



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

REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS

AGENDA

*July 26, 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. Customer Request – Kuschnereit
  - B. Country Club Sewage Pump Station – Staff Recommendation
  - C. 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:	July 17, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL _____		
MEETING AGENDA DATE:	July 26, 2017		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Customer Request - Kuschnereit		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Letter from Kuschnereit Family dated July 9, 2017		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

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

The Kuschnereits' own an approximately 3 acre vacant residential parcel at 975 Kings View Lane, within the District's boundaries. The property is at least 1,000 feet from the nearest District infrastructure. Due to the *Hirst* decision, it is not feasible for the property to use well water at this time. The Kuschnereits' have requested a permit to use rainwater from Whatcom County and need a denial of service letter from the District to proceed. The Kuschnereits' say it would be a huge financial burden for them to connect and do not want to sign a covenant binding their property to future water/sewer service.

District Code, Section 3.4.2(2) states that when sufficient water is more than 200 feet from the property, the property owner "may develop an alternate and *temporary* water supply... *after* executing a 'Covenant Binding Property Regarding Future Water and/or Sewer Service.'" (emphasis added, hereafter "Covenant to Bind") The Code as written does not give the Board the discretion to waive this requirement.

As a reminder, the Board recently considered a similar request from the owners of 1915 Academy Road. The owners in that case wanted to subdivide the property and serve the newly-created lots with well water and sought a denial letter. The nearest District infrastructure was at least half a mile away. Because the property would be subdivided, District Code, Section 3.4.3 required the property owner to actually connect to District water. However, the owners exercised their right to petition the Board for a waiver of the connection requirement pursuant to 3.4.4. The Board granted a waiver of the requirement to connect because service was not likely to be extended to the location within the next 20 years and the distance to infrastructure was over half a mile. However, the 1915 Academy Road owners were still required to sign a Covenant to Bind, as required by District Code, despite a request that they not be required to do so.

There, as here, the unavoidable consequence of a denial letter is a Covenant to Bind the property to connect when service becomes available in the future. The Kuschnereits' frustration is understandable, but it is not the fault of the District. If the Board decided to grant the Kuschnereits' request, it would require an amendment to the existing Code and would go against established precedent.

**FISCAL IMPACT**

There is no direct fiscal impact to the District.

**RECOMMENDED BOARD ACTION**

Staff recommends that the Board direct staff to inform the Kuschnereits' that the District Code, as applied to other similar requests in the past, does not allow for their request to be granted. District legal counsel has reviewed this request and has contributed to this evaluation and recommendation.

**PROPOSED MOTION**

A motion to deny the request as presented.

# Kuschnereit Family

---

3301 Arbor St.  
Mount Vernon, WA 98273  
360-632-4338  
Adrian.kuschnereit@gmail.com

**July 9, 2017**

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

**Dear Patrick Sorensen,**

I am writing this letter to request the Lake Whatcom Water and Sewer District to grant us a special exemption in order to obtain a denial of service letter without recording a covenant. Whatcom County will not grant us a building permit nor allow us to use our well water or even install a rainwater catchment system without first obtaining a denial of service letter from you. The reason for requesting this exception is due to some extraordinary circumstances that we now face in our desire to build a house in your water district, including extra costs due to the complications of the Hirst Decision. First of all, I apologize for the length of this letter, but I believe it may be necessary to effectively demonstrate the situation we are currently in.

Back in September of 2016, we put an offer to purchase 3+ acres of land on the south end of Lake Whatcom (parcel #370421301068) and thus began the process of building our dream home for our growing family. We had immediately fallen in love with the area with its looming hills, beautiful lake, the wonderful green forests surrounding us and the serene quiet that only a life outside of the city can offer. With the birth of our fourth child in October 2016, we were now desperately in need of this additional space and a much larger house to accommodate us.

Since we lived in Skagit County, we were aware of the restrictions that had been suddenly placed on drilling a well and decided to search for building sites in neighboring Whatcom County. We already loved the area, as my wife and I both lived for 4 years in Bellingham while attending Western Washington University, so it was a natural choice for us.

We found this particular parcel and noticed that it was a short-plat, with an already approved septic design, pre-established conservation buffer zones and even a legal covenant providing us access to a shared well on the neighboring parcel which made the parcel "ready to build".

During our feasibility study, we researched our property extensively to include our ability to build a house by contacting the Whatcom County Health department and Planning Department. We were again told that the lot was ready to build, with legal access to water requiring us only to complete a new critical area study as the last one had been in 2005. Little did we know, that when we had contacted Whatcom County and given assurances of our ability to build, it was already a week after the monumental Hirst decision - which makes our situation even more remarkable. At no point in our several conversations with the County was this mentioned.

We closed on our purchase of this property on November 2016, and still had never been notified by the seller, real estate agents, Title Company or Whatcom County government that the Hirst decision had completely eliminated our legal access to our pre-existing well and with it, our ability to build our house. To compound this travesty, in order to purchase the property, we had to put \$20,000 down which was our life savings. A cost that we believed to be a worthy investment at the time in order to make our dream a reality.

We then researched and selected our builder and modified the perfect house design, all the while not rushing our building application as we believed that we would start building in June 2017 when the moratorium ended.

We contacted PSE to install electrical, and obtained bids to install our septic, then when we contacted Whatcom County again - our life was turned completely upside down. We were now told that we had no legal access to water due to the Supreme Court Hirst decision.

We explored all of our options to include legal civil suits, petitioned Washington State legislators for laws to reverse the decision and had extensive conversations with Whatcom County health department and Planning Department. We were repeatedly told that the decision caught everyone by surprise, that the Planning Department did not even know about the decision when we had contacted them a week after it had been decided. All those we contacted told us there was nothing that could be done except for mitigation and a hydrogeological study to prove that our previously exempt well would not affect senior water rights or inflow rules.

Heartbroken, we nonetheless researched these options to include the mentioned hydrogeological study. We contacted several listed hydrogeologists on the approved list and even had an extensive conversation with the hydrogeologist hired by the County to approve any hydrogeological studies that were submitted since this decision. What we learned about this was that there were no standards for such a study to be conducted, not only that but just one of these studies was extremely expensive- likely in the order of \$15-30,000. It shocked us even more when we discovered that even after spending this amount of money, it was unlikely to be approved at all because of the impossible standard it imposed of one's water use having no impact. One of these such hydrogeology studies had already been denied because of this very fact.

After much frustration and continued deliberation on this problem, and after observing with dismay the continuously failed attempts for a legislative fix, we were still faced with the now increasingly urgent need to build a larger house for the needs of our family. We begrudgingly conceded on the fact that we would be willing to accept a slightly smaller house in exchange for one of these mentioned mitigation efforts, a huge concession for us that would allow us to continue moving forward in this process. We decided that we would even install a complete rainwater system in order to avoid the groundwater debate entirely as it had now been many months of chronic and intense emotional stress for our entire family as we considered the reality that we had sunk our life savings into a property that was now almost worthless.

We contacted the County again to apply for a rainwater permit. We were then told for the first time that we would need to confirm with the Lake Whatcom Water and Sewer District that we were unable to connect to their established water system. This was a requirement because we were found to be in this Water District's service area. My wife Melody called the Lake Whatcom Water and Sewer District and spoke to Bill Hunter. After they researched our property, she was specifically told that there was no service in our area, and furthermore that there would not be service or even the potential for us to connect to any water system for at least 10 years.

We called the County again and told them of these findings. We were then told that we needed to obtain a specific "denial of service" letter from the Water District. My wife Melody called the Water District

again in order to obtain this form. At this time my wife and I were under the distinct impression that this was merely a formality- required paperwork to document adherence to the Whatcom County Ordinance which requires applicants to attach to an established public water supply if it is available. We were told by the Water District that we would need to fill out some paperwork before an official denial of service letter could be obtained. This paperwork would be sent via mail. Again, my wife and I believed that this was merely a formality of sorts on the part of the Water District.

When we received the packet from the Water District I was shocked to discover that this was not just a simple application to obtain water services, but was actually a legally binding covenant with some huge implications. I found that it would require us to agree and for any of our descendants or owners of this property to agree to hook up to the Water District's water and sewer system once it became available. Furthermore it required us to be responsible to pay any associated costs of capping wells or properly dealing with any installed septic system, and the installation of additional lines to connect to this water system. The location of our property is approaching 1000 feet south of the nearest roadway (South Bay Drive). Therefore the estimated cost to obtain the necessary utility easements and installation of a water pipeway to this location would be monumental, and quite frankly it is simply an impossible burden for a private residence like ours to endure given our current situation.

I think it's inarguable that a reasonable connection to an existing public water supply and sewer would most definitely be preferred, however the cost in order to do so in our case would be tremendous, and furthermore would negate the value and use of our existing well and septic system (estimated \$12,000) once installed, ultimately costing thousands more dollars. We are essentially paying upwards of \$30,000 to try to install a rainwater mitigation system that we never even wanted but must have, and which would then be rendered completely useless; in fact a financial burden that we must remove once a public water or sewer system is somewhere in our vicinity.

Looking at this issue from its most basic perspective, I truly believe that we had already been denied water service after our initial application/inquiry to the Water District at the time when it was verbally conveyed and confirmed to us that a connection to the public water supply is impossible at this time. Based on this, I simply cannot in good conscience sign a legal document that would place such a large financial burden on myself and my family. This is especially so when the purpose of this document is merely to apply for a water service that I already know is actually impossible to acquire.

With that said, I work in local government and therefore do understand and respect the need for practical and effective laws, rules, and regulations. However, I also believe that there should be the possibility of exceptions to certain rules based on specific situations or circumstances that compel a remedy to a situation outside of someone's control.

Therefore after all of the trials and tribulations that we have faced from this decision, I humbly request that you accept this letter in lieu of signing the covenant in order to grant us a denial letter and allow us to provide an adequate house for our family. If this could be done, we would be eternally grateful to you and the entire Lake Whatcom Water and Sewer District for helping us in our time of need.

Sincerely,

Adrian and Melody Kuschnerreit

006



## LAKE WHATCOM WATER AND SEWER DISTRICT

### AGENDA BILL

DATE SUBMITTED:	July 17, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <u>B.H.</u>		
MEETING AGENDA DATE:	July 26, 2017		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Country Club Sewer Pump Station – Staff Recommendation		
LIST DOCUMENTS PROVIDED ⇒	1.		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

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

At the July 12<sup>th</sup> meeting BHC and GeoEngineers presented 4 alternative designs for replacement of the Country Club Sewer Pump Station:

1. Pump Station Rehabilitation (rebuild existing pump station in same location)
2. Pump Station Replacement (construction new station nearby)
3. Horizontal Direction Drill (HDD) - install gravity pipe and eliminate pump station
4. Conventional Auger Bore (CAB) - install gravity pipe and eliminate pump station

As we learned at the last meeting, Alternate 4 - CAB is not a practical solution for this project. It comes with a very high degree of risk. Rocks or boulders encountered by the auger 1/3 the size of the casing could stop the boring process during construction. And, the overall project cost estimate was the highest of the 4 alternatives. Staff recommends this alternative is not considered any further.

Alternate 1 rebuilds the pump station in its current location. This has the smallest price tag of the 4 alternatives. The location of the existing pump station is right in front of the condominium next to several front doors. The tight space limits what can be done to screen, landscape, or soften the view of the pump station. Rebuilding the station also does not address the small operating volume (water surface elevation difference between PUMP ON and PUMP OFF cycles). The existing wet well is not as deep as it should be to serve the adjacent condominium buildings. Staff recommends this alternate is not considered due to the close proximity to the condominium building and the need to have a deeper wet well.

The two remaining Alternates 2 (Replacement) and 3 (HDD) have essentially the same estimated project cost. Below are some of the benefits and risk/liabilities for each alternate.

<b>Alternate 2 – Pump Station Replacement at Nearby Location</b>	
<b>Benefits</b>	<b>Risk/Liabilities</b>
<ul style="list-style-type: none"> <li>• Better location, more distance from condominium front doors, opportunity to screen and soften view with landscaping</li> <li>• Provide a deeper wet well, better (longer) pump on-off cycles, less chance of backing up into condominium sewer lines.</li> <li>• No temporary bypass pumping required during construction</li> </ul>	<ul style="list-style-type: none"> <li>• Low to moderate risk during construction.</li> <li>• Deep excavation to install new wet well near condominium buildings</li> <li>• Not very much space to install new wet well, valve vault, electrical and control panels</li> <li>• Chance of encountering known and unknown condominium utilities and needing to reroute them out of the way</li> </ul>

<b>Alternate 3 – HDD and Eliminate Pump Station</b>	
<b>Benefits</b>	<b>Risk/Liabilities</b>
<ul style="list-style-type: none"> <li>• Eliminates visual and noise impacts to condominiums</li> <li>• Allows for condominium sewer to flow by gravity reducing risk of backups from high wet well levels</li> <li>• No bi-weekly inspection, level sensor and float cleaning, and testing by District crews</li> <li>• One less station to monitor and keep operating during power outages and wet weather events</li> <li>• No annual pump station maintenance and wet well cleaning by District crews</li> <li>• No future replacement costs (future replacement in 30 years will be around \$500k in today's dollars)</li> </ul>	<ul style="list-style-type: none"> <li>• Moderate risk during construction.</li> <li>• Deep excavation to install new manhole near existing pump station</li> <li>• Chance of encountering known and unknown utilities and have to either adjust manhole location or relocate utilities</li> <li>• Multiple projects sites (entry pit, exit pit, manhole near condos, tie-in at Ranch House pump station), near critical areas (Lake Louise, wetlands near Ranch House, seasonally wet ditch behind condos), permitting will require more effort and resources, permitting may delay project construction.</li> <li>• Depth to bedrock and encountering shallow angle bedrock, can substantially reduce risk by drilling more test borings</li> <li>• Hydraulic fracture to surface during drilling, can reduce and manage risk by controlling drilling speed and pressures</li> </ul>



Based on information gathered and evaluated to date, staff's recommendation is to pursue Alternate 3 – HDD and Eliminate Pump Station contingent on results from a soil hydraulic fracturing analysis using soil sample data collected from recent boring test pits.

GeoEngineers can estimate drilling fluid pressures that the soil profile is likely to handle before developing a fracture to the surface. A factor of safety can be estimated to better understand and evaluate the risk of hydraulic fracture. The analysis is a valuable piece of information now in determining whether to move forward on HDD, during bidding by providing data to potential contractors, and for construction to establish drilling fluid pressure parameters.

After more discussions with GeoEngineers and BHC following the last board meeting, staff has a high confidence level that the HDD method will be able to install a gravity pipe at a slope sufficient to maintain self-cleaning wastewater flow velocities. There are definitely risks, but they can be substantially minimized and managed by performing several more exploratory test borings and completing the soil hydraulic fracturing analysis.

Staff recommends authorizing an amendment to the engineering agreement to complete a soil hydraulic fracturing analysis. Concurrently, BHC and staff will begin working on a scope of work and fee estimate for the next phase of the project to present to the Board of Commissioners for approval along with the results of the soil hydraulic fracturing analysis.

#### **FISCAL IMPACT**

The 2017 budget allocates \$633,093 for the Country Club Sewer Pump Station Improvements project. These are total project estimates – including construction, taxes, engineering services during construction, predesign, design, permitting, and bidding.

	Alternate 1 Pump Station Rehab	Alternate 2 Pump Station Replacement	Alternate 3 HDD	Alternate 4 CAB
Survey, Design, Plans, Specs, Bid	135,000	135,000	125,000	130,000
Geotech Eng and Permitting	20,000	20,000	65,000	50,000
Services During Construction	80,000	80,000	50,000	100,000
Geotech Observation	-	-	25,000	25,000
Construction Contract	430,000	480,000	435,000	485,000
<b>Total Project Estimate</b>	<b>665,000</b>	<b>715,000</b>	<b>700,000</b>	<b>790,000</b>

### **RECOMMENDED BOARD ACTION**

See proposed motion.

### **PROPOSED MOTION**

Authorize staff to amend the engineering agreement with BHC to have their subconsultant, GeoEngineers, proceed with the soil hydraulic fracturing analysis for time and materials not to exceed \_\_\_\_\_.

And, authorize staff to begin scope of work and fee negotiations with BHC for the next phase of work for Alternate 3 - Horizontal Directional Drilling.



## LAKE WHATCOM WATER AND SEWER DISTRICT

### AGENDA BILL

DATE SUBMITTED:	July 17, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	July 26, 2017		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. July 2017 Summary of Existing District Projects		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

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

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		
July 26, 2017	July 20, 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	8	1	0	0
Pre-paid Connection Certificates and Expired Permits	11	0	5	0
Water Availabilities (trailing 12 months)	38*	0	0	0
Subtotal	57	1	5	0
Available ERUs	66	15	5	0

\*Reduction due to many expired water availability forms this month.

### \*\*Completed Capital Projects in 2017\*\*

C1506B	Whatcom Falls Manhole Replacement
C1606	Replace SCADA Workstation Hardware
C1607	North Shore Water Quality Sampling
C1612	Cedar Hills Water Main Relocation
C1701	Purchase New Tool Truck
C1702	Office Staff Vehicle
C1711	SVWTP Booster Station Roof Replacement
C1714	SVWTP Floor Coating
C1715	SVWTP Chemical Feed Pumps and Bench-top Turbimeter

### \*\*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 <sup>th</sup> of month
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		July	Aug	Sept	Oct	Nov	Dec	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Surface Water Treatment Rule Report (SVWTP) (Kevin)	Jan	Feb	Mar	Apr	May	June	Postmarked by 10 <sup>th</sup> of month
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ANNUALLY	Department of Revenue (Debi)	Jan	Feb	Mar	Apr	May	June	Due end of following month
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		July	Aug	Sept	Oct	Nov	Dec	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	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

<b>**State Required Report Status**</b>			
<b>Reporting</b>	<b>Name of Report &amp; Preparer</b>	<b>Completed</b>	<b>When Due</b>
<b>ANNUALLY</b>	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"> <li>• Geneva- 5/17</li> <li>• Sudden Valley 5/17</li> <li>• Eagleridge – 5/17</li> <li>• Agate Hghts – 5/17</li> </ul>
	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
<b>OTHER</b>	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				
June 15, 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"><li>• Death</li><li>• Medical treatment beyond first aid</li><li>• Loss of consciousness</li><li>• Significant injury or illness diagnosed by a licensed health care professional</li><li>• Days away from work (off work)</li><li>• Restricted work or job transfer</li></ul>	1	0	1	1
Total Number of Work Related Injuries Defined as a work related injury or illness that results in: <ul style="list-style-type: none"><li>• Death</li><li>• Medical treatment beyond first aid</li></ul>	1			

<ul style="list-style-type: none"> <li>• Loss of consciousness</li> <li>• Significant injury or illness diagnosed by a licensed health care professional</li> <li>• Days away from work (off work)</li> <li>• Restricted work or job transfer</li> </ul>				
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**

<b>D1601</b>	<b>Geneva Woods Developer Extension Agreement</b>		
SCOPE	Water and sewer improvements for 6 water and sewer connections.		
SIGN DATE	7/27/2016	EXPIRATION DATE	7/27/2019
Prior to Commencing Construction		Prior to Final Acceptance	
<input type="checkbox"/> 1. District Engineer approves design <input type="checkbox"/> 2. Reimbursement of District Engineer review costs <input type="checkbox"/> 3. Copy of insurance policy <input type="checkbox"/> 4. Pay guarantee deposit <input type="checkbox"/> 5. Copies of recorded easement <input type="checkbox"/> 6. Copies of permits <input type="checkbox"/> 7. Pay conformance deposit <input type="checkbox"/> 8. Payment and performance bond <input type="checkbox"/> 9. Pay 25% general facilities fees <input type="checkbox"/> 10. Pays initial facilities inspection deposit <input type="checkbox"/> 11. District issue Notice to Proceed w/Construction		<input type="checkbox"/> 1. District inspects & approves facilities as complete. <input type="checkbox"/> 2. Record drawings <input type="checkbox"/> 3. Easements and title insurance <input type="checkbox"/> 4. Maintenance Bond <input type="checkbox"/> 5. Bill of Sale <input type="checkbox"/> 6. Latecomers Fees <input type="checkbox"/> 7. Supplemental, processing, or administrative fees <input type="checkbox"/> 8. Deliver water meters to District	

#### **Tasks/Notes:**

- 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 6<sup>th</sup> 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.

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

## C1401 Division 22 Reservoir

*Add new Division 22 Reservoir. Funded by DWSRF Loan. Loan Amount = \$994,850 at 1.5% for 20 years + 4 years for construction. District applied for and received an additional loan amount of \$300,000. New total loan amount now \$1,297,850.*

### 04 Predesign and Permitting

- 10/2/2013 DWSRF loan contract will be executed by State on 10/8/2013. Staff will work with Grey and Osborne to prepare scope of work and fee. Scope/fee will be presented to Board tentatively at 11/13/2013 meeting for review/approval.
- 11/6/2013 Loan contract is executed. Execution date was 10/9/2013.
- 1/29/2014 Board approved scope of work and fee for Predesign work.
- 2/4/2014 Staff and G&O compiling AE agreement and exhibits for execution.
- 3/6/2014 Signed AE agreements received from consultant. District attorney doing final review. Agreements will then be executed by Patrick.
- 4/1/2014 G&O and staff had project kick-off meeting. G&O compiling list of information/data to begin predesign work. Topo survey will begin in a couple weeks.
- 5/7/2014 Consultant has performed topographic/boundary survey. Staff compiling water system data needed for consultants predesign work.
- 8/5/2014 G&O working on reservoir sizing after receiving water system data/info from staff. DOH cultural review in progress.
- 8/23/2014 Published Notice to the Public of Intent to Request Release of Funds in Bellingham Herald. This is required as part of the cultural review process. Have to wait 30 days before beginning test pits or geotechnical borings.
- 9/23/2014 Predesign progress meeting with G&O and District staff. Staff reviewed first 3 chapters of predesign report. G&O will update few minor items and continue final predesign tasks. Set goal to present predesign report to at 1st Board meeting in November.
- 3/3/2015 Staff provided G&O remaining data and info in February to complete the predesign report. G&O is scheduled to make a presentation to the Board at the 3/25/2015 meeting.
- 3/25/2015 G&O presented predesign report to board. There was overall consensus with the plan. Staff and G&O will proceed with permitting and coordination with SCVA.
- 4/30/2015 District submitted pre-application meeting packet to Whatcom County. Pre-App meeting scheduled for 11am on 5/21/2015.
- 5/21/2015 Pre-Application Meeting at Whatcom County - 11am. District and G&O attended. Reviewed permitting requirements with County staff.
- 6/1/2015 Received County's Pre-Application Meeting Findings. Staff and G&O working on Conditional Use Permit application. Staff will coordinate with County for onsite critical areas review (look for wetlands).
- 7/1/2015 Received comments from DOH on project report. G&O and staff will respond to comments. G&O and staff are working on the conditional use permit application.
- 7/29/2015 Conditional Use Permit and Variance Permit applications submitted to Whatcom County.
- 8/4/2015 Staff working with G&O on scope of work for next project phase - detailed design, plans, specs, estimates, and bidding.
- 9/2/2015 Whatcom County is processing Condition Use and Variance Permit application.
- 9/2/2015 G&O working to address DOH project report comments.
- 10/8/2015 County still processing CUP and Variance permits. G&O is working with State DOH to address minor comments on pre-design report.
- 12/9/2015 Hearing for CUP and Variance at 130pm in County Council Chambers.
- 12/30/2015 A Memorandum in Support of CUP and Variance Applications and a Declaration by G&O were submitted to the Whatcom County Hearing Examiner. The documents were prepared by Bob

Carmichael with assistance from G&O and District staff.

## 07 Design thru Bidding

---

- 9/30/2015 2nd Advertisement for Bids published in Bellingham Herald and Seattle DJC
- 11/3/2015 G&O working on updated construction cost estimates and steel vs concrete technical memorandum.
- 11/24/2015 Technical memo review at Board meeting. Verified steel reservoir as original decided in the pre-design report is still the preferred alternative.
- 12/2/2015 G&O working on detailed design and plans.
- 1/5/2016 G&O continues development of detailed plans and specs.
- 2/5/2016 50% plan review with G&O and District staff/crew.
- 2/25/2016 G&O submitted revised pre-design report with updated ERU tables and responses to DOH review comments. G&O working on detailed plans and specs.
- 3/29/2016 90% plan and spec review done. Plans submitted to DOH for review. G&O working on final documents.
- 3/31/2016 Conference call with DOH indicates pre-design report for requested capacity will be approved. DOH is working on approval letter.
- 4/6/2016 G&O working on final documents. Pending completion of Commerce Dept and DOH reviews, bid advertisement dates will be set.
- 5/5/2016 1st Advertisement for Bids published in Bellingham Herald and Seattle DJC
- 5/12/2016 Advertisement for Bids published in Bellingham Herald and Seattle DJC
- 5/18/2016 Pre-bid meeting 10am
- 6/2/2016 Bid Opening 11am
- 6/8/2016 Tentative Contract Award at Board Meeting

## 10 Construction

---

- 8/8/2016 Contractor has begun construction work. Trees have been cut. Timber will be delivered to Sudden Valley. Contractor will remove stumps this week.
- 9/8/2016 Contractor has excavated down to footing subgrade. Geotechnical engineer reviewed site conditions. Contractor working on ring-wall footings.
- 10/17/2016 Concrete ring wall and asphalt floor pad complete. Contractor beginning to layout steel floor panels.
- 11/21/2016 Contractor is close to finishing steel work and welding.
- 12/21/2016 Tank structure fabrication and welding is done. Next task is interior coatings.
- 1/18/2017 Coordination meeting held with contractor, coatings subcontractor, Gray & Osborne, District's coatings inspector, and staff. Contractor is starting to prep for coating interior of tank.
- 2/15/2017 Contractor is about 60-percent complete with interior tank coatings.
- 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.
- 7/20/2017 Tank construction is done and is filled 20%. Waiting for water sample results to fill to 100% and put online. Telemetry scheduled for startup and commissioning on 8/7/2017. Once water sample tests are OK, contractor will finish piping tie-ins to existing pipe.

## C1407 Lowe Sewer PS VFD

---

*Replace rotophase with VFD.*

### 01 Administration

---

- 1/5/2015 Staff obtaining quotes for VFD's from vendor. District electrician reviewing electrical panel space

Thursday, July 20, 2017



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.
- 7/20/2017 QCC scheduled to perform PLC programming on 8/2/2017.

## **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.
- 7/20/2017 Leak has gotten worse. Wilson completed hydraulic analysis that shows the main across the bridge can be isolated (turn-off) and not significantly affect fire flow or operation pressures. If leak gets bad, staff can isolate the main until a repair can be figured out and made.

## **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.
- 7/12/2017 Consultants presented horizontal direction drilling and conventional auger bore alternates to Board. Staff will make a recommendation a next Board meeting on the preferred alternative.

### 03 Permitting

---

- 10/20/2016 Pre-Application meeting with Whatcom County to review anticipated permitting requirements.
- 11/7/2016 District and GeoEngineers met with Whatcom County Critical Areas Biologist to review potential critical areas.
- 12/22/2016 GeoEngineers submitted shoreline exemption permit application for test borings to Whatcom County.

## 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.
- 7/12/2017 Staff mail out surveys to property owners that did not turn in a survey at the public meeting. Surveys are due at the end of July.

## 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.

7/20/2017 Staff reviewing draft predesign report. Presentation to Board tentatively scheduled for August 9th.

#### 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.

7/20/2017 Generator is set on the slab. Electrical wiring will begin soon by District crews. QCC scheduled to update PLC programming on 8/2/2017.

#### 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.

7/20/2017 Demo unit has been installed. District crew is beginning to evaluate the product and configuration options.

## **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.

### **01 Administration**

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

7/20/2017 District received ball check valves. District crews will begin installation 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.

7/20/2017 District crew working with nearby home owner to schedule work to raise manhole rim at 2327 Northshore Rd in early August.

## **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.

7/20/2017 Staff gauge received. District crews will install soon.

## **C1713 Eagleridge Booster Pump Station PLC Re-Programming**

Thursday, July 20, 2017

---

*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.
- 7/20/2017 Wilson completed hydraulic analysis confirming booster pumps are no longer needed as City or Bellingham water pressure is adequate. Staff will rescope project to remove pump and modify piping in the building. We will need to get DOH project approval to modify the booster station before any changes are made. Staff will begin preparing a project report and design for submittal to DOH.

---

### **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.
- 7/20/2017 14 done.

---

### **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 work.
- 6/22/2017 Staff coordinating with City on what they need for a backflow assembly.
- 7/20/2017 Staff considering COB suggestion to move intertie to top of ridge on Parkstone at COB/District boundary.



## LAKE WHATCOM WATER AND SEWER DISTRICT

### AGENDA BILL

DATE SUBMITTED:	July 17, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	July 26, 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**

**July 26, 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 October 16, 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, August 9, 2017** at 6:30 p.m.
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, August 10, 2017 at 8:00 a.m.** in the Board Room. Commissioner Weide is scheduled to attend this meeting.
- **Employee Safety Committee Meeting:** The next meeting is set for **August 10, 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 August 8, 2017** at 6:15 p.m.
- **Whatcom Water District's Caucus Meeting:** The next Caucus meeting is set for **August 16, 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.
- **SEPA Notification Request:** Commissioner Citron recently requested that the District insure that it is connected on the County's SEPA comment distribution list for projects in the Lake Whatcom basin. Sometimes we are notified by County Planning and other times it seems we are not in that notification and comment loop. We want to insure that we have the ability to comment on projects that are of interest (i.e., Wildwood). Things are set up for this now.
- **New District Hire:** After a recruitment process and two interviews of candidates we are happy to report that the District has extended an offer to Rachael Hope to serve as our new

Administrative Assistant. Rachael starts work on July 25. You will get to meet her at the July 26<sup>th</sup> Board Meeting. Commissioner Citron participated in the second round of interviews.

- **Upcoming Important Agenda Topics:**

**Water Consolidation Study Follow-up** - As discussed previously staff and legal counsel will be making a presentation to the Board at the **August 9<sup>th</sup> Meeting** regarding background and policy issues associated with the North Shore Water Consolidation Study. We want to help frame the topical and policy issues for discussion. In addition, staff would like to also discuss Wilson Engineering's draft Water Comprehensive Plan Update.

FYI: In the July 12th meeting packet I attached a recent string of email discussions regarding a previously asked question pertaining to the extension of public water and higher density development concerns. This was a point of discussion raised at the June 20<sup>th</sup> public hearing. Please note the discussion between Melanie, Bob Carmichael, and planning representatives from Whatcom County and WDOE. If you don't have this information you can find it on our web site under the July 12 agenda.

**North Shore Water Quality Report Policy Discussion** - Like the Water Consolidation Report on August 9<sup>th</sup>, staff would like to schedule time at either the September 26 or the October 11 meeting to begin policy discussions on this subject.

- **General Manager Annual Evaluation:** It is that time of year again. As in the past I will forward to you all a copy of last year's evaluation and the narrative form we have been using. My anniversary date is August 1. This information will be sent via email to you before the end of the month.
- **Out of Area & Meeting Changes Reminder:**
  - Reminder. The Board meeting moved earlier to August 10 was moved back to August 9 at 6:30 p.m.
  - The September 27, 8:00 a.m. meeting was moved to the 26<sup>th</sup> at 8:00 a.m. The 27<sup>th</sup> conflicts with the Fall WASWD Water & Sewer Conference.
  - Please remember to notify staff and the rest of the Board of any anticipated Board meeting absences through the rest of 2017.