



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

November 8, 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. Update Master Fees & Charges
 - B. Whatcom County Tributary Monitoring Contract Renewal
 - C. Draft Budget Review 2018 & Capital Improvement Plan
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 1, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Staff	MANAGER APPROVAL _____		
MEETING AGENDA DATE:	November 8, 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 <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND/EXPLANATION

****To Be Updated 11.7.17****

- Minutes for the October 25, 2017 meeting.
- Accounts Payable Vouchers totaling \$XX,XXX.XX
- Payroll for Pay Period #23 (10/21/2017 through 11/3/2017) totaling \$XX,XXX.XX
- Payroll Benefits for Pay Period #23 totaling \$XX,XXX.XX

Lake Whatcom Water and Sewer District
Regular Meeting of the Board of Commissioners
October 25, 2017

Board President Laura Weide called the Regular Session to order at 8:00 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 Mankamyer; legal counsel Robert Carmichael; and Recording Secretary Rachael Hope. Commissioner Curtis Casey had an excused absence. A list of interested participants is on file.

- Public Comment

Sudden Valley resident E.J. Ledet posed several questions to the board about dissolved oxygen in Lake Whatcom, and requested the board obtain answers to his questions to be communicated at a later date.

Water District Resident Kris Halterman expressed concern about potential taxes that could result from the formation of a Storm Water District in the Lake Whatcom Watershed.

- Consent Agenda

- Action Taken

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

- **Minutes for the October 11, 2017 Board Meeting**
 - **Accounts Payable Vouchers totaling \$120,672.21.**
 - **Payroll for Pay Period #22 (10/07/2017 through 10/20/2017) totaling \$42,077.29.**
 - **Payroll Benefits for Pay Period #22 totaling \$45,865.24.**

- Motion passed.**

- Proposed Whatcom County Storm Water District

Sorensen recalled that 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.

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, Sorensen 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 Water Work Session meeting are not available yet.

Discussion followed. Public attendees voiced their concerns, ranging from another tax being added to already increasing taxes and rates; whether it would be a countywide tax since it isn't only the people living around the lake who will benefit; where the funding will come from; and how money will be spent. Commissioner Citron asked the board to consider signing a letter endorsing the formation of a water district. The board decided against it at this time and no formal motion was made.

- North Shore Water Quality Study Update & Discussion

Sorensen reported that the Management Team Meeting on October 13 was better attended than usual. General response was critical of the Herrera report and several challenges to the report were expressed. It was agreed that the presentation to the Lake Whatcom Policy Group would be delayed until the February 2018 meeting. Sorensen will provide another update after a scheduled October 31 meeting with the County.

- Summary of Existing District Projects

Hunter updated the board on the status of several current projects, as well as giving an update on the October 6 force main break. District staff has a debrief meeting scheduled to go over successes and preparedness later this week.

- Monthly Budget Analysis

Denton reported that the annual budget and spending are on course. The audit exit conference was completed, and the District received a clean audit. Draft Budget for 2018 will be presented at the November 8, 2017 Board Meeting.

- Other Business

Postpone Executive Session

Weide requested to move the Executive Session for General Manager's performance evaluation to the November 8 meeting. The board agreed.

- Manager's Report

Sorensen summarized upcoming dates to remember.

- Public Comment

Sudden Valley resident Leslie McRoberts expressed that she would prefer the Board not issue a letter in support of the formation of a Storm Water District at this time.

Sudden Valley resident E.J. Ledet commented that he would like to see the main objective of any tax money collected be going directly to improving the quality of the lake.

With no further business, Weide adjourned the Regular Session at 10:00 a.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Weide

Todd Citron

Bruce R. Ford

excused

Curtis J. Casey

John Carter

**LAKE WHATCOM WATER AND SEWER DISTRICT
BOARD OF COMMISSIONERS**

MEETING SIGN-IN SHEET
(SUBJECT TO PUBLIC DISCLOSURE)

MEETING DATE: 10/25/17

[illegible]



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 1, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	November 8, 2017		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Update Master Fees and Charges		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Recording Fee Changes Memo from Whatcom County		
	2. Resolution 839		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The Master Fees and Charges Schedule has been updated to make two adjustments.

The first is to adjust the Lien Record/Release Fee decrease. Legislation passed recently exempting specific document types from the \$40 Homeless Housing Surcharge. This exemption applies to the recording of a lien or release of a lien as defined in RCW 57.02.001.

The second is to adjust Item 17, "Bulk water purchase with hydrant meter," to allow for the bulk water rates to match the 2017 rate study:

2017	\$8.85 per 100 cubic feet
2018	\$9.60 per 100 cubic feet
2019	\$9.98 per 100 cubic feet

FISCAL IMPACT

Reduce the Record/Release Lien fee from \$150 to \$100. This new cost will cover all recording and preparation costs to the District.

Increase the Bulk Water rate to coincide with the Rate Study water charges.

RECOMMENDED BOARD ACTION

Discuss/consider Resolution.

PROPOSED MOTION

To adopt Resolution 839 Master Fees and Charges Schedule #25 as presented.

**Whatcom County
Auditor's Office**

Whatcom County Courthouse
311 Grand Avenue, Suite 103
Bellingham, WA 98225-4038

Phone: (360) 778-5100

Fax: (360) 778-5101

Email: auditor@co.whatcom.wa.us

Internet: www.whatcomcounty.us/auditor



Debbie Adelstein
County Auditor

Diana Bradrick
Chief Deputy Auditor

September 26, 2017

Lyn Edwards
Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

RE: Recording fee changes

To Lyn Edwards,

I'm notifying Whatcom County Water and Sewer Districts of a recording fee change for delinquent utility payments. Legislation passed recently exempting specific document types from the \$40.00 Homeless Housing Surcharge. This exemption only applies to the recording of a lien or satisfaction of a lien by Water and Sewer Districts as defined in RCW 57.02.001. All other document types will remain the same fee.

Beginning October 19, 2017 the fee to record a lien or satisfaction of lien for delinquent utility payments will be \$34.00 for the first page and then an additional \$1.00 per page thereafter.

Contact me if you have further questions.

Sincerely,

Debbie Adelstein

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION NO. 839

**A Resolution of the Board of Commissioners
Updating the Master Fees and Charges with Schedule #25**

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

WHEREAS, on recent legislation exempted specific document types from the \$40 Homeless Housing Surcharge which applies to the recording of a lien or release of a lien in RCW 57.02.001; and

WHEREAS, consumption water rates from our January 2017 Rate study need to be applied to the "Bulk water purchase with hydrant water" Item 17 effective through 2019; and

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

WHEREAS, a new Schedule (Schedule #25) incorporates the aforementioned changes;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The District adopts Schedule #25. Schedule #25 is attached hereto and incorporated herein in full by this reference.
2. Schedule #25 replaces Schedule #24 as the operative Master Fees and Charges Schedule for the District.
3. Any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this Resolution.
4. If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional.
5. This Resolution shall be effective immediately.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on November 8, 2017.

Laura Weide, Board President

Todd Citron, Board Secretary

John Carter, Commissioner

Curtis Casey, Commissioner

Bruce R. Ford, Commissioner

Approved as to form, District Legal Counsel

MASTER FEES & CHARGES - SCHEDULE 25
Effective Date November 8, 2017 (Resolution 839)

Administrative Fees			
Item	Item Description	Fee/Charge	Reference
1	Equipment Charge, Hourly		
	Air Compressor - Ingersol/Rand 185 CFM Diesel	\$20.00	Resolution 798
	Backhoe - John Deere 580D	\$45.00	
	Boom Truck - 6,000 Pound	\$30.00	
	Combination Vacuum/Flush Truck	\$100.00	
	Sewer Camera Van	\$75.00	
	Dump Truck - 2-Yard	\$25.00	
	Dump Truck - 5-Yard	\$45.00	
	Equipment Trailer - 14,000 Pound	\$15.00	
	Flush Truck	\$65.00	
	Portable Engine Pump - 600 gpm @130-Feet	\$40.00	
	Portable Generator - 75 kw	\$45.00	
	Portable Generator - 250 kw	\$85.00	
	Tanker Truck - 3,000 Gallon	\$75.00	
	Tool Truck	\$20.00	
2	Information Reproduction		
	Digital Recording - Board Meeting	\$35.00	Resolution 680
	Document - Standard Size - Less than 10 Pages	No Charge	Resolution 680
	Document - Standard Size - More than 10 Pages	\$0.15 per page	Resolution 717
	Document - Non-Standard Size - Deposit	\$50.00	Resolution 680
	Document - Non-Standard Size - Reproduction	Cost	Resolution 680
3	Labor, Hourly		
	Accounting Clerk	\$34.00	Resolution 798 Direct Labor Costs
	Accounts Payable/Payroll	\$38.00	
	Accounts Receivable	\$38.00	
	Administrative Assistant	\$46.00	
	Construction Engineer	\$53.00	
	District Engineer	\$71.00	
	Engineering Technician	\$42.00	
	Finance Manager	\$62.00	
	General Manager	\$80.00	
	Maintenance Electrician	\$53.00	
	Maintenance Supervisor	\$57.00	
	Maintenance worker	\$42.00	
	Utility Systems Support Specialist	\$42.00	
	Water Treatment Plant Operator	\$46.00	
	Wilson Engineering Consultation - Current Hourly Rate + 10%		Resolution 798
4	Document Recording Fees		
	Document Recording	\$105.00	Resolution 753
	Lien Record/Release	\$100.00	Resolution 839
	Transfer, real estate closing	\$30.00	Resolution 806

MASTER FEES & CHARGES - SCHEDULE 25
Effective Date November 8, 2017 (Resolution 839)

Administrative Fees (cont'd)

Item	Item Description	Fee/Charge	Reference
4	Document Recording Fees		
	Segregation of assessment, equivalent residential units and water/sewer permits	\$100.00	Resolution 819
	Assessment Transfer	\$250.00	Resolution 680
5	Payment Return Item	\$25.00	Resolution 820

Billing - Sewer Service

Item	Item Description	Fee/Charge	Reference
6	Regular Customer Charge Per Billing Cycle - Sewer		
	Effective January 1, 2015	Account Charge	\$7.03
		Volume Charge per dwelling unit	\$141.00
		Total Billing Cycle Charge	\$148.03
		Low Income/Senior/Disabled Rate (40% Discount)	\$88.82
	Effective January 1, 2016	Account Charge	\$7.21
		Volume Charge per dwelling unit	\$144.53
		Total Billing Cycle Charge	\$151.74
		Low Income/Senior/Disabled Rate (40% Discount)	\$91.04
	Effective January 1, 2017	Account Charge	\$7.39
		Volume Charge per dwelling unit	\$148.14
		Total Billing Cycle Charge	\$155.53
		Low Income/Senior/Disabled Rate (40% Discount)	\$93.32
	Effective January 1, 2018	Account Charge	\$7.57
		Volume Charge per dwelling unit	\$151.85
		Total Billing Cycle Charge	\$159.42
		Low Income/Senior/Disabled Rate (40% Discount)	\$95.65
	Effective January 1, 2019	Account Charge	\$7.76
		Volume Charge per dwelling unit	\$155.64
		Total Billing Cycle Charge	\$163.40
		Low Income/Senior/Disabled Rate (40% Discount)	\$98.04
7	Late Fee 1 late fee per account per year refundable with General Manager's approval	10% of past due utility services balance	RCW 57.08.081(3)
8	Bulk Sewage Disposal	\$100.00 + \$0.0018/gallon	Latest actual bill from COB

MASTER FEES & CHARGES - SCHEDULE 25
Effective Date November 8, 2017 (Resolution 839)

Billing - Water Sales			
Item	Item Description	Fee/Charge	Reference
9	Regular Customer Charge Per Billing Cycle - Up to 600 cubic feet of water		
Effective January 1, 2015	5/8 x 3/4 Inch Meter	\$52.68	Resolution 806
	Low Income/Senior/Disabled Rate	\$31.61	
	1 Inch Meter	\$69.88	
	1.5 Inch Meter	\$96.40	
	2 Inch Meter	\$133.19	
	3 Inch Meter	\$263.40	
	Usage over 600 cubic feet (per 100 cubic feet)	\$7.48	
	Low Income/Senior/Disabled Rate	\$4.49	
	Usage over 2,500 cubic feet (per 100 cubic feet)	\$9.35	
	Low Income/Senior/Disabled Rate	\$5.61	
Effective January 1, 2016	5/8 x 3/4 Inch Meter	\$57.29	Resolution 806
	Low Income/Senior/Disabled Rate	\$34.37	
	1 Inch Meter	\$75.99	
	1.5 Inch Meter	\$104.83	
	2 Inch Meter	\$144.84	
	3 Inch Meter	\$286.45	
	Usage over 600 cubic feet (per 100 cubic feet)	\$8.13	
	Low Income/Senior/Disabled Rate	\$4.88	
	Usage over 2,500 cubic feet (per 100 cubic feet)	\$10.17	
	Low Income/Senior/Disabled Rate	\$6.10	
Effective January 1, 2017	5/8 x 3/4 Inch Meter	\$62.31	Resolution 806
	Low Income/Senior/Disabled Rate	\$37.39	
	1 Inch Meter	\$82.64	
	1.5 Inch Meter	\$114.00	
	2 Inch Meter	\$157.52	
	3 Inch Meter	\$311.51	
	Usage over 600 cubic feet (per 100 cubic feet)	\$8.85	
	Low Income/Senior/Disabled Rate	\$5.31	
	Usage over 2,500 cubic feet (per 100 cubic feet)	\$11.06	
	Low Income/Senior/Disabled Rate	\$6.64	
Effective January 1, 2018	5/8 x 3/4 Inch Meter	\$67.60	Resolution 806
	Low Income/Senior/Disabled Rate	\$40.56	
	1 Inch Meter	\$89.67	
	1.5 Inch Meter	\$123.69	
	2 Inch Meter	\$170.91	
	3 Inch Meter	\$337.99	
	Usage over 600 cubic feet (per 100 cubic feet)	\$9.60	
	Low Income/Senior/Disabled Rate	\$5.76	
	Usage over 2,500 cubic feet (per 100 cubic feet)	\$12.00	
	Low Income/Senior/Disabled Rate	\$7.20	

MASTER FEES & CHARGES - SCHEDULE 25
Effective Date November 8, 2017 (Resolution 839)

Billing - Water Sales (cont'd)

Item	Item Description	Fee/Charge	Reference
9	5/8 x 3/4 Inch Meter	\$70.31	Resolution 806
	Low Income/Senior/Disabled Rate	\$42.19	
	1 Inch Meter	\$93.25	
	1.5 Inch Meter	\$128.64	
	2 Inch Meter	\$177.74	
	3 Inch Meter	\$351.51	
	Usage over 600 cubic feet (per 100 cubic feet)	\$9.98	
	Low Income/Senior/Disabled Rate	\$5.99	
	Usage over 2,500 cubic feet (per 100 cubic feet)	\$12.48	
	Low Income/Senior/Disabled Rate	\$7.49	
10	Late Fee 1 late fee per account per year refundable with General Manager's approval	10% of past due utility services balance	RCW 57.08.081(3)

Miscellaneous Water Charges

Item	Item Description	Fee/Charge	Reference
11	Water Interruption - Voluntary - With Billing Suspension		
	Lock Curb Stop Valve - during normal business hours	\$150.00	Resolution 661
	Lock Curb Stop Valve - outside normal business hours	\$175.00	
	Unlock Curb Stop Valve - during normal business hours	No charge	
	Unlock Curb Stop Valve - outside normal business hours	\$150.00	
	Water Interruption - Voluntary - Without Billing Suspension		
	Lock Curb Stop Valve	\$50.00	Resolution 661
	Unlock Curb Stop Valve - during normal business hours	No charge	
	Unlock Curb Stop Valve - outside normal business hours	\$150.00	
12	Water Interruption - Involuntary		
	Delinquent Account - Lock curb stop valve	\$50.00	Resolution 661
	Unlock Curb Stop Valve		
	During Normal Business Hours	No charge	
	Outside Normal Business Hours	\$150.00	
13	Water Interruption - Other		
	Failure to comply with emergency order	Same as above	Resolution 661
	Failure to eliminate cross connection	Same as above	
	Failure to repair leak	Same as above	
	Request of agency/higher authority	No charge	
	Visible leak in vacant building or disaster	No charge	
14	Unauthorized Lock Removal Fee When customer cuts or removes lock from meter without District authorization	\$150.00	Resolution 726
15	Damaged Meter If meter is damaged by the customer	Material & labor to repair meter + \$150.00	Resolution 726

MASTER FEES & CHARGES - SCHEDULE 25
 Effective Date November 8, 2017 (Resolution 839)

Miscellaneous Water Charges (cont'd)			
Item	Item Description	Fee/Charge	Reference
16	Clear obstructed water meter after request to customer to remove is refused	\$50.00	Board Meeting 11/10/99
17	Hydrant meter, fire hose, fittings		
	Equipment rental - single continuous use	\$35.00	Board Mtg 11/10/99
	Bulk water purchase with hydrant meter		
	Effective Nov 8, 2017 - Per 100 cubic feet	\$8.85	Resolution 839
	Effective Jan 1, 2018 - Per 100 cubic feet	\$9.60	
	Effective Jan 1, 2019 - Per 100 cubic feet	\$9.98	

Developer Extension Agreements			
Item	Item Description	Fee/Charge	Reference
18	Initial Fees		
	Application - Good for 60 days	\$300.00	Resolution 680
	Conformance Deposit	\$1,000.00	Resolution 680
	General Administration	\$750.00	Resolution 680
19	Final Design Review		
	By District Engineer	Cost + 2%	Resolution 680
20	Design Review and Inspection (Previously called "Facilities Inspection")		
	Initial Deposit	\$5,000.00	Resolution 680
	Supplemental Deposit	\$2,000.00	Resolution 680
21	Contract noncompliance	Cost + 2%	Board Mtg 5/14/97
22	Latecomers Reimbursement Agreements, Reimbursement processing	\$185.00 per connection	Board Mtg 6/10/09 + Resolution 753
23	Special Agreements	Cost + 2%	Board Mtg 5/14/97
24	Third Party Claims	Cost + 2%	
25	Time Extension		
	Before Expiration Date	\$250.00	
	After Expiration Date	\$750.00	

Permitting - Water Permits			
Meter Information	Meter Size	Continuous Flow Rating	Meter Capacity Ratio
	5/8 x 3/4	15	1
	1 Inch	30	2
	1.5 Inch	75	5
	2 Inch	120	8
	3 Inch Compound	330	22
	4 Inch Compound	440	29

MASTER FEES & CHARGES - SCHEDULE 25

Effective Date November 8, 2017 (Resolution 839)

Permitting - Water Permits (cont'd)

Item	Item Description	Fee/Charge	Reference
26	Water General Facilities & Installation		
	<i>* Installation fees marked with an * vary by project, please see District Engineer with questions.</i>		
Effective January 1, 2009	Meter Size	Connection Fee	Installation
	5/8 x 3/4	\$4,110.00	\$700.00
	1 Inch	\$8,220.00	*
	1.5 Inch	\$20,550.00	*
	2 Inch	\$32,880.00	\$4,200.00
	3 Inch Compound	\$90,420.00	*
	4 Inch Compound	\$120,546.30	*
Effective January 1, 2018	Meter Size	Connection Fee	Installation
	5/8 x 3/4	\$5,742.00	\$700.00
	1 Inch	\$11,484.00	*
	1.5 Inch	\$28,710.00	*
	2 Inch	\$45,935.00	\$4,200.00
	3 Inch Compound	\$126,322.00	*
	4 Inch Compound	\$168,411.00	*
Effective January 1, 2019	Meter Size	Connection Fee	Installation
	5/8 x 3/4	\$5,885.00	\$700.00
	1 Inch	\$11,771.00	*
	1.5 Inch	\$29,427.00	*
	2 Inch	\$47,084.00	\$4,200.00
	3 Inch Compound	\$129,480.00	*
	4 Inch Compound	\$172,621.00	*
Effective January 1, 2020	Meter Size	Connection Fee	Installation
	5/8 x 3/4	\$6,033.00	\$700.00
	1 Inch	\$12,065.00	*
	1.5 Inch	\$30,163.00	*
	2 Inch	\$48,261.00	\$4,200.00
	3 Inch Compound	\$132,717.00	*
	4 Inch Compound	\$176,936.00	*
Effective January 1, 2021	Meter Size	Connection Fee	Installation
	5/8 x 3/4	\$6,183.00	\$700.00
	1 Inch	\$12,367.00	*
	1.5 Inch	\$30,917.00	*
	2 Inch	\$49,467.00	\$4,200.00
	3 Inch Compound	\$136,035.00	*
	4 Inch Compound	\$181,360.00	*
27	Permit Administration & Processing	\$40.00	Board Mtg 1/30/03
	Initial Water Inspection	\$25.00	Resolution 667
	Subsequent Water Inspection	\$75.00	Board Mtg 8/16/96

MASTER FEES & CHARGES - SCHEDULE 25
Effective Date November 8, 2017 (Resolution 839)

Permitting - Water Permits (cont'd)			
Item	Item Description	Fee/Charge	Reference
28	Water Permit - Special Charges		
	Blaine Water Main Extension Latecomer's (North Shore)	\$10,910.00	Expires 8/25/2024
	Columbus Street Water Latecomer's Fee (Geneva)	\$528.50	Expires 3/24/2018
	Coronado Heights Phase 2 Water	\$1,627.58	Expires 3/24/2018
	North Shore and Eagleridge/COB Reimbursement	\$300.00	6/10/88 Agreemt
	South Geneva Class A Water	\$17,088.97	Expires 7/22/2026
	South Geneva Class B Water	\$5,981.14	Expires 7/22/2026

Permitting - Sewer Permits

Meter Information	Meter Size	Meter Capacity Ratio
	5/8 x 3/4	1
	1 Inch	2
	1.5 Inch	5
	2 Inch	8
	3 Inch Compound	22
	4 Inch Compound	29

Item	Item Description			Fee/Charge	Reference
29	Sewer General Facilities				
	Effective January 1, 2009	Meter Size	Connection Fee	Installation	Resolution 747
		5/8 x 3/4	\$5,201.00	Done by owner's bonded side sewer contractor	
		1 Inch	\$10,402.00		
		1.5 Inch	\$26,005.00		
		2 Inch	\$41,608.00		
		3 Inch Compound	\$114,422.00		
		4 Inch Compound	\$152,545.33		
	Effective January 1, 2018	Meter Size	Connection Fee	Installation	Resolution 835
		5/8 x 3/4	\$7,726.00	Done by owner's bonded side sewer contractor	
		1 Inch	\$15,452.00		
		1.5 Inch	\$38,631.00		
		2 Inch	\$61,809.00		
		3 Inch Compound	\$169,975.00		
		4 Inch Compound	\$226,607.00		
	Effective January 1, 2019	Meter Size	Connection Fee	Installation	Resolution 835
		5/8 x 3/4	\$7,919.00	Done by owner's bonded side sewer contractor	
		1 Inch	\$15,839.00		
		1.5 Inch	\$39,596.00		
		2 Inch	\$63,354.00		
		3 Inch Compound	\$174,224.00		
		4 Inch Compound	\$232,273.00		

MASTER FEES & CHARGES - SCHEDULE 25
Effective Date November 8, 2017 (Resolution 839)

Permitting - Sewer Permits (cont'd)					
Item	Item Description		Fee/Charge	Reference	
	Effective January 1, 2020	Meter Size	Connection Fee	Installation	Resolution 835
		5/8 x 3/4	\$8,117.00	Done by owner's bonded side sewer contractor	
		1 Inch	\$16,235.00		
		1.5 Inch	\$40,586.00		
		2 Inch	\$64,938.00		
		3 Inch Compound	\$178,580.00		
		4 Inch Compound	\$238,079.00		
	Effective January 1, 2021	Meter Size	Connection Fee	Installation	Resolution 835
		5/8 x 3/4	\$8,320.00	Done by owner's bonded side sewer contractor	
		1 Inch	\$16,640.00		
		1.5 Inch	\$41,601.00		
		2 Inch	\$66,562.00		
		3 Inch Compound	\$183,044.00		
		4 Inch Compound	\$244,031.00		
30	Service Installation - If District installed stub exists		\$755.00		
	Permit Processing		\$40.00		
	Initial Sewer Inspection		\$75.00		
	Subsequent Sewer Inspection		\$100.00		
31	Sewer Permit - Special Charges				
	Bergen Sewer Latecomer's Fee		\$4,195.67	Expires 7/24/2018	
	Edgewood Long Plat Sewer		\$4,102.00	Expires 2/24/2019	
	Lakewood/Grand Blvd Special Benefit Fee		\$6,000.00	District Funded	
	La Salle Sewer Extension		\$4,761.73	Expires 7/13/2021	
	South Geneva Class A Sewer		\$22,406.50	Expires 7/22/2026	
	South Geneva Class A Sewer Vault		\$1,704.55	Expires 7/22/2026	
	ULID #18 Latecomers Fee - see table below		See table	Resolution 672	
32	Other Sewer Charges				
	Grinder Pump Installation - Customer own/maintain		\$150.00	Resolution 645	
	Review waiver of claim agreements for customer owned side sewers with less than 2% slope		\$50.00	Resolution 645	
	Unauthorized Connection to Sewer				
	Investigation, testing, inspection		\$500.00	Resolution 645	
	Repair and Correction		Cost + 2%	Resolution 645	
	Disconnect monitoring/enforcement after 90 days		\$25.00/day	Board Mtg 8/29/03	
	Voluntary Sewer Service Interruption				
	Permit to install two-way clean out		Permit processing & inspection fee		
	Suspend billing - insert plug into side sewer		\$250.00	Resolution 709	
	Resume billing/remove plug - during regular business hours		No charge		
	Resume billing/remove plug - outside regular business hours		\$150.00		

MASTER FEES & CHARGES - SCHEDULE 25
Effective Date November 8, 2017 (Resolution 839)

ULID #18 Latecomer Fee

33	Year	Equivalent to Assessment	Latecomer Penalty	Total Fee	Reference
	2016	\$2,792.78	\$3,714.40	\$6,507.18	Resolution 672
	2017	\$2,792.78	\$3,979.71	\$6,772.49	
	2018	\$2,792.78	\$4,245.03	\$7,037.81	
	2019	\$2,792.78	\$4,510.34	\$7,303.12	
	2020	\$2,792.78	\$4,775.65	\$7,568.43	
	2021	\$2,792.78	\$5,040.97	\$7,833.75	
	2022	\$2,792.78	\$5,306.28	\$8,099.06	
NOTE: As described in Resolution 672, ULID #18 Latecomer Charges were created to put parcels not assessed on the same footing as those that were assessed for the ULID. Assessed parcels could, and many did, prepay their assessments. To provide the same opportunity for non-assessed parcels, prepayment of ULID 18 Latecomer Charges will also be accepted. Therefore, paid in full ULID Latecomer Charges satisfy the ULID Latecomer Charges permanently.					

Violations of Administrative Code

34	Labor	Staff hourly rates - See page 2	Resolution 798
	Equipment Use	Hourly rate - See page 2	
	Materials	Cost of materials used	
	Attorney's Fees and Expenses	Reimburse District's Costs	
	Administrative Fee	10% of total expenses	
	Any person who violates any provision of the Administrative Code shall be liable to the District for any expense, loss, damage, cost of inspection or cost of correction incurred by the District by reason of such violation, including any expenses and attorney fees incurred by the District in collecting from such person of such loss, damage, expense, cost of inspection or cost of correction, plus an administrative fee equal to 10% of the total expenses. (Reference: Administrative Code Section 3.3.1 Liability to District)		



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 1, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	November 8, 2017		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	2017 2020 Interlocal Agreement Between the City of Bellingham, the District, & Whatcom County for the Lake Whatcom Management Program Tributary Monitoring Program		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Proposed 2017 – 2020 Interlocal Agreement 2. List of Lake Whatcom Management Program Agreements 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

Since 2000 the District has participated as a partner with the City and County in the Lake Whatcom Management Program. The District's participation was memorialized in Resolution No. 636 as approved on March 8, 2000. Through this Agreement we have specifically participated as a financial program over the last few years to "collect and manage data to increase our understanding of water quality and pollution sources, and to guide management decisions."

This program or interlocal agreement is better known as the Tributary Monitoring Agreement. As illustrated in Attachment 2 the District entered into this effort in 2002. There have been 5 extensions to this agreement with the last being approved on June 17, 2015. The County is the administering party. Brown and Caldwell is the consulting engineering firm working on behalf of the County.

Because this has been a long standing agreement between each of the parties for the last 15 years the County felt that it was time to renew the document and make any changes. The attached document (Attachment 1) reflects the updated agreement and any comments by both the City and District. Bob Carmichael has reviewed the agreement and included language changes with the "Scope of Work" section that lists the District as a party to be consulted with in regards to the administration of findings from the consultant's work. Prior to this the

District was not list as a consulted party with the City and County. Otherwise, there are no other significant changes in the agreement language.

FISCAL IMPACT

The total cost of the proposed new agreement is \$279,779 (Exhibit B in Scope of Work). As in the original agreement and its extensions the District's participation is capped at 10%. In this agreement our commitment would not exceed \$27,977.50 over four years, or \$6,994.48. In 2017 we paid \$5,316.10.

RECOMMENDED BOARD ACTION

That the Board of Commissioners authorize the signature of the 2017 – 2020 Interlocal Agreement between the City of Bellingham, the Lake Whatcom Water & Sewer District, and Whatcom County.

PROPOSED MOTION

Motion to approve the attached Interlocal Agreement.

111

Whatcom County Contract No.

**2017-2020 INTERLOCAL AGREEMENT
CITY OF BELLINGHAM, LAKE WHATCOM WATER & SEWER DISTRICT &
WHATCOM COUNTY FOR THE LAKE WHATCOM MANAGEMENT PROGRAM
TRIBUTARY MONITORING – WATER YEAR 2018-2020**

WHEREAS, the City of Bellingham, 210 Lottie Street, Bellingham, WA 98225 ("City"); Lake Whatcom Water and Sewer District, 1010 Lakeview Street, Bellingham, WA 98226 ("District"); and Whatcom County, 311 Grand Ave, Bellingham, WA 98225 ("County"), desire to continue an arrangement wherein the County will provide funding for the payment of consultants to perform work in relation to Lake Whatcom watershed tributary monitoring to the mutual advantage of each jurisdiction; and

WHEREAS, the County, City, and District jointly adopted the *Lake Whatcom Reservoir Management Program* through County Council Resolution No. 2000-027, City Council Resolution No. 2000-14, and Lake Whatcom Water & Sewer District Resolution No. 636; and

WHEREAS, in the *2015-2019 Lake Whatcom Management Work Plan, Program Area 4 "Monitoring & Data"*, it states the Program will "Collect and manage data to increase our understanding of water quality and pollution sources, and to guide management decisions."

WHEREAS, this enhanced data collection will be used to more accurately characterize pollutant loading and assist in the verification of lake response models and analysis of priority areas and management options; and

WHEREAS, in the process established pursuant to the Lake Whatcom Management Program, the County was designated as the contract administrator for the Lake Whatcom Tributary Monitoring Program; and

WHEREAS, the County Administration, in coordination with City and District staff, selected Brown and Caldwell Consultants for the Lake Whatcom tributary monitoring; and

WHEREAS, it is in the best interest of each party to enter into this Interlocal Agreement,

NOW THEREFORE, the City, District, and County agree as follows:

- I. *Purpose:* The purpose of this agreement is to set the terms whereby the City and District will make funds available to the County to support Lake Whatcom watershed tributary monitoring conducted by Brown and Caldwell Consultants.
- II. *Administration:* No new or separate legal or administrative entity is created to administer the provisions of this agreement.
- III. *Whatcom County Responsibilities:* The County hereby agrees to pay Brown and Caldwell for costs associated with Lake Whatcom Watershed Tributary Monitoring and provide deliverables to the City and District as described in Exhibit A and budgeted in Exhibit B.

- IV. *City of Bellingham Responsibilities:* The City hereby agrees to reimburse the County an amount not to exceed the total budget allocated to the City as shown in Exhibit B.
- V. *Lake Whatcom Water and Sewer District Responsibilities:* The District hereby agrees to reimburse the County an amount not to exceed the total budget allocated to the District as shown in Exhibit B.
- VI. *Payment:* All payments under this contract are considered reimbursement for services rendered. Each request for payment herein is to be submitted in the usual form of a claim for services rendered supported by detailed documentation of the services actually performed so as to comply with auditing requirements. Payment shall be upon approved claims and in accordance with customary procedures. The City and District will compensate the County for services rendered within thirty (30) days following receipt of a detailed invoice, provided all other terms and conditions of the contract have been met and are certified as such by the County.
- VII. *Term:* This Agreement shall be effective for services performed beginning upon County Council approval of the contract with Brown and Caldwell and extending through completion of scope of work identified in Exhibit A, but not later than April 30, 2021. The Agreement may be renewed by mutual written agreement of all of the parties hereto. It may be terminated by any party upon the giving of ninety (90) days written notice to the others, at which time any remaining financial obligations shall be paid in full according to the provisions of "VI. Payment" stated above.
- VIII. *Responsible Persons:* The persons responsible for administration of this Agreement shall be the Whatcom County Public Works Department Director, the City of Bellingham Public Works Department Director, and the Lake Whatcom Water and Sewer District General Manager, or their designees.
- IX. *Treatment of Assets and Property:* No fixed assets or personal or real property will be jointly or cooperatively acquired, held, used, or disposed of pursuant to this Agreement, except that the products of the tributary monitoring work performed pursuant hereto, shall be deemed the property of each of the parties to this agreement.
- X. *Indemnification:* Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other parties harmless from any such liability. It is further provided that no liability shall attach to the Parties by reason of entering into this Agreement except as expressly provided herein.
- XI. *Modifications:* This Agreement may be changed, modified, amended, or waived only by written agreement executed by the Parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.
- XII. *Applicable Law:* In the performance of this Agreement, it is mutually understood and agreed upon by the Parties hereto that this Agreement shall be governed by the laws of the State of Washington, both as to interpretation and performance, and the venue of

any action arising herefrom shall be in the Superior Court of the State of Washington in and for Whatcom County.

- XIII. *Severability:* In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement that can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Agreement are declared severable.
- XIV. *Entire Agreement:* This Agreement contains all the terms and conditions agreed upon by the Parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto.
- XV. *Recordation:* Upon execution of this Agreement, Whatcom County shall file a copy of it with the office of its County Auditor or make it accessible on its web site or other electronically retrievable public source, pursuant to the requirements of RCW 39.34.040.

IN WITNESS WHEREOF, the parties have signed this Agreement this _____ day of _____, 2017.

CITY OF BELLINGHAM:

Approved as to form

Kelli Linville, Mayor

Date

Office of City Attorney

Attest:

Department Approval:

Brian Henshaw, Finance Director

Ted A. Carlson, Public Works Director

STATE OF WASHINGTON)
) ss.
County of Whatcom)

On this ____ day of _____, 2017, before me personally appeared KELLI LINVILLE, to me known to be the Mayor of the CITY OF BELLINGHAM, and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

NOTARY PUBLIC in and for the State of
Washington residing at _____
My appointment expires: _____

WHATCOM COUNTY:

Approved as to form:

Department Approval

Daniel L. Gibson
Chief Civil Deputy Prosecutor

Jon Hutchings
Public Works Director

Approved:

Accepted for Whatcom County:

Jack Louws
Whatcom County Executive

Date

STATE OF WASHINGTON)
) ss.
County of Whatcom)

On this _____ day of _____, 2017 , before me personally appeared JACK LOUWS, to me known to be the County Executive of WHATCOM COUNTY, and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

NOTARY PUBLIC in and for the State of
Washington residing at _____
My appointment expires: _____

Lake Whatcom Water and Sewer District:

Approval recommended:

Approved as to form:

Patrick Sorensen
General Manager

Attorney for Lake Whatcom Water and
Sewer District

Approved:

Laura L. Weide, President
District Board of Commissioners

STATE OF WASHINGTON)
)ss.
COUNTY OF WHATCOM)

On this _____ day of _____, 2017, before me personally appeared LAURA WEIDE, to me known to be the President of the LAKE WHATCOM WATER AND SEWER DISTRICT BOARD OF COMMISSIONERS and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

NOTARY PUBLIC in and for the State of
Washington, residing at _____.
My commission expires: _____.

**EXHIBIT A: Scope of Work
Lake Whatcom Tributary Monitoring, 2018 – 2020 Water Years**

Introduction

Whatcom County selected the Brown and Caldwell (BC) team to conduct the Lake Whatcom Tributaries Monitoring Program for the 2018 to 2020 water years. The program will last three years and begin in Fall of 2017 and extend through the end of 2020. BC led Phases I and II of the monitoring program which was implemented since 2006. This Scope of Work (SOW) for the next phase of work is based on the results of Phase I and II and recent communications with Whatcom County staff.

This SOW includes four tasks:

1. Quality Assurance Project Plan
2. Routine tributary monitoring
3. Targeted monitoring
4. Project management

The following sections of this SOW describe the activities, deliverables, schedules, and assumptions for each of these tasks.

Task 1. Prepare Quality Assurance Project Plan

BC will prepare a draft Quality Assurance Project Plan (QAPP) for the 2018–2020 water years program in accordance with Ecology’s guidelines. The QAPP will specify the new monitoring objectives, locations, parameters, field and laboratory methods, QA/QC, and data evaluation procedures.

The County project manager (PM) will circulate the draft QAPP to the Lake Whatcom Data Team review and comment. The County PM will consolidate the comments and resolve any conflicting comments. BC will participate in a conference call to discuss the comments. BC will then prepare a revised version of the QAPP.

Deliverables

- Draft QAPP
- Revised QAPP

Assumptions

- BC will modify the Phase II monitoring plan to serve as the 2018-2020 Water Years QAPP.
- The County, City of Bellingham (COB), and District will provide summary information on potentially relevant monitoring activities by others (e.g., Western Washington University (WWU)).
- COB will provide information on currently operational stream and precipitation gages in the watershed.
- The County will resolve any internal conflicting comments on the draft QAPP before passing them on to BC.
- Two BC staff will participate in a two-hour conference call to discuss comments on the draft QAPP.
- All deliverables will be in electronic format.

Task 2. Conduct Routine Storm Event and Baseflow Tributary Monitoring

The BC team will perform routine storm event and baseflow tributary monitoring in accordance with the QAPP. This will involve tracking weather to identify suitable sampling events, preparing for sampling, mobilizing teams, and manually collecting water samples, estimating flows, coordinating laboratory analysis, and performing data quality reviews.

BC will track the weather and mobilize for sampling when there is a significant probability of precipitation forecasted for a runoff-producing storm event (e.g., >0.5 inches during a 24-hour period). The sampling team will arrive on site as close as possible to the beginning of runoff-producing rainfall in an effort to sample during the rising limb of the hydrograph.

In Year 1, the BC team will collect storm event samples from the same tributaries as Phase II except for three locations (Silver Beach Creek, Euclid Creek, and Austin Creek) that will be sampled by WWU. A total of 29 tributary locations will be sampled (2 panels with ten locations and one panel with nine locations). Each panel will be sampled twice during the year. All samples will be analyzed for TP and TSS. Ten percent of the samples from all sites will also be analyzed for SRP. Samples collected from the tributaries included in the fecal coliform TMDL will also be analyzed for fecal coliform. During each storm sampling event, BC will estimate flow at each sampling location.

In addition to storm event sampling, BC will conduct quarterly monitoring at each tributary location. The quarterly sampling will be conducted during baseflow conditions. Twenty sites will be sampled once per quarter during Year 1. The samples will be analyzed for the same parameters as the storm event samples (including SRP and fecal coliform in a subset of the samples).

After each sampling round, BC will perform a data quality review of the laboratory analytical results using the criteria described in the QAPP. BC will send a brief e-mail to the County PM after each round.

At the end of the first year of routine tributary monitoring, BC will evaluate the monitoring results and develop draft recommendations for adjustments to the monitoring program, including elimination of redundant sites as well as sites located in areas where new development and/or stormwater BMPs are not anticipated. BC will attend a Data Team meeting to discuss the first year of monitoring results and potential refinements to the tributary monitoring program. BC will revise the QAPP accordingly. Monitoring in Years 2 and 3 will follow the revised QAPP.

BC will prepare a draft report after Year 3 of the 2018–2020 water years monitoring has been completed. The draft report will describe the 2018–2020 water years monitoring activities, analytical results, and key findings.

The County PM will coordinate review of the draft with COB, the District, and other Data Team members as appropriate and resolve any conflicting comments before passing them on to BC. If necessary, BC will participate in a conference call with the County and the Data Team to discuss the comments. BC will then revise the 2018–2020 water years report.

The scope of this task could vary depending on the Year 1 findings. If the Year 1 findings affect the routine tributary monitoring scope, BC will work with the County to amend the scope and budget for Task 2.

Assumptions for Cost Estimate:

- The 2018–2020 water years monitoring program will last three years.

- In Year 1, storm event sampling will be performed on 29 tributary locations using a rotating panel approach. The 29 sites will be divided into three panels and one panel will be sampled per storm event.
- Each panel will be sampled up to twice per year if practical (i.e., depending on weather)
- During each storm sampling event, the BC team will collect a grab sample from each location in the panel and repeat this process until each location has been sampled three or four times. The total number of grab samples may vary depending on the storm intensity and duration. A sampling event may last up to 12 hours. The grab samples from each location will be combined to form one composite sample for laboratory analysis.
- If a predicted storm event fails to generate a discernible increase in stream flow, the sampling team will collect one grab sample at each location in the panel.
- Field staff will estimate flow at sampling locations that do not have a stream flow gage.
- All samples will be analyzed for TP and TSS. Ten percent of samples will also be analyzed for SRP.
- Samples collected from 9 of the 11 tributaries included in the bacteria TMDL will also be analyzed for fecal coliform bacteria (two of the 11 are being sampled by WWU).
- During Year 1, baseflow samples will be collected from 20 tributaries four times per year. One grab sample will be collected from each site during each base flow sampling event.
- Baseflow samples will be analyzed for the same parameters as the storm event samples.
- Samples will be analyzed by a state-accredited laboratory with expertise in phosphorus analyses.
- If the County decides that changes are needed based on the Year 1 sampling results, BC will revise the QAPP accordingly. In addition, BC will work with the County project manager to revise the scope and budget for Years 2 and 3 if necessary.
- The cost estimate assumes that the storm event and quarterly baseflow sampling in Years 2 and 3 will be the same as Year 1, except that only 20 sites will be sampled. The storm event sampling will include two panels of ten sites each. Each panel will be sampled twice per year.
- The quarterly baseflow sampling in Years 2 and 3 will consist of four rounds of sampling at 10 sites, with one grab sample per site per round. The quarterly baseflow sampling will include the 9 tributaries included in the fecal coliform TMDL.
- The final report will be prepared after all three years of the 2018-2020 water years monitoring has been completed. It will include statistical summaries and discuss the key findings considering the 2018-2020 water years monitoring objectives.
- The County PM will coordinate review of the draft report with COB, the District, and other Data Team members as appropriate and resolve any conflicting comments before passing them on to BC.
- Two BC staff will participate in a two-hour conference call to discuss comments on the draft 2018-2020 water years report.
- All deliverables will be in electronic format.

Deliverables:

- Emails to notify the County PM of each sampling event
- Draft and final 2018-2020 water years monitoring report

Task 3. Perform Targeted Monitoring

BC understands that the County, COB, the District, or other Data Team members may identify additional data gaps or questions that require monitoring. If targeted monitoring is deemed necessary, the County PM will notify BC and provide background materials (e.g., maps of potential monitoring locations) as appropriate. BC will participate in a conference call with the County, COB, and the District to discuss the

specific questions/data needs and potentially appropriate monitoring strategies. If the monitoring would involve new locations, methods, or equipment, BC may conduct a site visit.

Upon authorization from the County PM, BC will conduct the targeted monitoring activities. The level of effort for this task will be limited to the allocated budget.

Deliverables:

- Deliverables for this task may vary.

Assumptions

- This task will be implemented on an “as-needed” basis, when authorized by the County PM.
- The cost estimate for this task assumes:
 - Up to seven additional rounds of storm event sampling at 12 sites
 - One composite sample per site per sampling event
 - All samples analyzed for TP and TSS, and 10% of samples analyzed for SRP
 - Samples from nine sites analyzed for fecal coliform bacteria
 - Results will be included in the 2018-2020 water years report

Task 4. Project Management

The BC PM will be responsible for consultant team supervision, QA/QC, and scope, budget and schedule control. BC will prepare monthly invoices and progress reports. The BC PM will maintain frequent communications with the County PM throughout this project.

Deliverables:

- Quarterly invoices and progress reports.

Assumptions

- The project duration is 36 months.

EXHIBIT "B"

BUDGET

Jurisdictions will be responsible for ensuring that adequate resources are available to implement the Lake Whatcom Tributary monitoring as described below.

PROJECT BREAKDOWN		2017 through 2020	
		Element Cost	Task Cost
Task 1: Prepare Quality Assurance Project Plan (QAPP)			
Brown and Caldwell, Salaries and Wages: <ul style="list-style-type: none">Brown and Caldwell 127 hours for 7 staff at rates ranging from \$115.00 - 259.00 per hour		\$22,721	\$23,966
<ul style="list-style-type: none">Subconsultants<ul style="list-style-type: none">Wilson Engineering		\$1,245	
Task 2: Routine Monitoring			
Brown and Caldwell, Salaries and Wages: <ul style="list-style-type: none">Brown and Caldwell 491 hours for 7 staff at rates ranging from \$115.00 - 259.00 per hour		\$84,375	\$178,754
Total Expense Effort		\$94,379	
<ul style="list-style-type: none">Subconsultant			
<ul style="list-style-type: none"><ul style="list-style-type: none">Wilson Engineering		\$75,525	
<ul style="list-style-type: none"><ul style="list-style-type: none">Laboratory Analysis		\$16,260	
<ul style="list-style-type: none">2.5% Subconsultant Markup		\$2,294	
<ul style="list-style-type: none">Other Direct Costs (ODC)<ul style="list-style-type: none">Travel		\$300	
Task 3: Targeted Monitoring			
Brown and Caldwell, Salaries and Wages: <ul style="list-style-type: none">Brown and Caldwell 77 hours for 6 staff at rates ranging from \$115.00 - 259.00 per hour		\$13,726	\$46,102
Total Expense Efforts		\$32,376	
<ul style="list-style-type: none">Subconsultant			
<ul style="list-style-type: none"><ul style="list-style-type: none">Wilson Engineering		\$28,414	
<ul style="list-style-type: none"><ul style="list-style-type: none">Laboratory Analysis		\$3,173	
<ul style="list-style-type: none">2.5% Subconsultant Markup		\$789	
Task 4: Data Management			
Brown and Caldwell, Salaries and Wages: <ul style="list-style-type: none">Brown and Caldwell 174 hours for 5 staff at rates ranging from \$115.00 - 259.00 per hour		\$30,956	\$30,956
		TOTAL COST	\$279,779

Each jurisdiction commits to paying properly incurred and invoiced expenses as follows:

- | | | |
|---------------------------------------|-----|--|
| • Whatcom County | 45% | (2017/Dec 2020 not to exceed \$125,900.55) |
| • City of Bellingham | 45% | (2017/Dec 2020 not to exceed \$125,900.55) |
| • Lake Whatcom Water & Sewer District | 10% | (2017/Dec 2020 not to exceed \$27,977.90) |

These commitments are based upon the following assumption: that the 2017/Dec 2020 budget does not exceed \$279,779.00.

21

Lake Whatcom Management Program Agreements

Document Title	Date	Type of Agreement
Interlocal Agreement Between City, County, District	9/14/1998	Concerning Joint Management of Lake Whatcom
2002 Interlocal Agreement City, County, District	6/12/2002	Mercury Source Investigation
Agreement Between SVCA, City, County, District	11/13/2002	2002 Whatcom Co Tax Foreclosure Sale Joint purchase of properties Whatcom County Contract 200211011
① 2002 Interlocal Agreement Lake Whatcom Management Program Tributary Water Quality Analysis	1/8/2003	Conduct new monitoring & research including additional data needs
② Modification to 2002 Agreement Tributary Water Quality Analysis	9/26/2003	Term of this agreement shall be extended through December 2003
Interlocal Agreement Amend Mercury Source Investigation	10/23/2003	Extend agreement to December 31, 2003 Whatcom County Contract 200206002-1
2004 Interlocal Agreement Between City, County, District	12/29/2004	Whatcom County Contract 200409002
Joint Resolution Adopting 2005-2009 Lake Whatcom Work Plan	3/9/2005	2005-2009 Lake Whatcom Management Program
③ Amendment to 2006 Tributary Monitoring Agreement	8/24/2007	2006 Interlocal Agreement for the Lake Whatcom Management Program Tributary Monitoring Whatcom County Contract #200611005-1
④ 2010-2011 Interlocal Agreement	4/28/2010	Lake Whatcom Management Program Tributary Monitoring Whatcom County Contract #200911031
⑤ Extension of 2010-2011 Interlocal Agreement	12/11/2012	Lake Whatcom Management Program Tributary Monitoring-Time Extension Whatcom County Contract #200911031-1
⑥ Extension of 2010-2011 Interlocal Agreement	6/17/2015	Lake Whatcom Management Program Tributary Monitoring-Time Extension Whatcom County Contract #200911031-2



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 6, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	December 14, 2016		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Draft 2018 Budget		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Draft 2018 Budget		
	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

Attached is the proposed budget for 2018.

FISCAL IMPACT

None at this time.

RECOMMENDED BOARD ACTION

Review and consider the proposed Budget for 2018.

PROPOSED MOTION

No motion at this time.

REVENUE ASSUMPTIONS: 6% increase

- Water rate 8.5 % increase per Resolution
- Sewer rate 2.5% increase per Resolution
- 10 new connection permits at increased rates
- ULID 18 revenue allocated to Operating Fund

EXPENDITURE ASSUMPTIONS: 4.5% increase

- Payroll 2.4% COLA plus step increases
- Property insurance increase 5%
- Health Insurance premium increase average 4%
- Salary study funded per union contract
- Operating reserve maintained per rate study recommendations at \$850,000
 - Water 60-90 days \$470,000
 - Sewer 45-60 days \$380,000
- Contingency funds maintained per rate study recommendations 1% of fixed asset replacement value
 - Water - \$440,000
 - Sewer - \$770,000
- System reinvestment funded per rate study recommendations.

Operating Reserves (Working Capital)

An operating reserve is designed to provide a liquidity cushion; it protects the utility from the risk of short-term variation in the timing of revenue collection or payment of expenses. Like other types of reserves, operating reserves also serve another purpose; they help smooth rate increases over time. In the 2018 budget our operating reserve goal is \$850,000. This is 60 days of Sewer expenses and 90 days of Water expenses which is within the industry standard of 45-60 days for sewer utilities and 60-90 days for water utilities.

Capital Contingencies(Water and Sewer/Stormwater)

In addition to protecting against variations in the timing of operating costs and revenues, it is prudent to maintain a capital contingency reserve to meet unexpected emergency capital outlays. We have used replacement costs to derive the targeted reserve dollar amount which equates to 1% of the replacement cost of fixed assets. In the 2018 budget we have \$770,000 sewer reserve and \$440,000 water reserve.

Rate Funded System Reinvestment

The District has a policy of setting aside a certain amount of rate revenue each year for system reinvestment.

Funding depreciation expense meets several standards for reasonable rates: financial integrity, rate equity, and adequacy of capital funding. For 2018 the district has budgeted system reinvestment at \$1,500,000 for new projects. The District also is budgeting for completion of current projects at \$530,000.



OPERATING FUND SUMMARY 401

This fund is maintained as the primary operating fund of the District. The majority of the revenue is derived from rates charged to water and sewer customers. Other revenue sources are interest income, late payment fees, recording fees, permit fees, ULID payments and miscellaneous charges and fees. All fees and charges are set by the Board of Commissioners. Funds collected are used to pay for operating and maintenance expenditures in accordance with the annual operating budget.



SYSTEM REINVESTMENT FUND SUMMARY 420

The System Reinvestment Fund is a special fund intended to receive and disburse funds for capital construction projects. This fund is primarily funded through interfund income from the General Fund. This amount is established through our rate study. The System Reinvestment Fund expenses are derived from the "Capital Improvement and Maintenance Plan" attached to the fiscal year 2018 budget.



SEWER/STORM WATER CONTINGENCY FUND SUMMARY 425

The Sewer/Storm Water Contingency Fund was created to ensure that unforeseen projects related to sewer system and storm water system expenses will have funding, as approved by the Board. The funding level is established at 1% of utility plant replacement cost.

WATER CONTINGENCY FUND SUMMARY 426

The Water Contingency Fund was created to ensure that unforeseen projects related to the water system will have funding, as approved by the Board. The funding level is established at 1% of utility plant replacement cost.



2016 BOND CAPITAL PROJECTS FUND 431

The 2016 Bond Capital Projects Fund was created to track the bond issue proceeds. Funds were utilized to refund the remaining 2009 issue, pay off the City of Bellingham Post Point portion and finance capital projects.



DEBT SERVICE FUND SUMMARY 450

The Debt Service Fund serves to provide redemption of outstanding debt incurred. The 2016 Bond issue interest is paid semi-annually, and the principal is paid annually from General Fund revenues. This fund also serves to provide redemption of long term water project loans. Principal and interest are paid entirely from General Fund revenues. A "Revenue Bonds and Loan Funds Summary" is included in the budget document.

BOND RESERVE FUND SUMMARY 460

This fund was established by the covenants of the 2016 bond sale and is restricted by definition. A reserve limitation is required to be held in the Reserve Fund until the outstanding 2016 bonds are paid in full. The bond reserve is fully funded.



LAKE WHATCOM WATER AND SEWER FUND SUMMARY 2018

	401	420	425	426	431	450	460	
	OPERATING	SYSTEM REINVESTMENT	SEWER/ STORM WATER CONTINGENCY	WATER CONTINGENCY	2016 BOND FUND	DEBT SERVICE	BOND RESERVE (RESTRICTED)	TOTAL
201 REVENUES AND TRANSFERS IN	6,693,348	1,515,000	60,000	120,000	-	938,885	-	9,327,233
2018 EXPENDITURES AND TRANSFERS OUT	(7,167,675)	(2,045,000)	(60,000)	(120,000)	(590,000)	(938,885)	-	(10,921,560)
CASH/INVESTMENTS 2017 CARRYOVER	1,750,000	530,000	770,000	440,000	590,000	-	772,350	4,852,350
PROPOSED 2018 YEAR END BALANCE	\$1,275,673	\$0	\$770,000	\$440,000	\$0	\$0	\$772,350	\$3,258,023
ALLOCATED TO OPERATING RESERVES	-\$850,000							
AVAILABLE 2018 YEAR END BALANCE	\$425,673							

DRAFT						
Description	Actual 2015	Actual 2016	Adopted 2017	10/31/2017	Projected 2017	Budget 2018
OPERATING FUND - 401						
REVENUES						
401-343-40-10	1,986,211	2,099,344	2,279,985	1,872,154	2,246,584.80	2,437,545
401-343-41-10	31,905	66,580	30,000	47,697	57,236.40	143,480
401-343-50-11	3,680,523	3,734,240	3,844,032	3,210,832	3,852,998.40	3,949,323
401-343-50-19	4,711	4,361	5,000	3,236	3,883.20	4,000
401-343-50-80	5,188	6,766	-	6,772	8,126.40	-
401-343-81-10	29,762	29,564	30,000	23,523	28,227.60	30,000
401-359-00-00	59,921	54,573	50,000	45,488	54,585.60	50,000
401-361-11-00	824	1,332	1,500	8,753	9,000.00	20,000
401-361-40-00-80	22,009	20,166	15,000	18,631	19,000.00	8,000
401-368-10-00-80	46,320	45,368	40,000	59,758	60,000.00	50,000
401-368-10-00	1,720	2,641	2,500	448	537.60	1,000
401-368-10-01		1,235	-	2,619	3,142.80	-
401-395-20-00	15,943		-	4,083	5,444.00	-
TOTAL REVENUES	5,885,037	6,066,170	6,298,017	5,303,994	6,348,767	6,693,348
<p>Series1, 1%</p> <p>61%</p> <p>37%</p> <p>1%</p>						
<p>* Per Resolution 806 effective 1/1/2015 Scheduled annual rate increase</p>						

	Description	Actual 2015	Actual 2016	Adopted 2017	Projected 2017	Budget 2018
	DRAFT					
OPERATING FUND - 401						
EXPENDITURES						
401-53X-10-10	Admin Payroll (2.4% cola plus step increases - 2018)		519,076	639,252	641,710	649,200
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	544,028	179,628	269,830	245,783	273,900
401-53X-10-31	Gen Admin Supplies/Equipment	191,589	25,633	25,000	24,349	25,000
401-53X-10-31-01	Meetings/Team building	23,715	2,540	1,500	2,669	3,000
401-53X-10-40	Web pay/Bank Fees	1,693	25,422	20,000	32,977	30,000
	Interfocal - Lake Whatcom Management Program	27,760				
	Interfocal - Invasive Species					
	Interfocal - Lake Whatcom Tributary Monitor					
401-534-10-41	Water Quality Assurance Programs (TOTAL)	53,274	58,181	65,000	10,627	65,000
	Simplifile (County Auditor Filing Fees)					6,000
	Data Bar (Statement processing)					25,000
	Answering Service					2,000
	Data Pro (Time clock system)					1,500
	BIAS Financial Software					8,000
	Web Check services					8,000
	CPA (Internal audit and Financial statements)					6,000
	WA State Audit					17,000
	Salary study					15,000
	Docuware/Web site maintenance and upgrade					5,000
	Legal Counsel					100,000
	3D - Computer support					25,000
	3D - Firewall renewal					15,000
	3D - Anti virus subscription					1,000
	Building security for offices					1,500
	Building custodial					8,500
	Pest control					500
	Landscaping service					4,000
	South Whatcom Fire (hydrant maintenance)					2,000
	GE Scada System Software Maintenance - Operations					7,500
	Wilson Engineering					20,000
	Camera Van Software					1,500
	SCADA/PLC Support - Engineering/Operations					1,500
	Cartograph - Engineering/Operations					5,000
	Auto Desk - Engineering					8,000
	GIS Partnership					1,000
	Rockwell - Engineering/Operations					1,000
	IT Pipes					500
	ESRI - ARC GIS					1,500
	Innovyze - Engineering					1,500
	Master Meter					2,500
	Generator Load Testing					2,000
	Cyberlock software					22,000
	Whatcom County Emergency Management					1,000
	Misc (Bid notices etc.)					20,000
401-53X-10-41-01	Professional Services (TOTAL)	227,893	300,587	270,000	393,130	350,000
401-53X-10-42	Communication	47,297	49,276	50,000	51,151	50,000
401-53X-10-45	Admin Lease	1,796	1,796	2,000	1,644	2,000
401-53X-10-46	Property Insurance	121,322	129,198	138,000	135,200	140,000
401-53X-10-49	Admin Misc.	712	1,867	1,000	1,394	1,000
401-53X-10-49-01	Memberships/Dues	11,077	12,843	15,000	16,699	17,000
401-53X-10-49-02	WA State Dept of Revenue Taxes/Permits	186,096	200,780	208,000	196,322	205,000

	Description	Actual 2015	Actual 2016	Adopted 2017	Projected 2017	Budget 2018
	DRAFT					
401-53X-40-43	Training & Travel	28,446	21,814	35,000	20,712	35,000
401-53X-40-43-01	Tuition reimbursement	-	-	1,000	343	1,000
401-53X-50-31	Maintenance Supplies	142,319	196,312	180,000	152,981	150,000
401-53X-50-48	Operations Repair/Maint	72,502	111,230	130,000	176,959	190,000
401-53X-50-49	Insurance Claims	11,633	5,000	5,000	-	5,000
401-53X-60-41	Operations Contracted	8,748	7,613	9,000	6,088	8,500
401-534-60-47	Water City of Beilingham	37,083	37,823	40,000	38,320	40,000
401-535-60-47	Sewer City of Beilingham Treatment Fee	584,405	816,004	615,000	639,928	640,000
401-53X-80-10	Operations Payroll (2.4% cola plus step increases - 2018)	967,141	986,544	951,544	923,394	949,650
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	349,954	382,279	414,930	398,855	445,340
401-53X-80-32	Fuel	27,817	15,232	20,000	22,772	24,000
401-53X-80-35	Safety Supplies	17,346	5,657	10,000	9,094	10,000
401-53X-80-35-01	Safety Supplies Boots	1,898	1,158	2,500	1,331	2,500
401-53X-80-35-02	Emergency Preparedness	-	-	10,000	-	10,000
401-53X-80-47	General Utilities	188,528	203,339	208,000	208,598	208,000
401-53X-80-49	Laundry	2,829	3,544	4,000	3,996	4,000
401-591-35-77	Post Point Principal Payments	69,560	73,213	-	-	-
401-592-35-83	Post Point Interest Payments	124,080	120,426	-	-	-
	OPERATING EXPENDITURES	4,052,551	4,294,015	4,340,556	4,357,725	4,533,790
TRANSFERS						
	Transfers Out to System Reinvestment Fund 420	392,000	372,111	1,598,000	950,000	1,515,000
	Transfers Out to Sewer/Storm Water Contingency Fund 425			100,000	131,000	60,000
	Transfers Out to Water Contingency Fund 426		600,000		-	120,000
	Transfers Out to DWSRF Projects Fund 440	85,095	65,334		6,000	-
	Transfers Out to Debt Service Fund 450	448,252	443,050	890,172	832,727	938,885
	Transfers Out to Bond Reserve Fund 460		250,000	-	-	-
	Transfers Out to Water Loan Debt Service Fund 470	117,185	215,470	-	-	-
	TOTAL EXPENDITURES	5,095,083	6,239,980	6,928,728	6,277,452	7,167,675
OPERATING FUND						
	OPERATING REVENUES					
	EXPENDITURES	5,885,037	6,066,170	6,298,017	6,348,767	6,693,348
	2017 BALANCE CARRYOVER	(5,095,083)	(6,239,980)	(6,928,728)	(6,277,452)	(7,167,675)
	2018 YEAR END ALLOCATED TO OPERATING RESERVES					1,750,000
	PROPOSED AVAILABLE 2018 YEAR END BALANCE					(850,000)
						425,673

	Description	Actual 2015	Actual 2016	Adopted 2017	Projected 2017	Budget 2018
	DRAFT					
	SEWER STORM WATER CONTINGENCY FUND - 425					
425-361-11-00-25	Investment Interest (to Operating Fund)					
425-397-10-00-10	Transfers In from Operating Fund 401	4345	7955	3,750	4,958	-
				100,000	121,000	60,000
	TOTAL REVENUES	4,345	7,955	103,750	125,958	60,000
425-535-10-42-25	Investment Service Charges					
	SV Sewer Pump Station Emergency Repairs	197	199	200	200	-
	North Shore Sampling C 16-07		55,876	-	-	
	Cedar Hills Storm Drain Relocate C 16-12			75,000	75,000	60,000
	Beaver Force Main Break			135,000	162,000	
425-594-38-64-25	Machinery/Equipment	1,300			10,000	-
					-	-
	TOTAL EXPENDITURES	1,497	56,075	210,200	247,200	60,000
	REVENUES					
	EXPENDITURES	4,345	7,955	103,750	125,958	60,000
	CASH/INVESTMENTS BALANCE CARRYOVER	(1,497)	(56,075)	(210,200)	(247,200)	(60,000)
	PROPOSED 2018 YEAR END BALANCE					770,000
						770,000
	WATER CONTINGENCY FUND 426					
426-361-11-00-26	Investment Interest (to Operating Fund)			2,500	-	-
426-397-10-00-26	Transfers In from Operating Fund 401		600,000	-	-	120,000
	TOTAL REVENUES	-	600,000	2,500	-	120,000
426-594-38-63-26	Water Tank Stabilization Grant Matching			-	-	120,000
426-597-10-00-26	Transfer Out to Operating Fund 401		160,000	-	-	
	TOTAL EXPENDITURES	-	160,000	-	-	120,000
	REVENUES					
	EXPENDITURES		600,000	2,500	-	120,000
	CASH/INVESTMENTS BALANCE CARRYOVER		160,000	-	-	(120,000)
	PROPOSED 2018 YEAR END BALANCE					440,000
						440,000

	Description	Actual 2015	Actual 2016	Adopted 2017	Projected 2017	Budget 2018
	DRAFT					
	2016 BOND CAPITAL PROJECTS FUND 431					
431-391-20-00-00	Bond proceeds		6,409,492			
431-392-00-00-00	Bond premium		923,943			
431-397-10-00-43	Transfer In from Division 22 Reservoir Project Fund 440				300,000	
	TOTAL REVENUES		7,333,335	-	300,000	-
431-591-35-77-31	City of Bellingham Post Point Principal		2,219,591			
431-591-38-70-00	2009 Refunded Bonds		3,540,000			
431-592-35-83-31	City of Bellingham Post Point Interest		8,570			
431-592-38-80-00	2016 Bond Issuance Costs		365,174			
431-584-38-63-31	Capital Outlay - Strawberry Point Pump Station					
	Capital Outlay - Geneva and Par Pump Station Construction		273,406	156,923	1,765	-
431-597-10-00-36	Transfer Out to Division 22 Reservoir Project Fund 440					590,000
	TOTAL EXPENDITURES		7,234,891	156,923	1,765	590,000
	REVENUES		7,333,335	-	300,000	-
	EXPENDITURES		7,234,891	156,923	1,765	(590,000)
	CASH/INVESTMENTS BALANCE CARRYOVER					590,000
	PROPOSED 2018 YEAR END BALANCE					-

	Description	Actual 2015	Actual 2016	Adopted 2017	Projected 2017	Budget 2018
	DRAFT					
	DEBT SERVICE FUND - 450					
450-391-20-00-50	2016 Bond Proceeds		5,508	-		
450-397-10-00-70	Transfers In from Operating Fund 401 - Water loan projects	117,185	215,470	242,087	220,851	289,110
450-397-10-00-50	Transfers In from Operating Fund 401 - Bond payments	448,252	443,050	648,075	648,076	649,775
	TOTAL REVENUES	565,437	664,028	890,172	868,927	938,885
450-535-10-41-50	Bond Admin Fee	503	-	100	600	-
450-591-34-77-41	Redemption of Long Term Debt Geneva AC Mains	-	119,938	119,938	119,938	119,937
450-591-34-77-42	Redemption of Long Term Debt Div 22 Reservoir	-	-	43,023	-	53,831
450-591-34-77-72	Redemption of Long Term Debt Loan 119	62,583	-	-	-	-
450-591-34-77-73	Redemption of Long Term Debt Loan 084	47,252	47,252	47,252	47,252	47,252
450-592-34-83-41	Debt Service Interest Geneva AC Mains	-	41,624	34,182	34,182	32,383
450-592-34-83-42	Debt Service Interest Div 22 Reservoir	-	-	14,923	13,210	30,982
450-592-34-83-72	Debt Service Interest Loan 119	417	-	-	-	-
450-592-34-83-73	Debt Service Interest Loan 064	6,930	6,615	5,670	5,670	4,725
450-591-35-72-50	2009 Bond Principal Payments	245,000	250,000	265,000	265,000	275,000
450-591-35-72-51	2016 Bond Principal Payments	-	-	125,000	125,000	130,000
450-592-35-83-50	2009 Bond Interest Payments	202,750	116,925	30,900	30,900	20,300
450-592-35-83-51	2016 Bond Interest Payments	-	58,687	227,175	227,175	224,475
	TOTAL EXPENDITURES	565,435	641,041	913,163	868,927	938,885
	REVENUES					
	EXPENDITURES					
	CASH/INVESTMENTS BALANCE CARRYOVER	565,437	664,028	890,172	868,927	938,885
		(565,435)	(641,041)	(913,163)	(868,927)	(938,885)
	PROPOSED 2018 YEAR END BALANCE					-

	Description	Actual 2015	Actual 2016	Adopted 2017	Projected 2017	Budget 2018
	DRAFT					
	BOND RESERVE FUND (RESTRICTED) - 460					
460-361-11-00	Investment Interest (to Operating Fund)	9,813		3,850	9,870	-
460-397-10-00-80	Transfers In from Operating Fund 401		250,000	-	-	
	TOTAL REVENUES	9,813	250,000	3,850	9,870	-
460-535-10-41	Investment Service Charges	197	199	200	750	-
	TOTAL EXPENDITURES	197	199	200	750	0
	BOND RESERVE FUND (RESTRICTED)					
	REVENUES	9,813	250,000	3,850	9,870	-
	EXPENDITURES	(197)	(199)	(200)	(750)	-
	CASH/INVESTMENTS BALANCE CARRYOVER					772,350
	PROPOSED 2018 YEAR END BALANCE					772,350

Active Capital Improvement Projects

Category	Project #	Project Title / Tasks	(values updated 10/30/2017)		Notes
			Projected Budget to Completion	Spent to Date	
Grant, Loan, and Bond Funded Projects					
Sewer	C1705	Geneva and Par Sewer Pump Stations			
		Geneva Pump Station Construction Estimate	\$ 500,000.00	\$ -	\$ 500,000.00 RH2 estimate \$493k
		Geneva Force Main Construction Estimate	\$ 90,622.83	\$ -	\$ 90,622.83 RH2 estimate range \$65k - \$100k
Assign Remaining 2016 Revenue Bond Funds			\$ 590,622.83	\$ -	\$ 590,622.83

Grant, Loan, and Bond Funded Projects

Sewer/Storm Water Contingency Fund Projects

Sewer	C1607	Lake Whatcom North Shore Water Quality Testing							
		Herrera - Quality Assurance Project Plan	\$ 18,052.00	\$ 18,052.00	\$ -				Coordination with City/County
		Herrera - Sampling, Data Analysis, Reporting	\$ 69,295.00	\$ 69,295.00	\$ -				Original Agreement
		T&M Consultants for 2017 (Herrera, Attorney, Wilson)	\$ 15,000.00	\$ 6,773.95	\$ 8,226.05				Amendment #1
		T&M Consultants for 2018	\$ 50,000.00	\$ -	\$ 50,000.00				Misc Support
Grand Total for Sewer/Storm Water Contingency Projects			\$ 152,347.00	\$ 94,120.95	\$ 58,226.05				

Rate Funded Projects

Sewer	C1407	Low Sewer PS VFD	\$ 10,000.00	\$ 6,548.68	\$ 3,451.32				
Water	C1504	Reservoir Site Security	\$ 5,000.00	\$ 4,297.07	\$ 702.93				
Water	C1605	Water System Plan Update	\$ 111,813.00	\$ 95,038.00	\$ 16,775.00				Incl T/O Amend #1
Water	C1610	Little Strawberry Water Leak on Bridge	\$ 10,000.00	\$ -	\$ 10,000.00				
Sewer	C1611	Country Club Sewer Pump Station							
		BHC Design, Permitting, Bidding	\$ 206,222.00	\$ 55,199.44	\$ 151,022.56				Incl Amend #3
		BHC Services During Construction - Estimate	\$ 80,000.00	\$ -	\$ 80,000.00				BHC estimate \$75k
		Construction - Estimate	\$ 450,000.00	\$ -	\$ 450,000.00				BHC estimate \$435k
Sewer	C1705	Geneva and Par Sewer Pump Stations							
		RH2 Design, Permitting, Bidding	\$ 269,288.00	\$ 105,459.78	\$ 163,828.22				Incl Amend #2
		RH2 Services During Construction - Estimate	\$ 80,000.00	\$ -	\$ 80,000.00				
		Par Construction Estimate	\$ 400,000.00	\$ -	\$ 400,000.00				RH2 estimate \$386k
		Geneva Pump Station Construction Estimate	\$ -	\$ -	\$ -				See bond funded projects above
		Geneva Force Main Construction Estimate	\$ -	\$ -	\$ -				See bond funded projects above
Sewer	C1707	Beaver, Flat Car Level Transmitter Replacement	\$ 50,000.00	\$ 2,538.42	\$ 47,461.58				
Sewer	C1709	CMOM	\$ 25,000.00	\$ -	\$ 25,000.00				
Water	C1713	Eagleridge Booster Station - Decommission Pumps	\$ 55,000.00	\$ -	\$ 55,000.00				
Sewer	C1716B	Geneva Booster Station - PRV's, Backflow, Roof	\$ 40,000.00	\$ 10,680.16	\$ 29,319.84				
Grand Total for Rate Funded Projects			\$ 1,792,323.00	\$ 279,761.55	\$ 1,512,561.45				

Lake Whatcom Water and Sewer District - Capital Improvement Plan 2018 thru 2023

Program Area / CIP Project # / CIP Project Name		Fund	Total	2018	2019	2020	2021	2022	2023
Both Water and Sewer									
0175	Shake Alert Pilot Program - Integrate Device into SCADA - Auto Close Exist Seismic Valve at Div 22 Res		15,000	15,000					
A0005	Accounting & Administration Server - Replace/Update Hardware, Network Security, & OS		50,000			25,000			25,000
E0001	Replace Backhoe and Add Trailer		87,550			87,550			
E0002	Replace 5-yard Dump Truck		123,600					123,600	
E0008	Replace Flush and Vac Truck		420,000		420,000				
V0001	Replace Tool Truck (7 tool trucks in fleet)		195,000		65,000		65,000		65,000
V0002	Replace Administrative Staff Vehicle (4 cars in fleet)		26,000				26,000		
V0004	Replace Light-Duty Truck		35,000		35,000				
	Subtotal		952,150	15,000	520,000	112,550	91,000	123,600	90,000
Sewer System									
0032a	Agate Bay Pump Station - Predesign and Shorelines Permitting		100,000					100,000	
0032b	Agate Bay Pump Station - Design and Bidding		125,000						125,000
0044a	Edgewater Pump Station - Predesign and Shorelines Permitting		100,000				100,000		
0044b	Edgewater Pump Station - Design and Bidding		100,000					100,000	
0044c	Edgewater Pump Station - Construction		500,000						500,000
0053a	Dellesta Pump Station - Predesign and Shorelines Permitting		100,000			100,000			
0053b	Dellesta Pump Station - Design and Bidding		100,000				100,000		
0053c	Dellesta Pump Station - Construction		500,000						
0055a	Rocky Ridge Pump Station - Predesign and Shorelines Permitting		100,000		100,000				
0055b	Rocky Ridge Pump Station - Design and Bidding		100,000			100,000			
0055c	Rocky Ridge Pump Station - Construction		555,000				555,000		
0056a	Lakewood Pump Station - Predesign and Shorelines Permitting		100,000	100,000					
0056b	Lakewood Pump Station - Design and Bidding		100,000		100,000				
0056c	Lakewood Pump Station - Construction		595,000			595,000			
0128c	Camp Firwood Stationary Generator Design/Permitting/Easement		25,000	25,000					
0128d	Install Camp Firwood and Airport Sewer Pump Station Stationary Generators		115,000		115,000				
0157	Install Ball Check Valves at Cable, Ranch House, Flat Car, Beaver		106,090				106,090		
0161	Stationary Generator Closed Loop Cooling Retrofit - North Point, SV, Flat Car, Beaver		212,180						212,180
0163	Euclid Sewer Pump Station - Replace Controls, Add Transfer Switch, and Stationary Generator		159,135		159,135				
A0010	Update Sewer Comprehensive Plan (Current Plan Dated 6-14-2014)		71,027		71,027				
E0003	Replace Sewer Camera Vehicle		77,613					77,613	
E0004	Replace Camera Equipment		39,140					39,140	
S0001	EPA Capacity, Management, Operations, & Maintenance (CMOM) Projects - Sewer I&I		825,000		165,000	165,000	165,000	165,000	165,000
	Subtotal		4,805,186	125,000	710,162	960,000	1,026,090	981,753	1,002,180

Water System

0164	1010 Lakeview Street - Demo Old Concrete Reservoir	100,000								
0176	SWWTP - Replace 6 Turbimeters and 2 Chlorine Analyzers	38,000	38,000							
W0002a	Water System Rehab and Replacement Projects	500,000		100,000	100,000	100,000	100,000	100,000	100,000	100,000
W0002b	Water Meters - Radio Read Module Replacement	284,000	284,000							
W0002c	Water Meters - Radio Read Module Replacement	500,000		100,000	100,000	100,000	100,000	100,000	100,000	100,000
W0005	Reservoirs - Inspection & Maintenance	60,000	30,000						30,000	
Subtotal		1,482,000	352,000	200,000	300,000	200,000	200,000	200,000	230,000	
Grand Total		7,239,336	492,000	1,430,162	1,372,550	1,317,090	1,305,353		1,322,180	

* Note: Cost Estimates in 2018 Dollars

REVENUE BONDS AND LOANS SUMMARY

The District has obtained publicly funded loans to construct projects. The project title, loan remaining, funding source, agency and interest rates are noted as follows:

Project Title	Balance Remaining 1/1/2018	Funding Source	Agency	End Date	Rate
Geneva/Sudden Valley Water Distribution Construction	\$ 236,260	Rates	Public Works Trust Fund	2022	2.0%
Geneva AC Mains	\$ 2,158,875	Rates	Drinking Water State Revolving Fund	2035	1.5%
Division 22 Reservoir	\$ 1,022,780	Rates	Drinking Water State Revolving Fund	2037	1.5%
2016 Revenue Bonds Outstanding	\$ 6,290,000	Rates		2035	2.25%
2009 Revenue Bonds Outstanding	\$ 560,000	Rates		2019	4.0%
Total Debt Outstanding - 1/1/2018	\$ 10,267,915				



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 1, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	November 8, 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

November 8, 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 tentatively scheduled for February 5, 2018.
 - **Management Meeting:** Another meeting has not been planned for at this time.
- **Next Regular Board Meeting:** Will be held on **Wednesday, November 29, 2017** at 8:00 a.m.
- **Special Meeting/Workshop:** Wednesday, November 15, 2017 at 6:00 p.m.
- **Employee Staff Meeting:** The next staff meeting is set for **Monday, November 13, 2017** at 8:00 a.m. in the Board Room. Commissioner Ford 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:**

- At a recent Board meeting it was suggested that the December 27 meeting be rescheduled. A proposed date should be discussed at this time.
- Following your review at this and the November 29th meeting and staff is proposing to adopt the budget at the December 13 meeting.

- **Out of Area & Meeting Change Reminder:**

- Both Commissioners Ford and Weide will not be attending the November 8 meeting.