



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

REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS

AGENDA

*October 11, 2017*

6:30 p.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. Earthquake Early Warning Presentation by RH2
  - B. Geneva & Par Pump Stations - A/E Agreement Amendment for Design
  - C. Resolution No. 838 Amending the District Administrative Code and Resolution Nos. 685, 778, & 799 Regarding Connection Charges
  - D. North Shore Water Quality Report – Preview of 10/16 Policy Group Presentation
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 5, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Staff	MANAGER APPROVAL _____		
MEETING AGENDA DATE:	October 11, 2017		
AGENDA ITEM NUMBER:	4		
SUBJECT:	Consent Agenda		
LIST DOCUMENTS PROVIDED ⇒	1. See list below		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	3.		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL/ OTHER
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**BACKGROUND/EXPLANATION**

**\*\*To be updated 10.10.17\*\***

- Minutes for the September 26, 2017 meeting
- Accounts Payable Vouchers totaling \$XX,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.



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Lake Whatcom Water and Sewer District  
Special Meeting of the Board of Commissioners  
**September 26, 2017**

Board President Laura Weide called the Special Session to order at 8:03 a.m. Other District representatives present included Commissioners Todd Citron, John Carter and Bruce Ford; General Manager Patrick Sorensen; District Engineer Bill Hunter; Finance Manager Debi Denton; consulting engineer Melanie Mankamy; legal counsel Robert Carmichael; and Recording Secretary Rachael Hope. Commissioner Curtis Casey had an excused absence. Dan Burwell of RH2 Engineering was also in attendance. There were no members of the public present.

- Changes to Agenda

Weide suggested postponing item 9, Executive Session, to the next meeting on October 11 as the board was not ready to finalize the General Manager Performance Review. The board agreed.

- Consent Agenda

- Action Taken

- **Carter moved, Citron seconded, approval of:**

- **Minutes for the August 30, 2017 Board Meeting**
    - **Minutes for the September 13, 2017 Board Meeting**
    - **Accounts Payable Vouchers totaling \$72,088.43**

- **Motion passed.**

- Par Sewer Pump Station Predesign Report

Dan Burwell of RH2 presented alternatives explored and their estimated costs. Alternatives included new gravity main to the Sudden Valley Marina area eliminating the pump station, new gravity main to the 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. A brief question and answer period ensued.

- Action Taken

- **Citron moved, Ford seconded, to 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. Motion passed.**

- Division 22 Reservoir – Project Close-out

Hunter reported that all contract requirements and punch list items were completed prior to the Board meeting. Staff recommended accepting the Division 22 Reservoir No. 2 Project as complete.

**Action Taken**

**Citron moved, Ford seconded, to accept the Division 22 Reservoir No. 2 Project as complete and direct staff to close out the project. Motion passed.**

- **Water and Sewer Permit Expiration**

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

The current Administrative Code language in section 3.5.2 (Connection Charges) states that "The connection charge is applicable for the calendar year issued." Staff believes 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.

OR

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

- **Resolution No. 837 Establishing an Assessment Policy**

Denton explained that 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. Resolution 837 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, and has been developed with the help of legal counsel. Following discussion touched on areas of the expenditure of public funds to foreclose on properties, the option of purchasing unbuildable lots to convert to greenway and whether that aligns with the district's mission, and the bigger topic of how the District should participate in preservation of the watershed.

**Action Taken**

**Carter moved, Ford seconded, to adopt Resolution No. 837, establishing an Assessment Foreclosure Policy for the Lake Whatcom Water & Sewer District. Motion passed.**

• Northshore Water Quality Report Update/Discussion

Sorensen recounted that Bill Hunter attended Herrera's presentation to the Lake Whatcom Data Committee meeting held on September 14, 2017. 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. Discussion followed.

• List of Changes Between 2010 & 2017 Comprehensive Water Plan

Melanie Mankamyer presented the board with a memo outlining the differences between the existing 2010 Plan and the proposed 2017 Plan for the Board's review. Sorensen restated that the projected adoption date for the new plan is at the November 29, 2017 Regular Meeting.

• Summary of Existing District Projects

Hunter informed the Board that Murphy Evans, of the Geneva Woods Developer Extension Agreement, had been issued his water availability certificates.

• Monthly Budget Analysis

Sorensen related that the budget is on track and insurance rates for 2018 will increase by less than expected. Denton reported that the state audit is done and we are now moving into budget season.

• Other Business

**Storm Water Meeting Report**

Citron reported that he attended the Storm water meeting and that there was discussion of initiating a local storm water utility district.

**Safety Stats**

Ford requested that staff provide the Board with further information on safety stats, including causes for near misses and days of light duty.

• Manager's Report

Sorensen summarized upcoming dates to remember.

Commissioner Carter was excused at 10:05 a.m. With no further business, Weide adjourned the Regular Session at 10:12 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

AGENDA BILL

DATE SUBMITTED:	October 5, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	October 11, 2017		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Shake Alert Earthquake Detection Presentation by RH2 Engineering		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL/ OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

This will be a briefing for the Board of Commissioners and staff on a new early earthquake detection and warning system called Shake Alert; 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. In September RH2 provided a brief presentation to staff on this program and its potential benefit to the District. I thought that the Board should hear this presentation.

**FISCAL IMPACT**

Unknown at this time.

**RECOMMENDED BOARD ACTION**

If the Board is interested in the potential from this program invite RH2 to develop a scope and fee for implementation and use of the Shake Alert technology at the District level.

**PROPOSED MOTION**

A formal motion is not required at this time.



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A formal motion is not required at this time.





LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	October 4, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	October 11, 2017		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Geneva & Par Pump Stations – A/E Agreement Amendment for Design		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Draft Scope of Work and Fees		
	2. _____		
	3. _____		
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**BACKGROUND / EXPLANATION OF IMPACT**

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.

Staff and RH2 developed the attached scope of work and fee for design thru bidding.

**FISCAL IMPACT**

District's approved 2017 budget includes \$400,000 for predesign thru design/bidding for Geneva and Par Sewer Pump Station Improvements. The draft scope of work and fee for proposed Amendment #2 to the Architectural/Engineering (A/E) Agreement is within budget.

Original A/E Agreement - Phase 1A Predesign and Feasibility	\$117,603.00
Amendment #1 – Phase 1B Add Alt Gravity Alignment for Par	\$5,740.00
<u>Draft Amendment #2 - Phase 2 Design/Bidding for Geneva &amp; Par</u>	<u>\$145,945.00</u>
A/E Agreement Total Price	\$269,228.00

Note the A/E Agreement is time and materials not to exceed the Total Price.



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A/E Agreement Total Price	\$269,228.00

Note the A/E Agreement is time and materials not to exceed the Total Price.

**RECOMMENDED BOARD ACTION**

See proposed motion.

**PROPOSED MOTION**

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.

**AMENDMENT 2  
TO  
AGREEMENT FOR A/E PROFESSIONAL SERVICES  
FOR  
GENEVA AND PAR SEWER PUMP STATIONS IMPROVEMENTS**

**AN AGREEMENT**, was made and entered into by and between Lake Whatcom Water and Sewer District, Whatcom County, Washington, hereinafter referred to as "District", and **RH2 Engineering, Inc.** ("Consultant"), a corporation with a place of business at **4164 Meridian Street, Suite 302, Bellingham, WA 98226**, collectively referred to as "Parties", effective **April 10, 2017**.

**WHEREAS**, the District solicited for professional services as required by RCW 39.80; and

**WHEREAS**, the Consultant has completed Predesign, the District desires to add another phase to the agreement including Final Design, Permitting, and Bidding Support Services to the Agreement.

The Parties amend the original Agreement as follows:

**SECTION 1: PERIOD OF PERFORMANCE**

**Phase 2 – Design** shall be completed on **May 31, 2018**, unless extended or terminated earlier by the District pursuant to the terms and conditions of the Agreement.

**SECTION 8: COMPENSATION**

The Total Price is amended to **Two Hundred Sixty-nine Thousand Two Hundred Eighty-eight DOLLARS (\$269,288)**.

Phase 1 – Predesign	\$ 123,343
Phase 2 – Geneva and Par Design	
Project Management	\$ 14,374
Standard Plans	\$ 41,475
Specific Plans	\$ 71,063
Additional Permitting	\$ 9,646
<u>Services During Bidding</u>	<u>\$ 9,388</u>
Subtotal Phase 2	\$ 145,945
<b>Total Price</b>	<b>\$ 269,288</b>

**EXHIBITS**

**Exhibit A – Scope of Work.** Add attached Exhibit A Scope of Services dated 10/06/17.

**Exhibit B – Fee Estimate.** Add attached Exhibit B Fee Estimate dated 10/06/17.

**Exhibit C – Project Schedule.** Add attached Project Schedule dated 10/06/17.

This Amendment to the Agreement shall be executed in two (2) counterpart copies, any of which shall be considered for all purposes as the original.

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

Lake Whatcom Water and Sewer District

Consultant

By: \_\_\_\_\_  
(Patrick Sorensen, General Manager)

By: \_\_\_\_\_

Printed Name: Rick Ballard

Title: Director

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**EXHIBIT A**  
**Contract Amendment No. 2**  
**Scope of Work**  
**Lake Whatcom Water and Sewer District**  
**Geneva and Par Sewer Pump Stations Improvements**  
**Phase 2 – Design**

October 6, 2017

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## **Background**

The Geneva and Par Sewer Pump Stations have been identified by Lake Whatcom Water and Sewer District (District) staff as needing replacement. After more than 40 years of continual service, these pump stations are at the end of its useful life. RH2 Engineering, Inc., (RH2) was retained by the District to assist with preparing the design of the pump stations' improvements.

During the predesign phase, RH2 attended a District Board of Commissioners (Board) meetings. RH2 provided recommendations to District staff and the Board and was directed to proceed with design at the conclusion of the predesign phase.

The State Environmental Policy Act (SEPA) review by the District for the Geneva Sewer Pump Station, Whatcom County (County) Shoreline Conditional Use, Substantial Development and Variance permits are in process (as of August 17, 2017). RH2 will provide additional permitting assistance during the design phase of the project as outlined in this Scope of Work.

### **Geneva Sewer Pump Station**

RH2 has completed the predesign phase of the Geneva Sewer Pump Station Improvements project. During predesign, pump and site alternatives were analyzed. The District requested RH2 investigate various pumps, including Flygt, Smith and Loveless, KSB, ABS, Hydromatic, and Vaughn to select the preferred alternative for the sewer pump station. The predesign report outlined the sewer pump station's preferred alternative, including the pumps, structural, mechanical, and electrical layouts. The District believes the wet well is in good condition but would like the wet well to be grout sealed and coated once the condition has been reviewed during construction.

### **Par Sewer Pump Station**

RH2 has completed the memorandum/predesign phase of the Par Sewer Pump Station Improvements project. During predesign, pump and site alternatives were analyzed. The District requested RH2 investigate various pumps, including Flygt and Smith and Loveless, and gravity alignment alternatives to select the preferred alternative for the sewer pump station replacement. The memorandum outlined the sewer pump station's preferred alternative, including the pumps, structural, mechanical, and electrical layouts, and compared them to three (3) identified gravity sewer alternatives that proved to be high in cost, with maintenance and access concerns. The District believes the wet well is in good condition but would like the wet well to be grouted and coated once the condition has been reviewed during construction.

### **Major Scope Elements**

The major elements of this Scope of Work are summarized as follows.

- Provide 60-percent, 90-percent (permit ready), and final construction plans, specifications, and construction cost estimates for the Geneva and Par Sewer Pump Station improvements.
- Prepare permit applications, including a County revocable encroachment permit for the Geneva Sewer Pump Station, and a Sudden Valley Community Association (SVCA) revocable encroachment permit for the Par Sewer Pump Station, and preliminary stormwater permit for the County for both sewer pump stations. *It is assumed that no other County permits are necessary. If changes are necessary based on subsequent SVCA or County review, they may be made by amendment to this Scope of Work.*
- Support services during bidding to include up to one (1) addendum responding to contractor questions, and attendance at a single pre-bid walkthrough and bid opening for the combined projects.
- Meet with District staff to review plans and specifications at 60- and 90-percent complete.
- Additional services during construction will be accommodated by an amendment to this Scope of Work.

## PHASE 2 – DESIGN

### Task 1: Project Management

**Objective:** Organize, manage, and coordinate RH2's disciplines and provide quality assurance and control to complete the Scope of Work in close coordination with District staff.

**Approach:**

- 1.1 Prepare meeting agendas for meetings with District staff described in this Scope of Work.
- 1.2 Prepare meeting minutes for meetings with District staff described in this Scope of Work.
- 1.3 Prepare monthly invoices and ongoing progress communication.
- 1.4 Prepare for and attend 60-percent review meeting with the District. *It is assumed this meeting will take approximately two (2) hours.*
- 1.5 Prepare for and attend 90-percent review meeting with the District. *It is assumed this meeting will take approximately two (2) hours.*
- 1.6 Maintain ongoing client communications, including phone calls and emails, in addition to progress meetings.
- 1.7 Prepare and update project schedule.

**RH2 Products:**

- Meeting agendas and minutes for meetings listed in Scope of Work, project schedule, monthly invoices, and ongoing correspondence.

### Task 2: Standard Sewer Pump Station Design Plans and Specifications

**Objective:** Prepare standard design plans and specifications for the Geneva and Par Sewer Pump Stations improvements.

**Approach:**

- 2.1 Create cover sheets, including sheet index and vicinity map.

- 2.2 Create general notes sheet (approximately one (1) sheet total).
- 2.3 Create standard details sheet (approximately one (1) sheet total).
- 2.4 Create site details sheet (approximately two (2) sheets total).
- 2.5 Create structural details sheet (approximately one (1) sheet total).
- 2.6 Create site grading and/or retaining wall layout and details sheet (approximately one (1) sheet total).
- 2.7 Create mechanical details sheet (approximately one (1) sheet total).
- 2.8 Create electrical details and control logic diagram sheets (approximately four (4) sheets total).
- 2.9 Prepare technical specifications. *It is assumed RH2's standard facility technical specifications will be used.*
- 2.10 Prepare non-technical specifications. *It is assumed District standard legal specifications will be used.*

**RH2 Products:**

- Standard design plan sheets for 60- and 90-percent review, and 100-percent plans, including two (2) half-size sets each for the 60- and 90-percent review and one (1) full-size electronic PDF set of bid-ready plans. *It is assumed that production of bid sets will be by outside production via Applied Digital Imaging and WCR Publications.*
- An electronic PDF and one (1) paper copy of technical and legal specifications will be provided for the 60- and 90-percent review, and electronic PDF copies of 100-percent specifications will be provided to the District, Applied Digital Imaging, and WCR Publications.

**Task 3: Specific Plans for Geneva and Par Sewer Pump Stations**

**Objective:** Develop design plans, specifications, and construction cost estimates for the Geneva Sewer Pump Station and Par Sewer Pump Station improvements based on the decisions made during the predesign effort.

**Approach:**

- 3.1 Prepare a Geneva traffic and public access (Firs beach) control plan restricting site access during construction and layout temporary pumping locations and hoses (approximately one (1) sheet total).
- 3.2 Prepare a Par traffic and public access (Golf Course) control plan restricting site access during construction and layout temporary pumping locations and hoses (approximately one (1) sheet total).
- 3.3 Develop site plan for the Geneva Sewer Pump Station (approximately one (1) sheet total).
- 3.4 Develop site plan for the Par Sewer Pump Station (approximately one (1) sheet total).
- 3.5 Develop mechanical plan and elevation for the Geneva Sewer Pump Station (approximately one (1) sheet total).
- 3.6 Develop mechanical plan and elevation for the Par Sewer Pump Station (approximately one (1) sheet).
- 3.7 Develop electrical and telemetry plans (approximately four (4) sheets total). *It is assumed that both stations will use the same fundamental telemetry panel design.*
- 3.8 Develop generator plan and details for the Geneva Sewer Pump Station (approximately one (1) sheet total).



- 3.9 Develop generator receptacle plan and details for the Par Sewer Pump Station (approximately one (1) sheet total).
- 3.10 Prepare 60-percent construction cost estimate.
- 3.11 Incorporate comments from the 60-percent review meeting into the design plans and specifications.
- 3.12 Prepare 90-percent construction cost estimate.
- 3.13 Incorporate comments from the 90-percent review meeting into the design plans and specifications.
- 3.14 Prepare final construction cost estimate.

**RH2 Products:**

- Geneva Sewer Pump Station and Par Sewer Pump Station design plan sheets for 60- and 90-percent review, and 100-percent plans, including two (2) half-size sets for each sewer pump station plan set at the 60- and 90-percent review.
- An electronic PDF and one (1) paper copy of technical and legal specifications for 60-and 90-percent review for each sewer pump station.
- An electronic PDF of the construction cost estimate for each sewer pump station for 60- and 90-percent review.

**Task 4: Additional Permitting**

**Objective:** Assist the District with the remaining permitting requirements for the project. This effort includes preparing applications for the revocable encroachment permits (Whatcom County and SVCA) and Stormwater Pollution Prevention Plan (SWPPP) permits for the County.

**Approach:**

- 4.1 Prepare revocable encroachment permit for the County for the Geneva Sewer Pump Station.
- 4.2 Prepare revocable encroachment permit for the SVCA for the Par Sewer Pump Station.
- 4.3 Prepare SWPPP permit for both sewer pump stations.
- 4.4 Maintain ongoing correspondence regarding permits through review completion by SVCA County staff.

**RH2 Products:**

- Permit application forms and background documentation for submittal to authorities with jurisdiction in hard copy and PDF format for both sewer pump stations. *Services for additional permits or resubmittals will be accommodated by amendment to this Scope of Work as required. All permit fees imposed by the County shall be paid for by the District.*

**Task 5: Services During Bidding**

**Objective:** Assist the District with the bidding process. It is assumed that there will be one bid package, award, and schedule for both sewer pump stations.

**Approach:**

- 5.1 Prepare and compile a complete set of plans and specifications in PDF format. Deliver to Applied Digital Imaging for production and WCR Publications for publication via the internet. *Note: Production costs are not part of this Scope of Work but will be billed to the District by Applied Digital Imaging directly.*
- 5.2 Assist the District in responding to contractor or supplier questions during a three (3)-week bidding period.
- 5.3 Issue up to one (1) addendum if needed to clarify, revise, or change construction plans, technical specifications, or project conditions during the bidding process.
- 5.4 Attend pre-bid walkthrough.
- 5.5 Attend bid opening.

**RH2 Products:**

- PDF of plans and specifications. Plans in PDF and DWF format, bid tab as excel spreadsheet (via email), and bid recommendation in PDF format.
- Up to one (1) addendum in electronic PDF format.

**District Responsibilities and Products:**

- Payment of all County permit fees.
- Attendance at the following:
  - Meeting with the County for permit submittal as necessary;
  - 60-percent and 90-percent, review meetings;
  - Pre-bid walkthrough; and
  - Bid opening.
- Prepare the advertisement and coordinate with publications for the public advertisement. *It is recommended that the project be advertised in the Bellingham Herald, Daily Journal of Commerce (DJC), and WCR Publications.*
- Pay production fees as necessary by Applied Digital Imaging for three (3) RH2 copies, necessary District copies, and construction sets. Bid sets can be paid for by bidding contractors.
- WCR Publications will distribute construction documents and addendum to prospective bidders.
- District to respond to bidder questions, sharing responsibility with RH2 at equal percentage.
- District will maintain plan holders list utilizing WCR Publications.
- Prepare bid tab.
- Review bidder information and verify bidder responsibility and responsiveness.
- Prepare notice of intent to award letter and send to contractor.
- Prepare notice to proceed letter and send to contractor.

**EXHIBIT B - PRELIMINARY**

**Lake Whatcom Water and Sewer District  
Geneva and Par Sewer Pump Stations Improvements  
Amendment No. 2 - Phase 2 - Design  
Fee Estimate**

Description	Total Hours	Total Labor	Total Expense	Total Cost
Classification				
<b>Phase 2 - Design</b>				
Task 1 Project Management	75	\$ 13,723	\$ 651	\$ 14,374
Task 2 Standard Sewer Pump Station Design Plans and Specifications	226	\$ 38,000	\$ 3,475	\$ 41,475
Task 3 Specific Plans for Geneva and Par Sewer Pump Stations	383	\$ 63,905	\$ 7,158	\$ 71,063
Task 4 Additional Permitting	52	\$ 8,940	\$ 706	\$ 9,646
Task 5 Services During Bidding	52	\$ 8,394	\$ 994	\$ 9,388
<b>Amendment No. 2 - Phase 2 - Design</b>	<b>788</b>	<b>\$ 132,962</b>	<b>\$ 12,983</b>	<b>\$ 145,945</b>

## EXHIBIT C

### Lake Whatcom Water and Sewer District Geneva and Par Sewer Pump Station Improvements Schedule for Phase 2 – Design October 6, 2017

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#### Phase 2 – Design

##### Schedule

##### Milestone

October 2017	Begin Geneva and Par Sewer Pump Stations Improvements Contract Amendment No. 2, Phase 2 – Design, Scope of Work, and Fee Estimate refinement and deliver documents required by District contract.
October 2017	Contract execution.
November 2017	60-percent design review meeting with the District.
January 2018	Prepare revocable encroachment permit for the County for the Geneva Sewer Pump Station, and the revocable encroachment permit the SVCA for the Par Sewer Pump Station.

#### **Pending Permitting Approval:**

December 2017	90-percent design review meeting with the District.
March 2018	Advertise for bids.
March 2018	Pre-bid walkthrough.
April 2018	Bid opening.
May 2018	Award project.
June 1, 2018	Begin construction.

#### Phase 3 – Services During Construction – Estimated Target Dates

October 2018	Substantial completion, sewer pump stations operating.
November 2018	Final completion, project closeout.



LAKE WHATCOM WATER AND SEWER DISTRICT  
AGENDA BILL

DATE SUBMITTED:	October 4, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	October 11, 2017		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Resolution No. 838 Amending the District Administrative Code and Resolution Nos. 685, 778, & 799 Regarding Connection Charges		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Proposed Resolution No. 838		
	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**

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 presently scheduled to increase annually every January 1, starting in 2018.

Presently a permit and its fees are only good till 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. After discussion with the Board, staff was directed to prepare appropriate language in a Resolution describing the revised policy.

The following is a summary of certificates and permits in progress:

**Pre-Paid Connection Certificates.**

- 21 that are 10+ years old.
- 6 for the Geneva Woods DEA project – the issue date is 9/14/2017

**Active Water/Sewer Permits.**

- 2 issued in September 2016 (both of these could be finished before 1/1/2018)
- 1 issued in May 2017 (sewer installed, District currently installing water service)
- 1 issued in July 2017



LAKE WHATCOM WATER AND SEWER DISTRICT  
AGENDA BILL

DATE SUBMITTED:	October 4, 2017		
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**Active Water/Sewer Permits.**

- 2 issued in September 2016 (both of these could be finished before 1/1/2018)
- 1 issued in May 2017 (sewer installed, District currently installing water service)
- 1 issued in July 2017

- 2 issued in August 2017
- 10 issued in September 2017

Construction with no Water/Sewer Permit issued

- 3 homes we know about under construction that haven't purchased a water/sewer permit yet

Residences on septic systems required to connect to public sewer

- 5 have not paid for a permit (at least 1 of these will probably default and let the District do the hookup and lien the property next summer)
- 1 paid for permit and is almost done connecting (included in active permits above)

### **FISCAL IMPACT**

There is no direct negative fiscal impact to the District. The attached proposal clarifies the District's policy for both staff and the public.

### **RECOMMENDED BOARD ACTION**

That the Board of Commissioners approves Resolution No. 838 amending the District Administrative Code regarding water and sewer connection charges.

### **PROPOSED MOTION**

A motion 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 WATER AND SEWER DISTRICT**

**RESOLUTION No. 838**

A Resolution of the Board of Commissioners  
Amending the District Administrative Code and Resolution Nos. 685, 778, 799  
Regarding Connection Charges

**WHEREAS**, the Lake Whatcom Water & Sewer District ("District") periodically reviews and updates the District Administrative Code to establish new policies, and to undertake revisions and clarifications of existing policies; and

**WHEREAS**, Section 3.5.2 of the Administrative Code gives customers issued connection permits early in a calendar year much longer to connect than customers who apply later in a calendar year; and,

**WHEREAS**, some customers have received connection permits in the 2017 calendar year and have not yet connected to the District system or paid the connection charge in full; and,

**WHEREAS**, other customers have pre-paid for connection certificates but have not yet made all connections authorized by those certificates; and,

**WHEREAS**, the District Board now wishes to amend portions of the District Administrative Code so that future customers issued permits have an equal amount of time to connect regardless of when during the calendar year they obtain their permits; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington as follows:

**Section 1.** The District Administrative Code, Section 3.5.2, is hereby amended as follows. Strikethroughs indicate deletions and underlines indicate insertions:

**3.5.2 Connection Charges**

A. Property owners seeking to connect serviceable properties to the District's water and/or sewer system will be charged a connection fee at the time of issuance of a connection permit so that they will bear an equitable share of the cost of the existing system and the cost of the 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 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.

B. Property owners issued connection permits before or after the date of this Resolution shall have 365 days from the date of issuance of said connection permit to make a District-approved connection to the District water and/or sewer system without being subject to any increase or additional fees in the connection charge. After 365 days have elapsed, the connection permit shall be subject to any increase or additional fees in the connection charge, if adopted by the District.

C. Property owners holding pre-paid connection certificates have 365 days from the date of said certificate to make a District-approved connection to the District water and/or sewer system at the prepaid amount. After 365 days have elapsed, the pre-paid connection charge shall be subject to any increase or additional fees in the connection charge, if adopted by the District.

D. In the event the District performs a compulsory connection, the property owner shall pay the connection charge owing at the time of actual connection to the system, subject to interest and fees as designated in the Master Fees and Charges Schedule.

[Resolution Nos. 685, 779, 799, 838]

**Section 2.** The District Administrative Code, Section 3.1.11, definition of "Connection Charge," is hereby amended as follows. Strikethroughs indicate deletions and underlines indicate insertions:

### **3.1.11 Connection Charge**

The current total monetary charge for general facilities charges, ULID or latecomer fees, as well as an administrative charge (permit fee), that developers or other property owners pay to the District for system capacity. The Connection Charge shall be determined by resolution of the Board and collected as provided in Section 3.5.2. ~~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, 785, 799, 838]

**Section 3.** The District Administrative Code, Section 3.1.45, definition of “Pre-Paid Connection Certificate,” is hereby amended as follows. Strikethroughs indicate deletions and underlines indicate insertions:

**3.1.45 Pre-Paid Connection Certificate**

A certificate that the District issues when a Developer makes the required payment to reserve capacity in District-owned water and/or sewer facilities as part of a Developer Extension Agreement, or when any other person makes the same required payment to reserve capacity for future actual connection. This connection charge is ~~applicable for the calendar year issued~~ effective for 365 days from the date of issuance of the certificate per Section 3.5.2, and 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. [Resolution Nos. 675, 785, 838]

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.

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.

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

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Todd Citron, Commissioner

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Curtis Casey, Commissioner

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Bruce Ford, Commissioner

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Approved as to form, District legal counsel



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	October 9, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	October 11, 2017		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Lake Whatcom Policy Group Meeting Presentation Preview		
LIST DOCUMENTS PROVIDED ⇨ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. District's Northshore Recommendation Memo Dated 10-8-17		
	2. Wilson Engineering's Evaluation of Whether Potential Sewer Extension on NS Road Would Permit Urban Development		
	3. Wilson Engineering Maps of Northshore		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

In advance of the upcoming Lake Whatcom Policy Group Meeting on October 16, 2017, staff has prepared a "Proposed Solution" for broad review and consideration at our Board Meeting. The hope is that it will be the basis of the District's "what's next" presentation following the Herrera presentation. It is important to be prepared for this question which will be asked of the District. 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.

Included in the attached background information is 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. Coupled with Wilson's parcel development analysis and maps, we should have a really good Board discussion and come out with a clear direction. In addition, I plan on utilizing this information, and what comes out of the Board Meeting, in briefing the Mayor and County Executive at our Executive Management Group meeting on October 13, 2017.

**FISCAL IMPACT**

Not known or applicable for this meeting.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	October 9, 2017		
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**FISCAL IMPACT**

Not known or applicable for this meeting.

**RECOMMENDED BOARD ACTION**

The purpose of this discussion is to preview our presentation and position before the upcoming Lake Whatcom Policy Group meeting.

**PROPOSED MOTION**

None

**Phosphorus and Fecal Bacterial found at end of Northshore Road**  
**Lake Whatcom Water and Sewer District's Recommended Solution**

Extending the public sewer system to the end of Northshore road is a long term solution to permanently reduce quantities of phosphorus and fecal bacteria entering Lake Whatcom from onsite septic systems located on the lake shore.

The District is aware of two very important public policy issues related to extending public sewer outside City Limits, Urban Growth Areas (UGA), and Local Areas of More Intense Rural Development (LAMIRD). They are:

1. State law regarding the *Growth Management Act (GMA)* and the *Thurston County v. Cooper Point Association* case law; and,
2. The potential for easier Development of Vacant Lots fronting a public sewer system.

**GMA**

After careful legal analyses, the District has developed a path to lawfully extend sewers to the end of Northshore Road. The means to authorize a GMA sewer extension exception is through the County's Condition Use Permit process. New sewer connections outside a UGA and LAMIRD are authorized in WCC 20.82.030(4) by conditional use permit. That code 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, evidence must be provided 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(1) requires that the proposal "Will be harmonious and in accordance with the general and specific objectives of Whatcom County's Comprehensive Plan and zoning regulations." Whatcom County Comprehensive Plan Policy 2T-2 was adopted by the County and includes the same language as the state RCW 36.70A.110(4) which reads "*In general, cities are the units of local government most appropriate to provide urban governmental services. 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.*" Again, to make the case for a sewer extension, evidence must be provided showing that the above standards are met.

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 the party believes it has the evidence at hand to make its case. If all criteria are met, the Hearing Examiner must grant approval. 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.

## **DEVELOPMENT OF VACANT LOTS**

There are concerns that extending public sewers to the end of Northshore will enable more development to occur compared to developments installing individual On-Site Septic systems. The District has studied this concern.

There are 99 developed lots in potential sewer extension service area. The District estimates that only another 27 vacant lots are potentially developable. Of these 27 undeveloped lots, 17 of them appear to be large enough to install individual OSS systems in accordance with Whatcom County septic system design standards. The 10 remaining undeveloped smaller lots could also install OSS systems, but would need design waivers from the County Health Department. County Health has already issued 2 waivers for small lots; one lot was 0.22-acres and another one 0.39 acre which was upheld by the Hearing Examiner when it was challenged in an appeal by a neighbor (Hearing Examiner Decision dated September 25, 2017).

Unless someone brings an expert to testify the waiver should not be granted, a licensed designer will more likely than not be able to justify a waiver for less than one acre parcels.

The point is that undeveloped lots can and will be developed with current OSS and waiver regulations. Extending public sewer will have very little impact on enabling developed of the 27 vacant lots. The underlying zoning and minimum lots size is the same regardless if public sewers are present or not.

## **PROPOSED LAKE WHATCOM COOPERATIVE MANAGEMENT PLAN**

In the 2015-2019 Lake Whatcom Management Program Work Plan prepared by the Interjurisdictional Coordinating Team, there is a program area entitled Utilities and Transportation. The Item 8.2 Sewer and On-Site Sewer System includes a goal to "Provide sewer service to areas with on-site treatment when permissible." The District is proposing to develop this goal into a capital improvement plan item as part of this Work Plan.

The District is envisioning the District, City, and County combining resources to develop the project in context of the Work Plan where details, issues, costs, and risks can be further defined, researched, and discussed. The elected decision makers would give direction study topics and direct their staff to research costs and benefits of such a project.



If the project is found to be a cost effective method to permanently reduce quantities of phosphorus and fecal bacteria entering Lake Whatcom from onsite septic systems located on the lake shore, the three agencies would seek funding sources for the project. Once funding sources are identified, the District would pursue a conditional use permit to extend the public sewer. With the support of the City and County the District believes public sewers can be extended to the end of Northshore Road, taking a significant step forward in protecting Lake Whatcom water quality.

**Evaluation of Whether Potential Sewer Extension on North Shore Rd. Would Permit Urban Development**

**Background**

The District requested an update to the information provided in a Memorandum from Melanie Mankamyer dated November 19, 2015 that detailed a preliminary investigation in to extending sewer service along the north shore of Lake Whatcom to the end of North Shore Road. The 2015 Memorandum discussed the two potential courses of action to lawfully extend sewer: designation of the area as a LAMIRD or by Conditional Use Permit Approval by Whatcom County. The current evaluation focuses on the second potential course of action.

As discussed in Bob Carmichael's Memorandum to the LWWS board dated March 31, 2015, Whatcom County Code (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." To address the protection of public health and safety and the environment, the District commissioned a study by Herrera Environmental Consultants, and the report is now available and is titled "Lake Whatcom North Shore On-Site Sewage System Leachate Detection Project." The current evaluation focuses on the final portion of the quoted County Code, "and do not permit urban development."

**Vacant Parcel Analysis**

We updated the map and analysis of parcels that was developed for Ms. Mankamyer's November 2015 Memorandum. The previous analysis was based on the potential future sewer service area that was included in the Comprehensive Sewer Plan. This future service area was developed to capture existing developed lots and small vacant parcels within 200 feet of the shoreline. We have since learned that a recommended setback of septic systems from impaired water bodies is 300 meters.

Based on information from the Whatcom County Assessor, it appears that only one house has been built in this area since 2015. We have become aware that there is at least one additional vacant lot in the area that has received approval to construct a new on-site septic system (approval received September 2017). This lot is currently under construction.

In order to assess whether the sewer extension would permit "urban development", we attempted to assess if the vacant lots in the potential sewer service area were currently restricted from being developed because they were not able to meet the Whatcom County Code requirements for constructing an on-site septic (OSS) system. There are many requirements that must be met to construct an OSS (detailed in WCC 24.05), including setbacks from surface water and drinking water sources and pipes, soils and site characteristics, etc.

WCC 24.05.210 addresses minimum land area requirements where the use of OSS is proposed for new subdivisions. This stipulates that for lots served by an individual water supply (which would be the case for these areas as there is currently no public water supply), there is a minimum land area of either 1 or

2 acres depending on soil type, unless a designer justifies a smaller land area with a written analysis. We initially interpreted this to apply to any new construction, but we have since learned that that the County only applies this minimum land area requirement when new subdivisions are proposed. It appears that they do not require written justification for lots smaller than 1 or 2 acres when the proposed construction is for a single lot that has already been established, which is the case for all the vacant lots in question. There is one lot with an existing house within the potential future sewer service area that is large enough that it could potentially be subdivided, and this is addressed later in this brief.

Based on our initial interpretation of WCC 24.05.210, we created the attached map showing that 17 of the current vacant lots meet the minimum land area stipulated by WCC 24.05.210.B.4.a and that 10 of the current vacant lots do not meet that stipulated minimum land area (one of these is currently under construction, so this leaves 9 vacant lots in this category). This analysis included a preliminary evaluation of soil type for those lots between 1 and 2 acres using data from the USDA soil survey and classification of lots as appropriate from this information. The idea behind this map was that development of those 9 lots may be *slightly* facilitated if public sewer was available. Slightly facilitated in this case means that the owner would not need to hire a septic designer to provide written justification of OSS for a smaller lot.

But, since we now understand that lot size is not a significant factor in whether the County will approve an OSS for individual lots, this distinction is of less value. The primary limitations of whether or not a lot can get approved for OSS are setbacks, soils, and site characteristics. Investigating each of these parameters for each of the 26 vacant lots would be too onerous for the current analysis and has not been undertaken. However, even if the parameters were to be evaluated, Whatcom County has issued waivers and/or variances for at least two lots to build with OSS that did not meet the criteria for setbacks, soils, and site characteristics. These lots happened to be less than 1 acre (0.22 and 0.39 acres).

Based on this information, it is challenging to predict whether there are any lots where OSS would not be approved by the County and where the availability of public sewer would facilitate new construction of a house. It would need to be thoroughly evaluated on a case-by-case basis for each of the 26 vacant lots, and waivers/variances applied for with the County if needed to make a full evaluation. Therefore the second attached map simply shows vacant and potentially developable lots and does not distinguish based on WCC 20.51.210.

### **Potential for Subdivision**

There is one lot partially within the potential future sewer service area (as shown in the Comprehensive Sewer Plan) that is greater than 10 acres in size and therefore may be possible to subdivide based on the existing zoning of R5A (1 unit/5 acres). It is Parcel # 3804322204730000, and it has a land area of 39.51 acres. There is currently one house on the lot, and the powerline easement runs through the middle of the lot. The zoning of the lot is partially zoned as R5A and partially zoned as commercial forestry. Only that portion of the lot between Lake Whatcom and the powerline easement is zoned R5A. It appears that this may account for roughly one third of the lot, or 13 acres.

With the zoning of the parcel split, it is not clear exactly how the parcel could be subdivided. Perhaps this parcel could be subdivided with a cluster development on the portion of the parcel between North Shore Road and the powerline easement, which would allow for it to be subdivided into up to 7 additional lots. But it seems more likely that a cluster development would not be allowed to account for the portion of the parcel that is zoned commercial forestry. In this case it would only be able to be subdivided into 1 or perhaps 2 additional lots. With either way, the subdivision would then be subject

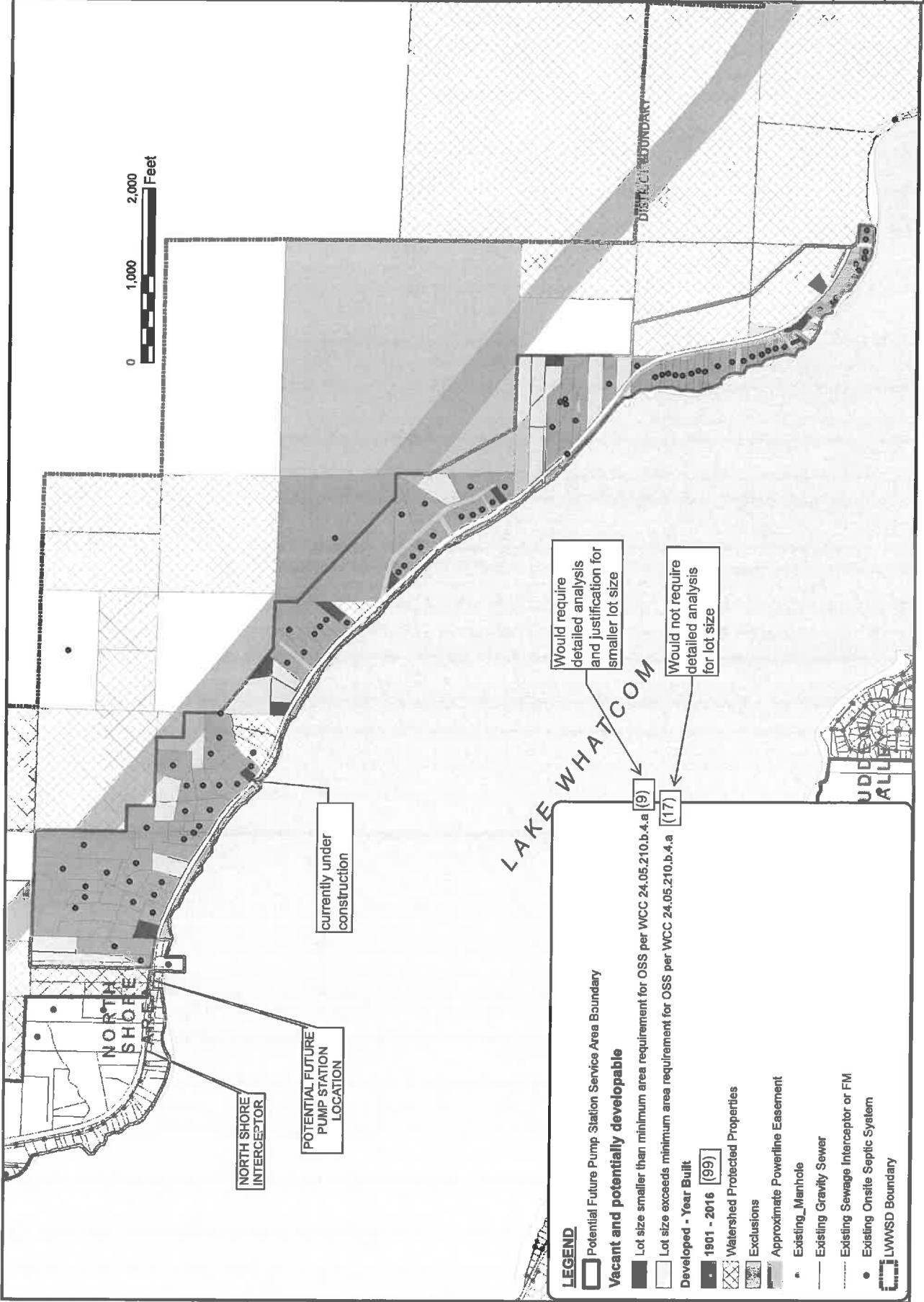
to WCC 24.05.210 if they were to apply for individual OSSs, but they would all be able to meet the minimum land area requirements. It does not appear that there is any obvious wastewater-related factor preventing this parcel from being subdivided based on the current existing conditions.

This situation then becomes the same as the rest of the vacant parcels in that it would need to be fully investigated to determine if all the requirements of installing OSSs could be met. If OSS could be approved for the subdivision, then extending sewer service as proposed would not have any impact on the ability of the land to be developed.

There are three large parcels adjacent to but not included in the potential future service area that are not technically watershed protected properties. But each of these are zoned as forestry (one rural forestry, two commercial forestry) and a Comprehensive Plan Amendment would be required to include them in the service area.

### Conclusion

This brief describes the potential dependence (or lack thereof) of development on availability of public sewer. It is likely that the number of lots that would be permitted to be developed *only* if public sewer were available is quite low - likely less than 9 lots, and perhaps as few as zero lots. This brief attempts to address whether the proposed sewer line extension would "permit urban development." It appears that the proposed sewer line extension would not "permit urban development", because the majority of the lots already exist, and there are few barriers to development of even very small lots with an onsite septic system, and any future lots will need to meet the current zoning of R5A (1 unit/5 acres), which is considered "rural density".

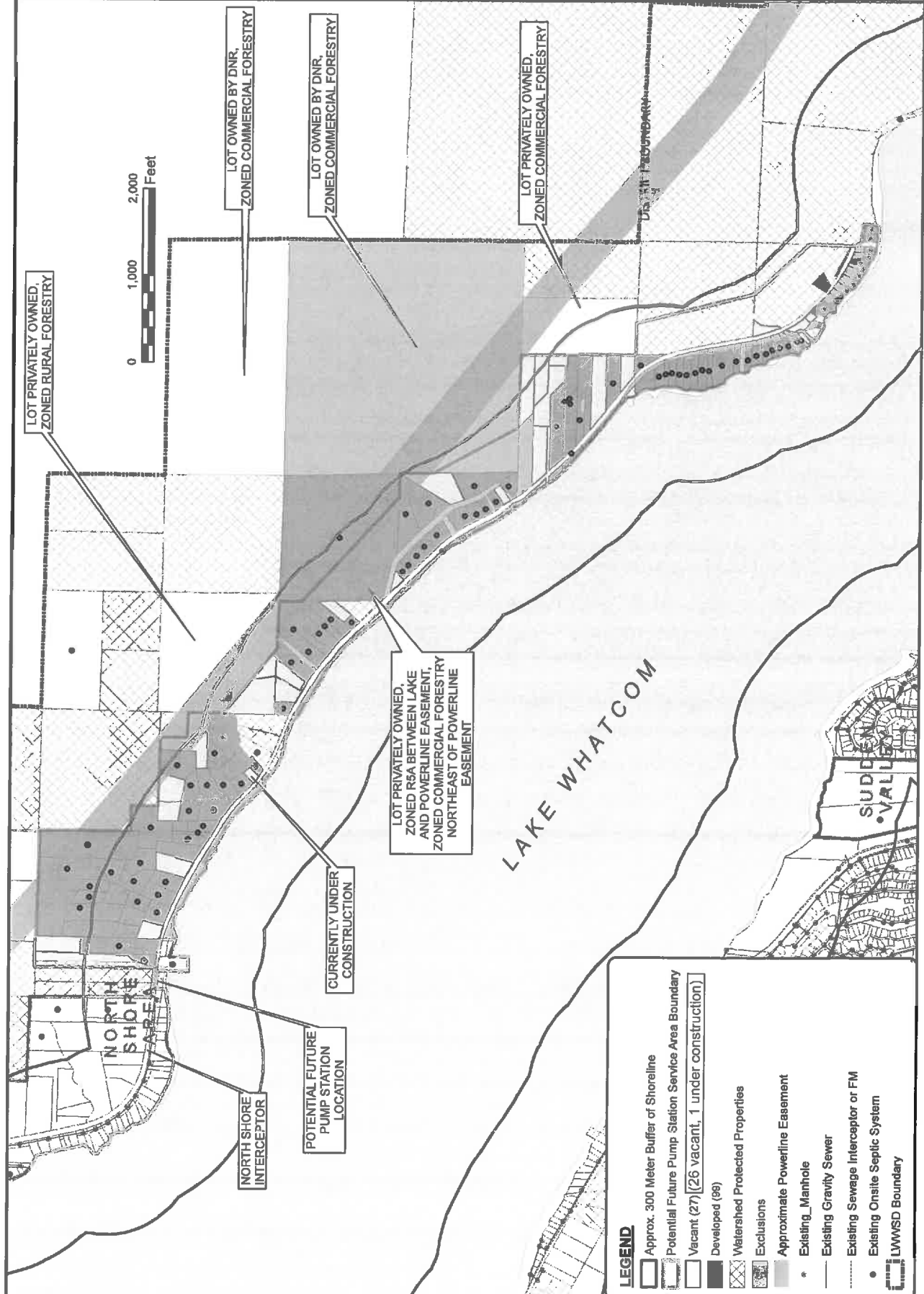


**LEGEND**

- Potential Future Pump Station Service Area Boundary
- Vacant and potentially developable**
- Lot size smaller than minimum area requirement for OSS per WCC 24.05.210.b.4.a (9)
- Lot size exceeds minimum area requirement for OSS per WCC 24.05.210.b.4.a (17)
- Developed - Year Built**
- 1901 - 2016 (99)
- Watershed Protected Properties
- Exclusions
- Approximate Powerline Easement
- Existing Manhole
- Existing Gravity Sewer
- Existing Sewage Interceptor or FM
- Existing Onsite Septic System
- LWMSD Boundary



LAKE WHATCOM WATER & SEWER DISTRICT  
 NORTHSHORE SEWER EXTENSION  
 LAND OCCUPANCY



**LEGEND**

- Approx. 300 Meter Buffer of Shoreline
- Potential Future Pump Station Service Area Boundary
- Vacant (27) [(26 vacant, 1 under construction)]
- Developed (99)
- ▨ Watershed Protected Properties
- ▩ Exclusions
- ▧ Approximate Powerline Easement
- Existing Manhole
- Existing Gravity Sewer
- ⋯ Existing Sewage Interceptor or FM
- Existing Onsite Septic System
- LWMSD Boundary



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	October 4, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Pat Sorensen</i>		
MEETING AGENDA DATE:	October 11, 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



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	October 4, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	October 11, 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 11, 2017

Regular Meeting

6:30 p.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:** A meeting is scheduled between the Mayor, County Executive, and myself for October 13, 2017.
  
- **Next Regular Board Meeting:** Will be held on **Wednesday, October 25, 2017** at 8:00 a.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. As I will be on vacation Bill Hunter will conduct the meeting
  
- **Employee Safety Committee Meeting:** The next meeting is set for **October 10, 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.