



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

November 29, 2017

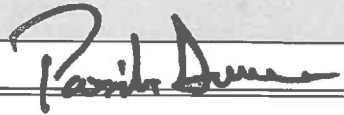
8:00 a.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Water Comprehensive Plan – Presentation from Wilson Engineering
 - B. Disposal of Surplus Items
 - C. Proposed Fiscal Year 2018 Budget
 - D. Summary of Existing District Projects
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:	November 22, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	November 29, 2017		
AGENDA ITEM NUMBER:	5A		
SUBJECT:	Draft Water Comprehensive Plan		
LIST DOCUMENTS PROVIDED ⇒	1.		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Melanie Mankamyer of Wilson Engineering will present the Board with the first draft of the District's updated 10-year Water Comprehensive Plan. The Board hopes to accept the final draft of the Water Comprehensive Plan at the December 13, 2017 regular board meeting.

Hard (paper) copies of the plan will be provided for the Board of Commissioners. A hard copy of the plan is available for review at the District Office at 1220 Lake Whatcom Boulevard, and the plan is available in PDF form on the District's website at www.lwwsd.org.

This discussion will also serve at the required Public Hearing on the Water Comprehensive Plan, and public are welcome to attend and comment. Comments may be submitted through December 13, 2017.

FISCAL IMPACT

None at this time.

RECOMMENDED BOARD ACTION

Review and discuss.

PROPOSED MOTION

None at this time.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 21, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	November 27, 2017		
AGENDA ITEM NUMBER:	5.B		
SUBJECT:	Disposal of Surplus Items		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. List of Items Dated November 21, 2017		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Attached is a list of miscellaneous surplus items that the District no longer needs.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

To declare the presented list of items as surplus and authorize staff to dispose of them.

PROPOSED MOTION

To declare the presented list of items dated November 21, 2017 as surplus and authorize the General Manager to dispose of the property in a manner consistent with state law.

11.21.17

[illegible]



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 16, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	November 29, 2017		
AGENDA ITEM NUMBER:	5C		
SUBJECT:	Proposed Fiscal Year 2018 Budget		
LIST DOCUMENTS PROVIDED ⇒	1. General Manager's Comments Re: Proposed 2018 Budget		
NUMBER OF PAGES INCLUDING AGENDA BILL:	2. Revised 2018 Budget Document		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

At the November 8, 2017 the Board was presented a draft copy of the proposed 2018 budget for discussion purposes. The attached document is in final form and includes both operating and capital budget documentation. Your November 8 comments and other minor adjustments are included in the attached.

FISCAL IMPACT

A breakdown of the full budget is included in the attached document. Staff is prepared to address questions you may have.

RECOMMENDED BOARD ACTION

Review and discuss. Staff is recommending that the final budget be adopted either at the November 29 meeting or no later than the December 13, 2017 meeting.

PROPOSED MOTION

A motion to adopt the 2018 budget.



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

November 29, 2017

Board of Commissioners & Ratepayers
Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

Re: Proposed 2018 Budget

Dear Commissioners & Ratepayers:

Below is a summary of topical issues related to the proposed 2018 budget (copy attached) for your consideration and discussion.

Expenditure & Revenue Highlights

Overall operating expenditures are proposed to increase by approximately 4.2% over the approved 2017 budget. A significant driver behind this increase includes our labor costs. The District is entering into the last year of a three year labor contract in January. A cost of living increase of 3.0% and step increases for those so qualified is provided for in the proposed budget. This is consistent with the terms of our existing labor agreement with AFSCME Local 114WD.

Another component of our labor costs includes an increase in health and life insurance rates. The District purchases its insurance through the State's Public Employees Benefit Board (PEBB). Rate increases in general within the private sector and with other public entities have increased by as much as 20% or more throughout the U.S. and this region. However, PEBB insurance rates on average are increasing by approximately 4% in 2018.

Our general liability insurance rates through the Insurance Pool will also be increasing by 2% in 2018. Other operating expenses are projected to increase through the normal rate of inflation. Construction costs associated with new projects and maintenance improvements have continued to increase over the last two years in the Bellingham area as the economy has improved and construction activity has increased significantly. Construction inflation is an unknown factor that we have had to budget for.

Overall revenue in 2018 is projected to increase by approximately 6.3%. As previously approved in 2016 within the District's adopted 5-year water and sewer rate plan, water rates will increase by 8.5% in January while sewer rates will increase by 2.5%. These rates are connected to projected operating and capital costs outlined in the adopted comprehensive planning process. We are conservatively budgeting for only 10 new connections in 2018. We have realized 14 connections in 2017 as of this date. Both water and sewer connection fees will be increased in January 2018 for the first time in eight years.

Connection rates will now increase each January by the consumer price index for construction costs. Remaining ULID No.18 payments, which are nearly paid off, are projected to bring in approximately \$58,000 in 2018. These funds are unrestricted in their use as the original loan has been paid off, and continue to be available for general operations. Remaining ULID revenues are treated as one-time revenues as they are decreasing annually.

Operating Reserves (Working Capital)

An operating reserve is designated 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 industry standards of 45–60 days for sewer utilities and 60–90 days for water utilities.

Capital Contingencies (Water and Sewer/Storm Water)

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 provide for a \$770,000 sewer reserve and a \$440,000 water reserve. Both exceed the minimum capital contingency requirement.

Rate Fund 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 responsible rates: financial integrity, rate equity, and adequacy of capital funding. For 2018 the District has budgeted system reinvestment at \$492,000 for new projects. The District also is budgeting for completion of current (carry over) projects at \$1,500,000.

Significant Activities in 2017

The District annually initiates projects from its ongoing 6-year Capital Improvement Program that are critical to maintaining our existing water and sewer systems. These projects are identified within the District's Water and Wastewater Comprehensive Plans and within the long-range financial and rate plan. Highlights in 2017 include the following:

Construction of the new Division 22 water tank in Sudden Valley was completed. This was a three year effort by staff, our consultant, and the contractor. Pre-design and permitting work associated with the Country Club, Geneva, and Par Sewer Pump Stations was also initiated in 2017. The District completed work associated with the Whatcom Falls manhole replacement, and installed the Marina-Tomb Sewer Pump Station backup generator. In addition, we initiated and completed the North Shore Water System Consolidation report that was funded through a \$30,000 grant from the Washington Department of Health. The District also initiated and is scheduled to complete its required updated 2017 Comprehensive Water Plan.

Finally, the District also completed the North Shore Water Quality Sampling report through a contract with Herrera Environmental Consulting. This two year effort documents both phosphorus and fecal coliform pollution as a result of existing onsite sewage disposal systems along the North Shore of Lake Whatcom. This important report was initially presented to the City of Bellingham and Whatcom County in the fall of 2017.

2018

Like the previous year, 2018 will be another significant year as we move forward with both uncompleted and new projects. Completed permitting work and possible construction is planned for the Country Club Sewer Pump Station in 2018. In an ongoing effort, construction of the updated Geneva and PAR Sewer Pump Stations will begin in the spring of 2018. The District will be moving forward in purchasing and installing over 1,500 replacement water meter registers in order to replace older and failing registers. This has been part of a planned ongoing effort over the last few years. Design and shoreline permitting is also proposed to start for the Lakewood Sewer Pump Station. The District will be initiating the Shake Alert Pilot Program as was discussed earlier in 2017 with the Board of Commissioners. Finally, we will be continuing to define the results of the Herrera North Shore Water Quality Report. This will likely involve more consultation with the consultant, the City, and the County.

Each of these highlighted projects fall within the framework of the District's existing critical planning documents, such as our Water and Sewer Comprehensive Plans and the previously adopted water and sewer rate schedule. Together these documents along with the policy direction provided by the Board of Commissioners serve the District in matching up needed resources to implement critical capital improvements and ongoing maintenance requirements.

In Conclusion

The District's financial condition remains healthy and solvent. We continue to follow long established conservative financial budgeting practices. Debt service requirements continue to be met. Resources are being saved for future capital requirements and unforeseen emergencies. The on-going effort of planning and preparing for the future along with the operational maintenance requirements of the District are being met. This continues to be a result of the dedication and diligence exhibited by the Board of Commissioners in establishing governance policies and by the commitment and efficiency of staff in carrying out these policies. Special thanks needs to be given to the employees of the District who are responsible for managing the resources we are entrusted with on behalf of the ratepayers.

Respectively submitted,



Patrick Sorensen
General Manager



LAKE WHATCOM WATER AND SEWER DISTRICT

2018 ANNUAL BUDGET



FY 2018 BUDGET

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FY 2018 Budget

Lake Whatcom Water & Sewer District
1220 Lakeway Drive
Bellingham, Washington
98229

Approved: November 29, 2017

Board of Commissioners:

Laura Weide, President

Todd Citron, Secretary

John Carter, Commissioner

Curt Casey, Commissioner

Bruce Ford, Commissioner

General Manager
Patrick Sorensen

November 29, 2017



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 DISTRICT
YEAR 2018 TRANSFERS

DESCRIPTION	FROM FUND	AMOUNT	TO FUND	AMOUNT
For System Reinvestment	401	1,505,000	420	1,505,000
For Sewer/Storm Water Contingency	401	60,000	425	60,000
For Water Contingency	401	120,000	426	120,000
For Debt Service	401	938,885	450	938,885
TOTAL TRANSFERS		\$ 2,623,885		\$ 2,623,885

	Description	Actual 2015	Actual 2016	Adopted 2017	Budget 2018
	OPERATING FUND - 401				
	EXPENDITURES				
401-53X-10-10	Admin Payroll (3% cola plus step increases - 2018)	544,028	519,076	639,252	652,846
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	191,599	179,628	269,830	274,332
401-53X-10-31	Gen Admin Supplies/Equipment	23,715	25,633	25,000	30,000
401-53X-10-31-01	Meetings/Team building	1,693	2,540	1,500	3,000
401-53X-10-40	Web pay/Bank Fees	27,760	25,422	20,000	30,000
	Interlocal - Lake Whatcom Management Program (City)				
	Interlocal - Invasive Species (City)				
	Interlocal - Lake Whatcom Tributary Monitor (County)				
401-534-10-41	Water Quality Assurance Programs (TOTAL)	53,274	58,181	65,000	55,000
	Simplifile (County Auditor Filing Fees)				6,500
	Data Bar (Statement processing)				25,000
	Answering Service				2,000
	Data Pro (Time clock system)				2,000
	BIAS Financial Software Maintenance				8,000
	Web Check services				5,000
	CPA (Internal audit and Financial statements)				6,000
	WA State Audit				8,000
	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				9,500
	Pest control				500
	Landscaping service				4,500
	South Whatcom Fire (hydrant maintenance)				3,500
	GE Scada System Software Maintenance - Operations				7,500
	Wilson Engineering				20,000
	Camera Van Software				1,500
	SCADA/PLC Support - Engineering/Operations				5,000
	Cartograph - Engineering/Operations				6,000
	Auto Desk - Engineering				1,000
	GIS Partnership				1,000
	Rockwell - Engineering/Operations				500
	IT Pipes				1,500
	ESRI - ARC GIS				1,500
	Innovyze - Engineering				2,500
	Master Meter				2,000
	Generator Load Testing				15,000
	Cyberlock software				1,000
	Whatcom County Emergency Management				20,000
	Misc (Bid notices etc.)				5,000
401-53X-10-41-01	Professional Services (TOTAL)	227,893	300,587	270,000	334,000
401-53X-10-42	Communication	47,297	49,276	50,000	50,000

	Description	Actual 2015	Actual 2016	Adopted 2017	Budget 2018
401-53X-10-45	Admin Lease	1,796	1,796	2,000	2,000
401-53X-10-46	Property Insurance	121,322	129,198	138,000	140,000
401-53X-10-49	Admin Misc.	712	1,867	1,000	1,000
401-53X-10-49-01	Memberships/Dues	11,077	12,843	15,000	17,000
401-53X-10-49-02	WA State Dept of Revenue Taxes/Permits	186,096	200,780	208,000	205,000
401-53X-40-43	Training & Travel	28,446	21,814	35,000	35,000
401-53X-40-43-01	Tuition reimbursement	-	-	1,000	1,000
401-53X-50-31	Maintenance Supplies	142,319	196,312	180,000	150,000
401-53X-50-48	Operations Repair/Maint	72,502	111,230	130,000	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	8,500
401-534-60-47	Water City of Bellingham	37,083	37,823	40,000	40,000
401-535-60-47	Sewer City of Bellingham Treatment Fee	564,405	616,004	615,000	640,000
401-53X-80-10	Operations Payroll (3% cola plus step increases - 2018)	987,141	986,544	951,544	954,742
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	349,954	382,279	414,930	446,472
401-53X-80-32	Fuel	27,817	15,232	20,000	24,000
401-53X-80-35	Safety Supplies	17,346	5,657	10,000	10,000
401-53X-80-35-01	Safety Supplies Boots	1,898	1,158	2,500	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	208,000
401-53X-80-49	Laundry	2,829	3,544	4,000	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	4,523,392
TRANSFERS					
	Transfers Out to System Reinvestment Fund 420	392,000	372,111	1,598,000	1,505,000
	Transfers Out to Sewer/Storm Water Contingency Fund 425			100,000	60,000
	Transfers Out to Water Contingency Fund 426		600,000		120,000
	Transfers Out to DWSRF Projects Fund 440	85,095	65,334		-
	Transfers Out to Debt Service Fund 450	448,252	443,050	890,172	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	5,085,083	6,239,980	6,928,728	7,147,277
OPERATING FUND					
	OPERATING REVENUES				
	EXPENDITURES	5,885,037	6,066,170	6,298,017	6,693,348
	2017 BALANCE CARRYOVER	(5,095,083)	(6,239,980)	(6,928,728)	(7,147,277)
	2018 YEAR END ALLOCATED TO OPERATING RESERVES				1,750,000
	PROPOSED AVAILABLE 2018 YEAR END BALANCE				(850,000)
					446,071

	Description	Actual 2015	Actual 2016	Adopted 2017	Budget 2018
	SYSTEM REINVESTMENT FUND - 420				
420-343-40-19	DEA Permits		7,100		
420-379-10-30	Permits Capital Portion (moved to General Fund 2018)		123,443	70,000	-
420-379-10-40	Latecomer Fees (Moved to General Fund 2017)	47,555	4,102	-	-
420-397-10-00	Transfers in from Operating Fund 401	392,000	372,111	1,598,000	1,505,000
	TOTAL REVENUES	439,555	506,756	1,668,000	1,505,000
420-534-10-41	DEA Contracted Services				
420-534-90-61	DEA Refunds		2,866	-	-
420-594-38-62	Capital Outlay - Structures	135,917	185,766	1,668,000	
420-594-38-63	Capital Outlay - Water/Sewer Systems	290,788	288,752		-
420-594-38-64	Capital Outlay - Machinery/Equipment	12,493	50,094		-
	Active Projects to be completed in 2018 (See Active CIP Projects)				1,505,000
	New 2018 Capital Projects (see CIP detail - 2018)				500,000
	TOTAL EXPENDITURES	439,198	507,478	1,668,000	2,005,000
SYSTEM REINVESTMENT FUND					
	REVENUES				
	EXPENDITURES	439,555	506,756	1,668,000	1,505,000
	CASH/INVESTMENTS BALANCE CARRYOVER	(439,198)	(507,478)	(1,668,000)	(2,005,000)
	PROPOSED 2018 YEAR END BALANCE				500,000
					-

Active Capital Improvement Projects

(values updated 11/17/2017)						
Category	Project #	Project Title / Tasks	Projected Budget to Completion	Spent to Date	Amount Remaining	Notes
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	
Sewer/Storm Water Contingency Fund Projects						
Sewer	C1607	Lake Whatcom North Shore Water Quality Testing				Coordination with City/County
		Herrera - Quality Assurance Project Plan	\$ 18,052.00	\$ 18,052.00	\$ -	Original Agreement
		Herrera - Sampling, Data Analysis, Reporting	\$ 69,295.00	\$ 69,295.00	\$ -	Amendment #1
		T&M Consultants for 2017 (Herrera, Attorney, Wilson)	\$ 18,000.00	\$ 15,006.95	\$ 2,993.05	Misc Support
		T&M Consultants for 2018	\$ 50,000.00	\$ -	\$ 50,000.00	Misc Support
Grand Total for Sewer/Storm Water Contingency Projects			\$ 155,347.00	\$ 102,353.95	\$ 52,993.05	
Rate Funded Projects						
Sewer Water	C1407	Low Sewer PS VFD	\$ 10,000.00	\$ 6,548.68	\$ 3,451.32	
	C1504	Reservoir Site Security	\$ 5,000.00	\$ 3,049.89	\$ 1,950.11	
	C1605	Water System Plan Update	\$ 111,813.00	\$ 95,038.00	\$ 16,775.00	Incl T/O Amend #1
	C1610	Little Strawberry Water Leak on Bridge	\$ 10,000.00	\$ -	\$ 10,000.00	
	C1611	Country Club Sewer Pump Station	\$ 206,222.00	\$ 55,774.44	\$ 150,447.56	Incl Amend #3
		BHC Design, Permitting, Bidding	\$ 80,000.00	\$ -	\$ 80,000.00	BHC estimate \$75k
General Sewer	C1704	BHC Services During Construction - Estimate	\$ 450,000.00	\$ -	\$ 450,000.00	BHC estimate \$435k
		Construction - Estimate	\$ 35,000.00			
	C1705	Replace Server Hardware and Reorganize Virtual Servers				
		Geneva and Par Sewer Pump Stations				
		RH2 Design, Permitting, Bidding	\$ 269,288.00	\$ 118,069.50	\$ 151,218.50	Incl Amend #2
Sewer	C1707	RH2 Services During Construction - Estimate	\$ 80,000.00	\$ -	\$ 80,000.00	
		Par Construction Estimate	\$ 400,000.00	\$ -	\$ 400,000.00	RH2 estimate \$386k
	C1709	Geneva Pump Station Construction Estimate	\$ -	\$ -	\$ -	See bond funded projects above
		Geneva Force Main Construction Estimate	\$ -	\$ -	\$ -	See bond funded projects above
		Beaver, Flat Car Level Transmitter Replacement	\$ 50,000.00	\$ 2,538.42	\$ 47,461.58	
Water	C1709	CMOM	\$ 25,000.00		\$ 25,000.00	
	C1710	Eagleridge Booster Station - Fire Pump Controls	\$ 10,000.00		\$ 10,000.00	
	C1713	Eagleridge Booster Station - Decommission Pumps	\$ 45,000.00		\$ 45,000.00	
	C1716B	Geneva Booster Station - PRV's, Backflow, Roof	\$ 40,000.00	\$ 5,429.43	\$ 34,570.57	
Grand Total for Rate Funded Projects			\$ 1,827,323.00	\$ 286,448.36	\$ 1,505,874.64	

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

CAPITAL PROJECT NARRATIVE

Project Name:	ShakeAlert Pilot Program
CIP #:	0175

Asset Register:	LWWSD →				
Failure Mode:	Capacity	Level of Service	Mortality	Efficiency	
Business Risk Exposure:	n/a	= 10 x 1 x 1 (PoF x CoF x Redundancy)			
Remaining Life:	n/a	Consumed Life:	n/a	Effective Life:	n/a

PURPOSE and DESCRIPTION OF THE PROJECT

RH2 Engineers made a presentation to the Board of Commissioners in October 2017 on “Shake Alert”, which is an Earthquake Early Warning System. It is a pilot project that is coordinated with USGS, University of Washington, and other universities and public agencies.

” The U. S. Geological Survey (USGS) along with a coalition of State and university partners is developing and testing an earthquake early warning (EEW) system called ShakeAlert for the west coast of the United States. Long term funding must be secured before the system can begin sending general public notifications, however, some limited pilot projects are active and more are being developed. The USGS has set the goal of beginning limited public notifications in 2018.” (from www.shakealert.org)

The District has been invited to participate in the pilot program. Integration of the SkakeAlert system with the District’s SCADA system would be relatively simple and low cost. With the recent completion of Division 22 Reservoir No. 2 project that has an automatic seismic valve, this ShakeAlert signal could begin closing the valve before the earthquake arrives. False alarms that might close the valve have no consequence on the District’s system because the other Division 22 Reservoir is available 100% of the time. Staff anticipates installing audible alarms triggered from the system at the Administrative Building, Shop, and Sudden Valley Water Treatment Plant.

Budget Estimate

A budget amount of \$15k should be enough to integrate the device into the SCADA system to automatically close the seismic valve at Division 22 Reservoir and activate audible alarms at the Administrative Building, Shop, and Sudden Valley Treatment Plant.

For further information about this project call Rich Munson or Bill Hunter.

Revision History

- Created 11/17/2017.

CAPITAL PROJECT NARRATIVE

Project Name:	Lakewood Pump Station Retrofit
CIP #:	0056

Asset Register:	LWWSD → Sewer → Pump Stations → Lakewood				
Failure Mode:	Capacity	Level of Service	Mortality	Efficiency	
Business Risk Exposure:	30	= 10 x 3 x 1 (PoF x CoF x Redundancy)			
Remaining Life:	-3 years	Consumed Life:	43 years	Effective Life:	40 years

PURPOSE and DESCRIPTION OF THE PROJECT

Project includes retrofitting existing Smith & Loveless wet well mounted pump station with new single speed pumps, controls, telemetry, pressure transducers for monitoring the wet well level, backup high and low floats and a pole mounted work light manually switched at control panel. Maintenance access is sometimes an issue with the adjacent homeowner and the project will need to provide a new permanent access road and easement either through WWU or the adjacent homeowner's property. The retrofit is part of a District wide pump station plan to replace all 30+ year old equipment.

The existing pump station was installed in the 1974 and is located adjacent to Lake Whatcom. The service area for this pump station is very small (about 5 residences and the WWU Lakewood facility). Wastewater from this station is re-pumped by Airport Pump Station. The station has two existing 15 HP pumps; each have a design point of 100 GPM at 85-feet TDH. The wet well diameter is x-feet and the power service is currently 3-phase / 230V. Check valves are inaccessible for maintenance and cleaning. If a check valve ever jams it would be a major project to access the check valves for service.

The O&M Manual for this pump station is missing.

Budget Estimate (*Based on Boulevard, Strawberry Pt., Country Club and Geneva/Par Costs*)

Phase A – begin 2 years before construction	
Predesign, Shoreline Permit:	\$100,000
Phase B – begin 1 year before construction	
Design, Bidding:	\$100,000
Phase C – construction year	
Services During Construction:	\$ 75,000
Construction:	\$520,000
<hr/>	
Grand Project Total:	\$795,000

CAPITAL PROJECT NARRATIVE

Cost estimate in 2018 dollars.

Historical Pump Station Replacement Cost Data

<u>Boulevard (2014)</u>	
Pre-design and Permitting	\$90k
Design and Bidding	\$100k
Services During Construction	\$90k
Construction	\$353k
Total	\$633k

<u>Strawberry Pt (2016)</u>	
Pre-design and Permitting	\$103k
Design and Bidding	\$95k
Services During Construction	\$50k
Construction	\$400k
Total	\$648k

<u>Country Club (2016)</u>	
Pre-design, Permitting, Design, Bidding	\$153k

<u>Geneva & Par (2017)</u>	
Pre-design and Permitting	\$102k
Design, Bidding and Services During Construction	\$146k
Geneva Construction Engineer's Estimate	\$650k
Par Construction Engineer's Estimate	\$477k
Total	---

For further information about this project contact Bill Hunter.

Revision History

- Created 8/2/2006.
- Revised 8/2/2006 by MMM: Revised project scope, added budget.
- Revised 8/3/2006 by BH: Added to purpose.
- Revised 12/6/2007 by BH: Adjusted budget up slightly.
- Revised 8/6/2009 by BH: Adjusted budget to reflect recent Tomb PS project.
- Revised 10/4/2011 by BH: Updated budget numbers to be a bit more conservative.
- Revised 12/5/2016 by BH: Updated budget numbers base on recent pump station projects.
- Revised 10/24/17 by KH. Updated narrative and updated budget numbers based on recent pump station projects.

CAPITAL PROJECT NARRATIVE

Project Name:	Procure Additional Backup Generators
CIP #:	0128

Asset Register:	LWWSD → Sewer → Pump Stations				
Failure Mode:	Capacity	Level of Service	Mortality	Efficiency	
Business Risk Exposure:	9	= 3 x 3 x 1 (PoF x CoF x Redundancy)			
Remaining Life:	N/A	Consumed Life:	N/A	Effective Life:	30

PURPOSE and DESCRIPTION OF THE PROJECT

Several recent wind storm and wide spread power outage events (August 29th storm and a couple in October/November 2015) highlighted a challenge and urgency for District crews to get portable generators to several smaller but critical sewer pump stations.

The heavy snow in winter 2017 caused power outages all around the District. On Lake Whatcom Boulevard trees fell on power lines blocking access to Camp Firwood Sewer Pump Station. By luck, PSE crews were able to re-open the road in time for District crews to tow a generator down the steep icy Camp Firwood access road. District crews had to cut and remove trees from the access road to reach the pump station located on the lake shore. This event coupled with more population staying at the camp during winter highlighted a need for a stationary generator at this site due to very remote access.

This project is multi-year effort and is phased as follows:

- Phase A (2016): Install Marina-Tomb Generator - Completed in 2016
- Phase B (2017): Install Strawberry Canyon Generator - Completed in 2017
- Phase C (2018): Begin design, permitting, easement acquisition for a Generator at Camp Firwood.
- Phase D (2019) Install Airport and Camp Firwood Generators

CAPITAL PROJECT NARRATIVE

Budget Estimate

Phase C (2018) Budget Estimate is \$25,000

Camp Firwood Design Estimate - \$25,000

\$5,000	Electrical Design, Generator Sizing and Specs
\$20,000	Survey, Site Plan, Permitting, Easement Docs

Phase D (2019) Budget Estimate is \$115,000

Camp Firwood Generator Estimate - \$60,000

\$35,000	Stationary Generator from GSA
\$0	Bid Documents by District Staff
\$25,000	Slab, Electrical, SCADA Integration (Contract Electrical, Sitework/Slab by District)

Airport Generator Estimate - \$55,000

\$35,000	Stationary Generator from GSA
\$20,000	Slab, Electrical, SCADA Integration (Contract Electrical, Sitework/Slab by District)

Cost estimate in 2018 dollars. For further information about this project call Bill Hunter

Revision History

- Created 12/2/2015 by BH.
- Updated 12/5/2016 by BH. Revised Phase C scope of work.
- Update 10/26/2017 by BH. Updated phases and estimates.

CAPITAL PROJECT NARRATIVE

Project Name:	SWWTP – Replace 6 Turbidimeters and 2 Chlorine Analyzers
CIP #:	0176

Asset Register:	LWWSD → Water → Distribution System → Services				
Failure Mode:	Capacity	Level of Service	Mortality	Efficiency	
Business Risk Exposure:	10	= 10 x 1 x 1 (PoF x CoF x Redundancy)			
Remaining Life:	0	Consumed Life:	10	Effective Life:	10

PURPOSE and DESCRIPTION OF THE PROJECT

Replace 6 turbidimeters and 2 chlorine analyzers at the Sudden Valley Water Treatment Plant. These are critical devices to monitor treatment levels and continuously record data required by the Washington State Department of Health. The equipment has reached the end of its useful life. The existing turbidimeter model will be discontinued by the manufacturer in 2018 and the chlorine analyzer model is obsolete.

Budget Estimate is \$38k for equipment that will be installed by District forces.

Cost estimate in 2018 dollars.

For further information about this project call Kevin Cook.

Revision History

- Created 11/17/2017 by BH.

CAPITAL PROJECT NARRATIVE

Project Name:	Water Meter Registers
CIP #:	0177

Asset Register:	LWWSD → Water → Distribution System → Services				
Failure Mode:	Capacity	Level of Service	Mortality	Efficiency	
Business Risk Exposure:	10	= 10 x 1 x 1 (PoF x CoF x Redundancy)			
Remaining Life:	0	Consumed Life:	10	Effective Life:	10

PURPOSE and DESCRIPTION OF THE PROJECT

It has been a decade since the District completed rebuilding customer water services and installing radio-read water meters. These original radio-read meters had a 10 year battery life. Over the last several years the District has been replacing an ever increasing number of meter registers as they fail.

In 2018, staff is projecting a large number of these older models to reach the end of their service life. It is estimated that each month there will be around 100+ meter registers that will need replacing.

After 2018, nearly all of the older generation (10-year life) registers will have been replaced with the newer generation that has an improved service life of 20 years.

As of October 2017 there are approximately 1582 old generation units that will need replacing in the next year (738 in Geneva and 844 in Sudden Valley)

Budget Estimate

Materials: $1582 \times \$165.00 = \$261,030 \times 0.85\% \text{ sales tax} = \284k

Cost estimate in 2018 dollars.

For further information about this project call Rich Munson.

Revision History

- Created 8/2/2006.
- Revised 1/5/2010 by BH: Adjusted materials cost to closer match recent brass bids. Deleted labor since it is already in the general budget.
- Revised 10/26/2011 by BH: Reduced annual budget from \$30k (85 rebuilds/year) to 15k (40-50 rebuilds/year) to better match available District labor resources.
- Revised 11/20/2013 by BH. Updated number of remaining rebuilds and annual budget.
- Revised 10/25/2017 by RM: Updated purpose, description and budget estimate

CAPITAL PROJECT NARRATIVE

Project Name:	Reservoir Inspection and Maintenance
CIP #:	W0005

Asset Register:	LWWSD → Water → Reservoirs				
Failure Mode:	Capacity	Level of Service	Mortality	Efficiency	
Business Risk Exposure:	16	= 4 x 4 x 1 (PoF x CoF x Redundancy)			
Remaining Life:	N/A	Consumed Life:	N/A	Effective Life:	N/A

PURPOSE and DESCRIPTION OF THE PROJECT

Visually inspect and clean the inside all of the District's reservoirs. Divers will also performed minor maintenance and repairs noted by the District and found during the inspection. Staff recommends this work be performed every 5 to 6 years. The last inspection/cleaning was done in 2012.

Below is a listing of the District's reservoirs compiled by BHC Consultants in the Reservoir Seismic Vulnerability Assessment completed December 2016 (District project #C1505).

Table 1 – Reservoir Data					
Reservoir Name	Nominal Capacity (gal)	Maximum Capacity (gal)*	Year Constructed	Diameter (ft.)	Height of Shell (ft.)
Geneva	500,000	519,206	1979	53'-0"	32'-8"
Division 22	500,000	520,088	1971	50'-0"	35'-0"
Division 7	1,000,000	997,939	1971	70'-0"	35'-0"
Division 30	150,000	151,390	1973	25'-5"	40'-4 ½"
Sudden Valley Water Treatment Plant (SVWTP)**	235,000	225,591	1992	40'-0"	25'-0"
Notes:					
* Maximum capacity is the gross storage volume with the tank filled to the overflow level, with no reductions for internal piping or appurtenances.					
** The Sudden Valley WTP reservoir also functions as a chlorine contact tank and has an internal baffle system. The nominal capacity of the tank is per the shop drawings.					

The District just completed a new Division 22 No. 2 Reservoir September 2017. The new reservoir is 626,000 gallons is a welded steel tank, 56-feet in diameter, shell height of 39'-4", and overflow 35-feet above the floor. This new reservoir will not need inspection or maintenance as part of the 2018 work.

The previous inspection and cleaning work was completed in 2012 by H2O Solutions (District project #C1204).

CAPITAL PROJECT NARRATIVE

Budget Estimate

The project cost in 2012 was \$24,000 including sales tax.

The cost in 2018 is estimated at \$30,000.

For further information about this project call Bill Hunter.

Revision History

- Created 8/4/2006 by RM.
- Updated 10/23/2017 by BH.

	Description	Actual 2015	Actual 2016	Adopted 2017	Budget 2018
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	4,345	7,955	3,750 100,000	- 60,000
	TOTAL REVENUES	4,345	7,955	103,750	60,000
425-535-10-42-25	Investment Service Charges				
	SV Sewer Pump Station Emergency Repairs	197	199	200	-
	North Shore Sampling C 16-07		55,876	-	
	Cedar Hills Storm Drain Relocate C 16-12			75,000	60,000
	Beaver Force Main Break			135,000	
425-594-38-64-25	Machinery/Equipment	1,300			-
	TOTAL EXPENDITURES	1,497	56,075	210,200	60,000
SEWER/STORM WATER CONTINGENCY FUND					
	REVENUES	4,345	7,955	103,750	60,000
	EXPENDITURES	(1,497)	(56,075)	(210,200)	(60,000)
	CASH/INVESTMENTS BALANCE CARRYOVER				770,000
	PROPOSED 2018 YEAR END BALANCE				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
WATER CONTINGENCY FUND					
	REVENUES				
	EXPENDITURES				
	CASH/INVESTMENTS BALANCE CARRYOVER				120,000
	PROPOSED 2018 YEAR END BALANCE				(120,000)
					440,000

	Description	Actual 2015	Actual 2016	Adopted 2017	Budget 2018
	2016 BOND CAPITAL PROJECTS FUND 431				
431-391-20-00-00	Bond proceeds				
431-392-00-00-00	Bond premium		6,409,492		
431-397-10-00-43	Transfer In from Division 22 Reservoir Project Fund 440		923,843		
	TOTAL REVENUES		7,333,335		-
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		
431-594-38-63-31	Capital Outlay - Strawberry Point Pump Station			156,923	-
	Capital Outlay - Geneva and Par Pump Station Construction		273,406		590,000
431-597-10-00-36	Transfer Out to Division 22 Reservoir Project Fund 440		828,160		
	TOTAL EXPENDITURES		7,234,891	156,923	590,000
	REVENUES				
	EXPENDITURES		7,333,335		-
	CASH/INVESTMENTS BALANCE CARRYOVER		7,234,891	156,923	(590,000)
	PROPOSED 2018 YEAR END BALANCE				590,000
					-

	Description	Actual 2015	Actual 2016	Adopted 2017	Budget 2018
	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	242,097	289,110
450-397-10-00-50	Transfers In from Operating Fund 401 - Bond payments	448,252	443,050	648,075	649,775
	TOTAL REVENUES	565,437	664,028	890,172	938,885
450-535-10-41-50	Bond Admin Fee	503	-	100	-
450-591-34-77-41	Redemption of Long Term Debt Geneva AC Mains	-	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 064	47,252	47,252	47,252	47,252
450-592-34-83-41	Debt Service Interest Geneva AC Mains	-	41,624	34,182	32,383
450-592-34-83-42	Debt Service Interest Div 22 Reservoir	-	-	14,923	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	4,725
450-591-35-72-50	2009 Bond Principal Payments	245,000	250,000	265,000	275,000
450-591-35-72-51	2016 Bond Principal Payments	-	-	125,000	130,000
450-592-35-83-50	2009 Bond Interest Payments	202,750	116,925	30,900	20,300
450-592-35-83-51	2016 Bond Interest Payments	-	58,687	227,175	224,475
	TOTAL EXPENDITURES	565,435	641,041	913,163	938,885
	REVENUES				
	EXPENDITURES	565,437	664,028	890,172	938,885
	CASH/INVESTMENTS BALANCE CARRYOVER	(565,435)	(641,041)	(913,163)	(938,885)
	PROPOSED 2018 YEAR END BALANCE				-

REVENUE BONDS AND LOANS SUMMARY

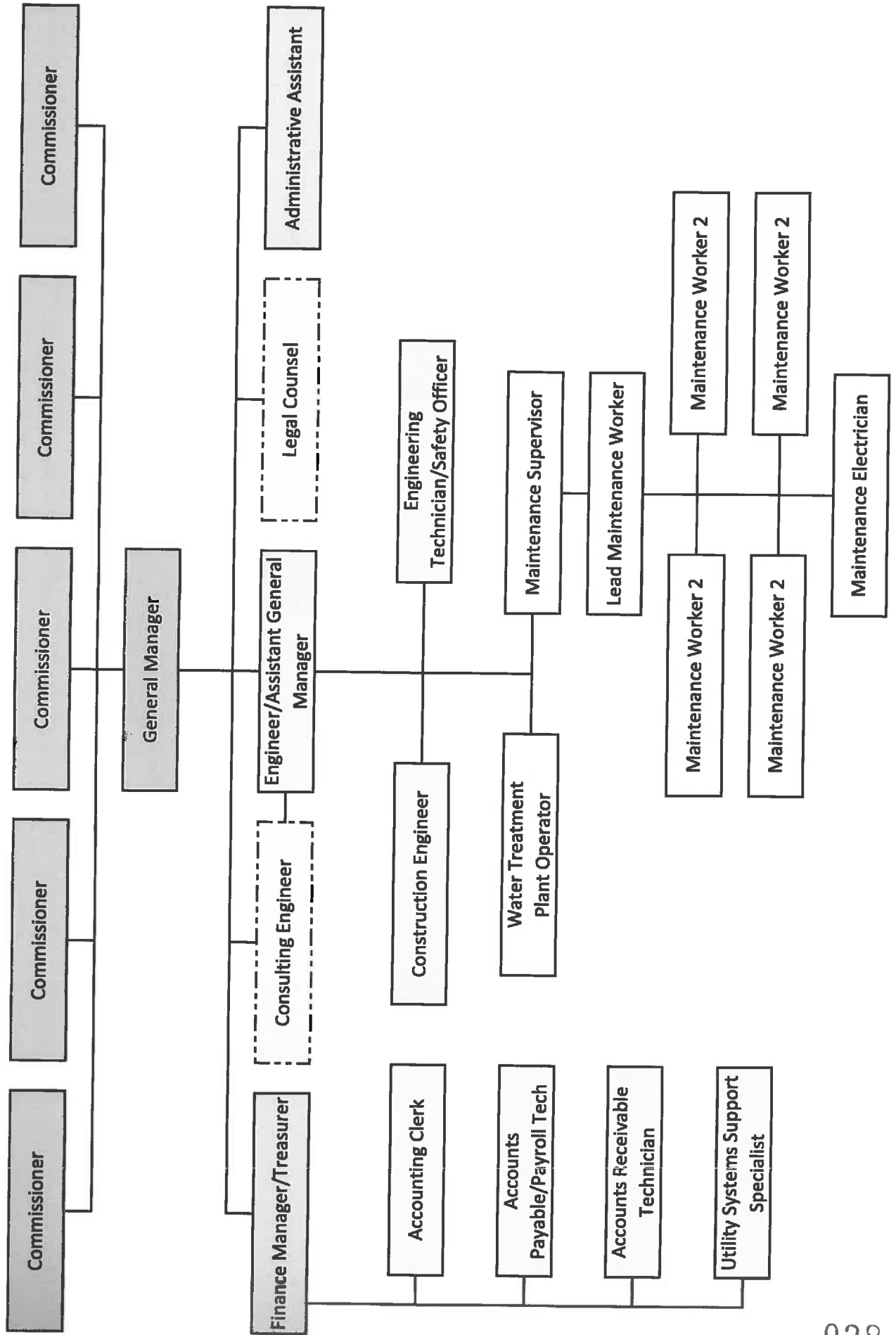
The District has obtained publicly funded loans to construct projects. The project title, loan remaining, funding source, agency and interest rates are noted as follows:

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				

	Description	Actual 2015	Actual 2016	Adopted 2017	Budget 2018
	BOND RESERVE FUND (RESTRICTED) - 460				
460-361-11-00	Investment Interest (to Operating Fund)				
460-397-10-00-60	Transfers In from Operating Fund 401	9,813	250,000	3,850	-
	TOTAL REVENUES	9,813	250,000	3,850	-
460-535-10-41	Investment Service Charges	197	199	200	-
	TOTAL EXPENDITURES	197	199	200	0
BOND RESERVE FUND (RESTRICTED)					
	REVENUES	9,813	250,000	3,850	-
	EXPENDITURES	(197)	(199)	(200)	-
	CASH/INVESTMENTS BALANCE CARRYOVER				772,350
	PROPOSED 2018 YEAR END BALANCE				772,350

Lake Whatcom Water & Sewer District Organizational Chart

Updated 8.21.2017



LAKE WHATCOM WATER AND SEWER DISTRICT

PERSONNEL SUMMARY

2018 BUDGET DATA

POSITION	NO. OF EMPLOYEES	ANNUAL GROSS	ADMINISTRATION	OPERATIONS
General Manager	1	\$ 154,959	\$ 154,959	
Asst. Manager/Engineer	1	132,722	132,722	
Finance Manager/Treasurer	1	111,619	111,619	
Administrative Assistant	1	56,281	56,281	
Accounts Receivable	1	65,279	65,279	
Accounts Payable/Payroll	1	65,279	65,279	
Accounting Clerk	1	41,706	41,706	
Commissioners		25,000	25,000	
Construction Engineer	1	96,451		\$ 96,451
Engineering Tech/Safety Officer	1	79,333		79,333
Utility Systems Specialist	1	71,963		71,963
Water Treatment Plant Operator	1	83,318		83,318
Maintenance Supervisor	1	101,250		101,250
Lead Maintenance Worker	1	75,540		75,540
Maintenance Worker 2	4	275,064		275,064
Maintenance Worker 1	0	-		-
Maintenance Electrician	1	91,822		91,822
Overtime		40,000		40,000
Stand-By		40,000		40,000
Sub-Totals	18	<u>\$1,607,586</u>	<u>\$ 652,845</u>	<u>\$ 954,741</u>
Social Security		\$ 122,980	\$ 49,943	\$ 73,038
PERS		200,988	79,736	121,252
Unemployment		5,850	2,275	3,250
Worker's Comp (L&I)		26,309	5,201	21,108
Medical/Dental Benefits		330,640	125,214	205,426
Def Comp Match		22,687	7,500	15,187
Sick Leave Buy Out		3,874	2,213	1,661
Longevity		2,400		2,400
HRA VEBA		<u>5,400</u>	<u>2,250</u>	<u>3,150</u>
Sub-Totals		<u>\$ 721,129</u>	<u>\$ 274,332</u>	<u>\$ 446,472</u>
GRAND TOTALS		<u><u>\$2,328,715</u></u>	<u><u>\$ 927,177</u></u>	<u><u>\$ 1,401,213</u></u>



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 20, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	November 29, 2017		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. November 2017 Summary of Existing District Projects		
NUMBER OF PAGES INCLUDING AGENDA BILL:	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Staff presentation of Summary of Existing District Projects and priorities.

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Review and discuss

PROPOSED MOTION

Not applicable at this time.



Lake Whatcom Water & Sewer District Summary of Existing District Projects

Prepared for the November 29, 2017 Board Meeting
Data Compiled 10/19/17 by RH, BH, RM & KH

Status of Water and System Capacities				
	South Shore ID# 95910	Eagleridge ID# 08118	Agate Heights ID# 52957	Johnson Well ID# 04782
DOH Approved ERUs	3935	85	54	2
Connected ERUs	3819	70	44	2
Remaining Capacity (ERUs)	116	15	10	0
Permitted ERUs Under Construction	11	0	0	0
Pre-paid Connection Certificates & Expired Permits	11	0	5	0
Water Availabilities (trailing 12 months)	49	0	0	0
Subtotal - Commitments not yet connected	71	0	5	0
Available ERUs	45	15	5	0

Completed Capital Projects in 2017	
Proj #	Project Name
C1401	Division 22 Reservoir
C1506B	Whatcom Falls Manhole Replacement
C1603	Marina-Tomb Generator
C1606	Replace SCADA Workstation Hardware
C1607	North Shore Water Quality Sampling
C1612	Cedar Hills Water Main Relocation
C1613	North Shore Water System Consolidation
C1701	Purchase New Tool Truck
C1702	Office Staff Vehicle
C1711	SVWTP Booster Station Roof Replacement
C1712	SVWTP Chlorine Contact Exterior Level Gauge
C1714	SVWTP Floor Coating
C1715	SVWTP Chemical Feed Pumps and Bench-top Turbimeter
C1718	SVCA Louise Creek Daylighting

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

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

Safety Program Summary Completed by Rich Munson			
Summary of Annual Safety Training			
	Enrollments	Completions	% Complete
Engineering - Managers	34	34	100%
Engineering - Staff	19	19	100%
Field Crew	184	184	100%
Field Crew - Managers	25	25	100%
Office - Managers	37	37	100%
Office - Staff	50	50	100%
Weekly Safety Crew Meetings			

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

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

Developer Extension Agreements
None currently active

Capital Improvement Projects

Staff Report

11/20/2017

C1407 Lowe Sewer PS VFD

Replace rotophase with VFD.

01 Administration

- 1/5/2015 Staff obtaining quotes for VFD's from vendor. District electrician reviewing electrical panel space requirements and proposed VFD dimensions.
- 1/22/2015 VFD's received by District. District crew will install in pump station.
- 11/20/2017 Staff working to contract with an electrician to install VFD's.

C1504 Reservoir Site Security

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

01 Administration

- 5/4/2015 District staff have done initial research on available security camera systems and motion detection. List of equipment and options is in development. Initial pilot site will be the SVWTP.
- 12/21/2016 Staff ordered equipment. Should arrive soon. Equipment will be installed at SVWTP. Motion detection from camera system will be integrated into SCADA system for alarm monitoring by District crews.
- 1/19/2017 Equipment has been received. District staff will begin installation soon.
- 11/20/2017 Staff working to contract with electrician to install conduit and cabling at SVWTP.

C1605 Water System Plan Update

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

01 Administration

- 4/6/2016 Selection of consultant is part of the general engineering services RFQ.
- 5/3/2016 State DOH would like to meet with the District and consultant to coordinate the water system plan update prior to beginning work. The intent is to coordinate the scope of work for the plan update.
- 8/16/2016 Meeting with Wilson and DOH to coordination scope of work. Wilson developing scope and fee for task order.
- 9/8/2016 Wilson developed scope of work after coordination with District staff and DOH. Scope/fee will be present at next board meeting for approval.
- 9/20/2016 Task Order with Wilson Engineering executed. Wilson will start work soon.
- 2/15/2017 Wilson collecting and analyzing data for the plan update.
- 9/13/2017 Draft comp plan text delivered to Board for review. Text will be discussed and reviewed/approved by Board over the next several meeting this fall.
- 11/29/2017 Board to review and comment on draft water comp plan.

C1607 Northshore Water Quality Sampling

Water quality sampling plan to evaluate impact of existing onsite sewage disposal system at the end of Northshore road.

01 Administration

- 3/30/2016 Request for Proposals advertised in Seattle Daily Journal of Commerce
- 4/28/2016 Request for Proposal advertised in Seattle Daily Journal of Commerce
- 5/1/2016 Request for Proposals advertised in Bellingham Herald
- 5/24/2016 Proposals due 4pm. Received one proposal.
- 7/27/2016 Agreement with consultant has been executed.
- 9/8/2016 Staff received preliminary draft plan from consultant and will share with board
- 10/3/2016 Workshop with County and City to review draft sampling plan.
- 10/19/2016 Consultant working on sampling plan revisions based on workshop comments with City and County.
- 11/21/2016 Consultant will start sampling during next good rain event.
- 1/19/2017 Consultant performs first sampling event.
- 2/9/2017 Tentative 2nd sampling event.
- 3/22/2017 Consultant completed second round of sampling in mid-March.
- 6/14/2017 Consultant presented draft report to board. Consultant is working to incorporating board and staff comments.
- 7/20/2017 Final report has been published. Project complete.

C1610 Little Strawberry Water Leak on Bridge

Water main has small leak. Leak is in a section of main that is mounted to a bridge on Little Strawberry.

01 Administration

- 4/6/2016 Staff evaluating alternatives to get within reach of pipe to find and repair leak.
- 7/20/2017 Leak has gotten worse. Wilson completed hydraulic analysis that shows the main across the bridge can be isolated (turn-off) and not significantly affect fire flow or operation pressures. If leak gets bad, staff can isolate the main until a repair can be figured out and made.

C1611 Country Club Sewer Pump Station

Rehabilitation of Country Club Sewer Pump Station.

01 Administration

- 4/6/2016 Selection of consultant is in conjunction with general engineering services RFQ.
- 8/9/2016 Staff working with BHC to develop scope of work
- 9/8/2016 AE agreement finalized and being routed for execution. Scope/fee was approved by board on 8/31/2016. Work to begin as soon as agreement is executed.
- 11/2/2016 District attended Center Condo Owner's Association board meeting to present and coordinate the project. Association gave District needed letter of authorization to pursue Whatcom County permits for construction - of either option (pump station or direction drill).
- 12/21/2016 AE Agreement Amendment being routed for execution that includes scope for geotech test borings to determine directional drilling feasibility. BHC and GeoEngineers are scheduling work and preparing permit applications.
- 8/30/2017 Board authorizes Amendment 2 to AE Agreement. This work includes detailed geotechnical design for horizontal directional drilling.
- 9/13/2017 Board authorizes Amendment 3 to AE Agreement. This work include additional permitting and detailed design thru bidding.
- 11/8/2017 Staff attended Center Condo Owner's Association board meeting to brief board of progress and to coordinate future work.

02 Predesign

- 10/11/2016 Held predesign meeting with BHC and District staff. BHC beginning preliminary design.

- 11/21/2016 Staff and BHC working on scope amendment to investigate horizontal direction drilling as the primary option. This option has the potential to eliminate the need for the pump station.
- 3/21/2017 Consultant completed 3 test bores to determine feasibility of horizontal direction drilling. They did not encounter any hard rock. One bore had sandstone the last 5 feet.
- 4/19/2017 District received copy of Geotechnical Data Report that documents soil conditions found during exploratory boring. Geotechnical engineers are working on a 2nd report that will discuss and recommend horizontal drilling methodology for construction and bid documents.
- 5/17/2017 District received copy of draft geotech report regarding Trenchless (HDD) Alternative Evaluation. BHC also reviewing report and coordinating with subconsultant.
- 6/22/2017 Geotechnical subconsultant addressing District and BHC review comments and will be including a discussion on auger drilling in addition to the horizontal drilling method.
- 7/12/2017 Consultants presented horizontal direction drilling and conventional auger bore alternates to Board. Staff will make a recommendation a next Board meeting on the preferred alternative.

03 Permitting

- 10/20/2016 Pre-Application meeting with Whatcom County to review anticipated permitting requirements.
- 11/7/2016 District and GeoEngineers met with Whatcom County Critical Areas Biologist to review potential critical areas.
- 12/22/2016 GeoEngineers submitted shoreline exemption permit application for test borings to Whatcom County.
- 11/16/2017 Held 2nd pre-application meeting with County staff. 2nd meeting was necessary due to scope change from replacement of pump station to horizontal directional drilling. Consultants are preparing permit applications for project to be submitted early December.

05 Design

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

C1703 Utility System Support Specialist Vehicle

Procure vehicle from Washington State bid.

01 Administration

- 3/22/2017 Needed vehicle type not currently on state bid. Staff working to get quotes from vendors for new vehicle that meets District specifications.
- 6/21/2017 Vehicle ordered using state bid.

C1704 Business Server Hardware Replacement

Replace business server hardware.

01 Administration

- 1/18/2017 Staff met with IT consultant to review goals for 2017 and coordination of replacing server hardware. IT consultant is gathering basic system information to develop recommendations on new hardware storage space, processor power, memory, etc.
- 5/3/2017 Staff met with 3D to review preliminary proposal information. 3D is finalizing the proposal based on comments.
- 6/22/2017 Staff reviewing proposal from IT consultant.
- 10/18/2017 Staff met with 3D on 10-18-2017 to go over draft proposal. 3d will make some slight revisions, then staff will authorize work to begin.
- 11/20/2017 Placed order for hardware. Staff working with 3d Computers to assist with server configuration when hardware arrives.

C1705 Geneva and Par Sewer Pump Station Improvements

Sewer pump station improvements for Geneva and Par stations.

01 Administration

- 1/19/2017 Staff developing Request for Proposal.
- 1/28/2017 Request for Proposals published in Bellingham Herald.
- 2/17/2017 Proposals are due.
- 2/21/2017 Selection committee meets to review proposals.
- 2/23/2017 RH2 was selected and approved by the Board for the project. Staff and consultant working to execute an AE Agreement.
- 4/10/2017 AE Agreement executed.
- 6/22/2017 Staff working with RH2 to execute amendment to survey an alternate alignment for a possible gravity main from Par Sewer Pump Station to a manhole at the Sudden Valley Marina. This alternate alignment is longer, but does not have to cross Austin Creek. Alignment feasibility will be discussed in the predesign report.
- 10/11/2017 Board approved Amendment 2 to AE Agreement that includes detailed design through bidding for both Geneva and Par Sewer Pump Stations.
- 11/14/2017 Staff met with neighbor onsite to discuss project concerns. Neighbor may attend 11/29/2017 board meeting to voice concerns.

02 Predesign

- 4/18/2017 RH2 performed pump tests at both stations to collect hydraulic operating parameters for design.
- 7/20/2017 Staff reviewing draft predesign report. Presentation to Board tentatively scheduled for August 9th.
- 8/9/2017 RH2 presents Geneva Pump Station alternatives to Board. District select submersible pump alternative with exterior permanent generator.
- 9/26/2017 RH2 presents Par Sewer Pump Station alternative, including eliminating the pump station and installing gravity mains.

03 Permitting

- 9/14/2017 RH2 and District meet with County staff for pre-application meeting. RH2 gathering application information and will submit to County as soon as possible.
- 10/13/2017 RH2 submitted shorelines permit application to County for Geneva Sewer Pump Station.

04 Predesign and Permitting

- 5/1/2017 RH2 and staff met to go through predesign alternatives and options. RH2 is working on producing the predesign report. Topographic surveying is done at both sites. Topo maps will be completed soon.

C1706 Strawberry Canyon Stationary Generator

Install stationary generator and automatic transfer switch.

01 Administration

- 3/8/2017 Generator order placed with vendor using federal GSA pricing available to local agencies for emergency preparedness equipment.
- 4/17/2017 Generator received by District.
- 4/19/2017 Automatic Transfer Switch received by District.
- 6/22/2017 District crews started preparing site to pour concrete slab for generator. Underground electrical conduit is installed. Concrete will be poured soon.
- 7/20/2017 Generator is set on the slab. Electrical wiring will begin soon by District crews. QCC scheduled to update PLC programming on 8/2/2017.
- 9/20/2017 QCC and District programming PLC to bring status and alarms to SCADA. Still need to finish electrical wiring before placing into service.
- 10/18/2017 Crew making final wiring terminations on telemetry system at pump station.

03 Permitting

- 2/13/2017 Staff scheduled pre-application meeting for 2/14/2017 with Whatcom County for generator concrete slab permit.
- 2/14/2017 Staff held pre-application meeting with County.
- 2/15/2017 Staff submitted application for permit from Whatcom County for generator slab.

C1707 Level Transmitter Replacement and Beaver and Flat Car Pump Stations

Replace level transmitters. They are starting to lose sensitivity and will fail soon.

01 Administration

- 5/10/2017 Staff met with vendor to review new radar level sensor equipment. District will demo a unit at Sudden Valley Sewer Pump Station. If unit performs as expected, it could be the preferred solution at Flat Car and Beaver Pump Stations.
- 6/22/2017 District received demo unit and plans to install it at a non-critical pump station to test function, accuracy, reliability, etc. soon.
- 7/20/2017 Demo unit has been installed. District crew is beginning to evaluate the product and configuration options.
- 9/20/2017 Demo level transmitter worked great. District issued purchase order for two for installation at Beaver and Flat Car pump stations.
- 11/20/2017 Staff preparing bid documents to contract work.

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

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

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

01 Administration

- 6/22/2017 District solicited quotes from 3 vendors. A purchase order has been issued for the ball check valves. They should arrive soon.
- 7/20/2017 District received ball check valves. District crews will begin installation soon.

C1709 2017 Sewer Capacity Management Operation Maintenance

Includes: I&I Repairs, force main pigging, & raising manholes

01 Administration

- 1/19/2017 Staff preparing and prioritizing list of sewer system repairs.
- 7/12/2017 District crews reset and grouted about 6 sewer manhole ring, cover, and risers to coordinate with SVCA asphalt paving repairs in July/August.
- 7/20/2017 District crew working with nearby home owner to schedule work to raise manhole rim at 2327 Northshore Rd in early August.
- 8/1/2017 District crews finished raising buried MH at 2327 Northshore Road.
- 9/6/2017 District and Wilson met with WADFW at creek near 2417 Northshore Rd. The District's ductile iron force main has been exposed at the bottom of the streambed for many years. Wilson is investigating various alternatives with fish and wildlife for protecting the pipeline.

C1710 Eagleridge Fire Pump Controls

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

01 Administration

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

C1713 Eagleridge Booster Pump Station - Decommission Pumps

City's normal operating pressure was increased to about 78 psi. This is sufficient to decommission booster pumps. Project includes design report, obtaining DOH approval, and work performed by District crew.

01 Administration

6/22/2017 Staff investigating City water pressure. Booster station may no longer be needed.

7/20/2017 The City has made some water system improvements in this vicinity. Wilson confirmed that City's normal water system pressure at Eagleridge is now 78 PSI. This is sufficient to decommission some or all of the pumps and fire pumps at Eagleridge. Hydraulic modeling shows that available fire flows would be above the required 750 GPM minimum without the fire pumps. District will be re-scoping this project to de-commission booster and fire pumps. We will need to get DOH project approval to modify the booster station before any changes are made. Staff will begin preparing a project report and design for submittal to DOH.

C1716A Dead End Blowoffs

Installing new blowoffs on dead end mains

01 Administration

1/19/2017 Staff researching each site to determine detailed scope of work for each location.

5/25/2017 Crews continue to pick away at blow-off installation. 8 of 41 done.

6/22/2017 Crews installed a few more. 12 of 41 done.

7/20/2017 14 done.

11/20/2017 15 of 41 done.

C1716B Geneva Booster Station - PRV's and Backflow Assembly

Replace pumps at Geneva Booster Station at Scenic Ave with pressure reducing valves following hydraulic modeling verification. Replace old backflow assembly at City intertie.

01 Administration

2/27/2017 Wilson prepared engineer's brief sheet that includes details PRV sizing and configuration. Staff will begin preparing a bill of materials and order parts. It is anticipated District crews will perform the work.

6/22/2017 Staff coordinating with City on what they need for a backflow assembly.

7/20/2017 Staff considering COB suggestion to move intertie to top of ridge on Parkstone at COB/District boundary.

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

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

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

01 Administration

- 10/18/2017 Received most of pipe and fittings for emergency bypass at Flat Car Sewer Pump Station. Crew will dry-fit fittings and make final list of pieces for a complete system.
- 11/16/2017 Crew dry-fit pipe and fittings together at Flat Car. One additional bend and the temporary bypass piping system will be complete and ready to assemble for emergency operations. 14" HDPE pipe repair parts have been ordered and will arrive soon.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 17, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	November 29, 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 29, 2017

Regular Meeting

8:00 a.m.

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is 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, December 13, 2017** at 6:30 p.m.
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, December 14, 2017 at 8:00 a.m.** in the Board Room. Commissioner Citron is scheduled to attend this meeting.
- **Employee Safety Committee Meeting:** The next meeting is set for **December 14, 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 **December 12, 2017** at 6:15 p.m.
- **Whatcom Water District's Caucus Meeting:** The Caucus meeting is set for **December 20, 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.