

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

SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

May 30, 2017

8:00 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. CONSENT AGENDA
- 4. SPECIFIC ITEMS OF BUSINESS:
 - A. Water Comprehensive Plan Service Area Boundary Review
 - B. North Shore Water System Consolidation
 - C. Administrative Assistant Position Description and Salary Range
 - D. Reschedule August 9, 2017 Regular Meeting
 E. Summary of Existing District Projects
- 5. MANAGER'S REPORT
- 6. PUBLIC COMMENT OPPORTUNITY
- 7. ADJOURNMENT





LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 23, 2017		
TO BOARD OF COMMISSIONERS	211		
FROM: Bill Hunter, PE Melanie Mankamyer, PE	MANAGER APPROVAL Y as you will be a second of the second o		
MEETING AGENDA DATE:	May 30, 2017		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Water Comp Plan Boundaries		
LIST DOCUMENTS PROVIDED →	1. DOH Fact Sheet - Service Areas in planning documents		
NUMBER OF PAGES	2. Exhibit 1 - Existing District Service Area map		
INCLUDING AGENDA BILL:	3. Exhibit 2 - Academy Road Residential Water Sources		
	4. Exhibit 3 - Potential LWWSD Wholesale Service Area		
	5. District Administrative Code, Section 3.4 Requirements for Water and Sewer Service		
TYPE OF ACTION REQUESTED	RESOLUTION FORMAL ACTION/ INFORMATIONAL/		

BACKGROUND / EXPLANATION OF IMPACT

Department of Health (DOH) Guidelines require the District to identify its Service Areas by type (see attached Fact Sheet). After discussions with District staff, we propose to define the Retail Service Area as the area currently served plus 200 feet beyond the end of existing water mains which meshes with current policy regarding (see Admin Code Section 3.4 attached). The Retail Service Areas are outlined with a dotted black line on the Service Area Map (attached)

The Future Service Area definition closely aligns with our previous "Study Area" designation. In general, we propose to change our "Study Areas" to "Future Service Areas". There are areas of overlap with other water systems that should be reviewed and eliminated, if possible. One is the overlap on Academy Road with Whatcom County Water District #7 (WCWD#7). This overlap came to light with the request for denial of service from 1915 Academy Road. We contacted WCWD#7 and discovered that they are serving some properties on the south side of Academy Rd. Of the remaining properties within the District Boundary, only one is vacant (see Exhibit 2). Given the extremely small quantity of potential connections, and the fact that WCWD#7 already has water mains halfway up Academy Rd, the District may want to consider removing the Academy Road properties from its Future Service Area, and possibly from the overall District Boundary.

Page 1

The DOH definition of Service Area as being the most expansive type of service area would coincide with the District Boundary, unless the District decides to investigate providing wholesale water to other public water systems, such as WCWD#7.

District staff met with WCWD#7 to discuss the potential of LWWSD wholesaling water to WCWD#7. WCWD#7 currently purchases water from the City of Bellingham, and has been limited by the City to serving lots created before 1991. This subject will be discussed at WCWD#7's Board Meeting on Tuesday, May 9, 2017.

LWWSD has excess water rights on its Agate Heights well and is already planning a capacity upgrade to the water treatment plant. A new pump station (next to the upper tank) and pipes would be needed to connect to WCWD#7's water system.

A potential wholesale service area is presented in Exhibit 3. Note that it does not include all of WCWD#7's service area. WCWD#7 would continue to purchase water from the City for those areas. It also includes area outside of WCWD#7 that is in the Y Squalicum (future) service area. It is our understanding that these property owners are interested in water service but do not have a commitment from Y Squalicum to provide water.

FISCAL IMPACT

Unknown at this time.

RECOMMENDED BOARD ACTION

Provide direction to Staff on:

- Pursuing Future Service Area / Boundary adjustment at Academy Road
- Pursuing potential Wholesale Service Area

PROPOSED MOTION

None at this time.

Page 2 003

DOH Fact Sheet



Fact Sheet

Municipal Water Suppliers

Service areas in planning documents

The 2003 Municipal Water Law allows municipal water suppliers to expand their water right place-of-use to the service area identified in an approved Water System Plan (WSP) or Small Water System Management Program (SWSMP). Municipal suppliers should understand service area definitions and requirements before they develop their planning documents.

Service Area Definitions and Requirements

Retail Service Area is the specific area, defined by the municipal supplier, where the supplier has a duty to provide service to new service connections as set forth in RCW 43.20.260. For details, see the Municipal Water Law: Duty to Provide Service Requirement fact sheet, DOH 331-366.

Municipal suppliers must include a map of their retail service area in their WSP. The map must show where service is currently provided and may include areas where new service is planned. The distribution system may extend beyond the approved retail service area as long as it does not go outside the overall service area.

Future Service Area is the specific area to which a water system in a Critical Water Supply Service Area is to provide water service as provided in a written agreement between purveyors under chapter 70.116 RCW and chapter 246-293 WAC.

All water systems in a Critical Water Supply Service Area must identify their future service area on map. These systems have the exclusive opportunity to provide water service in their respective future service areas. This is known as the "right of first refusal." A system may choose to decline the request if it cannot or will not provide the new service in a timely and reasonable manner as defined in the local Coordinated Water System Plan. A municipal supplier may have their future service be the same as their retail service area, but it is not required. The future service area must be fully contained within the service area.

All water systems planning under the Public Water System Coordination Act determine their future service area by written agreement. Modifications to the future service area must be consistent with the local Coordinated Water System Plan. For more information on service requests in the future service area, see DOH Pub. 331-444.

Service Area is the most expansive of all the service area types. It is the specific area a water system currently serves and areas where future water service is planned. This may include areas where wholesale water is provided to other public water systems.



DOH Fact Sheet

All water systems must identify their service area in their WSP or SWSMP. For municipal water suppliers, the service area includes areas where it provides direct and remote service, and the area it plans to serve in the future. Unless the WSP is amended, water service may not be provided outside the service area. If wholesale water is supplied to other public water systems through an intertie, those areas must be included in the service area. The service area may represent a water right's expanded place of use if the requirements of WAC 246-290-107 are met.

Retail Service Area: Duty to serve conditions

A municipal supplier must serve an applicant for new service within its retail service area if all of the following conditions are met. These conditions apply only to the retail service area:

- 1. The water system has sufficient capacity to serve water in a safe and reliable manner.
- 2. The service request is consistent with adopted local plans and development regulations.
- 3. The water system has sufficient water rights to provide service.
- 4. The water system can provide service in a timely and reasonable manner.

The Department of Health oversees physical capacity determinations and ensures consistency with adopted local plans and development regulations (conditions 1 and 2). We consider these factors during WSP review. The Department of Ecology oversees water right determinations (condition 3). WSPs must contain a water right self-assessment. We will send a copy of the WSP to Ecology for review and incorporate water rights into service capacity determinations.

Whether a municipal supplier can provide new service in a timely and reasonable manner (condition 4) is specific to each system and application for service. It is a civil matter between the parties. The Department of Health ensures that a WSP includes service area policies and conditions of service that articulate how the system will provide new service.

Retail Service Area Boundary: Factors to consider

Because the retail service area carries a duty to serve obligation (WAC 246-290-106), a municipal supplier should consider the following before delineating its retail service area:

- Size, location, and physical features of its existing and future service areas and those of adjacent utilities.
- Population projections and land-use designations.
- How the service will be provided to the retail service area.
- System capacity and the number of connections approved by the Department of Health.
- Resources available to construct facilities needed to meet growth demands.
- Commitments, pending requests, and potential requests for water service.
- Water right limitations.
- Utility service extension ordinances for cities and towns.

For more information:

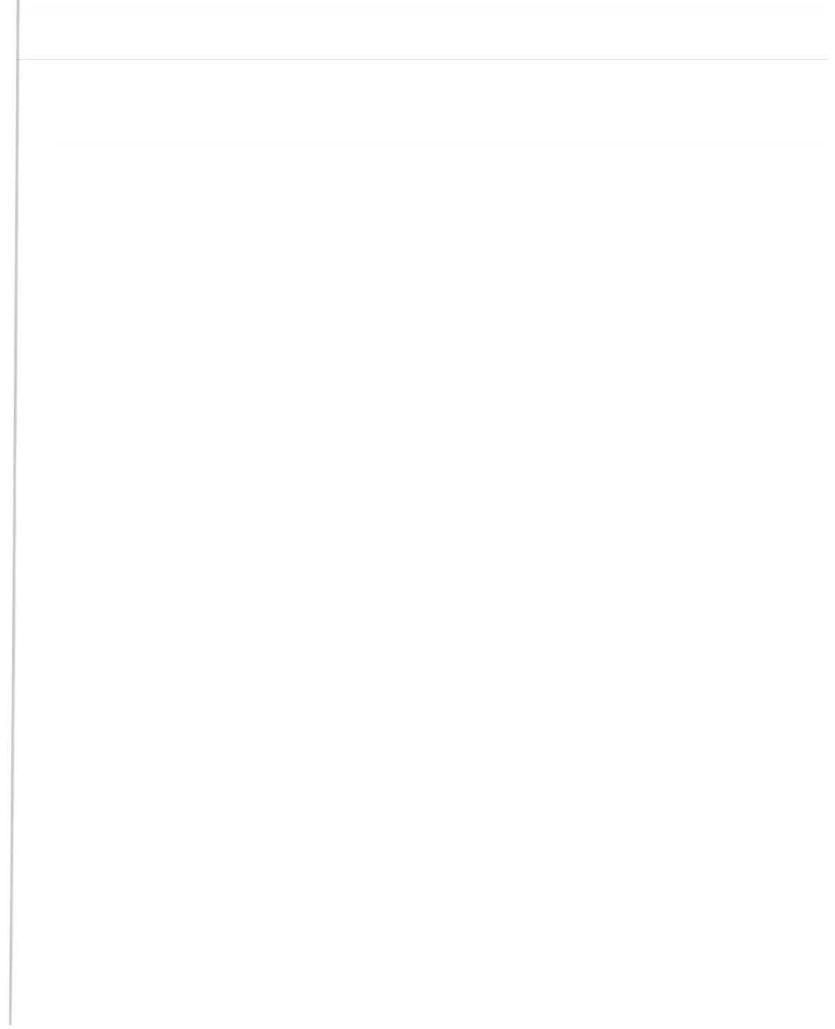
Call your ODW regional office:

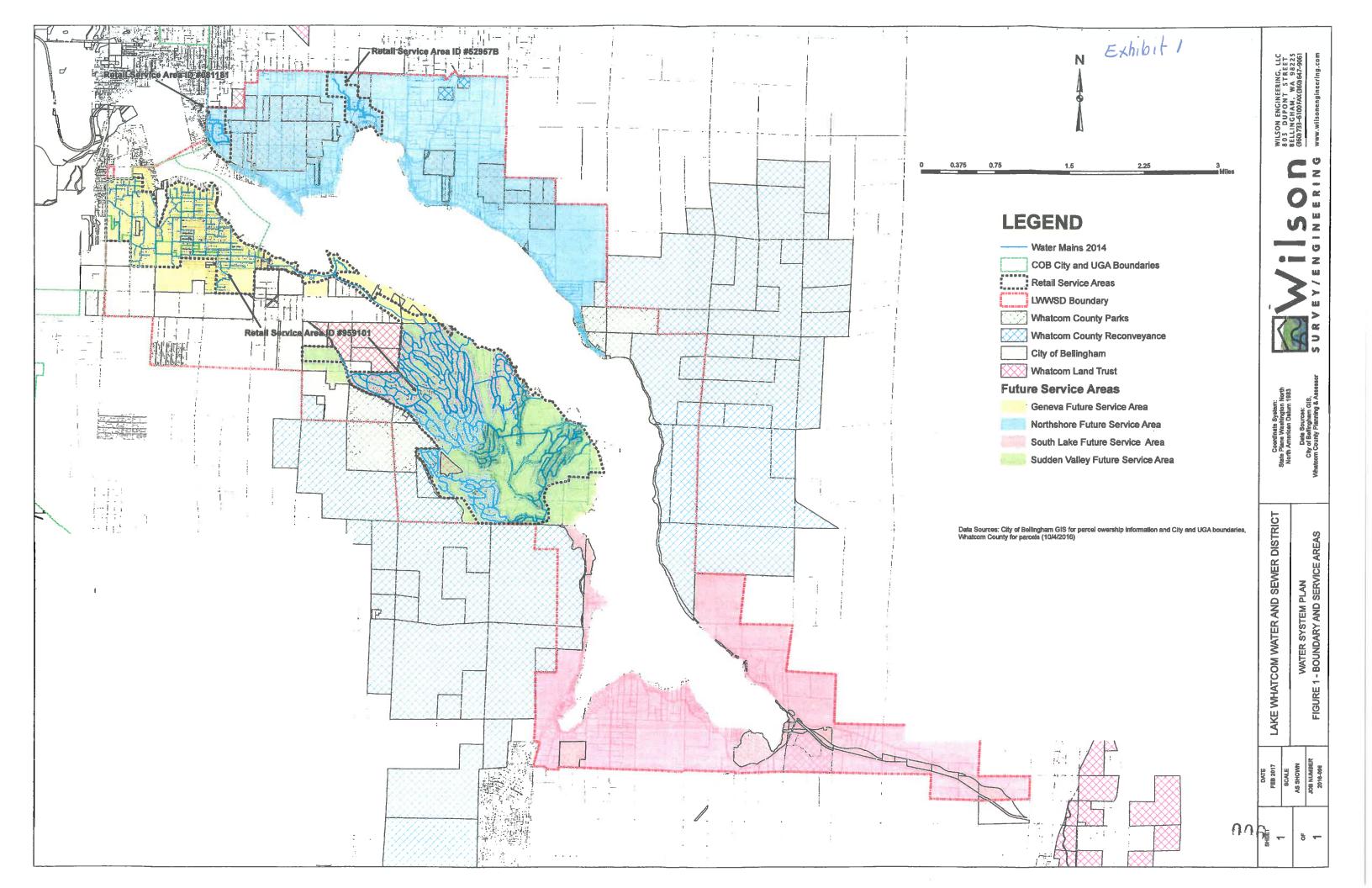
Eastern Region: Spokane Valley 509-329-2100

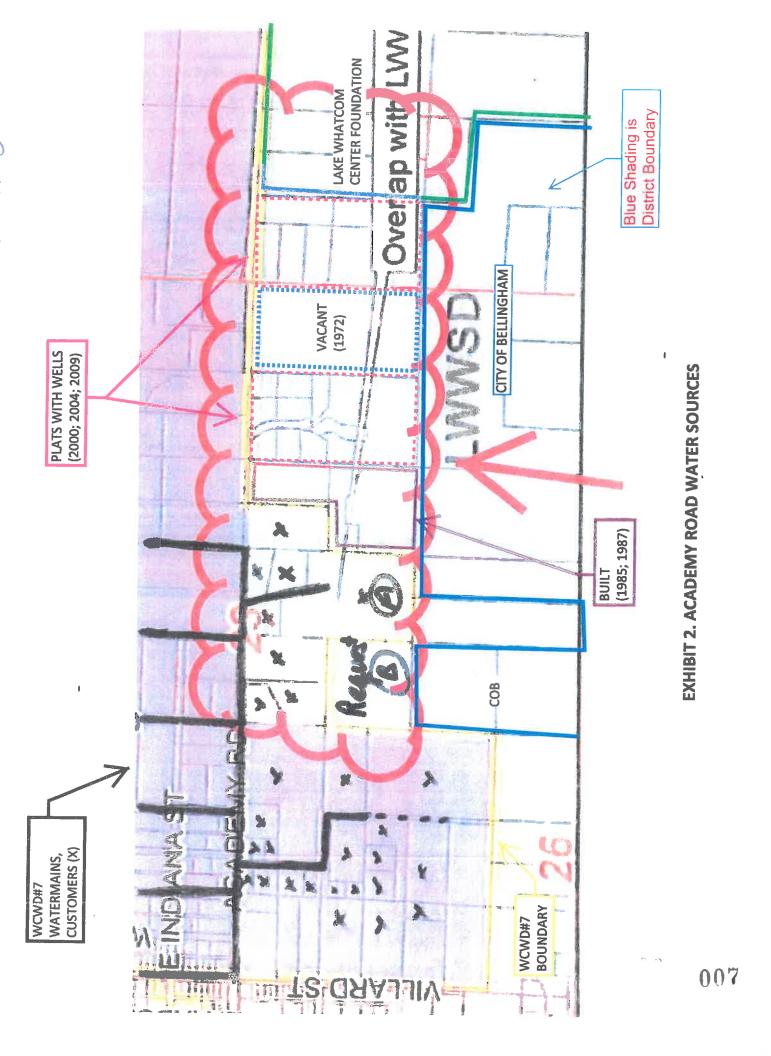
Northwest Region: Kent 253-395-6750 Southwest Region: Tumwater 360-236-3030

Our publications are online at https://fortress.wa.gov/doh/eh/dw/publications/publications.cfm

For people with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TDD/TTY call 711).







POTENTIAL LWWSD WHOLESALE SERVICE AREA

Y-Squallcum

Coordinated Water System Plan
Water Service Area Map
Cilont
Project Name

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WCWD7 FUTURE

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CLIENT

008

EXHIBIT 3. POTENTIAL LWWSD WHOLESALE SERVICE AREA

District Admin Code

3.3.4 Repeat Violation Penalty

A person who repeats a violation shall be subject to a penalty as set forth in the Master Fees and Charges Schedule. Failure to correct a violation within the time limit provided in the Notice of Violation, shall be subject to a penalty as set forth in the Master Fees and Charges Schedule, from the date of the time limit provided in the Notice of Violation. Each day that a violation of this Code continues may be deemed a separate violation. [Resolution No. 783, 799]

3.3.5 Water Loss As A Result of Damage

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



3.4 Requirements for Water and Sewer Service

3.4.1 Capacity and Connection Availability

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

3.4.2 Single Parcel with Single Family Residence.

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

1. SEWER SERVICE

If the parcel is located inside UGA or LAMIRD:

- A. District Sewer Adjacent to Property and Main is Sufficient. Connection to District sewer is required. The connection shall be made in accordance with current District Standards.
- B. Sufficient Sewer Main within 200-feet of Property. Connection to the District sewer is required. Owner extends and/or replaces main past and/or through property and connects to the sufficient main by Developer Extension Agreement and in accordance with current District Standards.
- C. Sufficient Sewer Main more than 200-feet from Property. District has the option of extending and/or replacing mains to within 200 feet of the property and then requiring the Owner to complete the extension and/or replacement past or through their property. The Owner extension and/or replacement of the main will be by Developer Extension Agreement and in accordance with current District Standards. If the District elects not to bring a sufficiently sized main in adequate condition within 200 feet of the property, the Owner may develop an onsite sewage disposal system in accordance with Whatcom County and State regulations after executing a "Covenant Binding Property Regarding Future Water and/or Sewer Service."

Administrative Code

February 2017

3-29

If the parcel is located outside UGA or LAMIRD:

- A. Sufficient Sewer Main within 150-feet of Property. Connection to the District system is required, and shall be in accordance with current District Standards.
- B. Sufficient Sewer Main more than 150-feet from Property. The Owner may develop an onsite sewage disposal system in accordance with Whatcom County and State regulations after executing a "Covenant Binding Property Regarding Future Water and/or Sewer Service." The Owner also has the option of extending the main to and past the parcel provided Whatcom County determines the extension is consistent with the County's Comprehensive Plan and the District's Sewer Comprehensive Plan is amended to include the extension.
- C. Health Department Required Connection. The Owner may connect even if more than 150 feet from a sufficient sewer main and outside a UGA or LAMIRD if connection is required by Whatcom County Health Department. The connection shall be made in accordance with current District Standards. [Resolution No. 757]

2. WATER SERVICE INSIDE OR OUTSIDE UGA OR LAMIRD:

- A. District Water System Adjacent to Property and Main is Sufficient. Connection to District water system is required. The connection shall be made in accordance with current District Standards.
- B. Sufficient Water System within 200-feet of Property. Connection to the District water system is required. Owner extends and/or replaces main past and/or through property and connects to the sufficient main by Developer Extension Agreement and in accordance with current District Standards.
 - If District determines that a public water main extension is not warranted, the District will install a water service from the main to meter. Meters will be set adjacent to the main near the edge of the public right-of-way or easement corridor in which the public water main is located. The property Owner installs the private water service line from the meter to the building. Properties not fronting the public water main such as those located beyond the end of the main or behind lots fronting the main will require a longer private water service line installed by the Owner from their property to the meter.
- C. Sufficient Water System more than 200-feet from Property. District has the option of extending and/or replacing mains to within 200 feet of the property and then requiring the Owner to complete the extension and/or replacement past or through their property. The Owner extension and/or replacement of the main will be by Developer Extension Agreement and in accordance with current District Standards. If the District elects not to bring a sufficiently sized main in adequate condition within 200 feet of the property, the Owner may develop an alternate and temporary water supply in accordance with Whatcom County and State regulations after executing a "Covenant Binding Property Regarding Future Water and/or Sewer Service." [Resolution No. 757]

3.4.3 Other Development

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

Administrative Code February 2017 3-30

1. SEWER SERVICE

Site is located inside UGA or LAMIRD:

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

Site is located outside UGA or LAMIRD:

- A. Sufficient Sewer Main within 150-feet of Site. Parcels within 150-feet of sufficient sewer main shall connect to the District sewer system in accordance with current District Standards.
- B. Sufficient Sewer Main more than 150-feet from Property. The Owner may develop an onsite sewage disposal system in accordance with Whatcom County and State regulations after executing a "Covenant Binding Property Regarding Future Water and/or Sewer Service." The Owner also has the option of extending the main to and past the parcel provided Whatcom County determines the extension is consistent with its Comprehensive Plan and the extension is amended to the District's Sewer Comprehensive Plan. The sewer extension and connections shall be in accordance with current District Standards.
- C. Health Department Required Connection. The Owner may connect even if more than 150 feet from a sufficient sewer main and outside a UGA or LAMIRD if connection is required by Whatcom County Health Department. The connection shall be made in accordance with current District Standards. [Resolution No. 757]

2. WATER SERVICE INSIDE OR OUTSIDE UGA OR LAMIRD:

A. Connection to the District water system is required. Owner extends and/or replaces main past and/or through property and connects to the sufficient main by Developer Extension Agreement per current District Standards. [Resolution No. 757]

3.4.4 Petition to Waive or Adjust Connection Requirements

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

- Expansion of the system to serve the new development is considered part of the cost of the new development.
- 2. Costs for some developments will be more than others due to location and physical challenges.
- 3. Waiving connection requirements will make it increasingly more difficult and costly to serve the same development in the future.
- 4. Some required improvements may not be immediately placed into service but will greatly reduce the costs and complexity to serve the development in the future (example, building a waterline across the parcel frontage that remains dry until service is extended to the site).
- 5. A distance of approximately ½ mile is considered close enough to require connection. Longer distances to connect to the system may be appropriate for larger developments.

Administrative Code February 2017 3-31

It is considered a minimum requirement to construct the system across or through the
development whether they are immediately used for service or are placed into service in the
future.

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

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

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

3.5 Permits and Connection Charges

3.5.1 Permit Fees

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

3.5.2 Connection Charges

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

3.5.3 Service Laterals

All costs and expenses incidental to the installation and connection of a side sewer shall be borne by the property owner. The property owner shall indemnify the District for any loss or damage to the District's facilities that may result directly or indirectly from the installation of a side sewer.

Properties with service laterals that have been installed by the District may be assessed a service lateral charge. For those not assessed, the lateral shall be installed by a Bonded Side Sewer Contractor, as required, and all costs shall be borne by the property owner, including restoration of the public right of way. In the event that any property owner desires an additional lateral to be installed from the District's main to the property line, in addition to the single lateral installed by the District for the parcel, such additional laterals must be installed by a Bonded Side Sewer Contractor solely at the property owner's expense. [Resolution No. 785]

Administrative Code February 2017 3-32



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 24, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen, General Manager & Melanie Mankamyer, P.E., Wilson Engineering	MANAGER APPROVA	L	
MEETING AGENDA DATE:	May 30, 2017		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Updated Presentation: No Consolidation	orth Shore Wa	ter System
LIST DOCUMENTS PROVIDED	 Revised North Shore Point Presentation – For (Example Rates & Charles) 	ages 17 (Cost	Consolidation Power Sharing Analysis) & 18
INCLUDING AGENDA BILL:	2. Draft Questionnaire		
	3. Draft Letter to Property Owners in Impacted Area		
TYPE OF ACTION REQUESTED	RESOLUTION FORMAL MOTION	ACTION/	INFORMATIONAL/ OTHER ⊠

BACKGROUND / EXPLANATION OF IMPACT

At the May 10, 2017 Board meeting Wilson Engineering presented an updated power point presentation on the proposed discussion points for consolidation of the North Shore water system. This presentation was a follow-up to an earlier presentation made to the Board at the April 26, 2017 meeting. Following the May 10 discussion the Board asked Wilson Engineering to modify the information found on page 17 (Cost Sharing Analysis) as well as on page 18 (Example Rates And Charges). The two revised pages are included with this bill agenda for your review and comment. If you no longer have a copy, the May 10 power point presentation is available on the District's web site. A draft copy of the proposed letter to be issued to each of the property owners regarding the June 20th meeting is also included with this report.

We will also be reviewing the specifics of the proposed public hearing scheduled for Tuesday, June 20, 2017. The purpose of the hearing is to fulfill the requirement of the Department of Health's consolidation grant accepted by the District earlier and to gauge the interest of the public in making municipal water available to existing and unserved customers within our boundaries.

\\DC01\\Data\users\gm\\Documents September 2010 +\Board of Commissioners\Board Meetings\2017\5-30-17 Updated North Shore Water Consolidation Presentation_Agenda Bill.doc

FISCAL IMPACT

The potential fiscal impact is described within Wilson's power point report presented on May 10, 2017.

RECOMMENDED BOARD ACTION

Check in on the status of the upcoming June 20 meeting and provide staff additional policy direction at this time as it relates to preparing for a public presentation and hearing regarding the North Shore water consolidation study.

PROPOSED MOTION

No formal motion is required.

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LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive Bellingham, WA, 98229 (360) 734-9224 Fax 738-8250

May 31, 2017



Dear North Shore Property Owner:

RE: Municipal Water Service for the North Shore Area

Last year the District received a grant from the Washington State Department of Health to study the feasibility of merging existing public and private water systems outside of Bellingham City limits along North Shore Road. The purpose behind the State's support is to encourage the consolidation of water systems to better provide a reliable, safe, and efficient source of high quality potable water. The results of this study, which was conducted by a qualified engineering firm (Wilson Engineering) will be presented at a public meeting on Tuesday, June 20, 2017 at 6:30 p.m. at the North Whatcom Fire & Rescue Station located at 4142 Britton Loop Road. There will be a brief presentation followed by a question and answer period. Maps and other information will be available at the meeting.

Presently, the District provides treated water through its Agate Heights Well and water treatment facility to a limited area along the North Shore. We also provide water purchased from the City of Bellingham for use by our customers in the Eagleridge development. Other residential properties in the North Shore area draw their water directly from the lake, have a private well or are connected to small privately operated water systems.

It should be noted that the District is not proposing to force or mandate connection to its water system. However, we want to present the public with the opportunity to comment on the proposed system consolidation, and to gage property owner's interest in connecting to the District's water system.

Please feel free to contact the District's office with any questions.

Sincerely,

Patrick Sorensen General Manager



	Cost Shar	Cost Share per Connection
	Lump Sum Fee (range)	Annualized Fee (based on 20-year Bond repayment)
50% Participation	\$48,000 - \$56,500	\$3,146 - \$3,704
75% Participation	\$33,500 - \$39,200	\$2,196 - \$2,570
90% Participation	\$28,500 - \$33,300	\$1,868 - \$2,183

Cost share range is based on the Alternative Project Costs divided by the projected number of participants for each Alternative.



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EXAMPLE RATES AND CHARGES

Example Bi-monthly water charges:

Base Rate = \$62.31/two months

- Water Usage over 600 cubic feet (CF) = \$8.85/100 CF
- (\$85.72/month; based on Agate Height water system customers) Bi-monthly Base + average usage = \$171.43



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North Shore Water System Consolidation Public Input Survey

Lake Whatcom Water and Sewer District is gathering information on current residential water sources and interest in connecting to a public water system in order to make an informed decision regarding extending its water distribution system along North Shore Road. This water system expansion will not financially impact current District water customers.

1.	What is th	e current use of your property? Vacant Single Family Other	
2.	What is th	e water source for your property? Individual Well Lake draw / surface water Water system (name) Other	,
		rerested in connecting to a public water system? Yes No	
		nterested, what is your motivation to connect to a public water system? Reliability Water Quality Other	
5. i	If you are in important)	Overall cost to connect Ability to pay connection fee over time Estimated water bills Other	
Com	ments:		
			_
		our contact information if you would like to be kept informed about this project.	_
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15	SEWER DIS	

LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 23, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL		
MEETING AGENDA DATE:	May 30, 3017		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Proposed Administrative Assistant Position Description & Salary Range Update		
LIST DOCUMENTS PROVIDED NUMBER OF PAGES INCLUDING AGENDA BILL:	Proposed Red Lined Administrative Assistant Position Description Proposed Clean Version of Administrative Assistant Position Description		
	3. Proposed Revision of 2017 Pay Schedule		
TYPE OF ACTION REQUESTED	RESOLUTION FORMAL ACTION / INFORMATIONAL / OTHER □		

BACKGROUND / EXPLANATION OF IMPACT

Administrative Assistant Lyn Edwards has notified me that she will be retiring effective July 28, 2017. In light of this transition, I have taken the opportunity to re-evaluate the existing position description and salary range with the help of the District Engineer/Assistant General Manager and the Finance Manager. I believe the revised position description fits the needs of the District in light of our needs now and into the future. Likewise, the proposed revised salary range fits the market we utilize.

I had both Gene Matt (our outside H.R. consultant) and District legal counsel review these proposed changes in light of existing labor law. This position will continue to be exempt from Union membership, receiving benefits comparable to similar District employees. In addition, this position will continue to be eligible for overtime or comprehensive time payout. This type of compensation is typically limited to evening meetings. I have also attached is a red lined and clean position description. This proposed modification does not require Union review.

FISCAL IMPACT

Presently the position in question is listed and budged as Pay Grade 9. Because of the position description modification I am proposing that the Pay Grade be modified to be a Pay Grade 6. This would be a new Pay Grade. There is 5% difference between each grade. This represents a 15% reduction from the existing Pay Grade 9. Gene Matt assisted the District in originally

designing our squared pay schedule. The new Pay Grade fits into the existing methodology adopted earlier and does not negatively impact the adopted 2017 budget. Again, Mr. Matt reviewed this proposed change.

RECOMMENDED BOARD ACTION
Review/discuss/and approve the proposed amended position description and salary range.

PROPOSED MOTION

A motion to approve the amended Administrative Assistant position description and salary range from Pay Grade 9 to 6 as presented.



Lake Whatcom Water & Sewer District Job Description

Job Title: Administrative Assistant FLSA Status: Non-Exempt

Reports To: General Manager Revision Date:

POSITION PURPOSE:

Provides clerical and administrative support to the General Manager, the Board of Commissioners, District Engineer/Assistant General Manager, Finance Manager/Treasure, and Maintenance Supervisor through a variety of complex and often confidential secretarial and administrative duties. Serves as the District's Records Officer.

REPORTING RELATIONSHIPS:

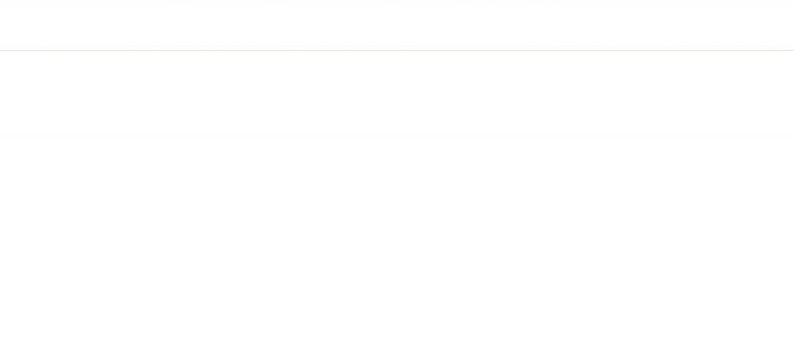
Reports to the General Manager and maintains close working relationship with the Board of Commissioners and District management staff. Does not supervise others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Prepares agendas, Board meeting packets, meeting notices, minutes and resolutions for Board of Commissioner meetings; takes, prepares, distributes, and maintains meeting minutes;
- Assists Executive Management and Commissioners' activities by providing secretarial, administrative and staff support; makes travel arrangements, screens telephone calls and visitors, takes messages and maintains executive calendars:
- Works independently and/or within a team on assignments or special projects, which may include planning and coordinating meetings and retreats, disseminating information and organizing District events, and maintaining inter-agency relations;
- Types, edits and proofs resolutions, correspondence, legal documents, interagency agreements, contracts and proposals;
- Serves as custodian of the District's official records; maintains policies and procedures manual, and bonded contractor list; maintains all document archives;
- Compiles research information and materials for the General Manager, Board of Commissioners and management staff; prepares reports, summaries, correspondence and memoranda; maintains and updates executive and administrative services web site information items on District web site;
- Responds to, documents, and coordinates all public information requests and inquiries and requests for information regarding Board meetings, Commissioners, District activities, documents, correspondence, and records;
- Assists the General Manager in maintaining the District personnel policies manual, maintains personnel records, employee certification & training records,
- Assist the District Engineer/Assistant General Manager in administering the developer extension agreement process, including intake of applications, agreement preparation and execution, tracking prerequisites for construction and final approval, tracking consultant expenses and developer reimbursement fees, document routing between District, consultant, and developer, and release of Maintenance Bonds after warranty period
- Assist the Engineering Department with document copying, collating, and transmittals; clerical and administrative support for various operational programs such as the cross connection control program and safety program; word document editing, proof reading, and publishing of District standards and forms;
- Assist with customer service at the front counter, answer customer phone calls, and take payments over the phone as needed.
- Performs other related duties as required or assigned.

Administrative Assistant DRAFT MAY 17, 2017

1



MINIMUM QUALIFICATIONS:

Knowledge of:

- Professional standards for business communication, correspondence writing, grammar, spelling and punctuation in English;
- Principles and practices of record keeping, records retention, records management, and file maintenance
- Microsoft Windows 7, 8, & 10 Operating Systems, networked printers and scanners, digital cameras, and digital audio recorders
- Business software including Microsoft Word, Excel, Outlook, Power Point, Publisher, and Access;
- Customer service standards, protocols, and techniques; and
- Current office methods, procedures, and practices.

Skill in:

- Attention to detail and accuracy:
- Experienced in analyzing problems, recognizing organizational needs, and developing/implementing solutions;; and
- Dealing tactfully and courteously with the general public and others seeking information about District functions and activities.
- Proven experience keeping confidences while working with and handling confidential materials;
- Experienced in establishing and maintaining effective interpersonal relationships at all organizational levels with District staff, elected officials, customers and with the public.

Desired Skill in:

- Advanced skills in business software applications, digital and networked office equipment, intranet web applications, wordpress, and electronic document management systems;
- Working with and maintaining web sites in a public agency or private sector organization;
- Proven experience in creating, and maintaining public records and file systems;

Ability to:

- Communicate effectively, both verbally and in writing;
- Work independently on multiple tasks; and
- Organize and prioritize work assignments.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge & abilities would be:

Experience: Five years of public utility, public works, office, legal assistant, or other administrative support position; with progressiveresponsibilities including two years of experience working with executive level staff.

Education: Associates Degree in Business, Legal Assistant, or related field preferred.

Licensing and Certifications:

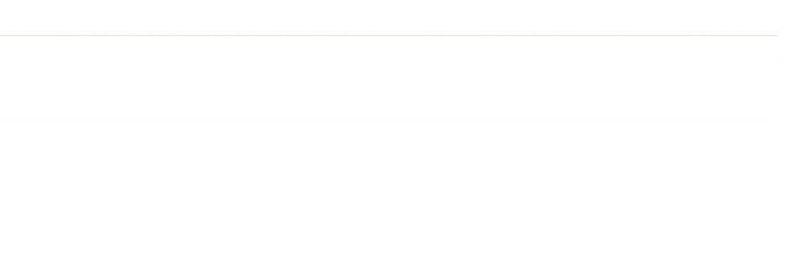
Requires valid Washington State Driver's License.
Within one (1) year of employment obtain and maintain:

- ICS-100, ICS-200, IS-700 NIMS
- Washington State CPR/First Aid Card

WORKING CONDITIONS:

Administrative Assistant DRAFT MAY 17, 2017

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Duties are performed primarily in an office environment with sitting for long periods of time, utilizing standard office equipment and personal computer. Will have to attend a minimum of one evening meeting per month, with occasional other meetings outside normal work hours.

PHYSICAL REQUIREMENTS:
This position typically requires reaching, standing, walking, pushing, grasping, finger dexterity, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Approved:		
Patrick Sorensen, General Manager		

Administrative Assistant DRAFT MAY 17, 2017



Lake Whatcom Water & Sewer District Job Description

Job Title: Administrative Assistant

FLSA Status: Non-Exempt

Reports To: General Manager

Revision Date: May 9, 2011

POSITION PURPOSE:

Provides advanced clerical secretarial and administrative support to the General Manager and the Manager, the Board of Commissioners, <u>District Engineer/Assistant General Manager</u>, <u>Finance Manager/Treasure</u>, and <u>Maintenance Supervisor</u> through a variety of complex and often confidential secretarial and administrative duties. Serves as the District's Records Officer, and Human Resources Administrator.

REPORTING RELATIONSHIPS:

Reports to the General Manager and maintains close working relationship with the Board of Commissioners and District management staff. Does not supervise others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Prepares agendas, <u>Board meeting</u> packets, <u>meeting</u> notices, minutes and resolutions for Board of Commissioner meetings; takes, prepares, distributes, and maintains meeting minutes;
- Assists Executive Management and Commissioners' activities by providing secretarial, administrative
 and staff support; makes travel arrangements, screens telephone calls and visitors, takes messages
 and maintains executive calendars;
- Works independently and/or within a team on assignments or special projects, which may include planning and coordinating meetings and retreats, disseminating information and organizing District events, and maintaining inter-agency relations;
- Types, edits and proofs resolutions, correspondence, legal documents, interagency agreements, contracts and proposals;
- Serves as custodian of the District's official records; maintains policies and procedures manual, and bonded contractor list, and <u>Utility Local Improvement District</u> assessment tracking documents; maintains <u>all</u> document archives;
- Compiles research information and materials for the General Manager, Board of Commissioners and management staff; prepares reports, summaries, correspondence and memoranda; maintains and updates executive and administrative services web site information items on District web site;
- Responds te-to, documents, and coordinates all public information requests and inquiries and requests for information regarding Board meetings, Commissioners and District Commissioners, District activities, documents, correspondence, and records;
- Administers and eoerdinates Human Resources activities for the District; Assists the General Manager in recruitment activities, maintaining the Districts personnel policies manual, provides orientation for new employees, explains and assists new employees in benefit coverage enrollment and form completion, and administers employee benefits program; establishes and maintains personnel records, records, employee certification & training and seminar recordstraining records, and tracks crew training;
- Provides administrative and/or <u>elerical</u>secretarial support for other Administrative staff_as needed; Assist the District Engineer/Assistant General Manager in administering the developer extension agreement process, including intake of applications, agreement preparation and execution, tracking prerequisites for construction and final approval, tracking consultant expenses and developer reimbursement fees, document routing between District, consultant, and developer, and release of Maintenance Bonds after warranty period

Administrative Assistant DRAFT MAY 17, 2017—

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- Assist the Engineering Department with document copying, collating, and transmittals; clerical and administrative support for various operational programs such as the cross connection control program and safety program; word document editing, proof reading, and publishing of District standards and forms;
- Assist with customer service at the front counter, answer customer phone calls, and take payments
 over the phone as needed.
- Performs other related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Professional standards for business communication, correspondence writing, grammar, spelling and punctuation in English;
- Principles and practices of record keeping, records retention, records management, and file maintenanemaintenancee;
- Human Resources principles, practices and precedures;
- Microsoft Windows 7, 8, & 10 Operating Systems, networked printers and scanners, digital cameras, and digital audio recorders
- Business software including Microsoft Word, Excel, Outlook, Power Point, Publisher, and <u>Access; Computer and applicable software applications;</u>
- Customer service standards, protocols, and techniques; and
- Current office methods, procedures, and practices.

Skill in:

- Attention to detail and accuracy;
- Experienced in analyzing problems, recognizing organizational needs, and developing/implementing solutions;; and
- Dealing tactfully and courteously with the general public and others seeking information about District functions and activities.
- Proven experience keeping confidences while working with and handling confidential materials;
- Experienced in establishing and maintaining effective interpersonal relationships at all organizational levels with District staff, elected officials, customers and with the public.

Desired Skill in:

- Advanced skills in business software applications, digital and networked office equipment, intranet
 web applications, wordpress, and electronic document management systems; Using computer and
 applicable software applications;
- Working with and maintaining web sites in a public agency or private sector organization;
- Creating and maintaining multiple computer databases;
- Paying attention to detail and accuracy;
- Proven experience in cGreating, and maintaining public records and file systems;
- Experienced in establishing and maintaining effective interpersonal relationships at all organizational levels with District staff, elected officials, customers and with the public. Experienced in keeping confidences regarding sensitive issues:
- Experienced in a Analyzing problems and identifying solutions; and
- Dealing tactfully and courtequely with the general public and others seeking information about District functions and activities.

Ability to:

- Communicate effectively, both <u>verballyerally</u> and in writing;
- · Work independently on multiple tasks; and
- Organize and prioritize work assignments.

Experience/Education:

Administrative Assistant DRAFT MAY 17, 2017

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Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge & abilities would be:

Experience: Five years of <u>public utility</u>, <u>public works</u>, <u>office</u>, <u>legal assistant</u>, <u>or other</u> administrative administrative support position; with progressively-responsibilities effice experience including two years of experience working with executive level staff.

Education: Associates Degree in Public Administration or Business, Legal Assistant, or related field preferred-Administration or related field.

Licensing and Certifications:

-Requires valid Washington State Driver's License.

Within one (1) year of employment obtain and maintain:

- ICS-100, ICS-200, IS-700 NIMS
 Washington State CPR/First Aid Card

WORKING CONDITIONS:

Duties are performed primarily in an office environment with sitting for long periods of time, utilizing standard office equipment and personal computer. The noise level in the work environment is usually moderately quiet. Will have to attend a minimum of one evening meeting per month, with occasional other meetings outside normal work hours. May be required to deal with upset customers and stressful situations.

PHYSICAL REQUIREMENTS:

This position typically requires reaching, standing, walking, pushing, grasping, finger dexterity, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Approved: May 9, 2011

Patrick Sorensen, General Manager

Administrative Assistant DRAFT MAY 17, 2017-

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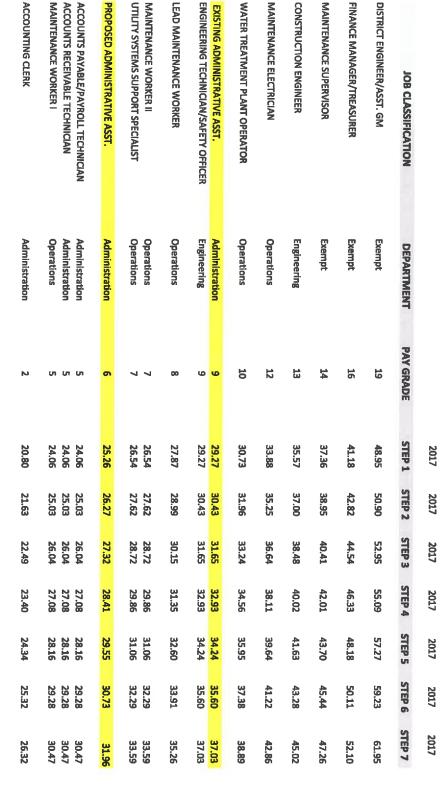
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NOTE: Squared pay schedu lle results in 4% between pay steps and 5% between pay grades.



LAKE WHATCOM WATER AND SEWER DISTRICT PAY SCHEDULE

Jan-17







LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 23, 2017		
TO BOARD OF COMMISSIONERS	\bigcirc / \		
FROM: Patrick Sorensen	MANAGER APPROVAL		
MEETING AGENDA DATE:	May 30, 2017		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Reschedule August 9, 2017 Regular Meeting		
LIST DOCUMENTS PROVIDED ⇒	1.		
NUMBER OF PAGES INCLUDING AGENDA BILL:	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION FORMAL ACTION / INFORMATIONAL / OTHER ☒		

BACKGROUND / EXPLANATION OF IMPACT
At the April 26, 2017 meeting Commissioner Citron requested to reschedule the August 9, 2017 Regular Meeting.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION
Discuss whether or not to reschedule the August 9, 2017 Regular Meeting and choose another date and time for the meeting.

PROPOSED MOTION

No proposed motion.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 23, 2017
TO BOARD OF COMMISSIONERS	
FROM: Bill Hunter and Staff	MANAGER APPROVAL
MEETING AGENDA DATE:	May 30, 2017
AGENDA ITEM NUMBER:	5.E.
SUBJECT:	Summary of Existing District Projects
LIST DOCUMENTS PROVIDED	1. May 2017 Summary of Existing District Projects
NUMBER OF PAGES INCLUDING AGENDA BILL:	2.
	3.
TYPE OF ACTION REQUESTED	RESOLUTION FORMAL ACTION INFORMATIONAL MOTION □ OTHER ▼

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	
May 30, 2017	May 25, 2017		LE/	ВН
Status of Water and System Ca	pacities			
	South Shore ID# 95910	Eagleridge ID #08118	Agate Heights ID# 52957	Johnson Well ID# 04782
DOH Approved #	3935	85	54	2
Connected ERUs	3812	69	44	2
Remaining Capacity (ERUs)	123	16	10	0
Commitments - Not yet connec	ted			
Permitted ERUs Under Construction	6	1	0	0
Pre-paid Connection Certificates and Expired Permits	11	0	5	0
Water Availabilities (trailing 12 months)	43	0	0	0
Subtotal	60	1	5	0
Available ERUs	63	15	5	0

	Completed Capital Projects in 2017		
C1506B	Whatcom Falls Manhole Replacement		
C1606	Replace SCADA Workstation Hardware		
C1702	Office Staff Vehicle		
C1711	SVWTP Booster Station Roof Replacement		

We He	**State Rec	quired Report Status**	
Reporting	Name of Report & Preparer	Completed	When Due
	Chlorination Report Agate Heights (Kevin)	Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec	Postmarked by 10 th of month
MONTHLY	Surface Water Treatment Rule Report (SVWTP) (Kevin)	Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec	Postmarked by 10 th of month
	Department of Revenue (Debi)	Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec	Due end of following month
	Community Right to Know (Hazardous Materials) (Rich)	February 27, 2017	Due by March 31st
ANNUALLY	WA State Cross Connection Report (Rich)	April 19, 2017	Due Annually May
	OSHA 300 Log (Rich)	Completed February 3, 2017	Due by Feb 1st

	State Req	uired Report Status	
Reporting	Name of Report & Preparer	Completed	When Due
	Water Use Efficiency Performance Report (Kevin)	June 30,2016	Due by July 1st
ANNUALLY	Consumer Confidence Reports (Kevin)	May 2017	 Geneva- 5/17 Sudden Valley 5/17 Eagleridge – 5/17 Agate Hghts – 5/17

	Hazardous Waste Activity Report (Rich)	March 9, 2017	Due by March 31st
	Report Number of Sewer ERUs to City of Bellingham	Completed April 20, 2017	Due by January 15th
OTHER	CPR/First Aid Training (Rich)	Completed 5/24/2017	Due Biennially Next Due 2019
	Flagging Card Training (Rich)	Completed 8/3/2016	Due Triennially Next Due 2019

SAFETY PROGRAM SUMMARY

5	Completed by	RAM SUMMA Rich Munson	RY			
	Summary of Annu	ıal Safetv Trainin	na			
	Enrollments	Completion	<u> </u>	%	Comple	te
Engineering - Managers	34	34			100%	
Engineering - Staff	19	19			100%	
Field Crew	184	180			97%	
Field Crew - Managers	25	14			56%	
Office Managers	37	18			48%	
Office - Staff	50	40			80%	
	Weekly Crew S	afety Meetings				
Safety meetings for the field	crew take place eve	ery Tuesday or We	ednesda	y at 5:0	0 p.m.	
	Dates of Safety Co	mmittee Meeting	js .	H EXE	-4, -1, -1	
January 12, 2017						
March 9, 2017						
April 13, 2017						
May 11, 2017						
					_	
Sumn	nary of Work-Rela	ted Injuries & Ilin	esses			
	Year		2017	2016	2015	2014
Total Number of Work Relate	d Injuries		1			
Defined as a work related inju		culte in:		0	1	1
Death	ny or miless tratres	suits iri.				
 Medical treatment bey 	ond first aid		1			
Loss of consciousness			'			1
Significant injury or illr		a licensed health				
care professional	.eee alagriooda by c	a moonlood moditin				
Days away from work	(off work)					
 Restricted work or job 	. ,					
Total Number of Mark D. L.	11.					
Total Number of Work Related			1			
Defined as a work related inju Death	ry or illness that res	suits in:		, 44, 54		7 74 -
Medical treatment bey	and first aid					
 Loss of consciousness 						
 Significant injury or illn 	•	licopood boolth				
care professional	coo diagnosed by 8	i licerised nealth				
 Days away from work 	(off work)					
Restricted work or job transfer						

Total Number of Days of Job Transfer or Restriction



(Light duty or other medical restriction)	<u> </u>			
Total Number of Days Away From Work (At home, in hospital, not at work)	4	0	0	
Near misses	1			

	Developer Exten	sion Agreements	
D1601 Geneva Woods Developer Extension Agreement			
SCOPE Water and sewer improvements for 6 water and s		er and sewer connect	ions
SIGN DATE	7/27/2016	EXPIRATION DATE	7/27/2019
Prior to Co	emmencing Construction	Prior to Final Accept	
1. District Engineer approves design 2. Reimbursement of District Engineer review costs 3. Copy of insurance policy 4. Pay guarantee deposit 5. Copies of recorded easement 6. Copies of permits 7. Pay conformance deposit 8. Payment and performance bond 9. Pay 25% general facilities fees 10. Pays initial facilities inspection deposit 11. District issue Notice to Proceed w/Construction Tasks/Notes:		2. Record drawing 3. Easements and 4. Maintenance Bo 5. Bill of Sale 6. Latecomers Fee	title insurance and es processing, or administrative fees
 4/11/20 	016 Board approves DEA Application for 5	lots.	
• 4/14/20	016 District Legal Counsel reviewing master	er developer extension	ograamant pries to delii

- 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.
- 2/21/2017 District received revised set of plans from Developer.
- 3/16/2017 District returns plan review comments to Developer.
- 4/25/2017 District received revised plans from Developer
- 5/18/2017 District returns plan review comments to Developer

Lake Whatcom Water & Sewer District Capital Improvment 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.
5/25/2017	Crews will finish replacing Lake Louise Road Interceptor air release valves next week.

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 Osbort to prepare scope of work and fee. Scope/fee will be presented to Board tentatively at 11/13/2013 meeting for review/approval.	ne
	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.	d
	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 predesig 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.	ın
	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 concensus 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.	İ
	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.	
Thursday, Mag	y 25,2017	1 of	9

	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 Counicl Chambers.
07		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.
	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 originall 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	Construct	tion
	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.
	3/22/2017	Contractor finished applying internal coatings. Exterior coat will be applied later in spring when weather is better. Yard piping and vault installation to begin in the next few days.
	4/20/2017	Contractor installing electrical equipment and yard piping.
	5/25/2017	Electrical essential done. Contractor working on yard piping. Coating subcontractor scheduled to begin exterior coating process week of 6/26/2017. District, G&O, and contractor met to begin coordination of filling, disinfecting, and placing reservoir into service end of July.

C1407 Lowe Sewer PS VFD

Replace rotophase with VFD.

Thursday, May 25,2017 2 of 9 034

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
- 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	GSA. Scope also includes PLC programming to incorporation generator alarms.
4/6/2016	Staff coordinating with SV/CA on site requirements, landscaping, screening, etc.

- 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.
- Staff finalizing generator options and quote with GSA vendor. 6/2/2016
- 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.
- 3/22/2017 Generator has been set and electrical wiring complete. District working with a consultant to integrate status and alarms into SCADA system.
- 4/20/2017 In coordination with SVCA District installed L-shaped 6-ft tall cedar screen fence to help mitigate visual impact from neighbors across the street.
- 5/25/2017 Equipment is installed. Last thing remaining is to update Marina Pump Station PLC programming and generator alarms in SCADA. Staff coordinating with QCC to complete work in June.

C1607 Northshore Water Quality Sampling

Water quality sampling plan to evaluate impact of existing onsite

3 of 9 Thursday, May 25,2017

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.
3/22/2017	Consultant completed second round of sampling in mid-March.

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 conjuction 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.
2 Predesig	n
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.
3/21/2017	Consultant completed 3 test bores to determine feasibility of horizontal direction drilling. They did not encounter any hard rock. One bore had sandstone the last 5 feet.
4/19/2017	District received copy of Geotechnical Data Report that documents soil conditions found during exploratory boring. Geotechnical engineers are working on a 2nd report that will discuss and recommend horizontal drilling methodology for construction and bid documents.
5/17/2017	District received copy of draft geotech report regarding Trenchless (HDD) Alternative Evaluation. BHC also reviewing report and coordinating with subconsultant.
3 Permitting	9

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- 10/20/2016 Pre-Application meeting with Whatcom County to review anticipated permitting requirements.
- 11/7/2016 District and GeoEngineers met wet Whatcom County Critical Areas Biologist to review potential
- 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

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 contigency 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

MPH PH	· · · · · · · · · · · · · · · · · · ·	
	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 Wilson 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.
	5/25/2017	Sampling and lab work complete. Consultant writing report. Draft report will be shared with board in June.

C1701 New Tool Truck

Procure new tool truck from Washington State bid.

01 Administration

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

C1703 Utility System Support Specialist Vehicle

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Procure vehicle from Washington State bid.

01 Administration

3/22/2017 Needed vehicle type not currently on state bid. Staff working to get quotes from vendors for new vehicle that meets District specifications.

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.

5/3/2017

Staff met with 3D to review preliminary proposal information. 3D is finalizing the proposal based on

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.

2/23/2017 RH2 was selected and approved by the Board for the project. Staff and consultant working to execute an AE Agreement.

4/10/2017 AE Agreement executed.

02 Predesign

4/18/2017 RH2 performed pump tests at both stations to collect hydraulic operating parameters for design.

04 Predesign and Permitting

RH2 and staff met to go through predesign alternatives and options. RH2 is working on producing the predesign report. Topographic surveying is done at both sites. Topo maps will be completed soon.

C1706 Strawberry Canyon Stationary Generator

Install stationary generator and automatic transfer switch.

01 Administration

Generator order placed with vendor using federal GSA pricing available to local agencies for emergency preparedness equipment.

4/17/2017 Generator received by District.

4/19/2017 Automatic Transfer Switch received by District.

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03 Permitting

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

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.

01 Administration

5/10/2017

Staff met with vendor to review new radar level sensor equipment. District will demo a unit at Sudden Valley Sewer Pump Station. If unit performs as expected, it could be the preferred solution at Flat Car and Beaver Pump Stations.

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

C1712 SVWTP Chlorine Contact Tank Exterior Level Guage

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

01 Administration

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3/22/2017 Staff prepared bill of materials needed for job. Parts will be ordered when District crews are ready to begin the project later this spring or summer.

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.
	3/21/2017	Staff executing contract with specialty contractor to apply floor coating at SVWTP. District staff will do some basic surface prep before the contractor starts their surface grinding and coating process.
	4/12/2017	Contractor starts work on floors.
	5/25/2017	Contract applied first layer of floor coating. Second and final coat is scheduled to be installed in the next week or two.

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.

5/25/2017 Crews continue to pick away at blow-off installation. 8 of 43 done.

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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

2/27/2017 Wilson prepared engineer's brief sheet that includes details PRV sizing and configuration. Staff will begin preparing a bill of materials and order parts. It is anticipated District crews will perform the

Number of Projects 25

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LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 23, 2017
TO BOARD OF COMMISSIONERS	
FROM: Patrick Sorensen	MANAGER APPROVAL Janila
MEETING AGENDA DATE:	May 30, 2017
AGENDA ITEM NUMBER:	7.0
SUBJECT:	Manager's Report
LIST DOCUMENTS PROVIDED ⇒	1. Manager's Report
NUMBER OF PAGES INCLUDING AGENDA BILL:	2.
	3.
TYPE OF ACTION REQUESTED	RESOLUTION FORMAL ACTION INFORMATIONAL MOTION □ OTHER □

BACKGROUND / EXPLANATION OF IMPACT
Updated information from the General Manager in advance of the Board meeting.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

None required.

$\frac{\textbf{PROPOSED MOTION}}{\text{None}}$



General Manager Comments

Tuesday

May 30, 2017

Special Meeting

8:00 a.m.

Important Upcoming Dates:

- Meetings Associated with the Lake Whatcom Management Program:
 - Policy Group Meeting: Reminder: The next meeting is scheduled for July17, 2017 at 3:00 p.m. downstairs at the Municipal Court Building in the conference room.
 - o Management Meeting: There is not a meeting scheduled at this time.
- Next Regular Board Meeting: The next regular meeting will be held on Wednesday, June 14, 2017 at 6:30 p.m.
- Employee Staff Meeting: The next staff meeting is set for Thursday, June 15, 2017 at 8:00 a.m. in the Board Room. Commissioner Ford is scheduled to attend.
- Employee Safety Committee Meeting: The next meeting is set for June 15, 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 and Brew in Tulalip on June 13, 2017 at 6:15 p.m.
- Whatcom Water District's Caucus Meeting: The next Caucus meeting is set for June 21, 2017 at 1:00 p.m. in the Board Room.

Other:

- <u>Committee Meeting Reports as Needed</u>: 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.
- <u>Date of Fall 2017 WASWD Conference</u>: Reminder, the Fall Conference will be September 27 29 in Wenatchee. The conference ends on Friday at noon.
- Boy Scout Cabin Follow-up: I was able to talk with representatives from the Scouts and the non-profit that owns the cabin regarding the need for paying water use charges. They did not seem to have an issue with this. They were sent a letter documenting the fact that they are going to be billed from now on.
- Residential Reconcillation Issues: The three residential properties with connections that have not been billed for service have all been notified via letter. They are now being billed

appropriately in our system. They are also being back billed for 6 months of service. Accounts have all been corrected to reflect needed adjustments.

- <u>Lake Whatcom Water Quality Report</u>: Reminder, Herrera will be making a presentation with their full report at the June 14 meeting. You will get a copy of the report in advance of the meeting.
- <u>Eagleridge Reimbursements Update</u>: The three impacted property owners due reimbursements for connection fees have been notified and are in process now.
- June 26 Meeting With County Emergency Management: FYI, as a follow-up to our Agreement with the County Sherriff's Office for specific services over the next three years, staff will be meeting with them at our offices on June 26 to begin the process of scheduling their work on our behalf.
- Water & Sewer Connection Fee Evaluation: Reminder. FCSG will follow-up on their May 10 presentation with an updated report for the Board's review at the June 14 meeting.
- Change in Retirement Plans: Update. The Utility Support Systems Specialist was originally planning on retiring within the year. Funds had been budgeted to hire a replacement well in advance so that the new employee could be trained in advance of retirement. We had started a recruitment which recently closed on May 15. However, the incumbent's retirement plans have been pushed back for now so we have cancelled the recruitment at this time.