



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

June 28, 2017

8:00 a.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Utility Protection Agreement – Sudden Valley Community Association
 - B. Review North Shore Water Consolidation Feasibility Study Public Meeting
 - C. Update to North Shore Water Quality Report
 - D. Summary of Existing District Projects
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT
AGENDA BILL

DATE SUBMITTED:	June 21, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	June 28, 2017		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Utility Protection Agreement - SVCA		
LIST DOCUMENTS PROVIDED ⇨	1. Draft Agreement		
NUMBER OF PAGES	2. Construction Plan Sheet		
INCLUDING AGENDA BILL:	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Sudden Valley Community Association is making fish habitat improvements to Lake Louise Creek. Louise Creek currently flows underground through a culvert to Austin Creek. The project removes the culvert to create a natural drainage and installs a large 8-foot diameter culvert where the District water main crosses.

Sudden Valley is proposing to protect in place the District's existing 8" ductile iron water main. This involves supporting the main from an I-beam while the 8-foot culvert is installed underneath it.

Attached is draft Utility Protection Agreement staff recommends executing with Sudden Valley to clearly define expectations, responsibilities, and liabilities for this project. On previous smaller culvert replacement projects performed by Sudden Valley, protection of District utilities was much smaller in scope with minimal risk; a special agreement was not warranted. The Louise Creek project, however, is larger in scope and requires greater care and coordination to protect the main during construction.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Authorized the General Manager to execute Utility Protection Agreement with Sudden Valley Community Association as presented.

UTILITY PROTECTION AGREEMENT

This UTILITY PROTECTION AGREEMENT ("Agreement") is entered into on the ____ day of _____, 2017, by and between the Lake Whatcom Water and Sewer District, a special purpose district municipal corporation ("District") and the Sudden Valley Community Association ("SVCA"), a non-profit private community association, (individually "Party" and collectively "Parties").

RECITALS:

WHEREAS, SVCA intends to improve drainage systems to enhance stormwater flow, eliminate barriers, and otherwise improve fish passage in Lake Louise Creek ("Louise Creek Daylighting Project" or "Project"); and

WHEREAS, the Project requires installation of a large culvert in and around a water main owned and operated by the District; and

WHEREAS, SVCA has hired a contractor and will soon commence construction of the Project; and

WHEREAS, the Parties intend to cooperate with each other so that SVCA may efficiently complete its Project while at the same time fully protecting and safeguarding District property and with minimal disruption to District services; and

WHEREAS, the Project calls for exposing and excavating around an existing District water main and supporting said water main with an I-beam in order to install a large replacement culvert; and

WHEREAS, in the course of Project construction, SVCA's contractor must suspend and support a District water main during culvert installation, during which time the District must shut off flow in its water main; and

WHEREAS, the SVCA contractor must also backfill around and securely re-bury the District water main; and

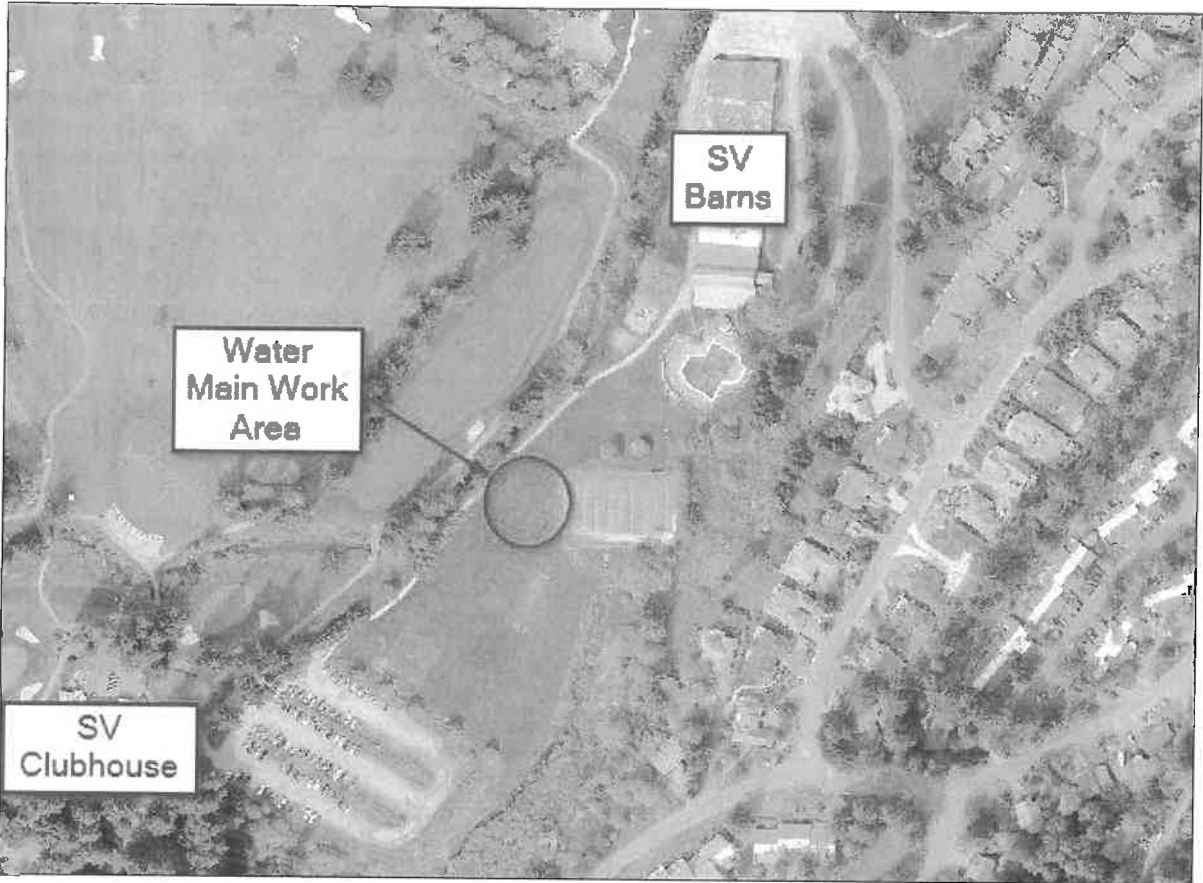
WHEREAS, the foregoing recitals are a material part of this Agreement;

NOW, THEREFORE, IT IS HEREBY AGREED:

1. Location of Protected Facilities and Permission to Perform Work.

The SVCA Project requires exposing and excavating and working around the existing District water main at the following location: the area between Austin Creek and the Sudden Valley Tennis Courts just south of the Sudden Valley Community Barn – see Figure 1 below ("Water Main Work Area"). The District grants one-time permission to SVCA and its contractor to perform the work described herein on and around the District water main in the Water Main Work Area, subject to and in accordance with the terms and conditions in this Agreement.

Figure 1 – Water Main Work Area



2. Construction Plan Review.

SVCA shall provide the District with all plans, designs, and engineered drawings pertaining to that portion of the Project requiring exposure or excavation around the existing District water main in the Water Main Work Area, including without limitation, a structural engineer's design for the supporting I-beam size, main straps, strap spacing, and trench detail, all at least fourteen (14) days prior to construction in the Water Main Work Area. Said plans, designs, and drawings shall be approved by the District General Manager or Assistant General Manager prior to commencement of construction in the Water Main Work Area.

3. Pre-Construction and Construction Information and Protocols.

3.1 SVCA shall provide the District with a proposed water main shutdown schedule at least seven (7) days in advance of the need to shut down the water main and shall state whether the water main should remain full or be drained at shut down. SVCA shall not shut down the District water main without the coordination and assistance of District staff, unless prior approval to do so is received from the District General Manager or Assistant General Manager. The actual timing of water main shutdown shall be in the sole discretion of the District. In no event shall the District be liable for damages of any kind to SVCA, or its contractor, for failing

to shut down the water main in accordance with SVCA's water main shut down schedule or other construction protocols.

- 3.2 SVCA shall provide the District and the SVCA contractor with the flushing, disinfection, and bacteria test protocol that should be used to put the main back into service after shut down.
- 3.3 In the event the water main shut down will be for longer than twenty-four (24) hours, SVCA and its contractor shall use the District's hydraulic model to verify the temporary elimination of the water system loop does not limit fire flow or peak hour demand flow in any other portion of the District water system.
- 3.4 SVCA and its contractor shall consult with District staff before and during construction to isolate the impact of the water main shut down so that the fewest number of District customers as possible lose water service.
- 3.5 SVCA shall notify and coordinate with the South Whatcom Fire Authority of any temporary decommissioning of fire hydrants prior to the water main shut down.
- 3.6 SVCA shall provide a qualified full-time inspector on-site at all times when contractor is excavating, hanging, testing, and backfilling the existing District water main. This full-time inspector shall report to and take direction from the District in overseeing the aforementioned activities.
- 3.7 SVCA and its contractor shall protect from damage the existing District water main and related appurtenances, including structures, equipment, and improvements at or near the Project site. Contractor shall repair any damage to the existing District water main and appurtenances resulting from failure to protect the existing District main and appurtenances, or failure to exercise reasonable care during the Project. If SVCA and its contractor fails or refuses to repair damage to the existing District main and appurtenances promptly, the District may have the necessary work performed and charge the cost to SVCA.

4. Insurance.

SVCA shall take out and maintain during the life of this Agreement Liability Insurance for bodily injury and property damage liability, including without limitation, coverage for explosion, blasting, collapse and destruction of underground utilities and contingent liability, including products and completed operations and blanket contractual liability, as shall protect the SVCA, the District and its consultants. SVCA shall provide the District a signed certificate of insurance and CG 2026 additional insured endorsement naming the District and its consultants specifically as additional insured in said policies, all at no cost to the District. SVCA shall also require its contractor and subcontractors to provide the same certificate and endorsement naming the District as an additional insured. The insurance shall cover the District and its consultants for claims or damages for bodily injury, including wrongful death, as well as other claims for property damage which may arise from operations under this Agreement whether such operations by SVCA, its contractor, or by any subcontractor or anyone directly or indirectly employed by them.

The amount of such insurance shall be as follows:

Commercial general liability insurance in an amount not less than two million dollars (\$2,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate in any one year.

SVCA shall not cause any policy to be canceled or permit it to lapse, and all policies shall include a clause to the effect that the policy or certificate shall not be subject to cancellation or to a

reduction in the required limits of liability or amounts of insurance or any other material change until notice has been mailed to SVCA stating when, not less than thirty (30) days thereafter, such cancellation or reduction or change shall be effective. SVCA will immediately provide written notice to the District should any of the insurance policies evidenced on its Certificate of Insurance form be cancelled, limited in scope, or not renewed upon expiration. In the event the District or SVCA receives notice of cancellation, SVCA shall immediately obtain other comparable insurance acceptable to the District and provide proof thereof to the District. In the event the SVCA is unable to obtain and provide such insurance, they shall immediately cease all work on the Project related to the Water Main Work Area, save and except that which is necessary to secure the site and prevent injury.

All certificates of insurance, authenticated by the proper officer of the insurer, shall state in particular those insured, the extent of the insurance, the location and operations to which the insurance applies, the expiration date, and the above-mentioned notice of cancellation clause. SVCA shall provide a copy of insurance policy as well as the signed certificate of insurance and CG 2026 additional insured endorsement to the District prior to commencing construction.

5. Indemnification.

SVCA shall indemnify and hold harmless the District and the District's agents and employees from and against any and all claims, losses, liabilities, causes of action, lawsuits, judgments and expenses (including reasonable attorneys' fees) arising wholly or partially out of any act or omission on the part of SVCA, its contractors, subcontractors, employees and agents which pertain to design or construction work on the Project in the Water Main Work Area; except that, SVCA's indemnification and hold harmless obligation shall be proportionately reduced by any negligent act, omission, or default on the part of the District.

6. Permits and Code Compliance/Enforcement.

SVCA shall obtain all necessary permits and approvals. SVCA shall provide the District with a copy of all such permits and approvals required for work in the Water Main Work Area before construction begins. Construction shall proceed in accordance with all permits, approvals, and other governmental requirements, including the Whatcom County Development Standards and District administrative code requirements. The District reserves the right to cancel, suspend, or not renew this Agreement in the event that SVCA, or its contractor, subcontractors, or agents, are not in compliance with this Agreement, the terms of any permits and approvals, the Whatcom County Development Standards, the District administrative code, or other governmental requirements. SVCA shall be liable to the District for any applicable fines, penalties, or damages, or cost assessments due for violation of the District administrative code or any District standards in the course of completing the Project, imposition of which shall be in addition to and in no way limit the District from availing itself of any other remedies available in law or equity.

7. Independent Entities.

Neither SVCA nor the District shall assume any liability for the direct payment of any salary, wages, or other compensation to the other Party's personnel performing services hereunder or for any other liability not expressly assumed herein.

8. Nonwaiver of Breach. Failure of any Party at any time to require performance of any provision of this Agreement shall not limit such Party's right to enforce such provision, nor shall any waiver of any breach of any provision of this Agreement constitute a waiver of any succeeding breach of such provision or a waiver of such provision itself.

9. Expenses and Attorneys' Fees. The prevailing Party in any action brought to enforce any terms and conditions of this Agreement shall be entitled to the recovery of their reasonable attorney's fees, costs and expenses.
10. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. Venue for any lawsuit filed shall lie exclusively in Whatcom County Superior Court.
11. No Third-Party Rights Created. This Agreement is made entirely for the benefit of the District and SVCA only. No third party shall have any rights hereunder, whether by agency or as a third-party beneficiary or otherwise.
12. Complete Agreement – Modification Must be in Writing. This Agreement constitutes the entire agreement as to the matters contained herein. No oral or written statements shall be considered a part of this Agreement unless expressly incorporated herein in writing. This Agreement may be modified in writing only, upon mutual agreement of the Parties or the successors in interest.
13. Severability. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
14. Notices. All notices or demands to be given by any Party to any other Party pursuant to this Agreement shall be deposited in the United States mail, postage prepaid, by certified or registered mail, return receipt requested, and addressed to the Party at issue. Notices and demands sent by mail shall be deemed to have been given and delivered when properly mailed and the postmark affixed by the United States Post Office shall be conclusive evidence of the date of mailing.
15. Counterparts. This Agreement may be executed in any number of counterparts, each of which will be deemed to be an original and all of which together will constitute a single agreement.


IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their respective authorized officers or representatives as of the day and year written above.

Lake Whatcom Water and Sewer District Sudden Valley Community Association

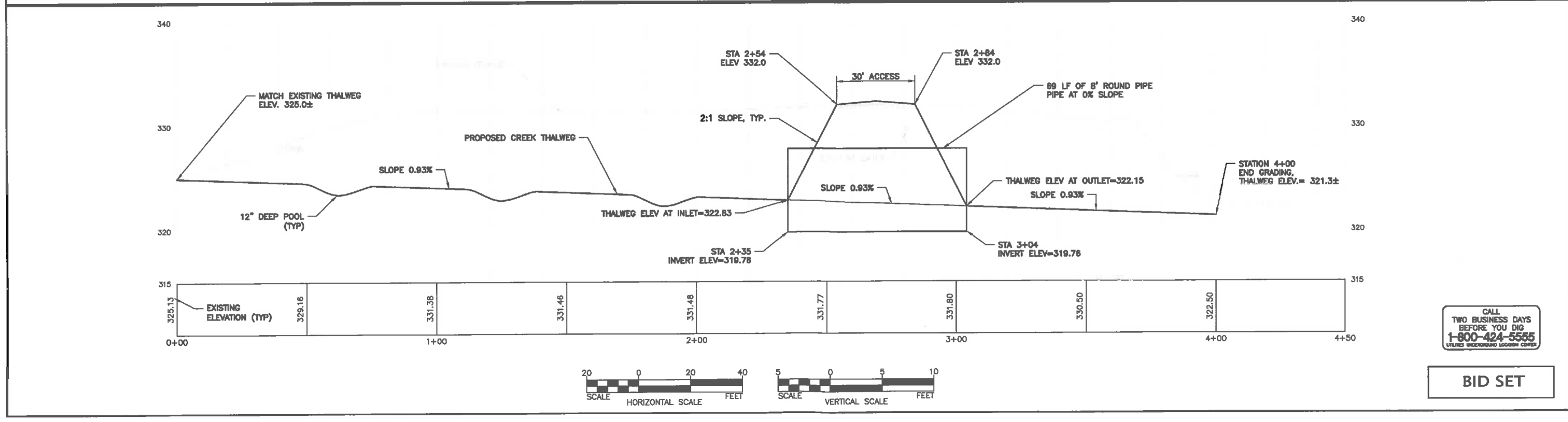
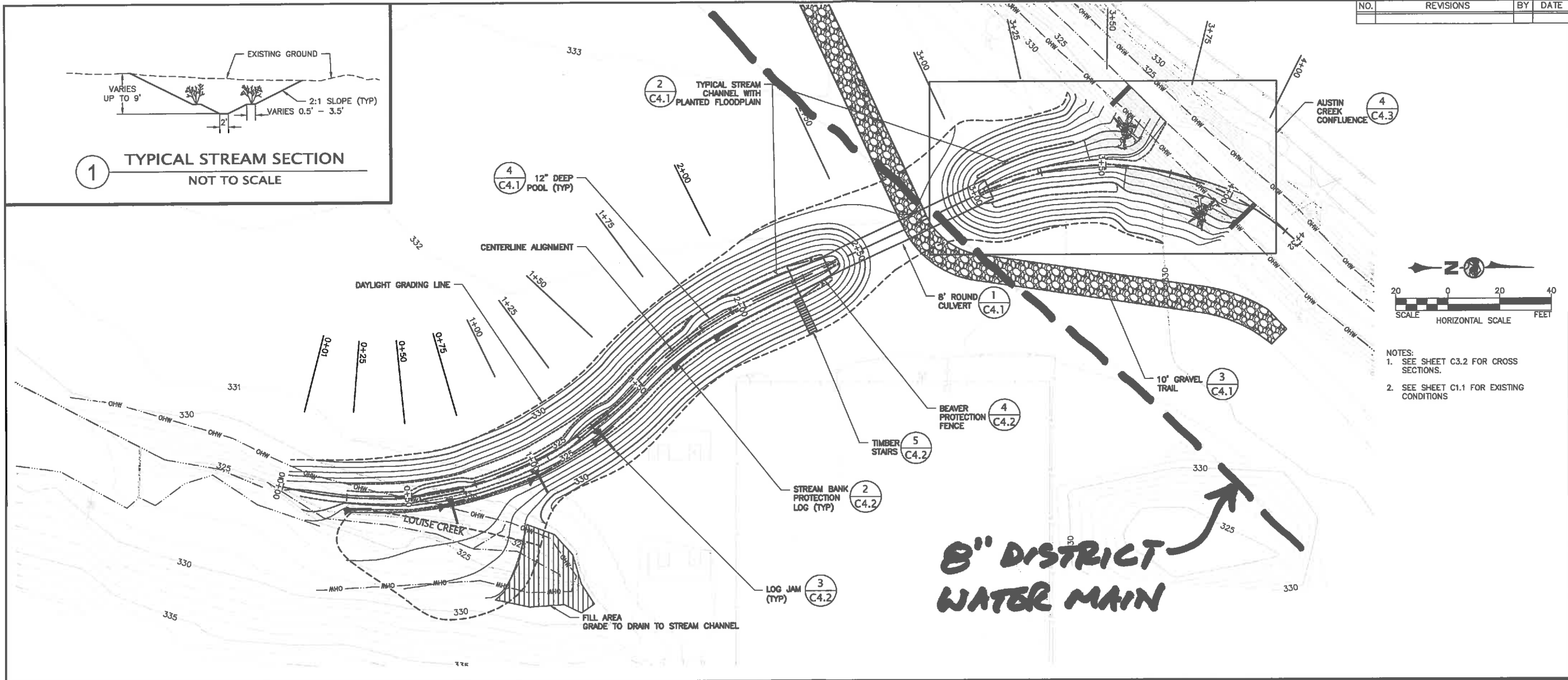
By: Patrick Sorensen
Its: General Manager

By: _____
Its: _____

Approved as to Form:


Robert Carmichael
District Legal Counsel

W:\2012\0918 SVCA Louise Creek Culvert Repair\DWG\C3.1 PLAN & PROFILE 120918.dwg, 2/23/2017 1:22:31 PM, Joseph



NO.		REVISIONS		BY	DATE

WILSON ENGINEERING, LLC
805 DUPONT STREET
BELLINGHAM, WA 98225
(360) 733-6100 • FAX (360) 647-0061
www.wilsonengineering.com

Wilson
SURVEY/ENGINEERING

DESIGNED BY: DNJ
DRAWN BY: JRF
CHECKED BY: MIM

SUDDEN VALLEY COMMUNITY ASSOCIATION
WASHINGTON
BELLINGHAM

LOUISE CREEK DAYLIGHTING
PLAN & PROFILE

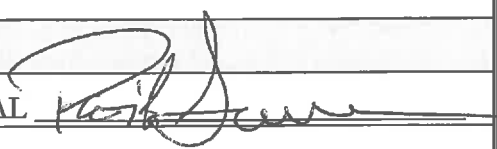
DATE: 2-23-2017
SCALE: AS SHOWN
JOB NUMBER: 2012-0918

SHEET: C3.1
PAGE: 7 OF 12



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	June 21, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	June 28, 2017		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Review North Shore Water Consolidation Feasibility Study Public Meeting		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

This is a follow-up discussion place holder for the June 20, 2017 public meeting.

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

No recommendation is needed at this time.

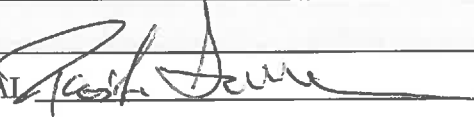
PROPOSED MOTION

Not applicable.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	June 21, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen, General Manager	MANAGER APPROVAL 		
MEETING AGENDA DATE:	June 28, 2017		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Update to North Shore Water Quality Report		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

This is a place holder to follow-up to the recent water quality presentation to the Board. Staff will be presenting updated information as it becomes available from our consultant Herrera Environmental Consultants. Their revisal and executive summary will not be available until Tuesday the 27th.

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

None at this time.


PROPOSED MOTION

None.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	June 21, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL 		
MEETING AGENDA DATE:	June 28, 2017		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. June 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	
June 28, 2017	June 22, 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	3812	69	44	2
Remaining Capacity (ERUs)	123	16	10	0
Commitments – Not yet connected				
Permitted ERUs Under Construction	7	1	0	0
Pre-paid Connection Certificates and Expired Permits	11	0	5	0
Water Availabilities (trailing 12 months)	47	0	0	0
Subtotal	65	1	5	0
Available ERUs	58	15	5	0

Completed Capital Projects in 2017	
C1506B	Whatcom Falls Manhole Replacement
C1606	Replace SCADA Workstation Hardware
C1612	Cedar Hills Water Main Relocation
C1702	Office Staff Vehicle
C1711	SVWTP Booster Station Roof Replacement
C1714	SVWTP Floor Coating

State Required Report Status									
Reporting	Name of Report & Preparer	Completed						When Due	
MONTHLY	Chlorination Report Agate Heights (Kevin)	Jan	Feb	Mar	Apr	May	June	Postmarked by 10 th of month	
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	Surface Water Treatment Rule Report (SVWTP) (Kevin)	July	Aug	Sept	Oct	Nov	Dec	Postmarked by 10 th of month	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department of Revenue (Debi)	Jan	Feb	Mar	Apr	May	June	Due end of following month	
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		July	Aug	Sept	Oct	Nov	Dec		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ANNUALLY	Community Right to Know (Hazardous Materials) (Rich)	February 27, 2017						Due by March 31st	
	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 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 2017	<ul style="list-style-type: none">• 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
Completed by Rich Munson

Summary of Annual Safety Training				
	Enrollments	Completions	% Complete	
Engineering - Managers	34	34	100%	
Engineering - Staff	19	19	100%	
Field Crew	184	184	100%	
Field Crew - Managers	25	25	100%	
Office Managers	37	37	100%	
Office - Staff	50	80	100%	
Weekly Crew Safety Meetings				
Safety meetings for the field crew take place every Tuesday or Wednesday at 5:00 p.m.				
Dates of Safety Committee Meetings				
January 12, 2017				
March 9, 2017				
April 13, 2017				
May 11, 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	1	0	1	1
Total Number of Work Related Injuries Defined as a work related injury or illness that results in:	1			

<ul style="list-style-type: none">• Death• Medical treatment beyond first aid• Loss of consciousness• Significant injury or illness diagnosed by a licensed health care professional• Days away from work (off work)• Restricted work or job transfer				
Total Number of Days of Job Transfer or Restriction (Light duty or other medical restriction)	13	0	0	
Total Number of Days Away From Work (At home, in hospital, not at work)	4	0	0	
Near misses	1			

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	
<div><input type="checkbox"/> 1. District Engineer approves design</div> <div><input type="checkbox"/> 2. Reimbursement of District Engineer review costs</div> <div><input type="checkbox"/> 3. Copy of insurance policy</div> <div><input type="checkbox"/> 4. Pay guarantee deposit</div> <div><input type="checkbox"/> 5. Copies of recorded easement</div> <div><input type="checkbox"/> 6. Copies of permits</div> <div><input type="checkbox"/> 7. Pay conformance deposit</div> <div><input type="checkbox"/> 8. Payment and performance bond</div> <div><input type="checkbox"/> 9. Pay 25% general facilities fees</div> <div><input type="checkbox"/> 10. Pays initial facilities inspection deposit</div> <div><input type="checkbox"/> 11. District issue Notice to Proceed w/Construction</div>		<div><input type="checkbox"/> 1. District inspects & approves facilities as complete.</div> <div><input type="checkbox"/> 2. Record drawings</div> <div><input type="checkbox"/> 3. Easements and title insurance</div> <div><input type="checkbox"/> 4. Maintenance Bond</div> <div><input type="checkbox"/> 5. Bill of Sale</div> <div><input type="checkbox"/> 6. Latecomers Fees</div> <div><input type="checkbox"/> 7. Supplemental, processing, or administrative fees</div> <div><input type="checkbox"/> 8. Deliver water meters to District</div>	
Tasks/Notes:			
<div><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.• 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• 6/1/2017 District received revised plans from Developer• 6/7/2017 Revised plans look good. Requested final sets for stamping approved.• 6/19/2017 Plans approved for construction. Developer gathering bonds, insurance, etc. required for "Notice to Proceed with Construction" from the District.</div>			

Lake Whatcom Water & Sewer District

Capital Improvment Projects Staff Report

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

017

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.
- 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.
- 6/22/2017 Contractor preparing exterior reservoir surface for coating. They are also working on yard piping. Reservoir tentatively scheduled for filling and disinfection beginning July 17.

G1407 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.
- 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 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.
- 6/14/2017 Consultant presented draft report to board. Consultant is working to incorporating board and staff comments.

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.

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.

6/22/2017 Geotechnical subconsultant addressing District and BHC review comments and will be including a discussion on auger drilling in addition to the horizontal drilling method.

03 Permitting

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

11/7/2016 District and GeoEngineers met w/ 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.

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 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.

6/20/2017 Public meeting held to present feasibility study to public and to receive public comment.

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

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.
- 6/21/2017 Vehicle ordered using state bid.

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 comments.
- 6/22/2017 Staff reviewing proposal from IT consultant.

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.
- 6/22/2017 Staff working with RH2 to execute amendment to survey an alternate alignment for a possible gravity main from Par Sewer Pump Station to a manhole at the Sudden Valley Marina. This alternate alignment is longer, but does not have to cross Austin Creek. Alignment feasibility will be discussed in the predesign report.

02 Predesign

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

04 Predesign and Permitting

- 5/1/2017 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

- 3/8/2017 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.
- 6/22/2017 District crews started preparing site to pour concrete slab for generator. Underground electrical conduit is installed. Concrete will be poured soon.

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.

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.
- 6/22/2017 District received demo unit and plans to install it at a non-critical pump station to test function, accuracy, reliability, etc. soon.

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.

01 Administration

- 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.
- 6/22/2017 District solicited quotes from 3 vendors. A purchase order has been issued for the ball check valves. They should arrive soon.

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 Gauge

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

01 Administration

- 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.
- 6/22/2017 Purchase order issued for level gauge kit.

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

- 6/22/2017 Staff investigating City water pressure. Booster station may no longer be needed.

C1715 SVWTP Chemical Feed Pumps and Benchtop Turbidimeter

Procure chemical feed pumps and benchtop turbidimeter.

01 Administration

- 6/22/2017 Bench top turbidimeter has been ordered and received. Staff now looking at ordering chemical feed pumps.

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 41 done.
- 6/22/2017 Crews installed a few more. 12 of 41 done.



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 work.
- 6/22/2017 Staff coordinating with City on what they need for a backflow assembly.

Number of Projects 22



LAKE WHATCOM WATER AND SEWER DISTRICT
AGENDA BILL

DATE SUBMITTED:	June 21, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	June 28, 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

Wednesday

June 28, 2017

Regular 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 July 17, 2017 at 3:00 p.m. downstairs at the Municipal Court Building in the conference room.
 - **Management Meeting:** There is not a meeting scheduled at this time.
- **Next Regular Board Meeting:** The next regular meeting will be held on **Wednesday, July 12, 2017** at 6:30 p.m.
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, July 13, 2017 at 8:00 a.m.** in the Board Room. Commissioner Weide is scheduled to attend.
- **Employee Safety Committee Meeting:** The next meeting is set for **July 13, 2017 at 9:00 a.m.** in the small conference room.
- **Washington Association of Sewer & Water Districts Section III Meeting:** The next Section III meeting will be held at Bob's Burger and Brew in Tulalip on **July 11, 2017** at 6:15 p.m.
- **Whatcom Water District's Caucus Meeting:** The next Caucus meeting is set for **July 19, 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.
- **Date of Fall 2017 WASWD Conference:** Reminder, the Fall Conference will be September 27 - 29 in Wenatchee. The conference ends on Friday at noon.
- **Updating District Administrative Code Policies:** FYI. Staff is planning to bring a handful of Administrative Code updates to the Board at your July 12 meeting.
- **Out of Area & Meeting Changes Reminder:**
 - Commissioner Weide will be unavailable for the June 28 and July 12 meetings.
 -
 - Commissioner Carter will be unavailable for the June 28 meeting.
 -
 - The August 9, 6:30 p.m. meeting has been moved to August 10 at 6:30 p.m.

- Recently we discussed moving the September 27, 8:00 a.m. meeting to the 26th at 8:00 a.m. The 27th conflicts with the Fall Water & Sewer Conference. I would like to confirm this intent.