES		
	EXPENDITURES	103,750	-
	CASH/INVESTMENTS BALANCE CARRYOVER	(210,200)	(5,772)
	CASH/INVESTMENTS BALANCE (CAPITAL RESERVES SEWER)	887,000	878,723
		780,550	872,951
WATER CONTINGENCY FUND - 426			
426-361-11-00	Investment Interest		
	TOTAL REVENUES	2,500	
426-594-38-64		2,500	-
	TOTAL EXPENDITURES		
		-	-
WATER CONTINGENCY FUND			
	REVENUES		
	EXPENDITURES	2,500	-
	CASH/INVESTMENTS BALANCE CARRYOVER	-	-
	CASH/INVESTMENTS BALANCE (CAPITAL RESERVES WATER)	440,000	440,000
		442,500	440,000
2016 CAPITAL BOND PROJECTS FUND (RESTRICTED) - 431			
	Transfers In from Fund 440		300,000
	TOTAL REVENUES		300,000
		-	300,000
431-694-38-63			
	Strawberry Point Pump Station C14-05	156,923	1,763
	TOTAL EXPENDITURES	156,923	1,763
CAPITAL BOND PROJECTS FUND			
	REVENUES	-	
		-	300,000

MONTHLY BUDGET ANALYSIS

Budget	YTD
2017	1/31/2017
(156,923)	(1,763)
156,923	98,444
-	396,681

	Description	MONTHLY BUDGET ANALYSIS	
		Budget	YTD
		2017	1/31/2017
DWSRF PROJECTS FUND - 440			
440-333-66-46-41			
440-333-66-46-42	Geneva AC Mains		
	Division 22 Reservoir	-	
440-397-10-41		229,950	
	Transfers In from Operating Fund 401		
		-	
	TOTAL REVENUES	229,950	-
440-594-34-62-40	Division 22 Reservoir		
440-594-34-62-41	Geneva AC Mains	1,058,100	14,007
	Transfers Out to Fund 431		
			300,000
	TOTAL EXPENDITURES	1,058,100	314,007
DWSRF PROJECTS FUND			
	REVENUES		
	EXPENDITURES	229,950	-
	CASH/INVESTMENTS BALANCE CARRYOVER	(1,058,100)	(314,007)
	CASH/INVESTMENTS BALANCE	828,150	661,352
		-	347,345
Expenditures offset by draws as projects progress.			

Description		Budget	YTD
MONTHLY BUDGET ANALYSIS		2017	1/31/2017
DEBT SERVICE FUND - 450			
450-397-10-00	Transfers In from Operating Fund 401	890,172	-
	TOTAL REVENUES	890,172	-
450-535-10-41-50	Bond Admin Fee	100	
450-591-34-77-41	Principal Geneva AC Mains	43,023	
450-591-34-77-42	Principal Div 22 Reservoir	119,937	
450-591-34-77-73	Principal Loan 064	47,252	
450-591-35-72-50	Principal Bond 2009	265,000	
450-591-35-72-51	Principal Bond 2016	125,000	
450-592-34-83-41	Interest Geneva AC Mains	14,923	
450-592-34-83-42	Interest Div 22 Reservoir	34,182	
450-592-34-83-73	Interest Loan 064	5,670	
450-592-35-83-50	Interest Bond 2009	30,900	
450-592-35-83-51	Interest Bond 2016	227,175	
	TOTAL EXPENDITURES	913,162	-
DEBT SERVICE FUND			
	REVENUES	890,172	-
	EXPENDITURES	(913,162)	-
	CASH/INVESTMENTS BALANCE CARRYOVER	22,990	22,990
	CASH/INVESTMENTS BALANCE	-	22,990

Description		Budget 2017	YTD 1/31/2017
BONDS RESERVE FUND (RESTRICTED) - 460			
460-361-11-00	Investment Interest	3,850	
	TOTAL REVENUES	3,850	-
460-535-10-89	Investment Service Charges	200	14
	TOTAL EXPENDITURES	200	14
BONDS RESERVE FUND (RESTRICTED)	REVENUES		
	EXPENDITURES	3,850	-
	CASH/INVESTMENTS BALANCE CARRYOVER	773,200	763,229
	CASH/INVESTMENTS BALANCE	776,850	763,215



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	February 13, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>Paul. Sam</i>		
MEETING AGENDA DATE:	February 23, 2017		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. February 2017 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

Staff presentation of Summary of Existing District Projects and priorities.

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Review and discuss

PROPOSED MOTION

Not applicable at this time.

LAKE WHATCOM WATER AND SEWER DISTRICT

Summary of Existing District Projects

Meeting Date	Effective Date	Prepared by		
February 23, 2017	February 16, 2017	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	3807	68	44	2
Remaining Capacity (ERUs)	128	17	10	0
Commitments – Not yet connected				
Permitted ERUs Under Construction	10	0	0	0
Pre-paid Connection Certificates and Expired Permits	11	2	5	0
Water Availabilities (trailing 12 months)	24	0	0	0
Subtotal	45	2	5	0
Available ERUs	83	15	5	0

Completed Capital Projects in 2017

C1506B	Whatcom Falls Manhole Replacement
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State Required Report Status

Reporting	Name of Report & Preparer	Completed						When Due
MONTHLY	Chlorination Report Agate Heights (Kevin)	Jan	Feb	Mar	Apr	May	June	Postmarked by 10 th of month
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		July	Aug	Sept	Oct	Nov	Dec	Postmarked by 10 th of month
		<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 th of month
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ANNUALLY	Department of Revenue (Debi)	Jan	Feb	Mar	Apr	May	June	Due end of following month
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		July	Aug	Sept	Oct	Nov	Dec	Due by March 31st
		<input 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
	OSHA 300 Log (Rich)	Completed January 27, 2016						Due by Feb 1st

State Required Report Status

Reporting	Name of Report & Preparer	Completed	When Due
ANNUALLY	Water Use Efficiency Performance Report (Kevin)	June 30, 2016	Due by July 1st
	Consumer Confidence Reports (Kevin)	May 2016	<ul style="list-style-type: none"> • Geneva- 5/16 • Sudden Valley 5/16 • Eagleridge – 5/16 • Agate Hgts – 5/16
	Hazardous Waste Activity Report (Rich)	February 29, 2016	Due by March 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				
Engineering - Staff				
Field Crew				
Field Crew - Managers				
Office Managers				
Office - Staff				

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 12, 2017	

Summary of Work-Related Injuries & Illnesses				
Year	2017	2016	2015	2014
Total Number of Work Related Injuries Defined as a work related injury or illness that results in: <ul style="list-style-type: none"> Death Medical treatment beyond first aid Loss of consciousness Significant injury or illness diagnosed by a licensed health care professional Days away from work (off work) Restricted work or job transfer 		0	1	1
Total Number of Work Related Injuries Defined as a work related injury or illness that results in: <ul style="list-style-type: none"> Death Medical treatment beyond first aid Loss of consciousness Significant injury or illness diagnosed by a licensed health care professional Days away from work (off work) Restricted work or job transfer 	0			
Total Number of Days of Job Transfer or Restriction (Light duty or other medical restriction)	0	0	0	
Total Number of Days Away From Work	0	0	0	

(At home, in hospital, not at work)				
Near misses	0			

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"> • 4/11/2016 Board approves DEA Application for 5 lots. • 4/14/2016 District Legal Counsel reviewing master developer extension agreement prior to delivering to the developer. • 5/25/2016 Board approved addition of 6th lot to DEA. Staff and Legal Counsel preparing DEA documents. • 7/14/2016 Plans received from developer. • 7/28/2016 DEA executed and recorded at Auditor's office • 7/28/2016 Plans transmitted to Wilson for review and comment. • 8/1/2016 Wilson completed fire flow analysis – no issues. About 3030 GPM fire flow available after improvements. • 8/16/2016 District received revised plans from developer. • 8/17/2016 Wilson reviews plans and requests copy of proposed easements for review. • 8/22/2016 District returns plan review comments and easement comments to developer. • 9/7/2016 Draft easements are good to record. Returned originals to developer for recording. 			

Lake Whatcom Water & Sewer District Capital Improvement Projects Staff Report

C1306 LLR Sewer Air-Vac Valve Replacement

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

01 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. District applied for and received an additional loan amount of \$300,000. New total loan amount now \$1,297,850.

04 Predesign and Permitting

- 10/2/2013 DWSRF loan contract will be executed by State on 10/8/2013. Staff will work with Grey and Osborne to prepare scope of work and fee. Scope/fee will be presented to Board tentatively at 11/13/2013 meeting for review/approval.
- 11/6/2013 Loan contract is executed. Execution date was 10/9/2013.
- 1/29/2014 Board approved scope of work and fee for Predesign work.
- 2/4/2014 Staff and G&O compiling AE agreement and exhibits for execution.
- 3/6/2014 Signed AE agreements received from consultant. District attorney doing final review. Agreements will then be executed by Patrick.
- 4/1/2014 G&O and staff had project kick-off meeting. G&O compiling list of information/data to begin predesign work. Topo survey will begin in a couple weeks.
- 5/7/2014 Consultant has performed topographic/boundary survey. Staff compiling water system data needed for consultants predesign work.
- 8/5/2014 G&O working on reservoir sizing after receiving water system data/info from staff. DOH cultural review in progress.
- 8/23/2014 Published Notice to the Public of Intent to Request Release of Funds in Bellingham Herald. This is required as part of the cultural review process. Have to wait 30 days before beginning test pits or geotechnical borings.
- 9/23/2014 Predesign progress meeting with G&O and District staff. Staff reviewed first 3 chapters of predesign report. G&O will update few minor items and continue final predesign tasks. Set goal to present predesign report to at 1st Board meeting in November.
- 3/3/2015 Staff provided G&O remaining data and info in February to complete the predesign report. G&O is scheduled to make a presentation to the Board at the 3/25/2015 meeting.
- 3/25/2015 G&O presented predesign report to board. There was overall consensus with the plan. Staff and G&O will proceed with permitting and coordination with SCVA.
- 4/30/2015 District submitted pre-application meeting packet to Whatcom County. Pre-App meeting scheduled for 11am on 5/21/2015.
- 5/21/2015 Pre-Application Meeting at Whatcom County - 11am. District and G&O attended. Reviewed permitting requirements with County staff.
- 6/1/2015 Received County's Pre-Application Meeting Findings. Staff and G&O working on Conditional Use Permit application. Staff will coordinate with County for onsite critical areas review (look for wetlands).
- 7/1/2015 Received comments from DOH on project report. G&O and staff will respond to comments. G&O and staff are working on the conditional use permit application.
- 7/29/2015 Conditional Use Permit and Variance Permit applications submitted to Whatcom County.
- 8/4/2015 Staff working with G&O on scope of work for next project phase - detailed design, plans, specs,

estimates, and bidding.

- 9/2/2015 Whatcom County is processing Condition Use and Variance Permit application.
- 9/2/2015 G&O working to address DOH project report comments.
- 10/8/2015 County still processing CUP and Variance permits. G&O is working with State DOH to address minor comments on pre-design report.
- 12/9/2015 Hearing for CUP and Variance at 130pm in County Council Chambers.
- 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.

07 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

10 Construction

- 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.
- 9/8/2016 Contractor has excavated down to footing subgrade. Geotechnical engineer reviewed site conditions. Contractor working on ring-wall footings.
- 10/17/2016 Concrete ring wall and asphalt floor pad complete. Contractor beginning to layout steel floor panels.
- 11/21/2016 Contractor is close to finishing steel work and welding.
- 12/21/2016 Tank structure fabrication and welding is done. Next task is interior coatings.
- 1/18/2017 Coordination meeting held with contractor, coatings subcontractor, Gray & Osborne, District's coatings inspector, and staff. Contractor is starting to prep for coating interior of tank.
- 2/15/2017 Contractor is about 60-percent complete with interior tank coatings.

C1407 Lowe Sewer PS VFD

Replace rotophase with VFD.

01 Administration

- 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.

01 Administration

- 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.
- 12/21/2016 Staff ordered equipment. Should arrive soon. Equipment will be installed at SVWTP. Motion detection from camera system will be integrated into SCADA system for alarm monitoring by District crews.
- 1/19/2017 Equipment has been received. District staff will begin installation soon.

C1603 Marina-Tomb Stationary Generator

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

01 Administration

- 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.
- 10/10/2016 Generator delivered to site.
- 10/18/2016 Staff obtained permit from County for concrete slab. Crews installed transfer switch on electrical rack. Crews preparing to start on excavation and concrete forms.
- 11/21/2016 Underground electrical work done, auto-transfer switch installed, concrete slab has been poured and is curing. District crews plan to set generator on slab week of November 28.
- 12/21/2016 Generator has been installed on slab. Site work has been stabilized for winter. District crews working on completing electrical wiring and startup of generator.
- 2/15/2017 Generator and automatic transfer switch wiring is done. Crew working on generator alarm panel programming and integration with SCADA telemetry. Generator start-up should occur in the next couple weeks.

C1605 Water System Plan Update

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

01 Administration

- 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.
- 9/8/2016 Wilson developed scope of work after coordination with District staff and DOH. Scope/fee will be present at next board meeting for approval.

9/20/2016 Task Order with Wilson Engineering executed. Wilson will start work soon.

2/15/2017 Wilson collecting and analyzing data for the plan update.

C1606 Replace SCADA Workstation Hardware

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

01 Administration

- 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.
- 2/15/2017 Staff in process of integrating IFIX WEBSpace software on 2nd replacement computer.

C1607 Northshore Water Quality Sampling

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

01 Administration

- 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.
- 9/8/2016 Staff received preliminary draft plan from consultant and will share with board
- 10/3/2016 Workshop with County and City to review draft sampling plan.
- 10/19/2016 Consultant working on sampling plan revisions based on workshop comments with City and County.
- 11/21/2016 Consultant will start sampling during next good rain event.
- 1/19/2017 Consultant performs first sampling event.

2/9/2017 Tentative 2nd sampling event.

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.

01 Administration

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.

01 Administration

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

9/8/2016 AE agreement finalized and being routed for execution. Scope/fee was approved by board on 8/31/2016. Work to begin as soon as agreement is executed.

11/2/2016 District attended Center Condo Owner's Association board meeting to present and coordinate the project. Association gave District needed letter of authorization to pursue Whatcom County permits for construction - of either option (pump station or direction drill).

12/21/2016 AE Agreement Amendment being routed for execution that includes scope for geotech test borings to determine directional drilling feasibility. BHC and GeoEngineers are scheduling work and preparing permit applications.

02 Predesign

10/11/2016 Held predesign meeting with BHC and District staff. BHC beginning preliminary design.

11/21/2016 Staff and BHC working on scope amendment to investigate horizontal direction drilling as the primary option. This option has the potential to eliminate the need for the pump station.

03 Permitting

10/20/2016 Pre-Application meeting with Whatcom County to review anticipated permitting requirements.

11/7/2016 District and GeoEngineers met with Whatcom County Critical Areas Biologist to review potential critical areas.

12/22/2016 GeoEngineers submitted shoreline exemption permit application for test borings to Whatcom County.

C1612 Cedar Hills Water Main Relocate

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

01 Administration

Wednesday, February 15, 2017

- 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.

10 Construction

- 8/9/2016 Water utility relocated are done. County contractor is now working on the storm water filter systems.
- 9/8/2016 Contractor still working on stormwater facilities.
- 11/21/2016 County's construction appears complete. District waiting for invoice from County.

C1613 Northshore Water System Consolidation

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

01 Administration

- 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.
- 9/8/2016 Task order scope/fee approved by board on 8/31/2016. Once task order has been executed, Wilson will begin work.
- 10/19/2016 Wilson working on study.
- 12/15/2016 Staff met with Willson to review conceptual designs, options, and costs. Staff gave Wilson feedback for them to continue with the feasibility study.
- 1/11/2017 Preliminary information was shared with the Board. Wilson will include a minimized alternate and various options for funding in the next draft of the feasibility study.

C1701 New Tool Truck

Procure new tool truck from Washington State bid.

01 Administration

- 2/7/2017 Staff ordered new truck off state bid.

C1702 Office Staff Vehicle

Procure office staff vehicle from Washington State bid.

01 Administration

C1703 Utility System Support Specialist Vehicle

Procure vehicle from Washington State bid.

01 Administration

C1704 Business Server Hardware Replacement

Replace business server hardware.

01 Administration

1/18/2017 Staff met with IT consultant to review goals for 2017 and coordination of replacing server hardware. IT consultant is gathering basic system information to develop recommendations on new hardware storage space, processor power, memory, etc.

C1705 Geneva and Par Sewer Pump Station Improvements

Sewer pump station improvements for Geneva and Par stations.

01 Administration

1/19/2017 Staff developing Request for Proposal.

1/28/2017 Request for Proposals published in Bellingham Herald.

2/17/2017 Proposals are due.

2/21/2017 Selection committee meets to review proposals.

C1706 Strawberry Canyon Stationary Generator

Install stationary generator and automatic transfer switch.

03 Permitting

2/13/2017 Staff scheduled pre-application meeting for 2/14/2017 with Whatcom County for generator concrete slab permit.

2/14/2017 Staff held pre-application meeting with County.

2/15/2017 Staff submitted application for permit from Whatcom County for generator slab.

C1707 Level Transmitter Replacement and Beaver and Flat Car Pump Stations

Replace level transmitters. They are starting to lose sensitivity and will fail soon.

03 Permitting

C1708 Ball Check Valves at Airport and Beaver Sewer Pump Stations.

Install 2 ball check valves at Airport and 1 ball check valve at Beaver.

1/18/2017 District crew verified measurements of existing swing check valves. Proposed ball check valves will fit. Staff will order new ball check valves.

C1709 2017 Sewer Capacity Management Operation Maintenance

Includes: I&I Repairs, force main pigging, & raising manholes

01 Administration

1/19/2017 Staff preparing and prioritizing list of sewer system repairs.

C1710 Eagleridge Fire Pump Controls

Develop scope of work and cost estimate to update fire pump controls to meet current electrical codes.

01 Administration

C1711 SVWTP Booster Station Roof Replacement

Replace 25-year old cedar shingles with metal roofing on booster pump building.

01 Administration

C1712 SVWTP Chlorine Contact Tank Exterior Level Gauge

Install staff gauge on exterior of tank for visual confirmation of water level depth.

01 Administration

C1713 Eagleridge Booster Pump Station PLC Re-Programming

Re-program PLC at Eagleridge Booster Station. Current program is proprietary and cannot be modified to better utilize sensors and controls at station.

01 Administration

C1714 SVWTP Floor Coating

Install slip-resistant coating on water treatment plant floor. Prioritize walkway and entryways with available budget.

01 Administration

1/18/2017 Staff met with Tnemec Coatings rep at plant to get recommendations for floor coating application. Should get written recommendations from rep soon.

2/15/2017 Staff meeting with specialty contractor at SVWTP to get recommendations and cost estimate.

C1715 SVWTP Chemical Feed Pumps and Benchtop Turbidimeter

Procure chemical feed pumps and benchtop turbidimeter.

01 Administration

C1716A Dead End Blowoffs

Installing new blowoffs on dead end mains

01 Administration

1/19/2017 Staff researching each site to determine detailed scope of work for each location.

C1716B Geneva Booster Station - PRV's and Backflow Assembly

*Replace pumps at Geneva Booster Station at Scenic Ave with pressure reducing valves following hydraulic modeling verification.
Replace old backflow assembly at City Intertie.*

01 Administration

Number of Projects 29

Wednesday, February 15, 2017



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	February 13, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	February 23, 2017		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Customer Request- Monjazeab		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Email from Monjazeab dated 2/8/2017		
	2. Copy of December/January Bill		
	3. Data Collection System Report		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The owner of 14 Wisteria Lane has submitted a request for an adjustment to his February 1, 2017 bill for water consumption. The attached email explains the customer's request from his perspective. He does not live in his Sudden Valley residence year around. Also attached is the consumption report from the District's Master Link Data Collection System showing the daily consumption due to a running toilet from 12/1/16 to 1/13/17. For this period of time his property used about 8000 cf of water with a consumption value of \$764.47. Prior to this he typically used about 50 cf per billing period. He has since fixed his running toilet. The property owner is asking for relief from the December/January bill.

Under State law water – sewer districts must establish rates and charges “as deemed necessary by the commissioners, so that uniform charges will be made for the same class of customer or service and facility” (RCW 57.08.081 (1)). Essentially if the District does not collect for usage, this constitutes unlawful rate preference/discrimination. The District also has a bond issue which states in Resolution No. 827, Section 9 (e), No Free Service, that the District will not furnish water or sanitary sewage disposal service to any customer whatsoever free of charge.

FISCAL IMPACT

See discussion and recommendation below.

RECOMMENDED BOARD ACTION

In order to assist in this situation staff recommends the following:

- That the Board authorizes the District to adjust the usage charge to the overage rate of .0885/cf over 600 for all overage. By doing this the previously billed conservation rate of .1106/cf over 2500 would not apply. This would reduce the bill by \$65.52 from \$764.47 to \$698.95.
- Per Administrative Code Policy No. 7.03, Installment Payment of Large Bills, the remaining balance can then be paid in payments over a period of time without late fees, if the customer adheres to a pre-arranged payment schedule. This is an option we have made available to other customers in similar situations, and is consistent with prior practice.

PROPOSED MOTION

Direct staff to re-calculate all of the December/January water overage for account number 16003004 at the lower water consumption rate resulting in a reduction of \$65.52 in the December/January bill. Likewise, offer the customer the ability to make payments over a period of time.

Debi Denton

From: Riaz Monjazez <riazmonjazez@gmail.com>
Sent: Wednesday, February 08, 2017 12:40 AM
To: Laura Weide; Curtis Casey
Cc: Debi Denton
Subject: 14 Wisteria Lane water leak 12/19/16-1/13/17

Hello Laura and Curtis, I'm writing this letter to request assistance on a situation that needs your help. I have a house in Sudden Valley that I stay in only a couple of days a month. In the month of December and January the toilet had been leaking from its flapper; from 12/19-1/13 over 8000 cubic ft. had been drained. The problem is resolved and it's not going to happen again. For almost the last three years that I have owned this property the usage has been less than 50 CF per month. If I may ask to distribute the excess leak volume, which is about 8000 CF over the number of months that I paid and not use, then this can help with this situation, or any other ways to resolve this. My statement charge for this is \$764.67 and it's due on Feb. 1st. I talked with Debi Denton about this and she suggested I write to you and request assistance. Your help on this matter is appreciated. Regards, Riaz Monjazez, 14 Wisteria LN

Sent from my iPad

Total Control Panel

[Login](#)

To: debi.denton@lwwsd.org
From: riazmonjazez@gmail.com

Message Score: 30
My Spam Blocking Level: Medium

High (60): Pass
Medium (75): Pass
Low (90): Pass

[Block](#) this sender / [Block](#) this sender enterprise-wide
[Block](#) gmail.com / [Block](#) gmail.com enterprise-wide

This message was delivered because the content filter score did not exceed your filter level.

030



MasterLink Data Collection System

2/1/2017 2:35 pm

Data Log Report

Page 1 of 4

From: 11/18/2016 (23:08) To: 1/18/2017 (23:08)

Data Log Event: 49872

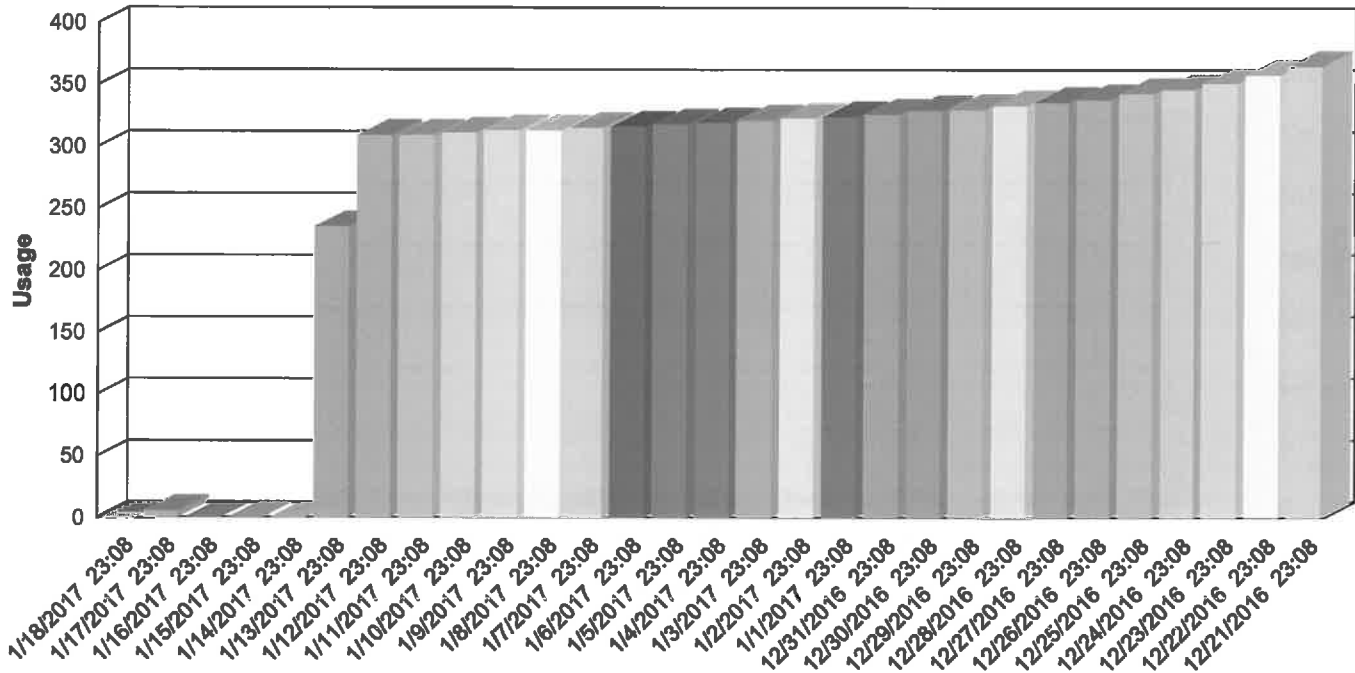
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Address: 14 WISTERIA LN

Customer: MONJAZEB, RIAZ

MeterSN: 4636526 Electronic ID: 12278714

Peak Consumption: 375 Occurred 12/20/2016 (23:08)



Date & Time

Reading

Usage

1/18/2017 11:08 PM
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MasterLink Data Collection System

2/1/2017 2:35 pm

Data Log Report

Page 2 of 4

From: 11/18/2016 (23:08) To: 1/18/2017 (23:08)

Data Log Event: 49872

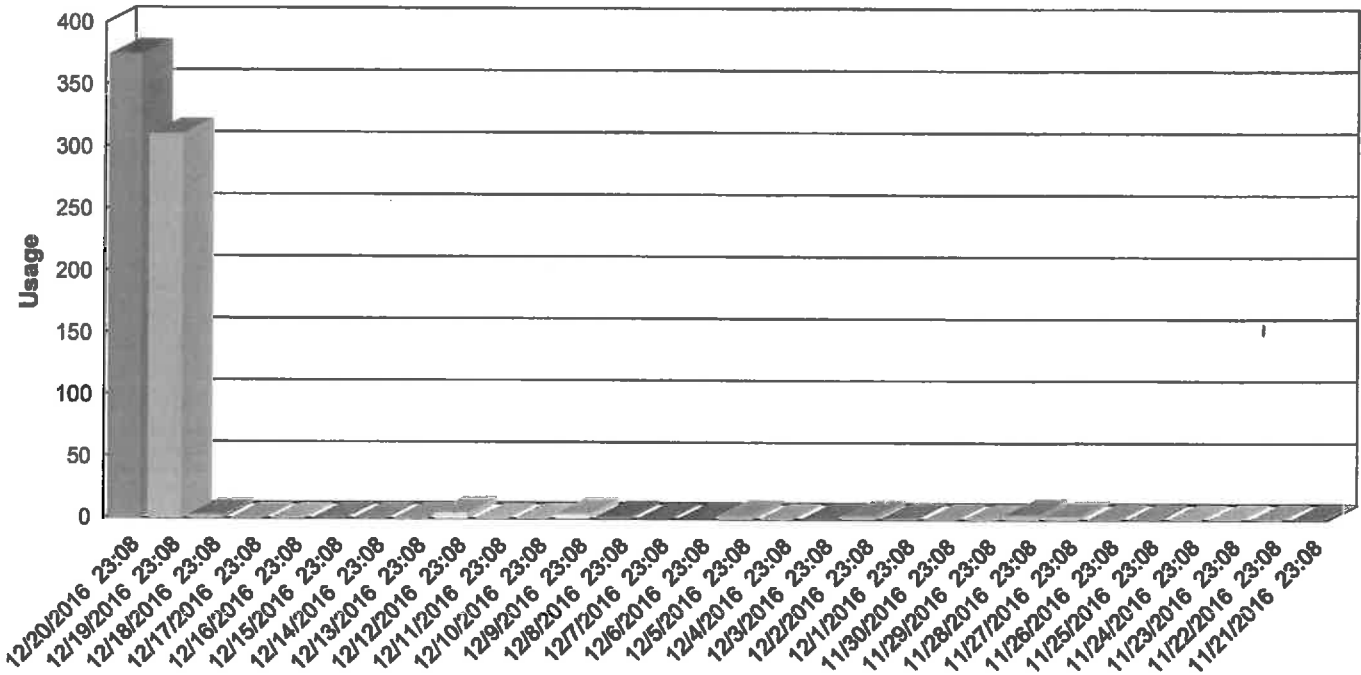
PrintDateTime

Address: 14 WISTERIA LN

Customer: MONJAZEB, RIAZ

MeterSN: 4636526 Electronic ID: 12278714

Peak Consumption: 375 Occurred 12/20/2016 (23:08)



Date & Time	Reading	Usage
12/20/2016 11:08 PM	714	375
12/19/2016 11:08 PM	339	311
12/18/2016 11:08 PM	28	3
12/17/2016 11:08 PM	25	0
12/16/2016 11:08 PM	25	0
12/15/2016 11:08 PM	25	0
12/14/2016 11:08 PM	25	0
12/13/2016 11:08 PM	25	0
12/12/2016 11:08 PM	25	5
12/11/2016 11:08 PM	20	0
12/10/2016 11:08 PM	20	0
12/9/2016 11:08 PM	20	4
12/8/2016 11:08 PM	16	2
12/7/2016 11:08 PM	14	0
12/6/2016 11:08 PM	14	0
12/5/2016 11:08 PM	14	3
12/4/2016 11:08 PM	11	0
12/3/2016 11:08 PM	11	0
12/2/2016 11:08 PM	11	3
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11/30/2016 11:08 PM	7	0
11/29/2016 11:08 PM	7	0
11/28/2016 11:08 PM	7	4
11/27/2016 11:08 PM	3	3
11/26/2016 11:08 PM	0	0
11/25/2016 11:08 PM	0	0
11/24/2016 11:08 PM	0	0
11/23/2016 11:08 PM	0	0
11/22/2016 11:08 PM	0	0
11/21/2016 11:08 PM	0	0

Account Information

Statement Date: 02/01/2017 Due: 03/20/2017
 Billing Period: Dec.'16 & Jan.'17
 Account Number: 160030047
 Service Address: 14 WISTERIA LN



RIAZ MONJAZEB
 14019 240TH ST NE
 ARLINGTON, WA 98223

Due Date: 03/20/2017

Please Remit: 1,203.63

Check #: _____

Amount Paid: _____

Please remit payment to:

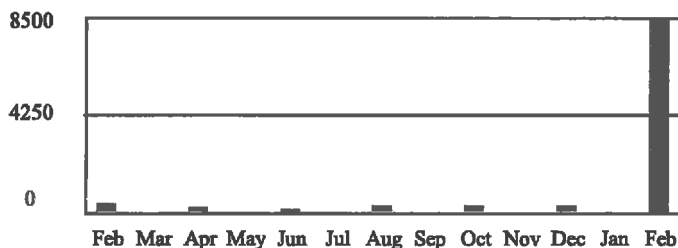
LWWSO
 1220 Lakeway Drive
 Bellingham, WA 98229

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

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

Account Name

RIAZ MONJAZEB
 14019 240TH ST NE
 ARLINGTON, WA 98223

Your Monthly Consumption**Message****Account Information**

Statement Date: 02/01/2017 Due: 03/20/2017
 Account Number: 160030047
 Service Address: 14 WISTERIA LN
 Service Number: 160030047
 Billing Period: Dec.'16 & Jan.'17
 Water Units: 1.00 3/4" Meter
 Sewer Units: 1.00 Sewer Base Charge
 Misc Units:
 Water 2 Units: Written From Filter Search

Meter Information

Previous	Current	Factor	Date	Consumption
W 0	8500	1.0000	01/18/2017	8500

Account Activity

Water Base Charge	57.29
Water Consumption	764.67
Sewer Base Charge	151.74
Late Charge	20.90

33

Account Balance

Previous Balance:	209.03
Adjustments:	0.00
Payments:	0.00
Current Charges:	994.60
Balance:	1,203.63

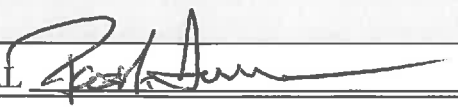
Account
 160030047

30:	0.00	60:	209.03	90+:	0.00
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LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	February 14, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	February 23, 2017		
AGENDA ITEM NUMBER:	5.E.		
SUBJECT:	Revised Rates and Fees – General Engineering Services		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Wilson Engineering's Proposed Rates and Fees for 2017		
	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

Wilson Engineering in accordance with Section 7.4 of the on-call Engineering Services Contract has submitted the attached rates for 2017. These rate increases are variable depending on the services requested. The proposed rates are attached along with a copy of the 2016 rates. These numbers simply reflect inflation and the marketplace for engineering staff and services at this time.

FISCAL IMPACT

This is hard to know at this time since most of our work is requested on an on-call basis.

RECOMMENDED BOARD ACTION

To review Wilson Engineering's 2017 proposed rates and fees to perform General Engineering Services for the District. These rates are very reasonable in the market today. Wilson provides value and knowledge to the District and through its service. Staff is pleased with their work.

PROPOSED MOTION

To approve Wilson Engineering's proposed rates and fees for 2017 as presented.



January 26, 2017

Patrick Sorensen, General Manager
Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

Re: On-Call Engineering Services Contract
Rate Increase Request for 2017

Dear Patrick:

Wilson Engineering, LLC respectfully submits the following rate increase request in accordance with Section 7.4 of the On-Call Engineering Services Contract. The proposed rates for 2017 are presented in the attached 2017 Rate Schedule.

We are also providing a revised list of Key Personnel per Section 2.2 D. There have been a few changes since we last provided the District with a list of our personnel. Brian Smith is now a licensed Professional Engineer and several staff have been promoted to the next level.

These new rates represent our ongoing efforts to retain and reward our experienced staff and are comparable to the rates of local firms our size. The market for good civil engineers has tightened over the past one to two years, making it essential for us to increase staff salaries in order to maintain our highly experienced work force and provide you with the level of service you expect.

We very much enjoy working with the District Board and staff and value our long-term relationship. We look forward to continuing to serve the District with its future engineering needs.

If you have any questions or require any additional information, please don't hesitate to call.

Very Truly Yours,

WILSON ENGINEERING, LLC

A handwritten signature in black ink, appearing to read "Andrew Law".

Andrew Law, PE
Managing Principal

A handwritten signature in black ink, appearing to read "Melanie Mankamy".

Melanie Mankamy, PE
Senior Project Manager

Encl. 2017 rates
2017 Staff List

cc: Bill Hunter, PE, Assistant General Manager / District Engineer

035

KEY PERSONNEL LIST
Lake Whatcom Water and Sewer District
General Engineering Services

Key Personnel List

CIVIL ENGINEERING

Andrew Law, P.E.	Managing Member, Principal Engineer
Elizabeth Sterling, P.E.	Senior Project Engineer
Melanie Mankamy, P.E.	Senior Project Engineer
Jeff Christener, P.E.	Senior Project Engineer
Michael Matthes, P.E.	Senior Project Engineer
Danielle Johnston, P.E.	Senior Project Engineer
Curtis Schoenfelder, P.E.	Project Engineer
Rhett Winter, P.E.	Project Engineer
Scott Wilson, P.E.	Project Engineer
Jenifer Ramsey, P.E.	Project Engineer
Brian Smith, P.E.	Project Engineer
Ryan Griggs, E.I.T.	Engineer II
Ria Nickerson	Inspector/ Senior CAD Design Tech /Survey Tech
Jeffery G. Smith	Inspector/ Senior CAD Design Tech
Cheri Pendarvis	CAD Design Technician
Jessica Amos	Inspector / CAD Design Technician /Survey Tech
Joseph Ford	Senior CAD Design Technician /Inspector
Anthony Cavender	Permit Technician

STRUCTURAL ENGINEERING

Charles Waugh, P.E., S.E,	Senior Project Engineer
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LAND AND HYDROGRAPHIC SURVEY

J. Thomas Brewster, PLS, CFM	Manager, Survey Department, Professional Land Surveyor
Paul Darrow, PLS	Crew Chief / Professional Land Surveyor
Bruce Raper	Senior Survey Technician
Alan Mooers, LSIT	Senior Survey Technician
Colette McNabb	Senior Survey Technician
Alger Beal	Senior Survey Technician
Colin Hopps	Survey Technician / Inspector

Administrative Staff

Diana McLean / Cathy Donnelly	Bookkeepers
Janice Clayton	Clerical

WILSON ENGINEERING LLC BILLING RATES

Billing rates for work performed January 1 - December 31, 2017:

Principal Engineer	\$165	+58
Senior Project Engineer	\$150	+78
Project Engineer	\$135	+78
Engineer II	\$120	+58
Engineer I (EIT)	\$110	+58
Environmental Specialist	\$85	+48
Senior CAD Design Technician	\$95	+78
CAD Design Technician	\$80	+48
Inspector	\$85	+48
Clerical	\$70	-38
Senior Professional Land Surveyor	\$150	+128
Hydrographer	\$160	+168
Professional Land Surveyor	\$140	+118
Senior Survey Technician	\$110	+78
Survey Technician	\$85	+78
1 Person Survey Crew	\$130	+58
2 Person Survey Crew	\$190	+68
3 Person Survey Crew	\$240	+88
3-D Scanning Survey Crew	\$240	+88
Hydrographic Survey Crew	\$280	+128

Sub-consultants – reimbursed at cost plus 5%

Reimbursable direct expenses – reimbursed at cost plus 5% - include (but are not limited to) the following:

Project application fees and project permit fees

Publication of notices

Reproduction of drawings and construction documents

Postage and shipping

Direct expenses for travel, meals and lodging outside of Whatcom and Skagit Counties

Mileage at project-current IRS mileage rate

*Specialized Equipment Rental, at rental rate

Billing rates for work performed January 1-December 31, 2016:

Principal Engineer	\$157 per hour
Senior Project Engineer	\$138 per hour
Project Engineer	\$125 per hour
Engineer II	\$114 per hour
Engineer I (EIT)	\$104 per hour
GIS Analyst	\$98 per hour
Environmental Specialist	\$82 per hour
Senior CAD Design Technician	\$88 per hour
CAD Design Technician	\$77 per hour
Inspector	\$82 per hour
Clerical	\$72 per hour
Senior Professional Land Surveyor	\$132 per hour
Hydrographer	\$135 per hour
Professional Land Surveyor	\$124 per hour
Senior Survey Technician	\$102 per hour
Survey Technician	\$79 per hour
GIS Mapping Technician	\$112 per hour
1-Person Survey Crew	\$124 per hour
2-Person Survey Crew	\$178 per hour
3-Person Survey Crew	\$220 per hour
3-D Scanning Survey Crew	\$220 per hour
Hydrographic Survey Crew	\$245 per hour*

Sub-consultants – reimbursed at cost plus 5%

Reimbursable direct expenses include (but are not limited to) the following (outside expenses are reimbursed at cost plus 5%):

Project application fees and project permit fees

Publication of notices

Reproduction for Deliverables (drawings, reports, etc.)

<u>In-house Plotter/Copy Fees</u>	<u>Cost per SF</u>
Premium Color / photo	\$3.50
Standard color on bond	\$1.00
Mylar - B&W (INK)	\$1.00
B&W Plot on bond (ink)	\$0.50
B&W copy on bond (toner)	\$0.15
8x11 (per sheet)	\$0.015 B&W; \$0.08 Color
11x17 (per sheet)	\$0.02 B&W; \$0.10 Color

Postage and shipping

Direct expenses for travel, meals and lodging outside of Whatcom and Skagit Counties

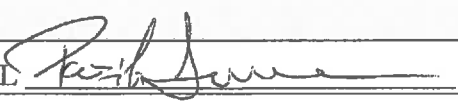
Mileage at project-current IRS mileage rate

*Specialized Equipment Rental, at rental rate



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	February 14, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL 		
MEETING AGENDA DATE:	February 23, 2017		
AGENDA ITEM NUMBER:	5.F.		
SUBJECT:	Geneva and Par Lane Sewage Pump Stations-Engineering Services		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District published a Request for Proposals for professional engineering services in the Bellingham Herald on January 28, 2017. Proposals are due February 17, 2017. The District's consultant selection committee will meet February 21, 2017 to review, discuss, and select the most qualified consultant.

The committee intends to make a recommendation at the board meeting.

FISCAL IMPACT

None at this time.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

The District selects _____ as the most qualified professional engineering consultant for the Geneva and Par Sewer Pump Station Improvements project and authorizes District staff to begin scope of work and fee negotiations for professional services.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	February 13, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	February 23, 2017		
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

February 23, 2017

Special Board Meeting

9:00 a.m.

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is scheduled for May 15, 2017 at 3:00 p.m. downstairs at the Municipal Court Building in the conference room (same location as last year).
 - **Management Meeting:** There is not a meeting scheduled at this time.
- **Next Regular Board Meeting:** The next regular meeting will be held on **Wednesday, March 8, 2017** at 6:30 p.m.
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, March 9, 2017 at 8:00 a.m.** in the Board Room. Commissioner Ford is scheduled to attend this meeting.
- **Employee Safety Committee Meeting:** The next meeting is set for **March 9, 2017 at 9:00 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 at Bob's Burger & Brew in Tulalip off I-5 at **6:15 p.m. on March 14, 2017.**
- **Whatcom Water District's Caucus Meeting:** The next Caucus meeting is set for **March 15, 2017** 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.
- **Dates for Spring & Fall 2017 WASWD Conferences:** Reminder, the Spring Conference will be in Yakima April 13 - 14. The Fall Conference will be September 27 - 29 in Wenatchee. The conferences end on Fridays at noon.
- **Annual Councils/Commission Lake Whatcom Meeting:** Reminder. The annual meeting with the City Council and County Council is scheduled to be held on Wednesday, March 29 at 6:30 p.m. in the Bellingham City Council Chambers. All available Council and Board members try to attend this meeting.
- **March Changed Meeting Date:** Reminder. The second meeting in March was changed to Tuesday, the 28th at 8:00 a.m.

- **Water & Sewer Association/State Legislative Update:** FYI. Attached is a copy of the latest Sewer and Water Association's Legislative Update for February8. These are the bills most closely monitored by WASWD this week.



INTRODUCTION: WASWD has been busy commenting and talking to legislators on several bills of concern pending in the legislature.

House Bills 1805, 1842, and 1925 all attempt to address lead issues in water systems. As written, HB 1805 could easily be read to require the removal of all pre-2014 brass fittings on water services. HB 1842 and HB 1925 both apply a new lower lead standard of one part per billion. Several member water districts have reached out to the sponsors of these bills detailing the enormous costs of compliance. These bills are no doubt in response to the Flint Michigan issue. However, these bills as drafted will add significant new costs to local agencies without a commensurate benefit to public health. WASWD was provided an opportunity to provide input on the fiscal note for HB 1805. Jeff Johnson, manager of the Spanaway Water Company provided me with the following input. "The total Group A water connections in the state per the DOH website is 2,464,193 water connections (services). If each of these costs \$2,500 to simply meet the lead standard for fittings alone in HB 1805, the statewide cost would easily exceed six billion dollars".

Another bill of concern is HB 1574. If enacted, it would invalidate all claim provisions in a construction contract (including but not limited to all public works contracts) that limit a contractor's ability to make late claims without providing prior notice. The effect of this bill will be significant in that a contractor could assert claims well after a contract has been completed if they believe some condition or order of the public agency increased their costs. It essentially turns every contract into a cost-plus arrangement. Several WASWD members have reached out to the bill sponsors to voice concerns. Most disappointing is the contractor community never reached out to WASWD, Association of Cities or Association of Counties to express concerns with how claims are handled and how they were going to propose a legislative fix. We have requested the bill not move forward and that a stakeholders group meet. The bill as written would also apply to the private development community. I am not certain they are even aware of this bill.

The status of bills WASWD is closely monitoring is discussed below. In addition to this report, we're providing one other report showing all live bills we are watching on behalf of members. ¹

LEGISLATIVE PRIORITIES UPDATE:

WASWD Omnibus Bill: HB 1187 and SB 5119: The House and Senate Local Government Committees have both passed out our Omnibus Bill. They are now in both chambers respective rules committees.

Public Works Trust Fund: The Governor's budget has proposed transferring \$250 million out of the PWTF into the state general fund. There are a number of legislators, and other groups

¹ This report is based upon the best available knowledge as of the time of distribution. WASWD will attempt to keep members apprised of details and changes as soon as possible. Bills may be followed by clicking on the blue links below or on the links shown in the attached detailed reports.



proposing new financing options as alternatives to the PWTF. It is too early to tell which bills, if any, will make it past the February 17th cutoff date. WASWD will stay engaged and actively support bills that provide funding for PWTF and/or provide us more financing tools.

Water- Hirst Decision: The Washington Supreme Court in what is referred to as the Hirst Decision has effectively limited the use of exempt wells across the state. The development community and realtors want a legislative fix. A host of bills have been introduced and heard in their committee of jurisdiction. HB 1185 clarifies the role of state and local government in the regulation and mitigation of water resources. It would also allow exempt well mitigating for impacts to fisheries instead of a strict water for water mitigation. HB 1918 would establish a protocol for mitigating exempt well use in areas that are hydraulic continuity with a water body. These are just two examples of bills trying to address the Hirst Decision. The Environmental Community and Tribes have come out in strong opposition to any Hirst fix that would allow mitigation other than water for water.

Public Records Act - HB 1594 and HB 1595: There appears to be conceptual support for some PRA changes. These two bills are scheduled for public hearings this Friday at 10:00 am in the House State Government Committee. Unfortunately, the Coalition for Open Government emailed all members of the House that they were opposed to the two bills. WASWD along with government representatives from cities, counties, hospital districts, school districts and fire districts will be testifying in favor of the bills on Friday.

Homeless Housing Lien Bill – HB 1570 and SB 5254 This bill would increase the current recording fee surcharge from \$40 to \$90 and eliminates the 2019 sunset provision in the law. The net increase to the current level of funding would be \$24.5 million each year in the 2017-19 biennium and \$39.1 million each year thereafter. Unfortunately, the bill does not change any exemptions. While the recording fee surcharge does not apply to documents recorded by the state, county or city liens, it does apply to sewer and water districts. This is simply not fair. WASWD will be seeking to insert "sewer-water district's" into the list of exempt agencies. This will be easier said than done. There is significant support in the House Democratic Caucus for this bill. They will resist any amendments as it takes money away from homeless programs. What seems to be lost in the debate is how regressive this fee is. Applying a \$90 lien surcharge to a population that can least afford it makes no sense. It hurts the very demographic they are trying to help. Our best chance will be working in the Senate on our exemption language.

Government Relations Committee Meeting

There is a committee meeting tomorrow at 10:00 am. Would encourage you to attend and/or listen in to get the latest updates.

ACTION ALERTS: Please be prepared to contact your legislators personally if you receive a WASWD Action Alert.