



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

September 26, 2017

8:00 a.m. – Special Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Par Sewer Pump Station Predesign Report
 - B. Division 22 Reservoir – Project Close-out
 - C. Water and Sewer Permit Expiration
 - D. Resolution No. 837 Establishing an Assessment Policy
 - E. Northshore Water Quality Report Update/Discussion
 - F. List of Changes Between 2010 & 2017 Comprehensive Water Plans
 - G. Summary of Existing District Projects
 - H. Monthly Budget Analysis
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. Executive Session Per RCW 42.30.140(4) General Manager Performance Evaluation – 30 minutes
10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 20, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Staff	MANAGER APPROVAL _____		
MEETING AGENDA DATE:	September 26, 2017		
AGENDA ITEM NUMBER:	4		
SUBJECT:	Consent Agenda		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. See list below		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND/EXPLANATION

- Minutes for the August 30, 2017 meeting
- Minutes for the September 13, 2017 meeting
- Accounts Payable Vouchers totaling \$XXX,XXX.XX
- Payroll for Pay Period #20 (9/9/2017 through 9/21/2017) totaling \$XX,XXX.XX
- Payroll Benefits for Pay Period #20 totaling \$XX,XXX.XX

*TO
Be
updated
9/25/17*

Lake Whatcom Water and Sewer District
Regular Session of the Board of Commissioners
August 30, 2017

Board President Laura Weide called the Regular Session to order at 8:02 a.m. Other District representatives present included Commissioners Todd Citron, Curtis Casey and John Carter; General Manager Patrick Sorensen; District Engineer Bill Hunter; Financial Manager Debi Denton, consulting engineer Melanie Mankamyer; and Recording Secretary Rachael Hope. Commissioner Bruce Ford had an excused absence. A list of interested participants is on file.

- Changes to Agenda

Hunter requested that item 5B, the Geneva Woods Developer Extension Agreement, be moved to the top of the agenda, as developer Murphy Evans was in attendance.

Action Taken

Weide moved, Curtis seconded, to move agenda item 5B, Geneva Woods Developer Extension Agreement, to the top of the agenda for immediate discussion. Motion passed.

- Geneva Woods Developer Extension Agreement

Hunter explained that the developer is diligently working on the installation of water and sewer infrastructure, but has not completed several items required for Final Acceptance of the agreement by the board. Hunter relayed the recommendation of the District's legal counsel, Bob Carmichael, that the Board not make any changes to the process outlined in the Developer Extension Agreement.

Murphy Evans, the developer for the Geneva Woods DEA, presented a case to the board for issuing a Water Availability Certificate before formal completion of the Agreement. His appeal centered on his infrastructure being complete, his October 1 deadline for breaking ground, and risk to the district being mitigated by his performance bond. Discussion followed.

Action Taken

Citron moved, Casey seconded, to authorize staff to issue Final Acceptance after all the requirements of the Developer Extension Agreement have been met; and to authorize the General Manager or Assistant General Manager to execute the Bill of Sale accepting the system after all agreement requirements are completed to satisfaction of staff. Motion passed.

- Consent Agenda

Action Taken

Weide moved, Casey seconded, approval of:

- **Accounts Payable Vouchers totaling \$137,753.21**
- **Payroll for Pay Period #17 (7/29/2017 through 8/11/2017) totaling \$40,042.94**
- **Payroll for Pay Period #18 (8/12/2017 through 8/25/2017) totaling \$44,105.61**
- **Payroll Benefits for Pay Period #17 totaling \$44,853.48**
- **Payroll Benefits for Pay Period #18 totaling \$28,035.13**
- **Minutes for the August 09, 2017 Meeting**

Motion passed.

- Country Club Sewer Pump Station – Staff Recommendation

Hunter reported that preliminary results from the Hydraulic Fracture and Drilling Fluid Surface Release Evaluation indicate that horizontal directional drilling can be performed successfully and safely if done within the fluid evaluation recommended parameters. Staff recommended that the board authorize an amendment to the Agreement for A/E Professional Services with BHC Consultants, LLC to include geotechnical design as well as the fracture evaluation authorized by letter. Products developed in this scope of work will be utilized for permitting, detailed design, bid documents, and construction.

Action Taken

Casey moved, Carter seconded, to authorize the General Manager to execute Amendment #2 to Agreement for A/E Professional Services for Construction Club Sewer Pump Station Improvements with BHC for an amount not to exceed \$119,687. Motion Passed.

- Ratification of Confidentiality Agreement with Administrative Assistant

Sorensen summarized the logic behind having the District's new Administrative Assistant sign a Confidentiality Agreement. The new Administrative Assistant has a background in Human Resources and Administration, and Sorensen hopes to utilize the position as a support person in matters that require confidentiality.

Action Taken

Citron moved, Casey seconded, to ratify the Confidentiality Agreement with the Administrative Assistant as written. Motion passed.

- Final Version of the North Shore Water Consolidation Report

Melanie Mankamyer of Wilson Engineering briefly presented the final version of the North Shore Water Consolidation report. An opportunity for questions followed.

Action Taken

Casey moved, Citron seconded, to accept the North Shore Water Consolidation Report and submit it to the Washington State Department of Health as completed. Motion passed.

- Monthly Budget Analysis

The Board briefly discussed the Monthly Budget Analysis for July.

- Summary of Existing District Projects

Hunter gave a brief update with visual aids of two district projects coming to completion: the Division 22 Reservoir and the Sudden Valley Culvert. He also reported on a small sewer overflow that occurred on August 26 and was successfully contained by the district.

- Manager's Report

Sorensen reminded the Board about upcoming events and agenda items for future meetings.

With no further business, Weide adjourned the Regular Session at 9:28 a.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Weide

Todd Citron

Bruce R. Ford

Curtis J. Casey

John Carter

Lake Whatcom Water and Sewer District
Regular Session of the Board of Commissioners
September 13, 2017

Board President Laura Weide called the Regular Session to order at 6:30 p.m. Other District representatives present included Commissioners Todd Citron, Curtis Casey, John Carter and Bruce Ford; District Engineer Bill Hunter; consulting engineer Melanie Mankamyer; legal counsel Robert Carmichael; and Recording Secretary Rachael Hope. General Manager Patrick Sorensen had a planned absence. There were no members of the public present.

- Changes to Agenda

Weide requested to add discussion of a conversation she had with a representative of Water District 7 earlier in the day to the Other Business discussion. The Board agreed.

- Consent Agenda

- Action Taken

- Casey moved, Ford seconded, approval of:**

- **Minutes for the August 30, 2017 Board Meeting**
 - **Accounts Payable Vouchers totaling \$326,631.06**
 - **Payroll for Pay Period #19 (8/26/2017 through 9/8/2017) totaling \$39,646.79**
 - **Payroll Benefits for Pay Period #19 totaling \$44,505.43**

- Motion passed.**

- Division 22 Reservoir – Project Close-out

Hunter reported that staff is extremely close to being able to close out the Division 22 Reservoir project. The last items needed are the electrical sign-off, Whatcom County sign-off, and one spare part. The project will be completed by next meeting and ready for a motion to accept it as complete.

- Country Club Sewer Pump Station

Hunter explained that Draft Amendment #3 to the Architectural/Engineering Agreement with BHC Consultants includes the scope of work for detailed design drawings, specifications, cost estimates, and additional permitting for horizontal direction drilling a gravity sewer main from Country Club Sewer Pump Station to Ranch House Sewer Pump Station.

At the July 12, 2017 Board meeting, BHC and their sub consultant GeoEngineers presented various improvement alternatives for Country Club Sewer Pump Station. The District selected Alternate 3 – HDD as the preferred alternative. This amendment increases the cost for engineering through bidding by approximately \$15,000. Part of the increase is the inclusion of a place holder for an archaeologist that might or might not be necessary. Hunter pointed out that past projects, such as the Ranch House Berm, have been done nearby without problems.

- Action Taken

- Citron moved, Ford seconded, to authorize the General Manager to execute Amendment #3 to Agreement for A/E Professional Services for Country Club Sewer Pump Station Improvements with BHC for a not to exceed amount of \$206,222 and;**

Allocate an additional \$55,000 of capital improvement funds toward the design and permitting of Country Club Pump Station Improvements Project for a total 2017 budgeted amount of \$208,093. Motion passed.

- Abandonment of On-Site Sewer Disposal Systems Update

Hunter reviewed that in 2016, District staff identified 8 properties in Geneva connected to individual septic systems, despite their being located in the ULID #18 service area adjacent to public sewer lines. On August 18, 2016 the Board reaffirmed the District's long-standing policy requiring sewer connection by adopting Resolution #828.

In September 2016, these property owners were given one year to connect. If they did not connect on their own, the District would look into connecting them and placing a lien on their property to pay the District back. Two of the properties will be fully connected by mid-September. On August 15, 2017, the District mailed a second letter to each of the 6 properties which are still not connected reminding them of the requirement to connect. Additionally, it was discovered that 2 of the remaining 6 properties not been included in and assessed the original ULID #18 fees. For these 2 properties, the ULID #18 assessment and latecomer penalty must be added to the cost of connection set forth in the original letter, unless the Board otherwise directs.

One of the property owners, Kim Yuska, appealed to the board in writing requesting their latecomer penalty be dropped or reduced as they only use their property "about 4 months out of the year after work and on some weekends." Hunter pointed out that in order to reduce the latecomer penalty for any of these properties; Resolution 672 would have to be amended. Ford articulated that the District never pro-rates fees by months of residency or other factors.

On recommendation from legal counsel, staff suggested that for the record, the Board reaffirm its intent (per Resolution No. 672) that staff seek collection of the assessment (\$2,792.78) and latecomer penalty (\$3,979.71) for the two unassessed properties under ULID #18, in addition to the cost of connection for unconnected property described in Resolution #828 on August 18, 2016 (\$5,316.00).

Action Taken

Casey moved, Citron seconded, to reaffirm the boards original position to follow Resolutions 672 and 828 as written. Motion passed.

- Resolution No. 836 Designating an Applicant Agent for a Federal Emergency Management Agency Hazard Mitigation Grant Program Application and Grant

Hunter communicated that the District is preparing to apply for a \$ 900,000 grant from the Federal Emergency Management Agency in order to make potential earthquake mitigation improvements to the existing Division 7 water reservoir. This application process requires that we have both a designated applicant agent and an alternate signatory agent. We are proposing that Patrick Sorensen, the General Manager be designated as the Applicant Agent and that Bill Hunter, District Engineer/Assistant General Manager be designated as the alternate. The federal process requires that the Board designate these agents via Resolution.

Action Taken

Casey moved, Citron seconded, approval of Resolution 836 to designate Patrick Sorensen, General Manager, as the District's authorized agent to execute for and on behalf of the District a Hazzard Mitigation Grant Program application, any potential grant agreement, and payment requests. Further, that Bill Hunter,

District Engineer/Assistant General Manager, be designated as the alternate agent. Motion passed.

- Comprehensive Water System Plan Update Draft for Review

Melanie Mankamyer of Wilson Engineering introduced an update to the District's Comprehensive Water System Plan. There are a few open items remaining that need to be coordinated with District staff, and Wilson will refine a few of the tables and figures to be more readable and easier to understand. The purpose of this presentation and discussion was to affirm both the consultant's and staff's direction in preparing the updated Plan. Final adoption is scheduled for the November 29, 2017 Board meeting, and discussion of the Plan and changes will be continued at board meetings between now and final adoption. The consultant will also be looking for additional direction on other issues from Board at the November 15, 2017 Special Meeting/Workshop. Discussion followed.

- Other Business

Water District 7

Weide reported that she had met with the President of Water District 7 earlier in the day, and he had once again inquired about the possibility of Water District 7 purchasing water from Lake Whatcom Water and Sewer District at some point in the future. Hunter recalled that the two main questions guiding this discussion in the past have been whether this would mesh with the District's mission to protect water quality in Lake Whatcom; and questions about water rights. Discussion followed.

Statement from Commissioner

Citron recalled a statement he had made to a developer at the August 30 Board Meeting that upon further reflection he felt was not appropriate. He extended his apologies to the Board and reported that he had already issued the same statement directly to the developer.

Update on Geneva Woods DEA

Hunter updated the Board, reporting that the Geneva Woods Developer Extension Agreement was on track for completion in the next day.

Amendment to August 30 Meeting Minutes

Ford noted that in the August 30 Board Meeting Minutes there was an error in who moved one of the motions. Staff will amend the meeting minutes for acceptance at the next board meeting.

Meeting

Citron mentioned that he would be attending a meeting with a subset of the Policy Group to talk about finances and funding storm water projects in the watershed, among other topics. Weide said she would likely attend.

- Manager's Report

Weide summarized the Manager's report in Sorensen's absence, and reminded the Board about upcoming events and agenda items for future meetings.

- Executive Session Per RCW 42.30.140(4) General Manager Performance Evaluation – 30 Minutes

Weide recessed the Regular Session to Executive Session at 7:50 p.m. It was estimated that the Executive Session would take about 30 minutes. The purpose of the Executive Session

was to discuss the General Manager's Performance Evaluation. Weide recessed the Executive Session and reconvened the Regular Session at 8:20 p.m.

With no further business, Weide adjourned the Regular Session at 8:20 p.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Weide

Todd Citron

Bruce R. Ford

Curtis J. Casey

John Carter



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 21, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>Pat Hunter</i>		
MEETING AGENDA DATE:	September 26, 2017		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Par Sewer Pump Station Predesign Report		
LIST DOCUMENTS PROVIDED ⇨ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Several Cost Slides from RH2 Presentation		
	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

RH2 will present alternatives explored and their estimated costs at the meeting. Alternatives included new gravity main to Sudden Valley Marina area eliminating the pump station, new gravity main to Sudden Valley Barns area eliminating the pump station, top mounted pump station, and submersible pump station.

Eliminating Par Sewer Pump Station by installing a new gravity main is possible. The shortest route across the golf course also crosses Austin Creek and requires installing a siphon under the creek by means of horizontal direction drilling. The longer route to the marina area presents challenges in and alongside the golf course.

After consideration of design/permitting/construction risks, costs, operations, and maintenance of each of the alternates, staff recommends replacing the existing top mounted pumps with submersible pumps.

FISCAL IMPACT

The District 2017 budget allocates \$100k for design. The capital improvement plan (CIP) includes \$475k in 2018 for construction.

The total project cost for the submersible pump alternative is:

Par Gravity Sewer Feasibility	\$21k
<u>Design/Permitting/Construction</u>	<u>\$477k</u>
Total Project Cost	\$498k

Current cost estimates are within the 2017 budget and 2018 CIP funding plans.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Authorize staff to begin scope of work and fee negotiations with RH2 for permitting, design, and bidding the submersible sewer pump station alternative, where the scope and fee will be presented to the Board at a future board meeting for consideration.

ALTERNATIVES

- Alternative 1 – Replacement with Similar S&L Station with Controls and Generator Plug In
- Alternative 2 – Replacement with Submersible Flygt Pumps with Generator Plug In
- Alternative 3 – Siphon Gravity to AB Basin
- Alternative 4 – Gravity to Tomb Basin west of Hole 1
- Alternative 5 – Gravity to Tomb Basin east of Hole 1

PROJECT COST BREAKDOWN

- Alternative 1 – Smith and Loveless Replacement

Construction Cost	\$370,000
(including 25% contingency and 8.5% sales tax)	
Design and Permitting	\$56,000
Construction Oversight	\$22,000
Control System Integration	\$10,000
Total	\$458,000

PROJECT COST BREAKDOWN

- Alternative 2 – Flygt Submersible Replacement

Construction Cost	\$386,000
(including 25% contingency and 8.5% sales tax)	
Design and Permitting	\$58,000
Construction Oversight	\$23,000
Control System Integration	\$10,000
Total	\$477,000

PROJECT COST BREAKDOWN

- Alternative 3 – Afternoon Beach Gravity Alignment

Construction Cost	\$330,000
(including 25% contingency and 8.5% sales tax)	
Design and Permitting	\$115,000
Construction Oversight	\$27,000
Control System Integration	\$10,000
Total	\$472,000

PROJECT COST BREAKDOWN

- Alternative 4 – Tomb Gravity Alignment

Construction Cost	\$525,000
(including 25% contingency and 8.5% sales tax)	
Design and Permitting	\$184,000
Construction Oversight	\$42,000
Total	\$751,000

TOTAL PROJECT AND O&M COSTS

<u>Alt.</u>	<u>Total</u>	<u>+20 Years O&M</u>	<u>%Difference</u>
1	\$458,000	\$623,000	+28%
2	\$477,000	\$641,000	+32%
3	\$472,000	\$487,000	+0%
4	\$751,000	\$780,000	+60%

- Total Project – Includes Design, SDC, Control System Integration
- Alt 3 Maintenance Costs Likely Underestimated



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 21, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>Paul D...</i>		
MEETING AGENDA DATE:	September 26, 2017		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Division 22 Reservoir – Project Close-out		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Letter from Gray & Osborne		
	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

Staff is anticipating T Bailey, Inc. will have completed all contract requirements and punch list items prior to the Board meeting. Staff will give a verbal update at the meeting and tentatively recommend accepting the Division 22 Reservoir No. 2 Project as complete.

FISCAL IMPACT

Original Construction Contract (<i>T Bailey, Inc.</i>)	\$1,292,650.00	
CO#1 (<i>Add 42 calendar days to contract time</i>)	\$0	
CO#2 (<i>Add 7 calendar days to contract time</i>)	\$0	
CO#3 (<i>Final adjustment of unit price quantities</i>)	(\$27,309.22)	-2.1%
<hr/>		
Total Construction Cost	\$1,265,340.78	
8.5% Sales Tax	\$107,553.97	
<hr/>		
Grand Total Including Sales Tax	\$1,372,894.75	

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Accept the Division 22 Reservoir No. 2 Project as complete and direct staff to close out the project.



September 19, 2017

Mr. Bill Hunter
District Engineer
Lake Whatcom Water & Sewer District
1220 Lakeway Drive
Bellingham, Washington 98229

SUBJECT: PROJECT ACCEPTANCE, DIVISION 22 RESERVOIR 2
LAKE WHATCOM WATER & SEWER DISTRICT,
WHATCOM COUNTY, WASHINGTON
G&O #14456.02

Dear Mr. Hunter:

The project has been completed in compliance with the Project Plans and Specifications. We therefore recommend the District accept the project as complete after District personnel have verified that the contractor has submitted all required Affidavit of Wages Paid forms to the District. District staff have indicated that they will submit the completed "Notice of Completion of Public Works Contract" form to the Washington State Department of Revenue, the Washington State Department of Labor and Industries, and the Washington State Employment Security Department.

Please contact me if you have any questions or concerns regarding these matters.

Sincerely,

GRAY & OSBORNE, INC.

Russell Porter, P.E.

RLP/hh

cc: Mr. Justin Rawls, T Bailey, Inc.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 21, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>Pat. J...</i>		
MEETING AGENDA DATE:	September 26, 2017		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Water and Sewer Permit Expiration		
LIST DOCUMENTS PROVIDED ⇨ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Resolution 835		
	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

On July 12, 2017 the District adopted Water and Sewer General Facility fees that increase every January 1st beginning 2018 and runs through 2021. Water/Sewer permit and Pre-Paid Connection Certificate expiration dates now have monetary consequences.

The current Administrative Code section is as follows:

3.5.2 Connection Charges

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

The wording of the current policy can be commonly understood two ways:

- Calendar year means the same year as when the permit is issued. For example, if a permit is issued on December 20th 2017, 12-days later it is expired and is subject to the January 1 fee increase.
- Calendar year can also be understood as equal to 365 days. For example, if a permit is issued on December 20th, 2017, it is good through December 19th, 2018. It is expired on December 20th, 2018 and becomes subject to the current fees.

Staff seeks to confirm the policy language as adopted is what the Board intends to implement going forward – meaning all permits and pre-paid connection certificates are subject to fee increases every January 1.

FISCAL IMPACT

Depends on when permits expire and additional fees are due.

RECOMMENDED BOARD ACTION

Staff recommends updating the Administrative Code such that water/sewer permits and pre-paid connection certificates expire 365-days after the date of issuance. This allows all permit holders equal time opportunity to connect to the system.

PROPOSED MOTION

Confirm that water/sewer permits and pre-paid connection certificates expire in the calendar year issued – meaning they expire every December 31st and are subject to fee increases every January 1.

Or;

Amend the District's Administrative Code such that water/sewer permits and pre-paid connection certificates expire 365-days after the date of issuance, effective today. And, direct staff to prepare a resolution to formally incorporate the changes into the Administrative Code.

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION NO. 835

A Resolution of the Board of Commissioners
Updating the Master Fees and Charges with Schedule #24

WHEREAS, Lake Whatcom Water and Sewer District ("District") needs to periodically update its Master Fees and Charges Schedule ("Schedule"); and

WHEREAS, on June 14, 2017, pursuant to a report from its financial consultant, the Board of Commissioners approved water and sewer General Facilities Charge increases beginning on January 1, 2018, and increasing by 2.5% each year through January 1, 2021; and

WHEREAS, a new Schedule (Schedule #24) incorporates the aforementioned increases in General Facilities Charges; and

WHEREAS, the District Board desires to update the Master Fees and Charges Schedule to include General Facilities Charge increases effective January 1, 2018, through January 1, 2021, as shown on Schedule #24; and

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The District adopts Schedule #24, which reflects an increase in General Facilities Charges effective January 1, 2018, through January 1, 2021, as shown on Schedule #24. Schedule #24 is attached hereto and incorporated herein in full by this reference.
2. Schedule #24 replaces Schedule #23 as the operative Master Fees and Charges Schedule for the District.
3. Any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this Resolution.
4. If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional.
5. This Resolution shall be effective immediately.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District,
Whatcom County, Washington, at a Regular Meeting thereof, on July 12, 2017

Laura Weide, Board President




Todd Citron, Board Secretary



John Carter, Commissioner

Curtis Casey, Commissioner



Bruce R. Ford, Commissioner



Approved as to form, District Legal Counsel

MASTER FEES AND CHARGES
SCHEDULE #24
Effective date July 12, 2017 (Resolution 835)

Item	Administrative Fees	Fee/Charge	Reference
1.	Equipment Charge, Hourly		
	Air Compressor–Ingersol/Rand 185 CFM Diesel	\$20.00	Resolution 798
	Backhoe – John Deere 580D	\$45.00	
	Boom Truck – 6,000 Pound	\$30.00	
	Combination Vacuum/Flush Truck	\$100.00	
	Sewer Camera Van	\$75.00	
	Dump Truck – 2-Yard	\$25.00	
	Dump Truck – 5-Yard	\$45.00	
	Equipment Trailer – 14,000 Pound	\$15.00	
	Flush Truck	\$65.00	
	Portable Engine Pump – 600 gpm @130-Feet	\$40.00	
	Portable Generator – 75 kw	\$45.00	
	Portable Generator – 250 kw	\$85.00	
	Tanker Truck – 3,000 Gallon	\$75.00	
Tool Truck	\$20.00		
2.	Information Reproduction		
	Digital Recording - Board Meeting	\$35.00	Resolution 680
	Document – standard size – less than 10 pages	No charge	Resolution 680
	Document – standard size –more than 10 pages	.15 per page	Resolution 717
	Document – non-standard size – deposit	\$50.00	Resolution 680
	Document – non standard size – reproduction	Cost	Resolution 680
3.	Labor, Hourly		
	Accounting Clerk	\$34.00	Resolution 798 Direct Labor Costs
	Accounts Payable/Payroll	\$38.00	
	Accounts Receivable	\$38.00	
	Administrative Assistant	\$46.00	
	Construction Engineer	\$53.00	
	District Engineer	\$71.00	
	Engineering Technician	\$42.00	
	Finance Manager	\$62.00	
	General Manager	\$80.00	
	Maintenance Electrician	\$53.00	
	Maintenance Supervisor	\$57.00	
	Maintenance Worker	\$42.00	
	Utility Systems Support Specialist	\$42.00	
	Water Treatment Plant Operator	\$46.00	
Wilson Engineering Consultation - Current hourly rate + 10%		Resolution 798	
4.	Document Recording Fees		
	Document Recording	\$105.00	Resolution 753
	Lien Record/Release	\$150.00	Resolution 756
	Transfer, real estate closing	\$30.00	Resolution 806
	Segregation of assessment, equivalent residential units and water/sewer permits	\$100.00	Resolution 819
	Assessment transfer	\$250.00	Resolution 680
5.	Payment return item	\$25.00	Resolution 820

MASTER FEES AND CHARGES
SCHEDULE #24
Effective date July 12, 2017 (Resolution 835)

Item	Billing – SEWER SERVICE	Fee/Charge	Reference
<i>Regular Customer Charge Per Billing Cycle - Sewer</i>			
6.	Effective January 1, 2015		
	Billing Cycle Charge	\$148.03	Resolution 806
	Account Charge	\$7.03	
	Volume Charge per dwelling unit	\$141.00	
	Low Income Senior/Disabled Rate 40% Discount	\$88.82	
Effective January 1, 2016			
7.	Billing Cycle Charge	\$151.74	Resolution 806
	Account Charge	\$7.21	
	Volume Charge per dwelling unit	\$144.53	
	Low Income Senior/Disabled Rate 40% Discount	\$91.04	
	Effective January 1, 2017		
8.	Billing Cycle Charge	\$155.53	Resolution 806
	Account Charge	\$7.39	
	Volume Charge per dwelling unit	\$148.14	
	Low Income Senior/Disabled Rate 40% Discount	\$93.32	
	Effective January 1, 2018		
9.	Billing Cycle Charge	\$159.42	Resolution 806
	Account Charge	\$7.57	
	Volume Charge per dwelling unit	\$151.85	
	Low Income Senior/Disabled Rate 40% Discount	\$95.65	
	Effective January 1, 2019		
10.	Billing Cycle Charge	\$163.40	Resolution 806
	Account Charge	\$7.76	
	Volume Charge per dwelling unit	\$155.64	
	Low Income Senior/Disabled Rate 40% Discount	\$98.04	
	11.	Late Fee – One late fee per account per year refundable with General Manager's approval.	
12.	Bulk sewage disposal	\$100.00 + 0.0018/gallon	Latest actual bill from COB

MASTER FEES AND CHARGES
SCHEDULE #24
Effective date July 12, 2017 (Resolution 835)

Item	Billing – WATER SALES	Fee/Charge	Reference		
<i>Regular Customer Charge Per billing cycle – up to 600 cubic feet of water</i>					
13.	5/8 x 3/4 Inch Meter		Resolution 806		
	Effective January 1, 2015	\$52.68			
	Low Income Senior/Disabled Rate	\$31.61			
	Effective January 1, 2016	\$57.29			
	Low Income Senior/Disabled Rate	\$34.37			
	Effective January 1, 2017	\$62.31			
	Low Income Senior/Disabled Rate	\$37.39			
	Effective January 1, 2018	\$67.60			
	Low Income Senior/Disabled Rate	\$40.56			
14.	1 Inch Meter		Resolution 806		
	Effective January 1, 2015	\$69.88			
	Effective January 1, 2016	\$75.99			
	Effective January 1, 2017	\$82.64			
	Effective January 1, 2018	\$89.67			
	Effective January 1, 2019	\$93.25			
	15.	1½ Inch Meter			Resolution 806
		Effective January 1, 2015		\$96.40	
		Effective January 1, 2016		\$104.83	
Effective January 1, 2017		\$114.00			
Effective January 1, 2018		\$123.69			
Effective January 1, 2019		\$128.64			
16.	2 Inch Meter		Resolution 806		
	Effective January 1, 2015	\$133.19			
	Effective January 1, 2016	\$144.84			
	Effective January 1, 2017	\$157.52			
	Effective January 1, 2018	\$170.91			
	Effective January 1, 2019	\$177.74			
17.	3 Inch Meter		Resolution 806		
	Effective January 1, 2015	\$263.40			
	Effective January 1, 2016	\$286.45			
	Effective January 1, 2017	\$311.51			
	Effective January 1, 2018	\$337.99			
	Effective January 1, 2019	\$351.51			
18.	Usage Over 600 Cubic Feet		Resolution 806		
	Effective January 1, 2015	\$7.48			
	Effective January 1, 2016	\$8.13			
	Effective January 1, 2017	\$8.85			
	Effective January 1, 2018	\$9.60			
	Effective January 1, 2019	\$9.98			
	Low Income Senior/Disabled Rate	40% Discount			
19.	Usage Over 2,500 Cubic Feet		Resolution 806		
	Effective January 1, 2015	\$9.35			
	Effective January 1, 2016	\$10.17			

MASTER FEES AND CHARGES
SCHEDULE #24
Effective date July 12, 2017 (Resolution 835)

	Effective January 1, 2017	\$11.06	
	Effective January 1, 2018	\$12.00	
	Effective January 1, 2019	\$12.48	
20.	Late Fee – One late fee per account per year reversable with General Manager’s approval.	10% of past due utility services balance	Resolution 766 RCW 57.08.081(3)

Item	Miscellaneous Water Charges	Fee/Charge	Reference
21.	Water Interruption - Voluntary		
	<u>With</u> Billing Suspension		
	Lock curb stop valve		
	During normal business hours	\$150.00	Resolution 661
	Outside normal business hours	\$175.00	
	<u>With</u> billing suspension		
	Unlock curb stop valve		
	During normal business hours	No charge	Resolution 661
	Outside normal business hours	\$150.00	
22.	<u>Without</u> Billing Suspension		Resolution 661
	Lock curb stop valve	\$50.00	
	Unlock curb stop valve		
	During normal business hours	No charge	Resolution 661
	Outside normal business hours	\$150.00	
23.	Water interruption - Involuntary		
	Delinquent Account - Lock curb stop valve	\$50.00	
	Unlock curb stop valve		
	During normal business hours	No charge	
	Outside normal business hours	\$150.00	
24.	Water interruption - Other		
	Failure to comply with emergency order	Same as above	Resolution 661
	Failure to eliminate cross connection	Same as above	
	Failure to repair leak	Same as above	
	Request of agency/higher authority	No charge	
	Visible leak in vacant building or Disaster	No charge	
25.	Unauthorized Lock Removal Fee		
	When customer cuts or removes lock from meter without District authorization.	\$150.00	Resolution 726
26.	Damaged Meter		
	If meter damaged by the customer	Material & labor to repair meter + \$150.00	Resolution 726
27.	Clear obstructed water meter after request to customer to remove is refused	\$50.00	Board meeting 11/10/99
28.	Hydrant meter, fire hose, fittings		
	Equipment rental – single continuous use	\$35.00	Board meeting 11/10/99
	Bulk water purchase with hydrant meter	\$0.0357/cf	Resolution 696

MASTER FEES AND CHARGES
SCHEDULE #24
Effective date July 12, 2017 (Resolution 835)

Item	Developer Extension Agreements	Fee/Charge	Reference
29.	Initial Fees		
	Application – Good for 60 days	\$300.00	Resolution 680
	Conformance Deposit	\$1,000.00	Resolution 680
	General Administration	\$750.00	Resolution 680
30.	Final Design Review		
	District Engineer	Cost + 2%	Resolution 680
31.	Design Review and Inspection*		
	Initial Deposit	\$5,000.00	Resolution 680
	Supplemental Deposit	\$2,000.00	Resolution 680
32.	Contract noncompliance	Cost + 2%	Board Meeting 5/14/97
33.	Latecomers Reimbursement Agreements, Reimbursement processing	\$185.00 per connection	Board Meeting 6/10/09 + Resolution 753
34.	Special Agreements	Cost + 2%	Board Meeting 5/14/97
35.	Third Party Claims	Cost + 2%	
36.	Time Extension		
	Before expiration date	\$250.00	
	After expiration date	\$750.00	

*The name of this fee was changed from Facilities Inspection to Design Review and Inspection deposit. Reference April 11, 2007 Minutes

MASTER FEES AND CHARGES
SCHEDULE #24
Effective date July 12, 2017 (Resolution 835)

Item	Permitting				Fee/Charge	Reference
37.	Water Permit					
Water General Facilities & Installation	Meter Size	Continuous Flow Rating (GPM)	Meter Capacity Ratio	Connection Fee	Installation	Resolution 747 Effective 1/1/2009
	5/8 x 3/4	15	1	\$4,110.00	\$700.00	
	1"	30	2	\$8,220.00		
	1.5"	75	5	\$20,550.00		
	2"	120	8	\$32,880.00	\$4,200.00	
	3" Compound	330	22	\$90,420.00		
	4" Compound	440	29.33	\$120,546.30		
Water General Facilities & Installation	Meter Size	Continuous Flow Rating (GPM)	Meter Capacity Ratio	Connection Fee	Installation	Resolution 835 Effective 1/1/2018
	5/8 x 3/4	15	1	\$5,742.00	\$700.00	
	1"	30	2	\$11,484.00		
	1.5"	75	5	\$28,710.00		
	2"	120	8	\$45,935.00	\$4,200.00	
	3" Compound	330	22	\$126,322.00		
	4" Compound	440	29.33	\$168,411.00		
Water General Facilities & Installation	Meter Size	Continuous Flow Rating (GPM)	Meter Capacity Ratio	Connection Fee	Installation	Resolution 835 Effective 1/1/2019
	5/8 x 3/4	15	1	\$5,885.00	\$700.00	
	1"	30	2	\$11,771.00		
	1.5"	75	5	\$29,427.00		
	2"	120	8	\$47,084.00	\$4,200.00	
	3" Compound	330	22	\$129,480.00		
	4" Compound	440	29.33	\$172,621.00		
Water General Facilities & Installation	Meter Size	Continuous Flow Rating (GPM)	Meter Capacity Ratio	Connection Fee	Installation	Resolution 835 Effective 1/1/2020
	5/8 x 3/4	15	1	\$6,033.00	\$700.00	
	1"	30	2	\$12,065.00		
	1.5"	75	5	\$30,163.00		
	2"	120	8	\$48,261.00	\$4,200.00	
	3" Compound	330	22	\$132,717.00		
	4" Compound	440	29.33	\$176,936.00		
Water General Facilities & Installation	Meter Size	Continuous Flow Rating (GPM)	Meter Capacity Ratio	Connection Fee	Installation	Resolution 835 Effective 1/1/2021
	5/8 x 3/4	15	1	\$6,183.00	\$700.00	
	1"	30	2	\$12,367.00		
	1.5"	75	5	\$30,917.00		
	2"	120	8	\$49,467.00	\$4,200.00	
	3" Compound	330	22	\$136,035.00		
	4" Compound	440	29.33	\$181,360.00		
38.	Permit administration and processing				\$40.00	Board Meeting 1/30/03

**MASTER FEES AND CHARGES
SCHEDULE #24**

Effective date July 12, 2017 (Resolution 835)

	Initial Water Inspection		\$25.00	Resolution 667	
	Subsequent Water Inspection		\$75.00	Board Meeting 8/16/96	
39.	Water Permit – Special Charges				
	Blaine Water Main Extension Latecomer's (North Shore)		\$10,910.00	Expires 8/25/2024	
	Columbus Street Water Latecomer's Fee (Geneva)		\$528.50	Expires 3/24/2018	
	Coronado Heights Phase 2 Water		\$1,627.58	Expires 3/24/2018	
	North Shore and Eagleridge/COB Reimbursement		\$300.00	6/10/88 Agreement	
	South Geneva Class A Water		\$17,088.97	Expires 7/22/2026	
	South Geneva Class B Water		\$5,981.14	Expires 7/22/2026	
40.	Sewer Permit				
	Sewer General Facilities	Meter Size	Meter Capacity Ratio	Connection	Installation
		5/8 x 3/4	1	\$5,201.00	Done by Owner's Bonded Side Sewer Contractor
		1"	2	\$10,402.00	
		1.5"	5	\$26,005.00	
		2"	8	\$41,608.00	
		3" Compound	22	\$114,422.00	
4" Compound		29.33	\$152,545.33		
Sewer General Facilities	Meter Size	Meter Capacity Ratio	Connection	Installation	
	5/8 x 3/4	1	\$7,726.00	Done by Owner's Bonded Side Sewer Contractor	
	1"	2	\$15,452.00		
	1.5"	5	\$38,631.00		
	2"	8	\$61,809.00		
	3" Compound	22	\$169,975.00		
	4" Compound	29.33	\$226,607.00		
Sewer General Facilities	Meter Size	Meter Capacity Ratio	Connection		Installation
	5/8 x 3/4	1	\$7,919.00	Done by Owner's Bonded Side Sewer Contractor	
	1"	2	\$15,839.00		
	1.5"	5	\$39,596.00		
	2"	8	\$63,354.00		
	3" Compound	22	\$174,224.00		
	4" Compound	29.33	\$232,273.00		
Sewer General Facilities	Meter Size	Meter Capacity Ratio	Connection		Installation
	5/8 x 3/4	1	\$8,117.00	Done by Owner's Bonded Side Sewer Contractor	
	1"	2	\$16,235.00		
	1.5"	5	\$40,586.00		
	2"	8	\$64,938.00		
	3" Compound	22	\$178,580.00		
	4" Compound	29.33	\$238,079.00		
Sewer General Facilities	Meter Size	Meter Capacity Ratio	Connection		Installation
	5/8 x 3/4	1	\$8,320.00	Done by Owner's Bonded Side Sewer Contractor	
	1"	2	\$16,640.00		
	1.5"	5	\$41,601.00		
	2"	8	\$66,562.00		
	3" Compound	22	\$183,044.00		
	4" Compound	29.33	\$244,031.00		
41.	Service Installation – If District installed stub exists		\$755.00		

MASTER FEES AND CHARGES
SCHEDULE #24
Effective date July 12, 2017 (Resolution 835)

	Permit Processing	\$40.00			
	Initial Sewer Inspection	\$75.00			
	Subsequent Sewer Inspection	\$100.00			
42.	Sewer Permit – Special Charges				
	Bergen Sewer Latecomer's Fee	\$4,195.67	Expires 7/24/2018		
	Edgewood Long Plat Sewer	\$4,102.00	Expires 2/24/2019		
	Lakewood/Grand Blvd Special Benefit Fee	\$6,000.00	District Funded		
	La Salle Sewer Extension	\$4,761.73	Expires 7/13/2021		
	South Geneva Class A Sewer	\$22,406.50	Expires 7/22/2026		
	South Geneva Class A Sewer Vault	\$1,704.55	Expires 7/22/2026		
	ULID #18 Latecomers Fee – see table, below	See table	Resolution 672		
43.	Other Sewer Charges				
	Grinder Pump Installation – Customer own/maintain	\$150.00	Resolution 645		
	Review waiver of claim agreements for customer owned side sewers with less than 2% slope	\$50.00	Resolution 645		
	Unauthorized Connection to Sewer				
	Investigation, testing, inspection	\$500.00	Resolution 645		
	Repair and correction	Cost + 2%	Resolution 645		
	Disconnect monitoring/enforcement after 90 days	\$25.00/day	Board Meeting 8/29/03		
	Voluntary sewer service interruption				
	Permit to install two-way clean out	Permit processing & inspection fee			
	Suspend billing – insert plug into side sewer	\$250.00	Resolution 709		
	Resume billing/remove plug /business hours	No charge			
	Resume billing/remove plug/after business hrs	\$150.00			
44. ULID #18 LATECOMER FEE					
	Year	Equivalent to Assessment	Latecomer Penalty	Total	Reference
	2016	\$2,792.78	\$3,714.40	\$6,507.18	Resolution 672
	2017	\$2,792.78	\$3,979.71	\$6,772.49	
	2018	\$2,792.78	\$4,245.03	\$7,037.81	
	2019	\$2,792.78	\$4,510.34	\$7,303.12	
	2020	\$2,792.78	\$4,775.65	\$7,568.43	
	2021	\$2,792.78	\$5,040.97	\$7,833.75	
	2022	\$2,792.78	\$5,306.28	\$8,099.06	
<p>NOTE: As described in Resolution 672, ULID #18 Latecomer Charges were created to put parcels not assessed on the same footing as those that were assessed for the ULID. Assessed parcels could, and many did, prepay their assessments. To provide the same opportunity for non-assesed parcels, prepayment of ULID 18 Latecomer Charges will also be accepted. Therefore, paid in full ULID Latecomer Charges satisfy the ULID Latecomer Charges permanently.</p>					

MASTER FEES AND CHARGES
SCHEDULE #24
Effective date July 12, 2017 (Resolution 835)

45. VIOLATIONS of Administrative Code		Resolution No. 798
Labor	Staff hourly rates – See page 2	
Equipment use	Hourly rate – See page 2	
Materials	Cost of materials used	
Attorney's Fees and Expenses	Reimburse District's Costs	
Administrative Fee	10% of total expenses	
<p>Any person who violates any provision of the Administrative Code shall be liable to the District for any expense, loss, damage, cost of inspection or cost of correction incurred by the District by reason of such violation, including any expenses and attorney fees incurred by the District in collecting from such person of such loss, damage, expense, cost of inspection or cost of correction, plus an administrative fee equal to 10% of the total expenses. (Reference: Administrative Code Section 3.3.1 Liability to District)</p>		



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 20, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	September 26, 2017		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Resolution No. 837 Establishing an Assessment Policy		
LIST DOCUMENTS PROVIDED → NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Proposed Resolution No. 837		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District currently has no policy regarding when it pursues foreclosure against a property with delinquent Utility Local Improvement District (“ULID”) and Local Improvement District (“LID”) assessments. The attached resolution is intended to provide District staff with policy direction on ULID and LID foreclosure against low value lots. We presently do not have such a policy. It can become expensive when we have to file legally on small low value lots that typically would require us to potentially spend several thousand dollars on foreclosing them. The proposed resolution provides direction and consistent guidance to staff. It has been developed with the help of legal counsel.

FISCAL IMPACT

There is no direct cost in adopting this resolution, but in the long run it should assist the District in spending resources on the foreclosure process.

RECOMMENDED BOARD ACTION

That the Board of Commissioners adopts a policy establishing an Assessment Foreclosure Policy.

PROPOSED MOTION

A motion to adopt Resolution No. 837, establishing an Assessment Foreclosure Policy for the Lake Whatcom Water & Sewer District.

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No. 837

A Resolution of the Board of Commissioners Establishing Assessment Foreclosure Policy

WHEREAS, Chapter 57.16 RCW authorizes water and sewer districts to foreclose on properties with delinquent local improvement district assessments; and,

WHEREAS, the Lake Whatcom Water & Sewer District's ("District's") experience is that lots with delinquent assessments sometimes have an assessed value for county tax purposes of less than Five Thousand Dollars (\$5,000.00) ("Low Value Lots"); and

WHEREAS, foreclosing upon Low Value Lots very often costs more than the amount of the delinquency and sometimes the entire assessment; and

WHEREAS, Low Value Lots are usually not bid upon at the foreclosure sale and are struck off to the District for the delinquent assessments; and

WHEREAS, Low Value Lots struck off to the District are difficult for the District to sell at any price; and

WHEREAS, the District currently has no policy regarding when it pursues foreclosure against a property with delinquent Utility Local Improvement District ("ULID") and Local Improvement District ("LID") assessments; and

WHEREAS, by this resolution the District Board of Commissioners intend to provide District staff with policy direction on ULID and ULID foreclosure against Low Value Lots;

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

1. Foreclosure Proceedings. The District Finance Manager/Treasurer shall proceed with foreclosure of all properties with two (2) or more years of delinquent ULID or LID assessments as of January 1 of the current year; except that, the District Finance Manager/Treasurer, with approval of the General Manager, may elect not to foreclose upon a property with two or more years of delinquent assessments (as of January 1) under the following conditions:
 - i) The Whatcom County Assessor's Office has assessed the property's value at equal to or less than \$5,000.00 in the most recent year for which an assessment is available, meeting the definition of Low Value Lot; AND

- ii) A realtor, engineer, contractor, or other knowledgeable person familiar with properties in the ULID boundaries determines and provides a written opinion to the District Treasurer that the property is not an economically buildable lot; AND
- iii) Based on information received, it is the opinion of the District Finance Manager/Treasurer and General Manager that the property is not buildable; OR
- iv) Delinquent Whatcom County taxes on the property exceed \$5,000.00.

If a property is determined exempt from foreclosure based on these conditions, it shall be reevaluated for foreclosure each year thereafter, except that it is not necessary to confirm or reconfirm that the lot is not buildable.

2. Timing. Foreclosure proceedings against property with two (2) or more delinquent ULID or LID assessments as of January 1 may be commenced at any time during the year after April 1, but not before notice has been made pursuant to Chapter 35.50 RCW or its successor statutes.
3. Entire amount due upon delinquency. If any installment of an LID or ULID assessment becomes delinquent, the entire remaining unpaid balance of the LID or ULID assessment, together with interest and penalties, will become immediately due and payable.
4. Payment prior to entry of judgment. In the event the District Finance Manager/Treasurer receives payment of one (1) or more delinquent installments under foreclosure together with interest, penalties, and costs, including reasonable attorneys' fees, at any time before the entry of judgment in foreclosure, the original schedule for payment of any future installments may be restored in the discretion of the District Finance Manager/Treasurer as if there had been no delinquency or foreclosure proceedings; provided however, this relief shall not be available if there have been more than two (2) prior delinquent installments for said property over any number of years.
5. Interest, penalties, and costs. In the case of foreclosure, interest, any penalties, and costs, including reasonable attorneys' fees, shall be awarded to the District in addition to the value of the assessment. When one (1) or more delinquent installments are paid following commencement of foreclosure but before such foreclosure proceedings are completed, payment of such interest, any penalties, costs, and fees shall be a prerequisite to the District's dismissal of such proceedings unless otherwise ordered by the court.
6. State statutes incorporated by reference. The procedure for foreclosure of ULID assessments shall be as provided in Chapter 35.50 RCW or its successor statutes.

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

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

9. This Resolution shall become effective upon signing.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the ____ day of _____, 2017.

 Laura Weide, Commissioner

 John Carter, Commissioner

 Todd Citron, Commissioner

 Curtis Casey, Commissioner


 Bruce Ford, Commissioner

 Approved as to form, District legal counsel



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 20, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	September 26, 2017		
AGENDA ITEM NUMBER:	5.E		
SUBJECT:	Northshore Water Quality Report Update/Discussion		
LIST DOCUMENTS PROVIDED → NUMBER OF PAGES INCLUDING AGENDA BILL:	1. March 31, 2015 Potential for Northshore Sewer Extension Memo –Bob Carmichael		
	2. 2015 LWSD Sewer Extension Feasibility Study Map & Parcel Calculations – Wilson Engineering		
	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 discussion time is set aside to discuss the results of Herrera’s presentation to the Lake Whatcom Data Committee meeting held on September 14, 2017. Though I was out of the area at the time, Bill Hunter attended the presentation. It was well received, but a concluding policy recommendation was not presented by the District. The next presentation will be on October 14, 2017 at the Lake Whatcom Policy Group meeting.

This setting can provide an opportunity to present the District’s position and recommendations. I am also recommending that someone from the Board, such as the President or Secretary from the District’s position at this meeting following the presentation. I have included a copy of March 31, 2015 report on this very issue. It was prepared in advance of securing Herrera’s services. Bob Carmichael will be available at our meeting.

FISCAL IMPACT

This subject is not applicable for this discussion.

RECOMMENDED BOARD ACTION

To focus on the Board’s position in advance of the October 14 presentation.

PROPOSED MOTION

Not applicable at this time.



ROBERT A. CARMICHAEL | Attorney
bob@carmichaelclark.com

MEMORANDUM

TO: Board of Commissioners – Lake Whatcom Water & Sewer District
FROM: Robert A. Carmichael
DATE: March 31, 2015
SUBJECT: Potential for Northshore Sewer Extension

COPY

I. BACKGROUND

There may be interest on the Board of Commissioners in exploring the possibility of Lake Whatcom Water and Sewer District (“District”) extending its sewer system to serve approximately 80-100 homes at the end of Northshore Road along Lake Whatcom, all of which are presently served by on-site septic systems. Preliminary investigation by legal counsel and staff resulted in a verbal report to the Board at its first meeting in March and a Board request for a follow up memorandum. This memo is meant to comply with that request. It is preliminary in nature and intended to identify potential courses of action in case the District Board chooses to become proactive on this issue. Significant issues associated with how to pay for the potential sewer extension, and the U.L.I.D. process, are not part of the memo.

II. POTENTIAL COURSES OF ACTION

There are two potential legal paths to lawfully extending sewer to the 80-100 homes at the end of Northshore Road:

- (1) Designation by Whatcom County of the area as a Limited Area of More Intense Rural Development (“LAMIRD”); or
- (2) Conditional Use Permit Approval for the extension.

The principal purpose of this memorandum is to outline the applicable laws and steps necessary under each potential legal path. Analysis of the potential for success requires development of factual information to determine if the necessary legal criteria will likely be met. Such work is beyond the scope of this memorandum.

Before discussing each option in turn, limitations on sewer extensions arising from the Growth Management Act (Chapter 36.70A RCW or “GMA”) should be briefly examined.

III. LIMITATIONS ON SEWER EXTENSIONS IN GMA

The GMA limits the extension of sewers into rural areas. RCW 36.70A.110(4) provides in part:

In general, it is not appropriate that urban governmental services be extended to or expanded in rural areas except in those limited circumstances shown to be necessary to protect basic public health and safety and the environment and when such services are financially supportable at rural densities and do not permit urban development.

RCW 36.70A.110(4). The foregoing provision has been generally interpreted to preclude extension of sewers outside of designated Urban Growth Areas (“UGAs”) unless the extension is demonstrated as necessary to protect public health and safety. *Thurston County v. Cooper Point Association, et al.*, 148 Wn. 2d 1, 17-18, 57 P. 3rd 1156 (2002). Therefore, one path available for extending sewers to the end of Northshore Road is to factually demonstrate that such extension is necessary to protect public health and safety. This will likely require either evidence of failing septic systems, or evidence that septic systems pose inherent health and safety risks when located along the shores of an impaired water body which supplies municipal drinking water.

Sewers may also be extended to serve limited areas of more intense rural development (“LAMIRDs”) as a permitted use under certain circumstances. WCC 20.82.030(4). Public services and public facilities like sewers are allowed in LAMIRDs so long as they are provided “in a manner that does not permit low-density sprawl.” RCW 36.70A.070(5)(d)(iv). A sewer extension serving a LAMIRD as a permitted use must also be consistent with an approved sewer comprehensive plan and the County Comprehensive Plan. LAMIRDs are designated by the County in its Comprehensive Plan and referred to therein as Rural Communities. Strict statutory criteria and County Comprehensive Plan criteria must be satisfied for an area to qualify for LAMIRD designation.

The 80-100 homes at the end of Northshore Road along Lake Whatcom presently served by septic systems are located in a rural area with Rural 5 Acre (“R-5A”) zoning. Therefore, the two potential legal pathways for extending sewer services to serve these homes is: (1) have the area designated as a LAMIRD; or (2) obtain a Conditional Use Permit showing that the extension is necessary to protect public health and safety and the environment.

IV. TEXT AMENDMENT NECESSARY TO COUNTY COMPREHENSIVE PLAN

Current County Comprehensive Plan Policy 2T-2 is unnecessarily restrictive on the extension of sewers and if not amended could result in denial of a conditional use permit for a sewer extension even when necessary to protect the public health and safety and environment. This same current policy is also inconsistent with allowing sewers in a LAMIRD, despite other language in the County Comprehensive Plan and Zoning Code authorizing sewers in LAMIRDs.

Current **Policy 2T-2** categorically prohibits sewers outside a Short Term Planning Area. Under current **Goal 2T** of the County Comprehensive Plan, Short Term Planning Areas are to be established, outside of which urban levels of development will not occur. **WCCP Goal 2T**. Short Term Planning Areas are overlay designations within UGAs. The first bullet point under current **Policy 2T-2** states: “No sewer shall be extended outside a Short Term Planning Area.” Of course, the potential area for a Northshore sewer extension is not located in a Short Term Planning Area or even in a UGA. Therefore, unless current **Policy 2T-2** is changed, no Northshore sewer extension is possible under the current County Comprehensive Plan.

The restriction on sewers in current **Policy 2T-2** makes no allowance for sewer extensions when necessary to protect the public health and safety and the environment, as allowed by RCW 36.70A.110(4) and Whatcom County Comprehensive Plan **Policies 2EE-4, 5T-1, and 5T-2**. The current restriction is also inconsistent with allowing sewer extensions in LAMIRDs as otherwise authorized by the County Zoning Code (WCC 20.82.030(4)) and County Comprehensive Plan **Policies 2EE-4, 5T-1, 5T-2, and 5T-3**. Due to these inconsistencies with GMA and with other provisions in the County’s own Zoning Code and Comprehensive Plan, a strong case can be made for amendment of current **Policy 2T-2** to eliminate the current categorical prohibition on extending sewers outside of Short Term Planning Areas.

Important Recent Development: Fortunately, a very timely County process is underway right now before the Planning Commission to amend most of current **Goal 2T** and **Policy 2T**, including striking the portion of **Policy 2T-2** which currently prohibits sewer extensions outside Short Term Planning Areas. This is a byproduct of the County eliminating the distinction between Short Term and Long Term Planning Areas within UGAs, so it is part of a much bigger proposed change in the County Comprehensive Plan. If the proposed text amendments to the County Comprehensive Plan before the Planning Commission are ultimately adopted by the Council, which is very likely, then there will be no need for the Lake Whatcom Water & Sewer District to propose a text amendment to the County Comprehensive Plan **Policy 2T-2** prior to pursuing the two legal pathways discussed below.¹ The balance of this memorandum is written under the assumption that the prohibition on sewer extensions outside Short Term Planning Areas under current **Policy 2T-2** will soon be eliminated.

V. PATH 1: ESTABLISH A LAMIRD TO ACCOMMODATE NORTHSHORE SEWER EXTENSION

Sewer extensions in residential LAMIRDs which are in conformance with a state approved sewer comprehensive plan and consistent with the Whatcom County Comprehensive Plan are “permitted outright” under the County Zoning Code. WCC 20.82.030(4). A Comprehensive Plan

¹ It is still possible and perhaps desirable for additional County Comprehensive Plan text amendments more specific to the problem of septic systems along Lake Whatcom to express a policy level desire to eliminate septic systems along the Lake. If the District decides to move forward, additional thought may be given to proposing potential new County Comprehensive Plan policies specifically directed at protecting Lake Whatcom water quality from impairment from septic systems. But this is not necessary to pursue the two potential paths outlined herein.

amendment for a LAMIRD designation must be filed with the County. Such applications are due on or before December 31st for consideration in the following year. WCC 2.160.040(C). So, for consideration in 2016, an application must be filed on or before December 31, 2015. Then in the following year, the County Council will decide if it chooses to “docket” the application for processing. It is not required to do so. But if the County Council believes a proposed LAMIRD should be considered, it will be approved for processing. Thereafter, it will be reviewed by the Planning Department which will perform SEPA review, prepare a staff report, and schedule the matter for a public hearing before the County Planning Commission. The Planning Commission will make a recommendation on the application to the County Council and the County Council will make a final decision. The County Council may or may not have its own public hearing on the application. Given that the County is working toward meeting a June 2016 deadline for its Comprehensive Plan update, it is likely that consideration of a new LAMIRD would not take place until the latter half of 2016 at the earliest.

To prepare the application for a residential LAMIRD designation, the proposed boundaries must be carefully drawn with LAMIRD criteria in mind. The criteria that must be satisfied for a residential LAMIRD designation is set forth in RCW 36.70A.070(5)(d)(iv) and (v). The statutory criteria provides:

(iv) A county shall adopt measures to minimize and contain the existing areas or uses of more intensive rural development, as appropriate, authorized under this subsection. Lands included in such existing areas or uses shall not extend beyond the logical outer boundary of the existing area or use, thereby allowing a new pattern of low-density sprawl. Existing areas are those that are clearly identifiable and contained and where there is a logical boundary delineated predominately by the built environment, but that may also include undeveloped lands if limited as provided in this subsection. The county shall establish the logical outer boundary of an area of more intensive rural development. In establishing the logical outer boundary, the county shall address (A) the need to preserve the character of existing natural neighborhoods and communities, (B) physical boundaries, such as bodies of water, streets and highways, and land forms and contours, (C) the prevention of abnormally irregular boundaries, and (D) the ability to provide public facilities and public services in a manner that does not permit low-density sprawl;

(v) For purposes of (d) of this subsection, an existing area or existing use is one that was in existence:

(A) On July 1, 1990, in a county that was initially required to plan under all of the provisions of this chapter;

RCW 36.70A.070(5)(d)(iv) and (v). Following the state statute, the County also has LAMIRD designation criteria. County Comprehensive Plan **Policy 2HH-1**. Key mandatory criteria for land considered for Rural Community LAMIRD designation under the County Comprehensive Plan are:

- That the land was characterized by existing development more intensive than surrounding rural areas as of July 1, 1990; and
- That the land is not currently designated by the Comprehensive Plan as UGA or Resource Lands.

County Comprehensive Plan **Policy 2HH-1.A**.

The County Comprehensive Plan also contains the following additional locational criteria to consider for evaluation in combination, all of which need not apply.

- The existing (1990) residential built environment was more intensively developed than surrounding areas;
- Public services are available to serve potential infill, such as adequate potable water and fire protection, transportation facilities, sewage disposal and stormwater control;
- The area is planned for more intensive development in a post-GMA plan;
- Existing zoning prior to LAMIRD designation, except zoning may not be a sole basis for designation.

County Comprehensive Plan **Policy 2HH-1.B**.

If an area satisfies the above LAMIRD criteria in **Policy 2HH-1.A** and generally conforms to one or more of the criteria in **Policy 2HH-1.B** above, then the outer boundary criteria set forth in **Policy 2HH-1.C** will be used to determine the boundaries. The outer boundary “must minimize and contain areas of intensive development and be delineated predominately by the built environment” and shall include:

- Areas that were intensively developed and characterized by the built environment (including water lines and other utility lines with capacity to serve areas of more intensive uses) on July 1, 1990;
- Areas that on July 1, 1990, were not intensively developed may be included within Rural Community boundaries if they meet any of the following conditions:
 - Including area helps preserve character of existing built neighborhood
 - Including area allows the logical outer boundary to follow a physical boundary such as bodies of water, streets and highways, and land forms and contours
 - Including the area prevents logical outer boundary from being abnormally irregular
 - Including the area is consistent with efficient provision of public facilities and services in a manner that does not permit low-density sprawl

- Including area does not create a new pattern of low-density sprawl.

County Comprehensive Plan Policy 2HH-1.C

Based on the foregoing, support for a LAMIRD designation for the Northshore area requires identifying the existing built environment as of 1990 and determining a logical outer boundary per the above criteria. Assessor's office records and aerial photographs may be used. Limiting connection to sewer to assure it does not promote sprawl will likely be required with any LAMIRD.

Appeals: An appeal of a LAMIRD designation by the County Council is made to the Growth Management Hearings Board. Any appeal from a Growth Management Hearings Board decision is made to Superior Court. From there to Court of Appeals Division 1 in Seattle. And discretionary review is possible from there by the State Supreme Court.

VI. PATH 2: OBTAIN CONDITIONAL USE PERMIT

New sewer extensions outside a UGA and LAMIRD are authorized in WCC 20.82.030(4) by conditional use permit. WCC 20.82.030(4) provides in part that "Sewer lines shall not be extended to serve lots in rural areas unless such extensions are shown to be necessary to protect basic public health and safety and the environment, and when such services are financially supportable at rural densities and do not permit urban development." Therefore, to make the case for a sewer extension at Northshore Road the District must produce evidence showing that the above standards are met.

In addition, the general conditional use permit criteria of the County must also be satisfied. WCC 20.84.220. One particular criteria is that the proposal "(1) Will be harmonious and in accordance with the general and specific objectives of Whatcom County's Comprehensive Plan and zoning regulations." WCC 20.84.220(1). It is to meet this criteria that Policy 2T-2 must be amended to remove the categorical prohibition on sewers outside Short Term Planning Areas. But based on the Comprehensive Plan text amendments currently being considered by the Planning Commission, it is highly likely that this prohibition on sewers in Policy 2T-2 will be removed in the near future.

Obtaining a conditional use permit requires filing a conditional use permit application with Whatcom County, County SEPA review, production of a staff report, and a public hearing before the County Hearing Examiner. The application can be filed at any time that the District believes it has the evidence at hand to make its case. If all criteria are met, the Hearing Examiner must grant approval. Usually conditions are attached to any approval.

To obtain a Northshore sewer extension conditional use permit, it will be vital to produce evidence that pollution from existing septic systems is reaching the Lake or at least that existing septic systems at their present locations and numbers generate a significant risk of producing a

public health problem. *Thurston County v. Cooper Point Association, et al.*, 148 Wn. 2d 1, 17-18. Supporting testimony from Department of Ecology would be extremely helpful, as would other expert testimony. Conditions on any approval will likely also require restrictions on connection to the sewer by new subdivisions, but it is premature to speculate on the nature of the restriction likely required.

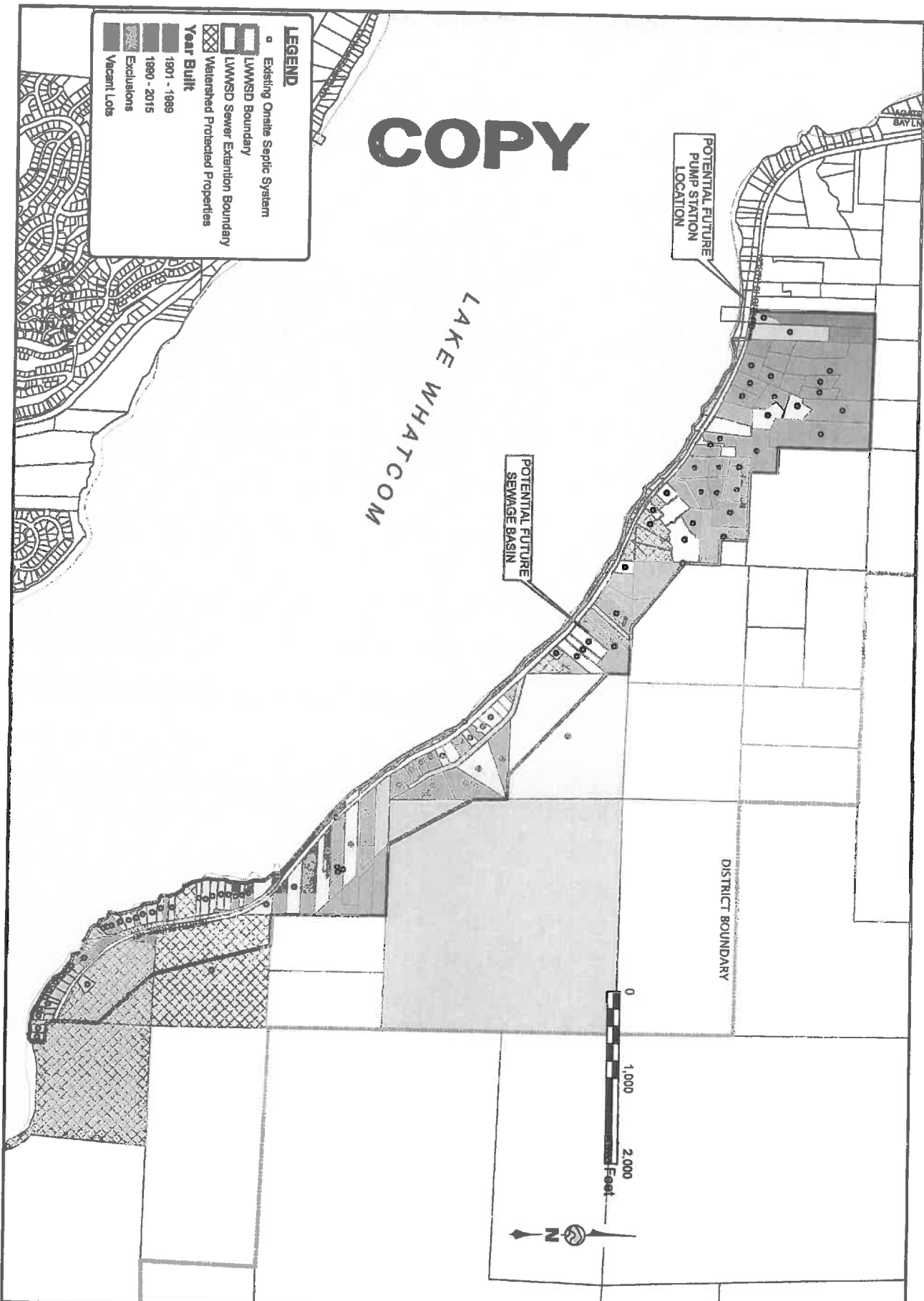
In the event a preponderance of the evidence before the Hearing Examiner demonstrates that the specific and general criteria for a conditional use permit are met, the Hearing Examiner may grant approval and the extension may be completed.

Appeals: Appeals of a conditional use permit approval or denial are heard on the record by the County Council. Any appeal of the decision of the County Council is by Land Use Petition Act ("LUPA") Petition, filed under Chapter RCW 36.70C., directly to Superior Court, again on the record. Appeals from Superior Court go to the Court of Appeals, Division 1 in Seattle. Any review from there is to the State Supreme Court.

VII. POTENTIAL NEXT STEPS IN PROCESS (no set order)

1. Feasibility review to determine evidence needed to support each path/strength of case.
2. Feasibility review to determine how to pay for extension.
3. Meet with elected officials from County and City to gauge level of potential support.
4. Meet with staff from County, City, and Department of Ecology to discuss best path forward.
5. Work with County staff on bringing proposal forward.

COPY



LEGEND

- ◻ Existing Onsite Septic System
- ◻ LWMSD Boundary
- ◻ LWMSD Sewer Extension Boundary
- ◻ Watershed Protected Properties

Year Built

- ◻ 1901 - 1999
- ◻ 1980 - 2015
- ◻ Exclusions
- ◻ Vacant Lots

SHEET 1	DATE MAY 2015	LAKE WHATCOM WATER & SEWER DISTRICT	DESIGNED BY MMM
	SCALE AS SHOWN		WHATCOM COUNTY WASHINGTON
OF 1	JOB NO. 2015-053	EXHIBIT A LWMSD SEWER EXTENSION FEASIBILITY STUDY	CHECKED BY MMM

Wilson
SURVEY/ENGINEERING

WILSON ENGINEERING, LLC
805 DUPONT STREET
BELLINGHAM, WA 98225
(360) 733-6180 FAX (360) 647-3061
www.wilsonengineering.com

North Shore Sewer Extension

Feasibility Parcel Calculations

Within Potential Future Sewage Basin per LWWSO Comp Plan 2013-2014

	Restricted Parcel Ownership	Number of Parcels
1. Developed Lots*		96
2. Septic Systems (Whatcom County Health Department)		101
3. Restricted Lots		8
a. Sunnyside Landing	Whatcom County ADS Facilities	3
b. Crabtree	City Of Bellingham	2
c. Lake Whatcom Park/Hertz Trail	Whatcom County Parks & Recreation Department	3
4. Vacant Lots **		33
5. Structures Built Before 1990		54
7. Structures Built During or After 1990		43

* Three properties excluded based on improvement value below \$4,200 and insufficient year built details

** Excluded vacant parcels with adjacent bldg under same ownership, DNR lands



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 21, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	September 26, 2017		
AGENDA ITEM NUMBER:	5.F.		
SUBJECT:	List of Changes Between 2010 & 2017 Comprehensive Water Plans		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Wilson Engineering Memo Outlining Changes Between 2010 & 2017 Water Plans		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

At the September 13, 2017 Board meeting Melanie Mankamyer of Wilson Engineering presented a draft version of the proposed 2017 Water Comprehensive Plan update. At the end of the presentation Wilson was asked by the Board of Commissioners to prepare a memo for the September 26 meeting outlining the differences between the existing 2010 Plan and the proposed 2017 Plan. Attached is a copy of that memo.

FISCAL IMPACT

There is no financial impact associated with this request. This is a discussion topic.

RECOMMENDED BOARD ACTION

The attached is for discussion purposes. The proposed adoption of the Plan is scheduled for November 29, 2017.

PROPOSED MOTION

No motion is required.

Consulting Engineer's Brief Sheet
(Melanie Mankamyer)
Prepared September 21, 2017, for September 26, 2017 Commissioner's Meeting

Summary of Major/Topical Changes to Comprehensive Water System Plan

Background

The Board requested a summary of the "major" changes in the current Comprehensive Water System Plan Update from the previous (2010) version. Below is a list of these changes.

1. The two North Shore Study Areas were combined into a single Study Area for future planning.
2. Minor District boundary adjustments are proposed in Geneva where Bellingham has annexed property, and on Academy Road where WCWD #7 is already providing water service to properties or has infrastructure nearby.
3. Maps now show properties owned by COB, Whatcom County and others that is restricted from development. See attached for details.
4. Planning period is 10 years (was 6 years) - new rules allow longer planning cycle, and reduces the frequency of required Comp Plan updates.
5. The North Shore Consolidation Feasibility Study replaces the previous study from 2004.
6. Section 1.2 - we have better numbers for Sudden Valley buildout and the number of restricted lots.
7. Section 1.3 - Added new Div 22 reservoir, updated pipe inventory for Geneva to reflect the AC Mains Replacement project.
8. Section 1.6 - possible new text to "consider selling water wholesale to adjacent purveyors".
9. Section 1.8 - possible new text: "Policies governing wholesaling water would need to be developed..."
10. Section 2 has more detailed descriptions of population and water use than previous Plan, and it summarizes the data from the 2016 Water Use Efficiency Plan.
11. Section 3.1 - table was updated with new water use data for each service area.
12. Section 3.3.1 - updated chlorine contact section to reflect results of recent DOH CT study.
13. Section 3.3.3 - added model calibration section.
14. Section 3.4 - updated table of deficiencies - still a work in progress.
15. Section 3.5 - updated selection and justification of proposed improvement projects... still a work in progress.
16. Moved Section 4.4 Water System Reliability Analysis to Section 6.5 with other reliability subjects (better fit to the current DOH outline).
17. Section 8 - updated with new proposed improvement projects - still a work in progress.
18. Section 9 - will update with Debi's input.
19. Section 10.1 - will delete SV and Geneva Source Reduction Criteria letters - superseded by current Water Use Efficiency Plan.
20. Section 10.2 - deleted the Northshore Well Users Agreement - no longer relevant since the City has purchased all of the other potential development properties that were part of the agreement.

1	OF	1
1	OF	1
JOB NUMBER	AS SHOWN	DATE
2016-098		SEPT 2017

LAKE WHATCOM WATER AND SEWER DISTRICT
 WATER SYSTEM PLAN
 Geneva Boundary Exhibit

Coordinate System
 Data from Washington North
 North American Datum 1983
 Data Source:
 City of Ballingham GIS
 Wisconsin County Planning & Assessor

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 SURVEY/ENGINEERING
 805 DUPONT STREET
 ELLIENHAM, WA 98225
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 www.wilsonengineering.com



LEGEND

- LWSD_Boundary_Proposed
- LWSD_Boundary_Existing
- ▨ COB City and UGA Boundaries

Date Sources: City of Ballingham GIS for parcel ownership information and City and UGA boundaries.
 Wisconsin County for parcels (10/16/2016)

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 www.wilsonengineering.com

Wilson
 SURVEY/ENGINEERING





Customer System
 State Plans (Washington North
 North American Datum 1983)
 Data Sources:
 City of Bellingham GIS,
 Whatcom County Planning & Assessor

LAKE WHATCOM WATER AND SEWER DISTRICT
 WATER SYSTEM PLAN
 Academy Rd Boundary Exhibit

DATE	SEP 7 2017
SCALE	AS SHOWN
JOB NUMBER	2016-006
SHEET	1
OF	1



LEGEND

-  LWWSW_Boundary_Proposed
-  COB City and UGA Boundaries
-  LWWSW_Boundary_Existing
-  City of Bellingham Owned

Data Source: City of Bellingham GIS for parcel ownership information and City and UGA boundaries.
 Whatcom County for parcels (10/02/2016)

SERVED BY
 DISTRICT #7



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 20, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>Richard Hunter</i>		
MEETING AGENDA DATE:	September 26, 2017		
AGENDA ITEM NUMBER:	5.G.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. September 2017 Summary of Existing District Projects		
	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
September 26, 2017	September 20, 2017				RH/BH/KH/RM
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	3817	69	44	2	
Remaining Capacity (ERUs)	118	16	10	0	
Commitments – Not yet connected					
Permitted ERUs Under Construction	10	1	0	0	
Pre-paid Connection Certificates and Expired Permits	11	0	5	0	
Water Availabilities (trailing 12 months)	44	0	0	0	
Subtotal	65	1	5	0	
Available ERUs					
	53	15	5	0	

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
C1613	North Shore Water system Consolidation
C1701	Purchase New Tool Truck
C1702	Office Staff Vehicle
C1711	SWWTP Booster Station Roof Replacement
C1714	SWWTP Floor Coating
C1715	SWWTP Chemical Feed Pumps and Bench-top Turbimeter
C1718	SVCA Louise Creek Daylighting

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 (SWWTP) (Kevin)	July	Aug	Sept	Oct	Nov	Dec	Postmarked by 10 th of month
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Jan	Feb	Mar	Apr	May	June	
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Department of Revenue (Debi)	July	Aug	Sept	Oct	Nov	Dec	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"/>		
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 Hgths – 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	August 10, 2017
March 9, 2017	September 26, 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:		0	1	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 	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	2			

Developer Extension Agreements

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

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 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.
- 9/14/2017 Developer completes construction and required paperwork. All fees and reimbursements received. District issues Water & Sewer Availability for 6 lots. Developer has some minor maintenance bond items to complete.

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.
- 9/20/2017 Contractor has finished all work. Project is done.

C1407 Lowe Sewer PS VFD

Replace rotophase with VFD.

01 Administration

- 1/5/2015 Staff obtaining quotes for VFD's from vendor. District electrician reviewing electrical panel space requirements and proposed VFD dimensions.
- 1/22/2015 VFD's received by District. District crew will install in pump station.

C1504 Reservoir Site Security

Install site security system as 1 reservoir site. Pilot project to evaluate equipment, configuration, and telemetry options.

01 Administration

- 5/4/2015 District staff have done initial research on available security camera systems and motion detection. List of equipment and options is in development. Initial pilot site will be the SVWTP.
- 12/21/2016 Staff ordered equipment. Should arrive soon. Equipment will be installed at SVWTP. Motion detection from camera system will be integrated into SCADA system for alarm monitoring by District crews.
- 1/19/2017 Equipment has been received. District staff will begin installation soon.

C1603 Marina-Tomb Stationary Generator

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

01 Administration

- 4/5/2016 Issued purchase order to RH2 to assist District with sizing and selecting stationary generator from GSA. Scope also includes PLC programming to incorporate generator alarms.
- 4/6/2016 Staff coordinating with SVCA on site requirements, landscaping, screening, etc.
- 4/12/2016 District staff met onsite with SVCA staff to coordinate location, siting, and screening of stationary generator.
- 4/28/2016 RH2 finished sizing generator. Recommended generator size is 100kw. District staff is selecting generator, components, and options for purchase through GSA.
- 6/2/2016 Staff finalizing generator options and quote with GSA vendor.
- 8/4/2016 Generator and transfer switch ordered. Scheduled arrive in about 2 months.
- 10/10/2016 Generator delivered to site.
- 10/18/2016 Staff obtained permit from County for concrete slab. Crews installed transfer switch on electrical rack. Crews preparing to start on excavation and concrete forms.
- 11/21/2016 Underground electrical work done, auto-transfer switch installed, concrete slab has been poured and is curing. District crews plan to set generator on slab week of November 28.
- 12/21/2016 Generator has been installed on slab. Site work has been stabilized for winter. District crews working on completing electrical wiring and startup of generator.
- 2/15/2017 Generator and automatic transfer switch wiring is done. Crew working on generator alarm panel programming and integration with SCADA telemetry. Generator start-up should occur in the next couple weeks.
- 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.
- 9/20/2017 QCC and District finalizing PLC programming to bring status and alarms in to SCADA. Once this is done, the project will be complete.

C1605 Water System Plan Update

01 Administration

- 4/6/2016 Selection of consultant is part of the general engineering services RFQ.
- 5/3/2016 State DOH would like to meet with the District and consultant to coordinate the water system plan update prior to beginning work. The intent is to coordinate the scope of work for the plan update.
- 8/16/2016 Meeting with Wilson and DOH to coordination scope of work. Wilson developing scope and fee for task order.
- 9/8/2016 Wilson developed scope of work after coordination with District staff and DOH. Scope/fee will be present at next board meeting for approval.
- 9/20/2016 Task Order with Wilson Engineering executed. Wilson will start work soon.
- 2/15/2017 Wilson collecting and analyzing data for the plan update.
- 9/13/2017 Draft comp plan text delivered to Board for review. Text will be discussed and reviewed/approved by Board over the next several meeting this fall.

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 directional 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.
- 8/30/2017 Board authorizes Amendment 2 to AE Agreement. This work includes detailed geotechnical design for horizontal directional drilling.
- 9/13/2017 Board authorizes Amendment 3 to AE Agreement. This work include additional permitting and detailed design thru bidding.

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.

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.
- 8/9/2017 RH2 presents Geneva Pump Station alternatives to Board. District select submersible pump alternative with exterior permanent generator.
- 9/26/2017 RH2 presents Par Sewer Pump Station alternative, including eliminating the pump station and installing gravity mains.

03 Permitting

- 9/14/2017 RH2 and District meet with County staff for pre-application meeting. RH2 gathering application information and will submit to County as soon as possible.

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.
- 9/20/2017 QCC and District programming PLC to bring status and alarms to SCADA. Still need to finish electrical wiring before placing into service.

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.
- 9/20/2017 Demo level transmitter worked great. District issued purchase order for two for installation at Beaver and Flat Car pump stations.

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

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

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

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.

- 7/12/2017 District crews reset and grouted about 6 sewer manhole ring, cover, and risers to coordinate with SVCA asphalt paving repairs in July/August.

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

- 8/1/2017 District crews finished raising buried MH at 2327 Northshore Road.

- 9/6/2017 District and Wilson met with WADFW at creek near 2417 Northshore Rd. The District's ductile iron force main has been exposed at the bottom of the streambed for many years. Wilson is investigating various alternatives with fish and wildlife for protecting the pipeline.

C1710 Eagleridge Fire Pump Controls

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

01 Administration

- 6/22/2017 The City has made some water system improvements in this vicinity. Wilson confirmed that City's normal water system pressure at Eagleridge is now 78 PSI. This is sufficient to decommission some or all of the pumps and fire pumps at Eagleridge. Hydraulic modeling shows that available fire flows would be above the required 750 GPM minimum without the fire pumps. District will be re-scoping this project to de-commission booster and fire pumps.

C1712 SWTP 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

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 The City has made some water system improvements in this vicinity. Wilson confirmed that City's normal water system pressure at Eagleridge is now 78 PSI. This is sufficient to decommission some or all of the pumps and fire pumps at Eagleridge. Hydraulic modeling shows that available fire flows would be above the required 750 GPM minimum without the fire pumps. District will be re-scoping this project to de-commission booster and fire pumps. 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.

9/20/2017 District considered moving PRV station per City suggestion. There are more benefits to the District to keep the Geneva Booster building and infrastructure. District staff is preparing the design report and construction drawings for submittal to DOH for installation of a PRV. Project will be coordinated with the water comp plan update in progress. We still need to coordinate with the City before going too much further in design/planning.

Number of Projects 19



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 21, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Debi Denton	MANAGER APPROVAL		
MEETING AGENDA DATE:	September 26, 2017		
AGENDA ITEM NUMBER:	5.H.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	Monthly Budget Analysis through 8/31/2017		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL/ OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Information only

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

n/a

PROPOSED MOTION

n/a



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 20, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	September 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

Tuesday

September 26, 2017

Special Meeting

8:00 a.m.

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** 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:** Will be held on **Wednesday, October 11, 2017** at 6:30 p.m.

- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, October 12, 2017 at 8:00 a.m.** in the Board Room. Commissioner Casey is scheduled to attend this meeting.

- **Employee Safety Committee Meeting:** The next meeting is set for **October 12, 2017 at 9:00 a.m.** in the small conference room.

- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The next Section III meeting will be held at Bob's Burger & Brew in Tulalip on **October 10, 2017** at 6:15 p.m.

- **Whatcom Water District's Caucus Meeting:** The Caucus meeting is set for **October 18, 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.

- **Upcoming Important Agenda Topics:**
 - The North Shore Water Quality (Herrera) report is next scheduled to be presented at the L.W. Policy Group Meeting on October 16, 2017 at 3:00 p.m.

- As a reminder a Special Meeting Workshop is set up for November 15 to address legal issues associated with N.S. Shore water issues.
- **Out of Area & Meeting Changes Reminder:**
 - Please remember to notify staff and the rest of the Board of any anticipated Board meeting absences through the rest of 2017.