



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

October 25, 2017

8:00 a.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Proposed Whatcom County Storm Water District
 - B. Northshore Water Quality Study Update & Discussion
 - C. Summary of Existing District Projects
 - D. 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:	October 19, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Staff	MANAGER APPROVAL _____		
MEETING AGENDA DATE:	October 25, 2017		
AGENDA ITEM NUMBER:	4		
SUBJECT:	Consent Agenda		
LIST DOCUMENTS PROVIDED ⇒	1. See list below		
NUMBER OF PAGES INCLUDING AGENDA BILL:	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND/EXPLANATION

****To be updated 10.24.17****

- Minutes for the October 11, 2017 meeting.

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
October 11, 2017

Board President Laura Weide called the Regular Session to order at 6:30 p.m. Other District representatives present included Commissioners Todd Citron, John Carter and Curtis Casey; General Manager Patrick Sorensen; District Engineer Bill Hunter; consulting engineer Melanie Mankamyer; legal counsel Robert Carmichael; Engineering Technician/Safety Officer Rich Munson; and Recording Secretary Rachael Hope. Commissioner Bruce Ford had an excused absence. A list of interested participants is on file.

- Changes to Agenda

Sorensen requested the addition of agenda item 5.E., Ratification of the Declaration of Emergency made by the General Manager on 10/9/17. The board agreed.

- Consent Agenda

- Action Taken

- Casey moved, Citron seconded, approval of:

- Minutes for the September 26, 2017 Board Meeting
 - Accounts Payable Vouchers totaling \$643,845.52.
 - Payroll for Pay Period #20 (9/9/2017 through 9/22/2017) totaling \$41,251.81.
 - Payroll Benefits for Pay Period #20 totaling \$45,198.22.
 - Payroll for Pay Period #21 (9/23/2017 through 10/6/2017) totaling \$39,744.51.
 - Payroll Benefits for Pay Period #21 totaling \$44,616.92.

- Motion passed.

- Shake Alert Earthquake Detection Presentation by RH2 Engineering

Dan Erwin of RH2 Engineering briefed the Board of Commissioners and staff on a new early earthquake detection and warning system called Shake Alert. The purpose of his presentation was to explain its potential benefits to the District and to explore potential authorization to request RH2 to develop a scope and fee for implementation of the Shake Alert technology under a pilot program approved by the U.S. Geological Survey to improve the District's disaster preparedness. Discussion followed.

- Geneva & Par Pump Stations – A/E Agreement Amendment for Design

Hunter recapped that the District selected submersible pumps as the preferred design alternative for both Geneva and Par Sewer Pump Stations. RH2 is preparing permit applications and is nearing completion of their initial scope of work. The next phase of the project is detailed design, plans, specifications, cost estimates, and services during bidding.

- Action Taken

- Carter moved, Citron seconded, to authorize the General Manager to execute Amendment #2 to the A/E Agreement with RH2 for Phase 2 – Design, Plans, Specifications, & Services During Bidding for Geneva and Par Sewer Pump Station Improvements as presented, amending the Agreement Total Price to \$269,228.

- Resolution No. 838 Amending the District Administrative Code and Resolution Nos. 685, 778, & 799 Regarding Connection Charges

Sorensen recounted that at the September 26, 2017 Special Meeting of the Board of Commissioners, staff introduced a proposal to amend existing Administrative Code language regarding the duration for which water and sewer General Facility fees are valid. These fees are scheduled to increase annually every January 1, starting in 2018.

Presently, a permit and its fees are only good until the end of the calendar year issued, even if it was issued late in the year. Staff proposed making the permit valid for one year (or 365 days) from the date of issuance, with a goal of standardizing the permitting process. After discussion with the Board, staff was directed to prepare appropriate language in a Resolution describing the revised policy. Staff also provided the Board with a summary of existing permits issued. Discussion ensued.

Action Taken

Casey moved, Carter seconded, to adopt Resolution No. 838 amending the District Administrative Code and Resolution Nos. 685, 778, and 799 regarding water and sewer connection charges.

- **Lake Whatcom Policy Group Meeting Presentation Preview**

Sorensen presented a "Proposed Solution" for review and consideration in advance of the upcoming Lake Whatcom Policy Group Meeting on October 16, 2017. The hope is that it will be the basis of the District's "what's next" presentation following the Herrera presentation. This "what's next" question has been posed to District staff at both the Data Team Meeting in September and at other City/County/District meetings recently.

He provided the board with background information including a summary of the District's position, which draws from legal counsel's 2015 briefing paper and Wilson Engineering's parcel analysis. This summary was prepared by District Engineer Bill Hunter.

- **Ratification of Declaration of Emergency made by General Manager on 10.9.2017**

RCW 39.04.280 and District Administrative Code 2.17.4 requires that, if an emergency exists, the person(s) designated by the governing body may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts to address the emergency situation. It also requires if an emergency contract is awarded without competitive bidding, the Board of Commissioners or its designee enter a written finding of an emergency into the public record no later than two weeks following the contract award.

Hunter explained that an emergency situation arose due to a 14" diameter HDPE force main break at Beaver Sewer Pump Station that occurred on October 6, 2017. The District is operating in a temporary bypass mode to redirect wastewater from Beaver Pump Station back to Sudden Valley Pump Station using a portable pump and hoses. Until a permanent repair is made at Beaver Pump Station, the temporary bypass hoses at Flat Car Pump Station need to be changed to actual pipeline materials and fittings. The District estimates the Beaver Pump Station repairs could take a week or more.

As a result, General Manager Patrick Sorensen declared an emergency on October 9, 2017 and authorized staff to award contracts as necessary to address the emergency. The initial estimate to address the emergency situation was \$30,000, however, Hunter estimated the actual cost would be closer to \$15,000 and no more than \$20,000.

Action Taken

Carter moved, Casey seconded, to ratify the Declaration of Emergency that was made by Patrick Sorensen in response to the sewer break on October 5, 2017. Motion Passed.

- Other Business

Storm Water Meeting Report

Citron requested that discussion of the potential forming of a Storm Water District be added to a future agenda.

Tabletop Exercise

Rich Munson invited the commissioners to attend a tabletop exercise to be held at the District shop on October 19 in collaboration with Whatcom County Emergency Management. A second exercise will take place in November.

- Manager's Report

Sorensen summarized upcoming dates to remember and confirmed that the Special Meeting on November 15 will begin at 6:00 pm and that no regular business will be discussed at this meeting.

- Executive Session Per RCW 42.30.140(4) General Manager Performance Evaluation – 20 Minutes

Weide recessed the Regular Session to Executive Session at 8:40 p.m. It was estimated that the Executive Session would take about 20 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 9:03 p.m.

With no further business, Weide adjourned the Regular Session at 9:03 p.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Weide

Todd Citron

Bruce R. Ford

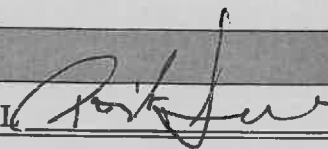
Curtis J. Casey

John Carter



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	October 19, 2017
TO BOARD OF COMMISSIONERS	
FROM: Patrick Sorensen	MANAGER APPROVAL 
MEETING AGENDA DATE:	October 25, 2017
AGENDA ITEM NUMBER:	5.A.
SUBJECT:	Proposed Whatcom County Storm Water District
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. 10-16-17 Lake Whatcom Policy Group Notes Re Proposals For County Flood Control Zone District Fund 2. 10-17-17 County Council Surface Water Work Session 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

At the October 11, 2017 Board Meeting Commissioner Citron requested that the Board discuss at a future meeting a proposal within County government to create a storm water utility serving the Lake Whatcom basin. This is a place holder in the agenda for this discussion.

At a County Surface Water Work Session the Council directed staff to develop a plan and report back on how to form a storm water district/utility serving the Lake Whatcom basin for their November 11 meeting. In addition, I was told that that such a utility would also need to address financial resources for both capital and operating expenses including a revenue funding source with implementation within the next year. The minutes to the October 17 meeting are not available yet.

FISCAL IMPACT

Not applicable for discussion.

RECOMMENDED BOARD ACTION

Discussion only.

PROPOSED MOTION

No formal action required.

Lake Whatcom Policy Group

10-16-17 notes

In 2017, 325 boats required more attention. Some required full decontamination, and others required drying and physical removal of foreign material. On-site inspections were held at 227 sites, with inspections of multiple boats when possible. For example, at the Lakewood marina, 68 boats were inspected.

A review of data on inspected boats indicate that boats had previously been launched, at some point, in water bodies of 45 different states or provinces, and had been in a total of 728 different water bodies; 54 of these water bodies are infested with mussels.

Education is a key part of the program. One component is an on-line AIS course with a test that, if passed, provides a discount against the cost of an annual permit. Since the program has started almost 7000 people have taken and passed the test. Revenues for the program this year were about \$140,000 and expenses were about \$400,000.

The program is working with Washington Department of Fish and Wildlife (WDFW) to conduct surveys and analyses to detect AIS. Activities include placement of artificial substrates to collect invasives, plankton tows, as well as water sampling with DNA analysis to determine if invasive species tissues are found in Lake Whatcom or Lake Samish. Staff are awaiting results of these activities. If water tests for DNA result, additional investigation would occur, since the presence of genetic material does not necessarily indicate an established infestation. Shoreline surveys by staff of select areas also occurred. Additional Asian clam-infested areas in Lake Whatcom have been found, but habitats have not been substantially affected yet. Asian clams have not been detected in Lake Samish yet. Staff also conducted an aquatic invasive plant survey, in cooperation with the Whatcom County Noxious Weed Control Board. Water treatment of Lake Terrell with the selective herbicide 2, 4-D occurred to control invasive Milfoil plants, with assistance and grant money from the WDFW.

An informal compliance survey of boats indicated that about 10% did not have annual stickers, or had expired stickers. A question arose whether boats with single-day permits get a sticker. This would make it easier for area residents to notify the program when boats appear to be out of compliance. Staff were also asked if out-of-state boats could be quarantined. The program rules would have to be changed to allow that.

4. Administration: Proposals for Whatcom County Flood Control Zone District fund

The balance in the Flood Control Zone District Fund has been dropping. The fund pays for water projects Countywide, including in Lake Whatcom. Staff believe that, at expected rates of spending, the Fund reserves will allow for spending through the end of 2018. After 2018, reserves would drop below the stipulated program minimum of \$5 million. The County Council has asked the administration to bring back proposals for a special funding district in Lake Whatcom to help fund program activities. Given time constraints, the Council could create a district this year, and a consultant may be retained in 2018 to examine funding mechanisms and rates. The district could be either a Flood Control Sub-Zone District, or a Stormwater District. The County Council may also consider raising the general flood control rate this year to solve part of the funding problem.

Sudden Valley residents are concerned that they may not get credit for activities already underway to control phosphorus. Sudden Valley representatives asked whether properties already employing phosphorus control would get a special rate. This may be possible, but the implementation of an exemption would introduce substantial administrative complexities into the program, and it may be difficult to administer an

exemption program fairly. Sudden Valley representatives asked to be consulted as an organization as the process goes forward. Staff noted that there will be a number of outreach events and opportunities as the work commences in 2018 to design the fee mechanism. In the meantime, Sudden Valley was asked to provide documentation of the current control measures at properties in the association.

5. Administration: TMDL Implementation Plan update

A Lake Whatcom Watershed Total Phosphorus and Bacteria Total Maximum Daily Load Implementation Plan has been submitted to the Washington State Department of Ecology (DoE) for approval. The plan includes ten years of milestones to achieve water quality improvements. The first 5 years are more detailed and correspond to the existing program 5 year plan. This includes a list of tasks to be performed and tracked. The National Pollution Discharge Elimination System (NPDES), which is used by DoE to regulate stormwater discharges under authority of the Clean Water Act, will include the TMDL milestones as part of compliance. The intent is to align the different phases (program plans, NPDES, and TMDL phasing) by 2024. DoE has completed its initial review of the implementation plan.

During the first 5 years of the TMDL, some activities will differ between the City and the County. The County is developing an emergency response plan for hazardous spills, and creating homeowner agreements for phosphorus control for use within its jurisdiction. The City will conduct surveys of homeowners to understand whether education efforts are having the desired effect. Both entities will undertake an evaluation of their existing stormwater systems and programs. After the first 5 years, it is expected that program activities and standards will be closely aligned.

6. Administration: Policy Group meeting dates and potential topics for next year

There will be 5 Policy Group meetings next year: February, May, July, September, and November. The February meeting will be used to plan the Annual Joint Councils and Commission meeting, tentatively scheduled for March 28, 2018. A general set of topics to be covered next year include:

- Annual meeting planning (Feb.)
- HIP program
- AIS review
- Stormwater capital program
- TMDL updates
- Monitoring: LW water; tributary; construction trends, etc.
- Funding/budget issues
- Land use topics – acquisition, management, forestry, regulations (e.g. vacation homes)
- Lake Whatcom Water and Sewer District updates

Upcoming Meetings (2018):

Annual Lake Whatcom Joint Councils and Commission meeting is tentatively scheduled for March 28, 2018

Lake Whatcom Policy Group meetings will occur in February, May, July, September, and November. Dates and times TBD.

**WHATCOM COUNTY
PUBLIC WORKS DEPARTMENT**

JON HUTCHINGS
Director



NATURAL RESOURCES
322 N. Commercial Street, Suite 110
Bellingham, WA 98225
Telephone: (360) 778-6230
FAX: (360) 778-6231
www.whatcomcounty.us

MEMORANDUM

TO: The Honorable Jack Louws, Whatcom County Executive, and
Honorable Members of the Whatcom County Council

THROUGH: Jon Hutchings, Director

FROM: Gary S. Stoyka, Natural Resources Program Manager

DATE: October 10, 2017

RE: October 17, 2017 Council Surface Water Work Session

Please refer to the proposed agenda below for the next Surface Water Work Session. Additional supporting documents may be distributed at or before the meeting.

AGENDA

Date:	Tuesday, October 17, 2017		
Time:	10:30 a.m. to 12:30 p.m.		
Place:	Civic Center Garden Level Conference Room		
Time	Topic	Council Action Requested	Background Information Attached
10:30 AM – 10:45 AM	Water Planning Update	Discussion	None
10:45 AM – 11:15 AM	Planning Unit Presentation	Discussion	None
11:15 AM – 11:45 AM	Overview of 2018 Flood Budget	Discussion	Proposed 2018 Budget
11:45 AM – 12:30 PM	Lake Whatcom 1. TMDL Implementation Plan 2. Options for Special District 3. Selection of Representative for October 23 City Council Meeting	Discussion/ Selection	To be provided under separate cover

If you have questions, please feel free to call me at (360) 778-6218.

cc: Mike McFarlane
Beth Bushaw
Tyler Schroeder
Sue Blake
George Boggs
Ryan Ericson

Joe Rutan
Jeff Hegedus
Josh Fleischmann
Kirk Christensen
Roland Middleton

Paula Harris
John Thompson
Karen Frakes
Dana Brown-Davis
Lonni Cummings

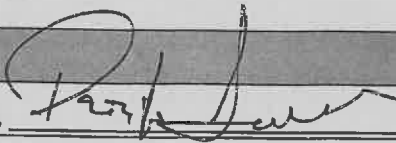
John Wolpers
Kraig Olason
Jennifer Schneider
Atina Casas
Kristi Felbinger

Mike Donahue
Erika Douglas
Jill Nixon
Cathy Craver
Mark Personius



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	October 19, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	October 25, 2017		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Northshore Water Quality Study Update & Discussion		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. General Manager's 10-13-17 Discussion Notes with County Executive & Mayor Used at Management Team Meeting		
	2. 10-12-17 Memo From County Health Department Re Herrera Study Passed Out at Management Team Meeting		
	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

I have set a place holder in the agenda for discussion regarding the Herrera Study, the recent October 13 Management Team Meeting, and the upcoming follow-up steps. In addition I have included a copy of my presentation points and a memo from the Health Department regarding the Herrera Study. The Health Department memo was passed out for the first time at this meeting.

FISCAL IMPACT

Not applicable for this meeting.

RECOMMENDED BOARD ACTION

For discussion purposes.

PROPOSED MOTION

None required.

10-13-17 Discussion Notes with Executive Louws and Mayor Linville

A. Key Background Facts – the Problem

1. There are 96 homes with on-site septic systems along Lake Whatcom at end of Northshore.
2. 50% of those homes built before 1990 regulations.
3. LWWSD became concerned about septic discharge entering Lake Whatcom and hired Herrera.
4. Herrera study showed that human fecal bacteria is being discharged into Lake Whatcom at 6 of the discharge points sampled along end of Northshore in high to moderate range.
5. **At one of the discharge points, human fecal bacteria concentration was equal to that in an on-site septic system.**
6. **HERRERA STUDY CONCLUDED: ON-SITE SEPTIC SYSTEMS ARE POLLUTING LAKE WITH HUMAN FECAL BACTERIA AND PHOSPOROUS AFTER SEWER LINE ENDS AT NORTHSHORE ROAD.**

B. FUNDING QUESTION: Begin by Adding Sewer Extension to Lake Whatcom Work Plan

1. Lake Whatcom Management Program Work Plan presently identifies as a goal:
“Provide sewer service to areas with on-site treatment when permissible.”
2. LWWSD wants to turn this goal into a capital improvement plan item as part of Work Plan.
NEED COOPERATION OF CITY AND COUNTY IN THIS EFFORT. LWWSD is not in a position to fund on its own.
3. Including Northshore sewer extension as part of Lake Whatcom Management Program Work Plan will enhance funding options. Expect property owners to pay some, but not all of cost.

C. LEGAL QUESTION: Under GMA, Sewer can be Extended Outside UGA in Certain Circumstances.

1. Sewer is not allowed to be extended outside UGA or LAMIRD EXCEPT; sewer is allowed where:
“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.” [From GMA and County Comp. Plan]
2. Herrera Report shows sewer necessary to protect public health and safety and environment.
{No such evidence was present in Cooper’s Point case}. LWWSD attorney believes sewer extension would be legal here.
3. 26 vacant lots could be developed in study area. However, most if not all could be developed with septic system. Therefore, sewer extension will not permit urban development that could not already develop with septic.

WHATCOM COUNTY Health Department



Regina A. Delahunt, Director
Greg Stern, M.D., Health Officer

TO: File

FROM: John Wolpers

DATE: October 12, 2017

RE: North Shore Lake Whatcom On-Site Sewage Systems

On July 10, 2017 Herrera Environmental Consultants, Inc. completed a water quality monitoring report for the Lake Whatcom Water & Sewer District. The report findings were presented to the Lake Whatcom Data and Information Management Team on September 14, 2017. Whatcom County Health Department (WCHD) has reviewed the report and will continue on-site sewage system (OSS) operation and maintenance (O&M) efforts in the Lake Whatcom watershed.

O&M activities will be prioritized along the North Shore Road in response to the data and findings. Although the report provides useful information, the results did not appear to substantiate Herrera's conclusion, and the following factors were not considered:

- Control stations along areas that are currently served by sewer;
- Potential upland sources from discharge samples;
- Lake Whatcom is not on Ecology's 303 (d) list for fecal bacteria
- Phosphorus contribution to surface water quality is de minimus. Phosphorus is typically immobilized within the first two or three feet of soil below the drainfield.

WCHD has been in the process of developing and enhancing an O&M program to ensure property owners of OSS in Sensitive Areas and Marine Recovery Areas are routinely evaluated, monitored, and maintained. WCHD works closely with Whatcom County Public Works- Pollution Identification & Correction (PIC), Department of Ecology Whatcom Clean Water Program, and Whatcom County Planning & Development Services (PDS) to address potential pollution sources. WCHD will continue implementing routine O&M requirements in the Lake Whatcom watershed. In addition, WCHD will prioritize O&M efforts in the North Shore area of Lake Whatcom. OSS owners along North Shore Road will be contacted to participate in a sanitary survey of their OSS during the winter of 2017-2018. WCHD staff will survey each property, inspect OSS components, and perform a drainfield dye test. OSS that are found to be failing will be required to be replaced with a permitted OSS designed by a state licensed On-Site Wastewater Treatment Designer.

In accordance with the Growth Management Act (RCW 36.70A), the County's Zoning Ordinance states:

"Sewer lines shall not be extended to serve lots outside of urban growth areas unless such extensions are shown to be necessary to protect basic public health and safety and the environment." In 2002, the Western Washington Growth Management Hearings Board determined that a proposed sewer line extension from an urban sewage system to the rural area violates the GMA. This decision was upheld by the Court of Appeals and the Washington Supreme Court. Extension of urban governmental services into rural areas would be permitted only if it were absolutely required, i.e., the only possible means of addressing a particular threat.

The County would assume liability for approving sewer extension and be vulnerable to litigation by various parties if all reasonable options have not been exhausted prior to declaring a "Public Health emergency".

Whatcom County appreciates the efforts of the Lake Whatcom Water and Sewer District to protect the quality of Lake Whatcom. We look forward to continuing to work with the District to address this and other water quality issues.





LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	October 19, 2017
TO BOARD OF COMMISSIONERS	
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>[Signature]</i>
MEETING AGENDA DATE:	October 25, 2017
AGENDA ITEM NUMBER:	5.C.
SUBJECT:	Summary of Existing District Projects
LIST DOCUMENTS PROVIDED ⇒	1. October 2017 Summary of Existing District Projects
NUMBER OF PAGES	2.
INCLUDING AGENDA BILL:	3.
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/> FORMAL ACTION/ MOTION <input type="checkbox"/> INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Staff presentation of Summary of Existing District Projects and priorities.

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Review and discuss

PROPOSED MOTION

Not applicable at this time.



Lake Whatcom Water & Sewer District Summary of Existing District Projects

Prepared for the October 25, 2017 Board Meeting
Data Compiled 10/19/17 by RH, BH, RM & KH

Status of Water and System Capacities				
	South Shore ID# 95910	Eagleridge ID# 08118	Agate Heights ID# 52957	Johnson Well ID# 04782
DOH Approved ERUs	3935	85	54	2
Connected ERUs	3819	70	44	2
Remaining Capacity (ERUs)	116	15	10	0
Permitted ERUs Under Construction	11	0	0	0
Pre-paid Connection Certificates & Expired Permits	11	0	5	0
Water Availabilities (trailing 12 months)	48	0	0	0
Subtotal - Commitments not yet connected	70	0	5	0
Available ERUs	46	15	5	0

Completed Capital Projects in 2017	
Proj #	Project Name
C1401	Division 22 Reservoir
C1506B	Whatcom Falls Manhole Replacement
C1603	Marina-Tomb Generator
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	SVWTP Booster Station Roof Replacement
C1712	SVWTP Chlorine Contact Exterior Level Gauge
C1714	SVWTP Floor Coating
C1715	SVWTP Chemical Feed Pumps and Bench-top Turbimeter
C1718	SVCA Louise Creek Daylighting

State Required Report Status												
Monthly Reports												
Name Of Report		Completed										
Chlorination Report Agate Heights Prepared by: Kevin	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
		x	x	x	x	x	x	x				

State Required Report Status (cont'd)													
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		x	x	x	x	x	x	x					
Department of Revenue Prepared by: Debi	Due end of following month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		x	x	x	x	x	x						
Annual Reports													
Name Of Report	Deadline	Completed											
Community Right to Know (Hazardous Materials) Prepared by: Rich	March 31	February 27, 2017											
WA State Cross Connection Report Prepared by: Rich	May	April 18, 2017											
OSHA 300 Log Prepared by: Rich	February 1	February 3, 2017											
Water Use Efficiency Performance Report Prepared by: Kevin	July 1	June 30, 2017											
Consumer Confidence Reports Prepared by: Kevin	May	Geneva May 17		SV May 17		EagleR May 17		Agate Ht May 17					
Hazardous Waste Activity Report Prepared by: Rich	March 31	March 9, 2017											
Report Number of Sewer ERUs to City of Bellingham Prepared by:	January 15	April 20, 2017											
Other Reports													
Name Of Report	Deadline	Completed											
CPR/First Aid Training Coordinated by: Rich	Due Biennially Next Due 2019	May 24, 2017											
Flagging Card Training Coordinated by: Rich	Due Triennially Next Due 2019	August 3, 2016											

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	160%
Weekly Safety Crew Meetings			

Safety meetings for the field crew take place every Tuesday or Wednesday at 5:00 pm.

Dates of Safety Committee Meetings				
Thursday, January 12, 2017	Thursday, June 15, 2017			
Thursday, March 9, 2017	Thursday, August 10, 2017			
Thursday, April 13, 2017	Tuesday, September 26, 2017			
Thursday, May 11, 2017	Tuesday, October 17, 2017			
Summary of Work-Related Injuries & Illnesses				
	2017	2016	2015	2014
Total Number of Work Related Injuries Defined as a work related injury or illness that results in: • Death • Medical treatment beyond first aid • Loss of consciousness • Significant injury or illness diagnosed by a licensed health care professional • Days away from work (off work) • Restricted work or job transfer	1	0	1	1
Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)	13	0	0	
Total Number of Days Away from Work (at home, in hospital, not at work)	4	0	0	
Near Misses	1			

Developer Extension Agreements			
D1601	Geneva Woods Developer Extension Agreement		
Scope	Water and sewer improvements for 6 water and sewer connections		
Sign Date	7/27/2016	Expiration Date	7/27/2019
Prior to Commencing Construction		Prior to Final Acceptance	
<input checked="" type="checkbox"/>	1. District Engineer approves design	<input checked="" type="checkbox"/>	1. District inspects & approves facilities as complete
<input checked="" type="checkbox"/>	2. Reimbursement of District Engineer review costs	<input checked="" type="checkbox"/>	2. Record drawings
<input checked="" type="checkbox"/>	3. Copy of insurance policy	<input checked="" type="checkbox"/>	3. Easements and title insurance
<input checked="" type="checkbox"/>	4. Pay guarantee deposit	<input checked="" type="checkbox"/>	4. Maintenance Bond
<input checked="" type="checkbox"/>	5. Copies of recorded easement	<input checked="" type="checkbox"/>	5. Bill of Sale
<input checked="" type="checkbox"/>	6. Copies of permits	<input checked="" type="checkbox"/>	6. Latecomers Fees
<input checked="" type="checkbox"/>	7. Pay conformance deposit	<input checked="" type="checkbox"/>	7. Supplemental, processing, or administrative fees
<input checked="" type="checkbox"/>	8. Payment and performance bond	<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		

Developer Extension Agreements (cont'd)	
D1601	Geneva Woods Developer Extension Agreement
Tasks/Notes	
<ul style="list-style-type: none"> • 4/11/2016 Board approves DEA Application for 5 lots. • 4/14/2016 District Legal Counsel reviewing master developer extension agreement prior to delivering to the developer. • 5/25/2016 Board approved addition of 6th lot to DEA. Staff and Legal Counsel preparing DEA documents. • 7/14/2016 Plans received from developer. • 7/28/2016 DEA executed and recorded at Auditor's office • 7/28/2016 Plans transmitted to Wilson for review and comment. • 8/1/2016 Wilson completed fire flow analysis – no issues. About 3030 GPM fire flow available after improvements. • 8/16/2016 District received revised plans from developer. • 8/17/2016 Wilson reviews plans and requests copy of proposed easements for review. • 8/22/2016 District returns plan review comments and easement comments to developer. • 9/7/2016 Draft easements are good to record. Returned originals to developer for recording. • 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

C1407 Lowe Sewer PS VFD

Replace rotaphase 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.

C1605 Water System Plan Update

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

01 Administration

- 4/6/2016 Selection of consultant is part of the general engineering services RFQ.
- 5/3/2016 State DOH would like to meet with the District and consultant to coordinate the water system plan update prior to beginning work. The intent is to coordinate the scope of work for the plan update.
- 8/16/2016 Meeting with Wilson and DOH to coordination scope of work. Wilson developing scope and fee for task order.
- 9/8/2016 Wilson developed scope of work after coordination with District staff and DOH. Scope/fee will be present at next board meeting for approval.
- 9/20/2016 Task Order with Wilson Engineering executed. Wilson will start work soon.
- 2/15/2017 Wilson collecting and analyzing data for the plan update.
- 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 direction drill).
- 12/21/2016 AE Agreement Amendment being routed for execution that includes scope for geotech test borings to determine directional drilling feasibility. BHC and GeoEngineers are scheduling work and preparing permit applications.
- 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.

05 Design

- 10/18/2017 BHC and Geoengineers working on detailed design and permit application submittal for HDD.

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.
- 10/18/2017 Staff met with 3D on 10-18-2017 to go over draft proposal. 3d will make some slight revisions, then staff will authorize work to begin.

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.
- 10/11/2017 Board approved Amendment 2 to AE Agreement that includes detailed design through bidding for both Geneva and Par Sewer Pump Stations.

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.
- 10/13/2017 RH2 submitted shorelines permit application to County for Geneva Sewer Pump Station.

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.
- 10/18/2017 Crew making final wiring terminations on telemetry system at pump station.

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.

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.

C1719 Flat Car Bypass Piping for Lake Louise Road Interceptor Emergency Shut Down

Procure bypass piping and fittings for emergency bypass to shut down Lake Louise Road Interceptor.

01 Administration

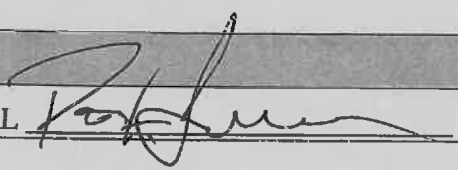
10/18/2017 Received most of pipe and fittings for emergency bypass at Flat Car Sewer Pump Station. Crew will dry-fit fittings and make final list of pieces for a complete system.

Number of Projects 17



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	October 5, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Debi Denton	MANAGER APPROVAL 		
MEETING AGENDA DATE:	October 25, 2017		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒	Monthly Budget Analysis through 9/30/2017		
NUMBER OF PAGES			
INCLUDING AGENDA BILL:			
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Information only

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

n/a

PROPOSED MOTION

n/a



LAKE WHATCOM WATER AND SEWER FUND SUMMARY 2017

	401	420	425	426	431	440	450	460	
	OPERATING	SYSTEM REINVESTMENT	SEWER/ STORM WATER CONTINGENCY	WATER CONTINGENCY	2016 BOND PROJECTS	DWSRF PROJECTS	DEBT SERVICE	2009 BOND RESERVE (RESTRICTED)	TOTAL
2017 REVENUES AND TRANSFERS IN	4,746,901	571,023	125,958	-	300,000	410,207	315,048	9,870	6,479,007
2017 EXPENDITURES AND TRANSFERS OUT	(4,072,534)	(467,053)	(234,271)	-	(1,763)	(940,977)	(336,679)	(750)	(6,054,027)
CASH/INVESTMENTS 2016 CARRYOVER	1,980,328	-	878,723	440,000	98,444	661,352	22,990	763,229	4,845,066
MONTH END BALANCE	\$2,654,695	\$103,970	\$770,410	\$440,000	\$396,681	\$130,582	\$1,359	\$772,349	\$5,270,046
ALLOCATED TO OPERATING RESERVES	-\$800,000								-\$800,000
	\$1,854,695								\$4,470,046



LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 09/30/2017

401 Restricted	Cash	\$	1,071,367	0.40%
	LGIP	\$	883,679	0.87%
			PAR VALUE	YIELD
401	FNMA - ProEquity	\$	1,000,000	Jul-18 1.00%
426 Restricted	FICO - ProEquity	\$	440,000	Aug-18 0.91%
425 Restricted	FICO - ProEquity	\$	375,000	Dec-18 0.90%
401	FICO - ProEquity	\$	250,000	Dec-18 0.90%
425 Restricted	FFCB - ProEquity	\$	500,000	Oct-19 1.44%
460 Reserved	FFCB - ProEquity	\$	750,000	Aug-20 1.10%
	US Bank	\$	3,315,000	
	TOTAL	\$	5,270,046	



MONTHLY BUDGET ANALYSIS

Description

Budget
2017

YTD
9/30/2017
75%

OPERATING FUND - 401

REVENUES

401-333-66-00	North Shore Consolidatoin Feasibility Study		25,411	
401-333-97-00	FEMA Aug 2015 Storm Assistance	-	14,280	
401-343-40-10	Water Sales Metered (8.75% base rate increase) *	2,279,985	1,624,755	71%
401-343-41-10	Permits Operation portion (10 new connection permits)	30,000	47,697	159%
401-343-50-11	Sewer Service Residential (2.5% rate increase) *	3,844,032	2,876,467	75%
401-343-50-19	Sewer Service Other	5,000	2,689	54%
401-343-50-80-80	Latecomers Fee ULID #18		6,772	
401-343-81-10	Combined Fees	30,000	19,788	66%
401-359-90-00	Late fees	50,000	40,124	80%
401-361-11-00	Investment Interest	1,500	8,752	583%
401-361-40-00-80	ULID #18 Interest	15,000	18,543	124%
401-368-10-00-80	ULID #18 Principal	40,000	58,781	147%
401-369-10-00	Sale of scrap metal and surplus	2,500	223	9%
401-369-10-01	Miscellaneous	-	2,619	
TOTAL REVENUES		6,298,017	4,746,901	75%

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

	Description	Budget	YTD
	MONTHLY BUDGET ANALYSIS	2017	9/30/2017
OPERATING FUND - 401			75%
EXPENDITURES			
401-53X-10-10	Admin Payroll (2.4% cola plus step increases - 2017)	639,252	494,685
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	269,830	186,995
401-53X-10-31	Gen Admin Supplies	25,000	19,306
401-53X-10-31-01	Meetings/Team building	1,500	2,182
401-53X-10-40	Web pay/Bank Fees (WA Fed; Xpress, Chase)	20,000	23,598
	Interlocal - Lake Whatcom Management Program 5,000		
	Interlocal - Invasive Species 50,000		
	Interlocal - Lake Whatcom Tributary Monitor 10,000		
401-534-10-41-00	Water Quality Assurance Programs (TOTAL)	65,000	5,316
	County Auditor Filing Fees (Simplifile)	4,500	
	Data Bar (Statement processing)	21,000	
	Answering Service	1,700	
	Data Pro (Time clock system)	1,500	
	BIAS Financial Software	20,000	
	Web Check services	5,000	
	WA State Auditor	22,000	
	CPA (Internal audit and Financial statements)	6,000	
	Docuware/Web site maintenance and upgrade	5,000	
	Legal Counsel	60,000	
	3D - Computer support	20,000	
	Watchguard	1,000	
	Building security	1,500	
	Building custodial	7,700	
	Pest control	600	
	Landscaping service	5,500	
	South Whatcom Fire (hydrant maintenance)	2,000	
	GE Scada System Software Maintenance - Operations	7,500	
	Wilson Engineering	7,000	
	Northshore Water System Consolidation \$30,000 Grant		
	Camera Van Software	1,500	
	SCADA/PLC Support - Engineering/Operations	5,000	
	Cartegraph - Engineering/Operations	8,000	
	Auto Desk (DLT) - Engineering	1,000	
	GIS Partnership	1,000	
	Rockwell - Engineering/Operations	500	
	IT Pipes	1,500	
	ESRI - ARC GIS	1,500	
	Innovyze - Engineering	2,500	
	Master Meter	2,000	
	Generator Load Testing	22,000	
	Cyberlock software	1,000	
	Whatcom Co Emergency Management	20,000	
	Misc (Bid notices etc.)	3,000	
401-53X-10-41-01	Professional Services (TOTAL)	270,000	284,706
401-53X-10-42	Communication	50,000	37,599
401-53X-10-45	Admin Lease	2,000	1,370
401-53X-10-46	Property Insurance	138,000	-
401-53X-10-49	Admin Misc.	1,000	1,162
401-53X-10-49-01	Memberships/Dues	15,000	13,878
401-53X-10-49-02	WA State Dept of Revenue Taxes/Permits	208,000	143,942
401-53X-40-43	Training & Travel	35,000	16,380
401-53X-40-43-01	Tuition reimbursement	1,000	-
401-53X-50-31	Maintenance Supplies	180,000	112,400
401-53X-50-48	Operations Repair/Maint	130,000	140,750
401-53X-50-49	Insurance Claims	5,000	-
401-53X-60-41	Operations Contracted	9,000	4,776
401-534-60-47	Water City of Bellingham	40,000	31,933
401-535-60-47	Sewer City of Bellingham Treatment Fee	615,000	500,748
401-53X-80-10	Operations Payroll (2.4% cola plus step increases - 2017)	951,544	708,276
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	414,930	301,398
401-53X-80-32	Fuel	20,000	17,015
401-53X-80-35	Safety Supplies	10,000	6,679
401-53X-80-35-01	Safety Supplies Boots	2,500	684
401-53X-80-35-02	Emergency Preparedness	10,000	
401-53X-80-47	General Utilities	208,000	159,062
401-53X-80-49	Laundry	4,000	3,014

	Description	Budget	YTD
	MONTHLY BUDGET ANALYSIS	2017	9/30/2017
	OPERATING EXPENDITURES	4,340,556	3,217,854
TRANSFERS	Transfers Out to System Reinvestment Fund 420	1,598,000	413,087
	Transfers Out to Sewer Contingency Reserve Fund 425	100,000	121,000
	Transfers Out to DWSRF Loan Fund 440		5,545
	Transfers Out to 2009 Bond Debt Service Fund 450	890,172	315,048
	TOTAL EXPENDITURES	6,928,728	4,072,534
OPERATING FUND	OPERATING REVENUES	6,298,017	4,746,901
	EXPENDITURES	(6,928,728)	(4,072,534)
	CASH/INVESTMENTS BALANCE CARRYOVER	1,750,000	1,980,328
	RATE STABILIZATION RESERVES	(800,000)	(800,000)
	CASH/INVESTMENTS BALANCE	319,289	1,854,695

	Description	Budget 2017	YTD 9/30/2017
	MONTHLY BUDGET ANALYSIS		
SYSTEM REINVESTMENT FUND - 420			
420-343-40-19-21	DEA Permits	-	84,570
420-343-40-19-22	DEA Permits		-
420-343-41-20-00	Permits Capital Portion (10 new connection permits)	70,000	73,366
420-343-50-20-00	Latecomer Fees	-	-
420-397-10-00-01	Transfers In from Operating Fund 401	1,598,000	413,087
	TOTAL REVENUES	1,668,000	571,023
420-534-10-41-21	DEA 16-01		14,117
	Active Projects to be completed in 2017	777,500	
	C13-06 Sewer Air Vac Valve Replacement		966
	C 14-07 Lowe Sewer PS VFD	3,450	-
	C 14-04 Pro Vac Retainage		6,462
	C 15-04 Reservoir Site Security	5,000	1,863
	C15-06B Whatcom Falls Manhole Repair	17,350	250
	C16-03 Marina-Tomb Stationary Generator	6,785	1,232
	C 16-05 Water System Plan Update	100,000	87,765
	C 16-06 Replace SCADA Hardware	2,670	
	C 16-10 Little Strawberry Water Leak on bridge	10,000	
	C 16-11 Country Club Sewer Pump Station	632,245	35,633
	New 2017 Capital Projects (see CIP detail - 2017)	890,500	
	C 17-01 Tool truck	65,000	45,685
	C 17-02 Admin staff vehicle	26,000	25,231
	C 17-03 Locator/Meter reading van	28,000	
	C 17-04 New Admin Server	15,000	
	C 17-05 Geneva Pump Station pre-design and permits	100,000	70,599
	C 17-05 Geneva Pump Station design and bidding	100,000	20,046
	Par Pump Station pre-design and permits	100,000	
	Par Pump Station design and bidding	100,000	
	C 17-06 Strawberry Canyon Back up Generator	20,000	17,199
	C 17-07 Beaver and Flat Car Level Transmitter Replacement	50,000	
	C 17-08 Install Ball Check Valves	10,000	7,670
	C 17-09 CMOM	25,000	
	C 17-10 Eagleridge Fire Pump Control Upgrade - Scope and estimate	5,000	
	C 17-10 Eagleridge Fire Pump Control Upgrade Construction	35,000	
	C 17-11 Replace SVWTP Booster Station Roof	30,000	12,898
	C 17-12 Mechanical Staff gauge for SVWTP Clearwell	4,000	1,498
	C 17-13 Eagleridge Booster station controls	50,000	
	C 17-14 SVWTP Floor coating	5,000	12,732
	C 17-15 SVWTP pumps and turbidimeter	7,500	3,169
	C 17-16 Water System rehab and replacement projects	40,000	5,822
	Water meter replacements	110,000	96,216
	TOTAL EXPENDITURES	1,668,000	467,053
SYSTEM REINVESTMENT FUND	REVENUES	1,668,000	571,023
	EXPENDITURES	(1,668,000)	(467,053)
	CASH/INVESTMENTS BALANCE CARRYOVER	-	-
	CASH/INVESTMENTS BALANCE	-	103,970

	Description	Budget 2017	YTD 9/30/2017
	MONTHLY BUDGET ANALYSIS		
SEWER/STORM WATER CONTINGENCY FUND - 425			
425-361-11-00	Investment Interest	3,750	4,958
425-397-10-00	Transfers In from Operating Fund 401	100,000	121,000
		-	
	TOTAL REVENUES	103,750	125,958
425-535-10-42	Investment Service Charges	200	172
425-594-38-63			
	C 16-07 North Shore Sampling	75,000	72,189
	C 16-12 Cedar Hills Storm Drain Relocate (Wilson Eng)	135,000	161,910
	TOTAL EXPENDITURES	210,200	234,271
SEWER/STORM WATER CONTINGENCY FUND	REVENUES	103,750	125,958
	EXPENDITURES	(210,200)	(234,271)
	CASH/INVESTMENTS BALANCE CARRYOVER	887,000	878,723
	CASH/INVESTMENTS BALANCE (CAPITAL RESERVES SEWER)	780,550	770,410
WATER CONTINGENCY FUND - 426			
426-361-11-00	Investment Interest	2,500	
	TOTAL REVENUES	2,500	-
426-594-38-64	Machinery/Equipment		
	TOTAL EXPENDITURES	-	-
WATER CONTINGENCY FUND	REVENUES	2,500	-
	EXPENDITURES	-	-
	CASH/INVESTMENTS BALANCE CARRYOVER	440,000	440,000
	CASH/INVESTMENTS BALANCE (CAPITAL RESERVES WATER)	442,500	440,000

	Description	Budget	YTD
	MONTHLY BUDGET ANALYSIS	2017	9/30/2017
2016 CAPITAL BOND PROJECTS FUND - 431			
RESTRICTED			
	Transfers In from Fund 440		300,000
	TOTAL REVENUES	-	300,000
431-594-38-63	Strawberry Point Pump Station C14-05	156,923	1,763
	TOTAL EXPENDITURES	156,923	1,763
CAPITAL BOND PROJECTS FUND	REVENUES	-	300,000
	EXPENDITURES	(156,923)	(1,763)
	CASH/INVESTMENTS BALANCE CARRYOVER	156,923	98,444
	CASH/INVESTMENTS BALANCE	-	396,681
DWSRF PROJECTS FUND - 440			
440-391-70-46-41	Geneva AC Mains	-	
440-391-70-46-42	Division 22 Reservoir	229,950	404,662
440-397-10-41	Transfers In from Operating Fund 401	-	5,545
	TOTAL REVENUES	229,950	410,207
440-594-34-62-40	Division 22 Reservoir	1,058,100	640,977
440-594-34-62-41	Geneva AC Mains		
	Transfers Out to Fund 431		300,000
	TOTAL EXPENDITURES	1,058,100	940,977
DWSRF PROJECTS FUND	REVENUES	229,950	410,207
	EXPENDITURES	(1,058,100)	(940,977)
	CASH/INVESTMENTS BALANCE CARRYOVER	828,150	661,352
	CASH/INVESTMENTS BALANCE	-	130,582
Expenditures offset by draws as projects progress.			

	Description	Budget	YTD
	MONTHLY BUDGET ANALYSIS	2017	9/30/2017
DEBT SERVICE FUND - 450			
450-397-10-00	Transfers In from Operating Fund 401	890,172	315,048
	TOTAL REVENUES	890,172	315,048
450-535-10-41-50	Bond Admin Fee	100	600
450-591-34-77-41	Principal Geneva AC Mains	119,937	119,937
450-591-34-77-42	Principal Div 22 Reservoir	43,023	
450-591-34-77-73	Principal Loan 064	47,252	47,252
450-591-35-72-50	Principal Bond 2009	265,000	
450-591-35-72-51	Principal Bond 2016	125,000	
450-592-34-83-41	Interest Geneva AC Mains	34,182	34,182
450-592-34-83-42	Interest Div 22 Reservoir	14,923	
450-592-34-83-73	Interest Loan 064	5,670	5,670
450-592-35-83-50	Interest Bond 2009	30,900	15,450
450-592-35-83-51	Interest Bond 2016	227,175	113,588
	TOTAL EXPENDITURES	913,162	336,679
DEBT SERVICE FUND	REVENUES	890,172	315,048
	EXPENDITURES	(913,162)	(336,679)
	CASH/INVESTMENTS BALANCE CARRYOVER	22,990	22,990
	CASH/INVESTMENTS BALANCE	-	1,359
BONDS RESERVE FUND - 460			
RESTRICTED			
460-361-11-00	Investment Interest	3,850	9,870
	TOTAL REVENUES	3,850	9,870
460-535-10-41	Investment Service Charges	200	750
	TOTAL EXPENDITURES	200	750
BONDS RESERVE FUND (RESTRICTED)	REVENUES	3,850	9,870
	EXPENDITURES	(200)	(750)
	CASH/INVESTMENTS BALANCE CARRYOVER	773,200	763,229
	CASH/INVESTMENTS BALANCE	776,850	772,349



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	October 18, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL _____		
MEETING AGENDA DATE:	October 25, 2017		
AGENDA ITEM NUMBER:	7.0		
SUBJECT:	Manager's Report		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Manager's Report		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Updated information from the General Manager in advance of the Board meeting.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None

General Manager Comments

Wednesday

October 25, 2017

Regular 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 January/February 2018. The date has not been set yet.
 - **Management Meeting:** A next meeting between the Mayor, County Executive, and me has not been set.
- **Next Regular Board Meeting:** Will be held on **Wednesday, November 8, 2017** at 6:30 p.m.
- **Employee Staff Meeting:** The next staff meeting is set for **Wednesday, November 15, 2017** at **8:00 a.m.** in the Board Room. Commissioner Citron is scheduled to attend this meeting.
- **Employee Safety Committee Meeting:** The next meeting is set for **November 15, 2017** at **9:00 a.m.** in the small conference room.
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The next Section III meeting will be held at Bob's Burger & Brew in Tulalip on **November 14, 2017** at 6:15 p.m.
- **Whatcom Water District's Caucus Meeting:** The Caucus meeting is set for **November 15, 2017** at 1:00 p.m. in the Board Room.

Other:

- **Committee Meeting Reports as Needed:** This is a place holder for Board and staff members to report on recent committee meetings, such as the Lake Whatcom Policy Group, since the last Board Meeting.
- **Upcoming Important Agenda Topics:**
 - **Northshore Water Quality:** As a reminder a Special Meeting Workshop is set up for November 15 at 6:00 pm to address legal issues associated with North Shore water issues. However, staff will update you regarding the recent Management Meeting held on October 13 and the recently cancelled October 16 presentation at the October 16 Lake Whatcom Policy Group Meeting.

- At the last Board meeting it was suggested that the December 27 meeting be rescheduled. A proposed date should be discussed at this time.
- The draft 2018 budget will be presented to the Board at the November 8 meeting. Following your review and questions staff is proposing to adopt it either at the November 28 or December 13 meetings.
- **Earthquake Early Warning Discussion Follow-up:** Rather than schedule discussion at the October 25 meeting, staff will make a presentation on a proposal at the November 8 operating/capital budget proposal meeting.
- **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.