



LAKE WHATCOM WATER AND SEWER DISTRICT
1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

December 27, 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. Meeting Schedule for 2018
 - B. Draft Emergency Response Plan
 - C. Swearing In of Commissioners
 - D. Wilson Engineering 2018 Rate Increases
 - E. Summary of Existing District Projects
 - F. Monthly Budget Analysis
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. Executive Session Per RCW 42.30.110 (1)(i)(iii): Protected Communications with Legal Counsel – 20 minutes
10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 5, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	December 27, 2017		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Regular Meeting Dates & Times for 2018		
LIST DOCUMENTS PROVIDED ⇒	1. Resolution 841		
NUMBER OF PAGES INCLUDING AGENDA BILL:	2. Proposed Schedule of Meetings for 2018		
	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

At one of the last meetings of each year, or the first meeting in January of each year, the Board establishes the regular meeting dates and times by Resolution. For 2017, the regular board meetings were held on the second Wednesday of each month at 6:30 p.m. with a second meeting on the last Wednesday of each month at 8:00 a.m.

At this time, the Board has the option of changing the regular meeting dates and times for the year if they wish to do so. With the attached schedule, there are no scheduling conflicts with the Spring or Fall WASWD Conferences.

FISCAL IMPACT

None at this time.

RECOMMENDED BOARD ACTION

To review and approve or amend the regular meeting schedule for 2018.

PROPOSED MOTION

To adopt resolution #841 Establishing the Regular Meeting Dates and Times for 2018 as the second Wednesday of each month at 6:30 p.m. and the last Wednesday of the month at 8:00 a.m..

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 841

**A Resolution of the Board of Commissioners Establishing the
Regular Meeting Dates and Times for 2018**

(Rescinds Resolution #822)

WHEREAS, RCW 42.30.070 requires that the governing body of a public agency, including special purpose districts, shall provide the time for holding regular meetings by resolution;

NOW, THEREFORE, BE IT RESOLVED that a regular meeting will be held at 6:30 p.m. on the second Wednesday of each month and a second meeting will be held at 8:00 a.m. on the last Wednesday of the month.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 27th day of December, 2017.

Laura Weide, Commissioner

Todd Citron, Commissioner

Bruce Ford, Commissioner

Curtis Casey, Commissioner

John Carter, Commissioner

Approved as to form, District legal counsel

List of Proposed Regular Meeting Dates and Times for 2018

Second and Last Wednesday of Each Month

<u>JANUARY</u> January 10, 2018 @ 6:30 p.m. January 31, 2018 @ 8:00 a.m.	<u>JULY</u> July 11, 2018 @ 6:30 p.m. July 25, 2018 @ 8:00 a.m.
<u>FEBRUARY</u> February 14, 2018 @ 6:30 p.m. February 28, 2018 @ 8:00 a.m.	<u>AUGUST</u> August 15, 2018 @ 6:30 p.m. August 29, 2018 @ 8:00 a.m.
<u>MARCH</u> March 14, 2018 @ 6:30 p.m. March 28, 2018 @ 8:00 a.m.	<u>SEPTEMBER</u> September 12, 2018 @ 6:30 p.m. September 26, 2018 @ 8:00 a.m.
<u>APRIL</u> April 11, 2018 @ 6:30 p.m. April 25, 2018 @ 8:00 a.m.	<u>OCTOBER</u> October 10, 2018 @ 6:30 p.m. October 31, 2018 @ 8:00 a.m.
<u>MAY</u> May 9, 2018 @ 6:30 p.m. May 30, 2018 @ 8:00 a.m.	<u>NOVEMBER</u> November 14, 2018 @ 6:30 p.m. November 28, 2018 @ 8:00 a.m.
<u>JUNE</u> June 13, 2018 @ 6:30 p.m. June 27, 2018 @ 8:00 a.m.	<u>DECEMBER</u> December 12, 2018 @ 6:30 p.m. December 26, 2018 @ 8:00 a.m.

Other Important Dates:

- The Spring WASWD Conference is April 4-6.
- The Fall WASWD Conference is September 19-21.

Calendar for Year 2018 (United States)

January						
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Calendar generated on www.timeanddate.com/calendar



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 19, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Rich Munson	MANAGER APPROVAL <i>Rich Munson</i>		
MEETING AGENDA DATE:	December 27, 2017		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Draft Emergency Response Plan		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. LWWSD Emergency Management Plan Final Draft		
	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

On May 17, 2017, the District and Whatcom County Sheriff's Office, Division of Emergency Management entered into an agreement for emergency management services. One of the services was to update the District's Emergency Response Plan. After several months a final draft has been completed.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

Review & discuss the draft Emergency Response Plan.

PROPOSED MOTION

No action is required at this time.

LAKE WHATCOM WATER & SEWER DISTRICT EMERGENCY MANAGEMENT PLAN



December 31, 2017

Lake Whatcom Water & Sewer District
1220 Lakeway Drive
Bellingham, WA 98225

December 31, 2017

To: The Employees of Lake Whatcom Water & Sewer Districts
From: Patrick Sorensen, General Manager, Lake Whatcom Water & Sewer District
Subject: 2017 Lake Whatcom Water & Sewer District Emergency Management Plan

The Lake Whatcom Water & Sewer District Emergency Management Plan is designed to ensure that the District is prepared for, and has the capability to, respond to emergencies and disasters in its role as an essential service in the Whatcom County Comprehensive Emergency Management Plan.

This Plan is intended as a comprehensive framework for District wide disaster mitigation, preparedness, response, and recovery. It details authorities, functions, and responsibilities to establish a plan of action between Lake Whatcom Water & Sewer District and other departments, agencies and organizations in Whatcom County.

Every effort has been made to assure this Plan's compatibility with planning guidance provided by the Whatcom County Sheriff's Office Division of Emergency Management, the Washington Military Department's Emergency Management Division, and the Federal Emergency Management Agency.

This Plan will be used to direct and coordinate response and recovery efforts to protect the lives, health and property of citizens and customers of the Lake Whatcom Water & Sewer District.

I request that all employees of the Lake Whatcom Water & Sewer District study this plan, and be prepared to discharge their emergency responsibilities, or to support the emergency responsibilities of others. Managers and Supervisors should prepare, as appropriate, emergency response plans for their Divisions, and coordinate emergency response planning through the Whatcom County Sheriff's Office Division of Emergency Management to ensure a prompt response to, and timely recovery from emergencies and disasters.

In addition, Rich Munson, Safety Officer for the Lake Whatcom Water & Sewer District will work with the Deputy Director of the Whatcom County Sheriff's Office Division of Emergency Management for coordinating ongoing maintenance of this Plan and work to maintain the organizational capabilities and resources necessary to effectively implement this plan.

Signed this _____ day of _____, 2017 by:

Patrick Sorensen, General Manager
Lake Whatcom Water & Sewer District



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RECORD OF DISTRIBUTION

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20171212 Final Draft



Lake Whatcom Water & Sewer District Emergency Management Plan

INTRODUCTION

This plan is the Emergency Management Plan for the Lake Whatcom Water & Sewer District outlining the overall strategy for Lake Whatcom Water & Sewer Districts' response to disruptive events. This plan does not supersede or replace the Whatcom County Comprehensive Emergency Management Plan nor does this plan supersede or replace procedures for safety or other procedures that are already in place in Lake Whatcom Water & Sewer District. It supplements those procedures with immediate focus of management on response operations and the early transition to recovery operations.

It is the policy of the Lake Whatcom Water & Sewer District - in order to protect lives, property, and the environment and in cooperation with other stakeholders in Whatcom County to prevent, prepare for, mitigate, respond to, and recover from natural and manmade emergencies and disasters.

Lake Whatcom Water & Sewer District has established this Plan for the management of the immediate actions and operations required to respond to any event that stresses, overwhelms, or exceeds the ability of Lake Whatcom Water & Sewer District to respond, or to support other community stakeholders.

Although operational requirements may change rapidly in disruptive events Lake Whatcom Water & Sewer District is regarded as being a critical and essential operational District in Whatcom County.

SCOPE

This plan applies to the Lake Whatcom Water & Sewer District and its employees. Lake Whatcom Water & Sewer District is responsible for coordinating its own tactical operations.

In all emergencies, Lake Whatcom Water & Sewer District response efforts will proceed according to these priorities:

1. Eliminate major threats to life and safety.
2. Maintain essential management continuity.
3. Protect critical assets.
4. Eliminate major threats to public and private property.
5. Protect the environment.
6. Restore essential systems and services.
7. Minimize economic disruption.
8. Restore normal business and management operations.

20171212 Final Draft



LIMITATIONS

The diverse nature of disruptive events makes it likely Lake Whatcom Water & Sewer District cannot handle all potential incidents alone. It is neither implied nor inferred that this plan guarantees a perfect response. No plan can shield individuals from all events. While every reasonable effort will be made to respond to disruptive events, resources and/or systems may be overwhelmed. Some events provide little or no warning to implement operational procedures, and all emergency plans are dependent upon tactical execution that may be imperfect. Lake Whatcom Water & Sewer District may not be able to satisfy all requests during a major event.

LAWS AND AUTHORITIES

This plan is established under the Whatcom County Comprehensive Emergency Management Plan, on-file at Lake Whatcom Water & Sewer District. All Laws and Authorities referenced in that plan are also herein attached by reference.

PLANNING ASSUMPTIONS

- ✓ Essential Lake Whatcom Water & Sewer District services will be maintained as long as possible. Some or all services may be lost in a large scale and/or severe event. If so, Lake Whatcom Water & Sewer District will first seek to maintain important lifelines and serve special populations whose life depends on the provision of these services.
- ✓ A major, widespread catastrophe may isolate Whatcom County and Lake Whatcom Water & Sewer District may need to utilize their own resources during this time.
- ✓ Lake Whatcom Water & Sewer District has limited capabilities to cope with complex disruptive events. Limitations exist primarily in the areas of trained personnel, equipment and emergency funds. Communications systems are particularly vulnerable to damage and /or overload during an emergency.
- ✓ Disruptive events could create significant property damage, injury, death, and disruption of essential services. These situations may also create significant financial, psychological and sociological impacts on Lake Whatcom Water & Sewer District and its employees.
- ✓ Lake Whatcom Water & Sewer District uses the Incident Command System.
- ✓ Lake Whatcom Water & Sewer District supervisors, managers and directors have read and understand the Whatcom County Comprehensive Emergency Management Plan.

EMERGENCY POWERS

DECLARATION OF EMERGENCY

When it is determined an emergency exists in the District that could escalate to a level beyond the capabilities of local resources, the Board of Commissioners shall adopt an appropriate resolution proclaiming a District disaster. The Board of Commissioners shall also request that the County issue a similar proclamation and further request such assistance set forth herein be granted to the District for emergency purposes.



When circumstances require immediate attention, the General Manager may proclaim a disaster if there is not sufficient time for the Board of Commissioners to meet in person or by telephone. When the General Manager declares a disaster, the Board of Commissioners shall meet to affirm or rescind the proclamation as soon as possible.

A copy of the Proclamation of Emergency shall be promptly filed with the Whatcom County Sheriff's Office Division of Emergency Management.

The Proclamation of Emergency shall initiate the activation of the District EOC.

If appropriate, Whatcom County may issue a local Proclamation of Emergency. A local Proclamation of Emergency is the legal instrument that authorizes extraordinary measures to solve disaster-related problems. The County Executive or in his/her absence, the Whatcom County Deputy Executive or in the absence of both, the Executive Pro Tempore of the County Council has the authority to make a Proclamation of Emergency for Whatcom County.

DIRECTION AND CONTROL

Direction and control of emergency management functions for the Lake Whatcom Water & Sewer District is the responsibility of the General Manager.

Direction and control of emergency management functions for Whatcom County government is the responsibility of the County Executive under RCW 38.52.070 (1). The County Executive has delegated that responsibility to the Director of Emergency Management, who is the Whatcom County Sheriff. The Director of Emergency Management is responsible for the direction and control of emergency management activities in the unincorporated areas of Whatcom County Ordinance 89-115. In the Directors absence, or by assignment, the Deputy Director of the Whatcom County Sheriff's Office Division of Emergency Management is responsible for the direction and control of emergency management activities in Whatcom County.

EMERGENCY AUTHORITY

The responsibility for all administration of Lake Whatcom Water & Sewer District emergency operations rests with the General Manager. In the case of absence, the Assistant General Manager of the Lake Whatcom Water & Sewer District serves in this role.

The General Manager or in his/her absence, the Assistant General Manager may promulgate orders and regulations to protect life, and property. These must be in writing and given publicity. The Board of Commissioners must confirm these orders no more than 48 hours after their issuance. During a declared Local Emergency, the County Executive or Whatcom County Sheriff may buy or commandeer supplies and/or equipment immediately required (per RCW 38.52.070).

The responsibility for all administration of Whatcom County emergency operations rests with the Whatcom County Sheriff. In the case of absence, the Deputy Director of the Whatcom County Sheriff's Office Division of Emergency Management serves in this role.



EMERGENCY CONTRACTS

When any emergency shall require the immediate execution of a contract, the General Manager or in his/her absence, the Assistant General Manager, may declare that an emergency exists and waive competitive bidding requirements. In such cases, the Board of Commissioners must make a written finding of the existence of an emergency and enter it into the record no later than two weeks following the award of the contract.

PLAN ACTIVATION

This plan is activated whenever disruptive events occur in which normal operations cannot be performed and immediate action is required to:

1. Eliminate major threats to life and safety.
2. Maintain essential management continuity.
3. Protect critical assets.
4. Protect the environment.
5. Restore essential systems and services.
6. Restore normal business and management operations.

LEVELS OF EMERGENCY

Emergency conditions vary with each incident. As a guide, three levels of emergency are specified, as follows:

1. **Level 1** Disruptive Events are handled within Lake Whatcom Water & Sewer District by "normal" checklists and/or response activities. While there may be some damage and/or interruption, the conditions are localized and Lake Whatcom Water & Sewer District can coordinate and manage the event and site of the event remains open. Implementation of the Whatcom Counties Internal Notification Policy should be considered (see Notifications pages 17-18).
2. **Level 2** Disruptive Events that exceed the capabilities of Lake Whatcom Water & Sewer District to manage the event and causes, or may cause, damage and/or interruption to Lake Whatcom Water & Sewer District operations. Outside resources are needed to stabilize or mitigate the emergency. On-scene command will be established. Activation of the Whatcom County Unified Emergency Coordination Center may, or may not, be needed. Lake Whatcom Water & Sewer District Emergency Notification Policy shall be implemented (see Notifications pages 17-18).
3. **Level 3** – Disruptive Events that exceed the capacity of Lake Whatcom Water & Sewer District to address immediate emergency response. The event may involve a single location or may be wide spread. Lake Whatcom Water & Sewer District may need to be self-sufficient for a period of hours to several days. Lake Whatcom Water & Sewer District Emergency Notification Policy must be implemented (see Notifications pages 17-18).



EMERGENCY OPERATIONS CENTER

The Lake Whatcom Water & Sewer District Maintenance and Operations Building, 1010 Lakeview Street, Bellingham, WA 98226 is the designated as the primary Emergency Operations/Coordination Center for Lake Whatcom Water & Sewer District. The building has sufficient infrastructure to accommodate the data hubs and telecommunications needed in a Coordination Center.

The Lake Whatcom Water & Sewer District Administration Office is the designated alternate Lake Whatcom Water & Sewer District Emergency Operations/Coordination Center.

The other alternate location is the Whatcom Unified Emergency Coordination Center, 3888 Sound Way, Bellingham, WA 98226.

EMERGENCY MANAGEMENT RESPONSIBILITIES

GENERAL RESPONSIBILITIES

Lake Whatcom Water & Sewer District is responsible for the following:

1. Ensuring the safety and protection of staff, customers and contractors (life/safety)
2. Securing Lake Whatcom Water & Sewer District buildings and facilities as appropriate
3. Providing for the continuation of essential departmental services and functions
4. Providing for the identification and preservation of essential department records.
5. Ensuring appropriate notifications are made in accordance with this plan.
6. Providing damage assessments and situation reports.
7. Appointing a liaison to work with Whatcom County Sheriff's Office Division of Emergency Management in the development and maintenance of this plan.
8. Establishing 24-hour departmental contacts.
9. Developing the capability to continue operations in an emergency/disaster and to carry out the responsibilities outlined herein.
10. Developing procedures that address the following:
 - 10.1. The Districts chain of command
 - 10.2. Location of the departmental emergency operations and alternate locations including equipment and supplies
 - 10.3. The resources needed to manage departmental emergency operations
 - 10.4. The information needed to manage District emergency activities and how it will be obtained
 - 10.5. District capabilities and responsibilities
 - 10.6. District resources



10.7. How the District will coordinate with the Whatcom Unified Emergency Coordination Center

10.8. Ensuring that District staff is aware of the contents of this plan.

It is the policy of the Lake Whatcom Water & Sewer District that staff is available for appropriate training and emergency assignments, such as Whatcom Unified Emergency Coordination Center activities, documentation, damage assessment, and liaison with other agencies and organizations. All costs for these activities shall be the responsibility of Lake Whatcom Water & Sewer District.

Lake Whatcom Water & Sewer District has an ongoing responsibility to ensure that this plan, and support for the Whatcom County Comprehensive Emergency Plan, is continually updated and approved during all phases of emergency management.

MITIGATION ACTIVITIES

Mitigation activities are proactive steps aimed at reducing the impact of disruptive events and Lake Whatcom Water & Sewer District will:

- ✓ Review hazards and risk analysis.
- ✓ Develop capabilities and resources to enhance our ability to respond to any disruptive event, whether identified or not in the hazard analysis.
- ✓ Develop contingency plans and suggested operating procedures in support of this plan.
- ✓ Coordinate with other local, county, state, and federal agencies to ensure cohesive working relationships and compatible plans are in place.
- ✓ Conduct mitigation activities to protect Lake Whatcom Water & Sewer District supplies, services, and property.
- ✓ Participate in public education to enhance citizen and business survivability.
- ✓ Undertake an annual review of local hazards and vulnerabilities as well as its own vulnerabilities that may affect normal operations, and include mitigation activities that address those concerns.
- ✓ Develop plans for the continuation of essential departmental services and functions during and after a disaster;
- ✓ Develop employee/family support programs
- ✓ Provide for the identification and preservation of essential department records;
- ✓ Appoint a liaison to work with the Whatcom County Sheriff's Office Division of Emergency Management in the development and maintenance of this plan and procedures;



PREPAREDNESS ACTIVITIES

Preparedness activities are designed to prepare Lake Whatcom Water & Sewer District facilities, and Lake Whatcom Water & Sewer District employees, for emergency situations and Lake Whatcom Water & Sewer District will:

- ✓ Conduct training activities within Lake Whatcom Water & Sewer District and with other agencies.
- ✓ Provide timely input to the budget process on an annual basis for emergency management needs.
- ✓ Establish a policy for 24-hour contact to activate department responsibilities;
- ✓ Conduct public education.
- ✓ Develop guidelines and policies addressing the following:
 - Lake Whatcom Water & Sewer District internal chain of command
 - Where Lake Whatcom Water & Sewer District emergency operations will occur
 - Resources needed to manage Lake Whatcom Water & Sewer District operations
 - Information needs for Lake Whatcom Water & Sewer District to manage operations
 - Lake Whatcom Water & Sewer District resources, capabilities and responsibilities
 - Interdepartmental and external coordination processes
 - Training on this plan.
- ✓ Actively participate in drills and exercises.

RESPONSE ACTIVITIES

Response activities are emergency operations undertaken during the acute phase of a disaster and Lake Whatcom Water & Sewer District will:

- ✓ Initiate actions necessary to preserve life and property and the environment, utilizing available resources.
- ✓ Make appropriate notifications and initiate actions to place emergency plans into effect.
- ✓ Provide staff at the Whatcom Unified Emergency Coordination Center if requested.
- ✓ Disseminate emergency information as appropriate.
- ✓ Provide Situational Awareness.
- ✓ Execute response functions, and coordinate response and support functions with outside agencies and volunteer organizations.
- ✓ Coordinate internal operations, logistics, planning and finance functions.
- ✓ Compile event status information and provide timely reports.
- ✓ Prepare and maintain detailed documentation of events and activities.



- ✓ Provide public information and additional warnings as appropriate.
- ✓ Supports the preparation of a Proclamation of Emergency, when necessary
- ✓ Makes decisions regarding priorities and disaster response policy, when required
- ✓ Issue appropriate policies, orders and declarations, as necessary
- ✓ Request local, State and Federal disaster assistance through the Whatcom County Sheriff's Office Division of Emergency Management

RECOVERY ACTIVITIES

Recovery activities are undertaken to assist in regaining a level of societal, governmental and commercial activity that existed before an emergency and Lake Whatcom Water & Sewer District will:

- ✓ Execute damage assessment functions and assess community needs.
- ✓ Prioritize recovery projects and assign functions accordingly.
- ✓ Coordinate recovery efforts and logistical needs with other agencies and organizations.
- ✓ Prepare documentation of events, including logs, analyses and estimated recovery costs.
- ✓ Incorporating Whatcom County short term and long-term community plans into recovery and reconstruction activities.

PREVENTION AND PROTECTION ACTIVITIES

Prevention and Protection activities are those capabilities necessary to avoid, prevent, or stop threatened or actual acts of terrorism, man-made or natural disasters Lake Whatcom Water & Sewer District will:

- ✓ Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.
- ✓ Assist in understanding ways to identify threats and/or hazards and how to report such activity to appropriate agencies.
- ✓ Establish and maintain partnerships among Protection elements to support networking, planning, and coordination.
- ✓ Help to ensure critical infrastructure sectors and Protection elements have and maintain risk assessment processes to identify and prioritize assets, systems, networks, and functions.

EVACUATION RESPONSIBILITIES

Authorization to conduct an emergency evacuation may be given by Lake Whatcom Water & Sewer District if an immediate evacuation is necessary to protect citizens and avoid loss of life.



There is no law requiring a citizen to evacuate their home.

Evacuation routes will be selected to provide for rapid, safe, and controlled movement away from the hazard area.

DAMAGE ASSESSMENT RESPONSIBILITIES

Damage assessment activities will be conducted following any event where disaster intelligence and damage assessment information is needed. Initial Damage Assessment Survey information will be forwarded to the Whatcom County Sheriff's Office Division of Emergency Management or the Whatcom Unified Emergency Coordination Center in a timely manner.

INITIAL DAMAGE ASSESSMENT

Initial damage assessment will begin during or immediately following the disaster event and continue until a picture of the types and magnitude of damage throughout the District. Information gathered in the initial damage assessment will be used to determine critical facility and transportation route status, prioritize initial response activities, and determine the immediate need for outside assistance.

Initial damage assessment survey activities must be promptly carried out to provide the Whatcom County Sheriff's Office Division of Emergency Management or if activated, the Whatcom Unified Emergency Coordination Center with disaster situation information. The goals of conducting an initial damage assessment survey are to determine:

- ✓ Boundaries of the disaster area and identify the jurisdictions impacted.
- ✓ Status of operating facilities and critical facilities.
- ✓ Status of key personnel.
- ✓ Hazard-specific information and access points to the disaster.
- ✓ Priorities for response and resource shortfalls.
- ✓ Report on bridge and road impacts.

The overall goal of the initial or urgent damage assessment process is to develop disaster intelligence that will allow the governments of Whatcom County and the incorporated municipalities located within the county to respond in an organized and coordinated manner to:

- ✓ Save and protect the greatest number of people at risk.
- ✓ Protect private property as much as possible.
- ✓ Protect critical facilities and vital infrastructure.
- ✓ Minimize environmental damage.

Lake Whatcom Water & Sewer District has a responsibility to quickly assess the event's impacts on personnel, facilities, and capabilities and to use field resources to collect more general information about the impacts on the community.

Initial reports should contain:



- ✓ Location,
- ✓ Type of damage
- ✓ Magnitude of damage
- ✓ Whether personal injury or death is involved
- ✓ Whether immediate assistance is needed to save lives.

Initial damage assessment reports will be made to the Whatcom County Sheriff's Office Division of Emergency Management.

The Whatcom County Sheriff's Office Division of Emergency Management will analyze the information received, develop countywide response priorities, and coordinate resources accordingly.

DETAILED DAMAGE ASSESSMENT

Lake Whatcom Water & Sewer District will need to establish procedures and checklists and train staff based upon their individual area of responsibility to complete damage assessment activities and provide timely reports in pre-determined format to the Whatcom County Sheriff's Office Division of Emergency Management. These include:

- ✓ Developing procedures to utilize available personnel to evaluate event impacts, and communicate damage assessment information from the field.
- ✓ Coordinating the sectoring and reporting process with other county departments.
- ✓ Coordinating the damage assessment information collection/reporting process with other county departments/offices and the Whatcom County Sheriff's Office Division of Emergency Management or, if activated, the Whatcom Unified Emergency Coordination Center.
- ✓ Relaying damage assessment reports to the Whatcom County Sheriff's Office Division of Emergency Management or, if activated, the Whatcom Unified Emergency Coordination Center.

PUBLIC WORKS AND ENGINEERING RESPONSIBILITIES

Lake Whatcom Water & Sewer District will provide for the coordination of public works and engineering support to assist the District in meeting its needs related to response and recovery including provision for the demolition of unsafe structures, debris and wreckage clearance, temporary repair of essential facilities, and the inspection of facilities for structural condition and safety.

1. Emergency restoration of critical public facilities including water and sewer facilities.
2. If needed, the Lake Whatcom Water & Sewer District Director, or designee, shall coordinate with the Whatcom County Health Department to provide testing of public water systems and supplies to insure potability.



3. Develop and establish Policies and Standard Operating Guidelines and train staff for disaster operations and update as necessary.
4. Provide notification to the Whatcom County Sheriff's Office Division of Emergency Management or, if activated, the Whatcom Unified Emergency Coordination Center representatives regarding the operational status of water and sewer facilities.

EMERGENCY MANAGEMENT RESPONSIBILITIES

Emergency expenditures are not normally integrated into the budgeting process of local governments. Nevertheless, Lake Whatcom Water & Sewer District recognize that when a disaster event occurs the department may be required to expend unbudgeted funds to respond to and recover from such events.

In order to minimize the impacts of the disaster as well as maximize the potential for federal reimbursement of disaster expenses, Lake Whatcom Water & Sewer District will make a sincere effort to follow jurisdictional procurement procedures and will adhere to procurement standards in the Federal Regulations (44 CFR 13.36).

Lake Whatcom Water & Sewer District will:

1. Creates an On-Call Small Works Roster to assist in obtaining required materials, supplies, and services during a declared emergency by the Whatcom County Executive.
2. Pre-screens vendors who are not on the On-Call Small Works Roster to help insure proper licenses, Unified Business Identifier Numbers, insurance coverage, and other required documents.
3. Assign personnel to be responsible for documentation of disaster activities and costs and to utilize effective administrative methods to keep accurate detailed records distinguishing disaster operational activities and expenditures from day to day activities and expenditures.
4. If needed, provide staff in the Whatcom Unified Emergency Coordination Center to provide incident management capabilities in support of disaster response and recovery activities.
5. If needed, help in declaring an emergency.
6. If needed, request additional resources via mutual-aid agreements and/or through normal emergency management channels.
7. If needed, provide staff/services to support activation of the Whatcom Unified Emergency Coordination Center and otherwise assist in emergency/disaster response and recovery activities.
8. Maintain accurate expense records.
9. Ensure public information, and other incident related information functions remain in place for as long as needed during the recovery phase.
10. Conduct public damage assessment.
11. Request public assistance available under the Stafford Act.



12. Coordinate repairs and/or replacement of damaged facilities and/or equipment.
13. Demobilize resources and return to normal activities.

LOGISTICS MANAGEMENT AND RESOURCE SUPPORT RESPONSIBILITIES

Lake Whatcom Water and Sewer District:

1. Expend available resources prior to seeking resource assistance through the Whatcom County Sheriff's Office Division of Emergency Management.
2. Equipment, supplies, and personnel needed should be sought from other Whatcom County departments/offices, municipal agencies, and other local sources first.
3. Resource needs beyond the capacity of Lake Whatcom Water & Sewer District will be requested from the State Emergency Operations Center by the Whatcom County Sheriff's Office Division of Emergency Management.
4. Track resources assigned to the incident and the status of these resources.
5. Responsible for developing and maintaining lists of equipment and service providers necessary to support department/office responsibilities and functions during disaster operations.
6. Will follow jurisdictional procurement procedures and adhere to procurement standards in the Federal Regulations (44 CFR 13.36).
7. Coordinate all requests for outside resources as well as the allocation and distribution of these resources through the Whatcom County Sheriff's Office Division of Emergency Management or, if activated, the Whatcom Unified Emergency Coordination Center.
8. Track resources assigned to the incident and the status of these resources. Lake Whatcom Water & Sewer District will determine if resources should be re-assigned or demobilized.
9. Identify and secure appropriate resources to meet anticipated emergency/disaster operational requirements and maintain agency resource contact lists.
10. As applicable, provide resources, transportation, facilities and services in response to requests for resources from the Whatcom Unified Emergency Coordination Center.
11. Request outside resources through the Whatcom Unified Emergency Coordination Center.
12. Develop procedures for emergency procurement of supplies and services and coordinate these activities with the Whatcom County Sheriff's Office Division of Emergency Management.

ENERGY RESPONSIBILITIES

Lake Whatcom Water & Sewer District will advise energy providers of essential services required for emergency operations for the health and safety of the population.



LONG-TERM RECOVERY RESPONSIBILITIES

The Whatcom County Sheriff's Office Division of Emergency Management or, if activated, the Whatcom Unified Emergency Coordination Center will coordinate county wide recovery and restoration activities.

1. Lake Whatcom Water & Sewer District is responsible for preparing work contracts, and for the collection and documentation of all costs associated with disaster response and recovery activities.
2. Costs to repair public damage will be the responsibility of Lake Whatcom Water & Sewer District. If available, reimbursement will be provided through state and federal programs.
3. Recovery from smaller disruptive events will be coordinated by Lake Whatcom Water & Sewer District with assistance provided by Whatcom County Sheriff's Office Division of Emergency Management.
4. Lake Whatcom Water & Sewer District will provide the Whatcom County Sheriff's Office Division of Emergency Management public damage assessment information.
5. Provide technical assistance and advice on recovery and mitigation activities, as appropriate.
6. Lake Whatcom Water & Sewer District will coordinate public information and assistance activities with the Whatcom County Sheriff's Office Division of Emergency Management.

PUBLIC INFORMATION AND EXTERNAL AFFAIRS RESPONSIBILITIES

To provide for the effective development, coordination, and dissemination of information to the public in case of natural, human-caused, or technological emergencies or disasters. The functions of emergency public information include the dissemination of accurate and timely information which: promotes personal safety and survival, offers advice on protection of private property, provides accurate information on the actions of government and expected role of citizens, neutralizes rumors, and outlines assistance programs offered by local, state, federal, and volunteer agencies.

1. The Lake Whatcom Water & Sewer District Public Information Officer will be pre-selected by the Lake Whatcom Water & Sewer District General Manager based on their ability to write media releases, speak effectively, understand media procedures, and evaluate emergency situations.
2. The Public Information Officer will manage the Lake Whatcom Water & Sewer District public information response through all phases of natural, human-caused, or technological events in collaboration with the Whatcom County Sheriff's Office Division of Emergency Management as appropriate for Lake Whatcom Water & Sewer District activities.
3. Upon activation of the Whatcom Unified Emergency Coordination Center, all public information disseminated to the news media and citizens will be coordinated with the Whatcom Unified Emergency Coordination Center to ensure release of compatible and accurate information.



4. If a Joint Information Center is established, all public information disseminated to the news media and citizens by municipal Public Information Officer's will be coordinated with the Joint Information Center to ensure release of compatible and accurate information.
5. Upon request, the Whatcom County Sheriff's Office Whatcom County Sheriff's Office Division of Emergency Management will support Public Information Officer functions.
6. The Whatcom County Sheriff's Office Division of Emergency Management will request additional Public Information Officer personnel through normal emergency management channels to be assigned and to support Lake Whatcom Water & Sewer District if requested by Lake Whatcom Water & Sewer District.
7. Depending upon the nature and/or severity of the event, it may be necessary to coordinate emergency public information with neighboring counties and the Washington State Emergency Information Center.

EMPLOYEE RESPONSIBILITIES

Lake Whatcom Water & Sewer District has employees whose regular duties and training give them obvious roles in emergency response, and employees whose regular duties and training do not lend themselves to specific roles during emergencies. Both types of employees may be required to assist emergency response efforts. In general, employees who are directed to participate in emergency response activities will report to their respective departments to receive instruction, unless alternate arrangements have been made by the department in its planned emergency procedures. In an emergency, Lake Whatcom Water & Sewer District will determine the number of employees required for response activities and communicate that information to employees by whatever means necessary.

In general, employees will continue to work in their normal jobs and with their regular supervisors during emergency response efforts. However, depending on circumstances, they may be directed to undertake duties outside their normal responsibilities. Such direction will be given either directly, or through an employee's acting supervisor.

When an emergency or disaster occurs, Lake Whatcom Water & Sewer District who are directed to report for emergency duties will report to their normal assigned work location for assignment to duty by supervisors. Lake Whatcom Water & Sewer District employees should also be familiar with individual Department Plans.

During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments in order to provide support services during and immediately after a disaster. Depending on how geographically widespread the emergency is and travel impediments, there may be alternative assignments of personnel between jurisdictions, more proximate to the employees' residences.

During the work on any major emergency, coordination of the deployment, work and care of emergency workers, whether staff or volunteer, is essential to avoid chaos and to use staffing wisely.



Emergency workers, whether “emergency responders” or other personnel, need to have the assurance that their families are safe and able to cope with the emergency without them.

The emergency may require employees to work extraordinary hours. They may be unprepared to remain at work for such extended periods of time. They may not be able to return home for several days. They may be concerned about the welfare of their families. They may have a need for rest, as well as adequate food and clothing to work the emergency. Some may have medical needs, e.g., insulin dependent individuals. Some may have spiritual needs if the emergency results in significant injury to citizens, fellow workers or family members.

Employees may have child care needs; day care for emergency worker’s children must be considered.

Lake Whatcom Water & Sewer District will use available personnel for field operations or management, in this order:

- ✓ Lake Whatcom Water & Sewer District employees
- ✓ Skilled individuals from other agencies, organizations, and businesses
- ✓ Volunteers
- ✓ The State will indemnify Lake Whatcom Water & Sewer District employees acting as emergency workers for acts done in good faith compliance, except for willful misconduct, gross negligence or bad faith (per RCW 38.52.195).

MUTUAL AID AGREEMENTS

Lake Whatcom Water & Sewer District resources may be stretched to exhaustion during an emergency. Mutual Aid may be requested and employed by Lake Whatcom Water & Sewer District when local resources have been or are about to be depleted. Generally, Mutual Aid starts locally and ascends in the following manner:

- ✓ Other local cities and municipal corporations (such as fire districts, water districts, sewer districts, public utility districts).
- ✓ Whatcom County and the City of Bellingham operate under a formal Mutual Aid Agreement Between Bellingham and Whatcom County.
- ✓ State of Washington.
- ✓ Federal: coordinated through the Washington Military Department’s Emergency Management Division.



REPORTING AND NOTIFICATIONS

It is the policy of the Lake Whatcom Water & Sewer District that upon the discovery of emergency, employees of Lake Whatcom Water & Sewer District shall take immediate actions to mitigate or stabilize the emergency. This would include but is not limited to rendering first aid and/or calling 911.

INTERNAL REPORTING AND NOTIFICATION

1. Employees of Lake Whatcom Water & Sewer District must directly notify their immediate supervisor or manager.
2. The supervisor or manager will report the emergency to the Engineering Manager. To allow the supervisor or manager the ability to rapidly engage the problem operationally, engineering will notify:
 - 2.1. The Whatcom County Sheriff's Office Division of Emergency Management Deputy Director;
 - 2.2. The Whatcom County Sheriff's Office Division of Emergency Management Deputy Director will notify the Whatcom County Sheriff;
 - 2.3. The Whatcom County Sheriff or designee will notify and update the County Executive.

In the event that an employee's immediate supervisor or manager is not available, notification will be made to the next highest level in the Chain of Command (e.g. in the absence of a supervisor, the employee would make notification to the department head.) If the department head were also unavailable, notification would be made directly to the Whatcom County Sheriff's Office Division of Emergency Management Deputy Director. In his/her absence, notification would be made to the Whatcom County Sheriff or Undersheriff. Leaving a voice-mail does not constitute an acceptable notification, but a voice mail should be left and the next person on the list must be called.

The supervisor/manager or their designees must ensure that additional notifications are made in accordance with any site or incident specific plans or regulatory requirements.

As soon as possible after emergency notifications have been made, the employee in charge is to complete an Activity Log (ICS 214). Incident Reports involving injury to non-employees or property damage shall be forwarded to Whatcom County Human Resources (Attn: Risk Management) for purposes of processing insurance claims. Incident Reports involving injury to employees shall also be forwarded to Whatcom County Human Resources (Attn: Risk Management), along with the employee originated (supervisor if employee is unavailable) accident/illness report within 24 hours.

EXTERNAL REPORTING AND NOTIFICATION

1. **Level 1 Disruptive Events**

20171212 Final Draft



1.1. Notification to the Whatcom County Sheriff's Office Division of Emergency Management should be made within three (3) days of the disruptive event via email to wcsodem@co.whatcom.wa.us. It is recommended that this notification use an ICS 213 form.

2. Level 2 Disruptive Events

2.1. Notification to the Whatcom County Sheriff's Office Division of Emergency Management should be made by requesting contact from the Whatcom Unified Emergency Coordination Center Duty Officer by contacting Prospect or WhatComm.

2.2. The Whatcom Unified Emergency Coordination Center Duty Officer will, depending upon the disruptive event, make further notifications and arrange for appropriate response to support the requesting agency.

3. Level 3 – Disruptive Events

3.1. Notification to the Whatcom County Sheriff's Office Division of Emergency Management should be made by requesting contact from the Whatcom Unified Emergency Coordination Center Duty Officer by contacting Prospect or WhatComm.

3.2. The Whatcom Unified Emergency Coordination Center Duty Officer will, depending upon the disruptive event, make further notifications and arrange for appropriate response to support the requesting agency to include activation of the Whatcom Unified Emergency Coordination Center if appropriate.

3.3. The Whatcom County Sheriff's Office Division of Emergency Management will undertake notification of Whatcom County Government and other external agencies.



ANNEX 1 – SEVERE WINTER WEATHER STORM PLAN

The Lake Whatcom Water & Sewer District Department has a severe winter weather storm plan on file, which includes a Standard Operating Guide.

20171212 Final Draft



ANNEX 2 – EARTHQUAKE RESPONSE PLAN

The Lake Whatcom Water & Sewer District Department has a comprehensive Earthquake plan on file, which includes a Standard Operating Guides.

20171212 Final Draft



ANNEX 6 – VOLCANIC RESPONSE PLAN

The Lake Whatcom Water & Sewer District Department has a comprehensive Mt. Baker Volcano plan on file, which includes a Standard Operating Guides.

20171212 Final Draft



ANNEX 8 – CONTINUITY OF OPERATIONS PLAN

The Lake Whatcom Water & Sewer District Department has a comprehensive Continuity of Operations plan on file, which includes a Standard Operating Guides.

20171212 Final Draft



ANNEX 09 – HAZARDOUS MATERIALS PLAN

The Lake Whatcom Water & Sewer District Department has a comprehensive Hazardous Materials plan on file, which includes a Standard Operating Guides.

20171212 Final Draft



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 19, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	December 27, 2017		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Re-Elected Commissioner Oath of Office		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	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

Finance Manager Debi Denton will give the Oath of Office to re-elected Commissioners as follows:

Position #2 Commissioner Todd Citron
Position #4 Commissioner Curtis J. Casey
Position #5 Commissioner John Carter

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

None

PROPOSED MOTION

None

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



Debbie Adelstein
County Auditor

Diana Bradrick
Chief Deputy Auditor

November 29, 2017

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

Dear Lyn Edwards,

Enclosed are the Oaths of Office for the winning candidates of your district. **All officials must take an Oath prior to commencing the duties of the office (RCW 29A.04.133).**

Winning candidates may take an Oath of Office in one of the following ways:

1. At the *last* regular meeting of the governing body before the winner assumes office.
2. At the governing body's *first* meeting of the New Year. The swearing in should be the first item on the agenda and the oaths need to be taken *before* transacting business at that meeting.
3. Before a Notary Public **no sooner** than 10 days before the term of office begins.
4. At the Election Division of the Auditor's Office **no sooner** than 10 days before the term of office begins.

Please return the completed Oaths of Office to the Auditor's Office to be recorded. The originals will be mailed back to you.

If you have any questions, please do not hesitate to give me a call at 778-5105.

Sincerely,

Debbie Adelstein
County Auditor

Enclosures

Licensing
Licensing@co.whatcom.wa.us
360-778-5100

Recording
Recording@co.whatcom.wa.us
360-778-5100

Elections
Elections@co.whatcom.wa.us
360-778-5102

Administration
Auditor@co.whatcom.wa.us
360-778-5105

We gladly accept
relay calls.

Return Completed Oath for Recording To:
DEBBIE ADELSTEIN
Whatcom County Auditor's Office
311 Grand Avenue, Suite 103
Bellingham, Washington 98225



Oath of Office

I, Todd Citron, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Washington, and that I will faithfully and impartially perform and discharge the duties of the office of

**Lake Whatcom Water and Sewer District
Commissioner District 2**

Title of Elected Official

in and for the County of Whatcom, State of Washington, according to law and to the best of my ability.

Elected Official

Subscribed and sworn to before me this _____ day of _____, 201__.

Notary Public

OR

Authorized Official **and** Title

Return Completed Oath for Recording To:
DEBBIE ADELSTEIN
Whatcom County Auditor's Office
311 Grand Avenue, Suite 103
Bellingham, Washington 98225



Oath of Office

I, Curtis Casey, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Washington, and that I will faithfully and impartially perform and discharge the duties of the office of

Lake Whatcom Water and Sewer District
Commissioner District 4

Title of Elected Official

in and for the County of Whatcom, State of Washington, according to law and to the best of my ability.

Elected Official

Subscribed and sworn to before me this _____ day of _____, 201____..

Notary Public

OR

Authorized Official *and* Title

Return Completed Oath for Recording To:

DEBBIE ADELSTEIN

Whatcom County Auditor's Office

311 Grand Avenue, Suite 103

Bellingham, Washington 98225



Oath of Office

I, John Carter, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Washington, and that I will faithfully and impartially perform and discharge the duties of the office of

Lake Whatcom Water and Sewer District
Commissioner District 5

Title of Elected Official

in and for the County of Whatcom, State of Washington, according to law and to the best of my ability.

Elected Official

Subscribed and sworn to before me this _____ day of _____, 201__..

Notary Public

OR

Authorized Official **and** Title



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 19, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	December 27, 2017		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Review of Engineering Consultant Fees for 2018		
LIST DOCUMENTS PROVIDED ⇒	1. Letter from Wilson Engineering dated 12/12/2017		
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 OF IMPACT

Each year the Board reviews the proposed fees for the District's engineering consultant. Per the terms of their contract they are permitted to appropriately increase their fees to reflect the cost of services. This increase was contemplated when the budget was developed and is built into the 2018 Budget. Wilson Engineering's General Engineering Services Contract expires on July 31, 2021. See the attached letter for a detailed list of proposed charges.

FISCAL IMPACT

See list of proposed fees, attached

RECOMMENDED BOARD ACTION

Review and discuss the consultant's proposed fees for 2018.

PROPOSED MOTION

To approve Wilson Engineering's proposed fees for general engineering services in 2018.

December 12, 2017

Patrick Sorensen, General Manager
Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

Re: On-Call Engineering Services Contract
Rate Increase Request for 2018

Dear Patrick:

Wilson Engineering, LLC respectfully submits the following rate increase request in accordance with Section 7.4 of the On-Call Engineering Services Contract. The proposed rates for 2018 are presented in the attached 2018 Rate Schedule.

We are also providing a revised list of Key Personnel per Section 2.2 D. There have been a few changes since we last provided the District with a list of our personnel. We have added two entry level engineers and a second structural engineer, John Wilson (no relation).

These new rates represent a modest increase of about 1-2% over the previous year, with the standard survey crew rates remaining the same. The weighted average increase was 1.3%.

We very much enjoy working with the District Board and staff and value our long-term relationship. We look forward to continuing to serve the District with its future engineering needs.

If you have any questions or require any additional information, please don't hesitate to call.

Very Truly Yours,

WILSON ENGINEERING, LLC



Andrew Law, PE
Managing Principal



Melanie Mankamy, PE
Principal

Encl. 2018 rates
2018 Staff List

cc: Bill Hunter, PE, Assistant General Manager / District Engineer

KEY PERSONNEL LIST
Lake Whatcom Water and Sewer District
General Engineering Services

CIVIL ENGINEERING

Andrew Law, P.E.	Managing Member, Principal Engineer
Elizabeth Sterling, P.E.	Senior Project Engineer
Melanie Mankamy, P.E.	Senior Project Engineer
Jeff Christener, P.E.	Senior Project Engineer
Michael Matthes, P.E.	Senior Project Engineer
Danielle Johnston, P.E.	Senior Project Engineer
Curt Schoenfelder, P.E.	Project Engineer
Rhett Winter, P.E.	Project Engineer
Scott Wilson, P.E.	Project Engineer
Jenifer Ramsey, P.E.	Project Engineer
Brian Smith, P.E.	Project Engineer
Ryan Griggs, E.I.T.	Engineer II
Abhinav Jain, E.I.T.	Engineer I
Julia Rice	Engineer I
Jeffery G. Smith	Senior CAD Design Tech /Inspector
Ria Nickerson	Senior CAD Design Tech /Inspector /Survey Tech
Joseph Ford	Senior CAD Design Technician /Inspector
Cheri Pendarvis	CAD Design Technician
Anthony Cavender	Permit Technician

STRUCTURAL ENGINEERING

Charles Waugh, P.E., S.E.	Senior Project Engineer
John Wilson, P.E., P. Eng.	Senior Project Engineer

LAND AND HYDROGRAPHIC SURVEY

J. Thomas Brewster, PLS, CFM	Manager, Survey Department, Professional Land Surveyor
Paul Darrow, PLS	Crew Chief / Professional Land Surveyor
Bruce Raper	Senior Survey Technician
Alan Mooers, LSIT	Senior Survey Technician
Colette McNabb	Senior Survey Technician
Alger Beal	Senior Survey Technician
Colin Hopps	Survey Technician / Inspector

Administrative Staff

Diana McLean	Bookkeeper
Janice Clayton	Clerical

WILSON ENGINEERING LLC BILLING RATES

Billing rates for work performed January 1 - December 31, 2018:

Principal Engineer	\$168
Senior Project Engineer	\$152
Project Engineer	\$138
Engineer II	\$122
Engineer I (EIT)	\$112
Environmental Specialist	\$86
Senior CAD Design Technician	\$96
CAD Design Technician	\$82
Inspector	\$86
Clerical	\$70
Senior Professional Land Surveyor	\$150
Hydrographer	\$160
Professional Land Surveyor	\$142
Senior Survey Technician	\$110
Survey Technician	\$86
1-Person Survey Crew*	\$130
2-Person Survey Crew*	\$190
3-Person Survey Crew*	\$240
3-D Scanning Survey Crew	\$245
Hydrographic Survey Crew	\$285

* Rates may be adjusted when prevailing wage rates apply

Sub-consultants – reimbursed at cost plus 8%

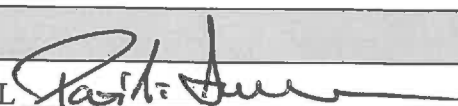
Reimbursable direct expenses – reimbursed at cost plus 8% - include (but are not limited to) the following:

- Project application fees and project permit fees
- Publication of notices
- Reproduction of drawings and construction documents
- Postage and shipping
- Direct expenses for travel, meals and lodging outside of Whatcom and Skagit Counties
- Mileage at project-current IRS mileage rate
- Specialized Equipment Rental, at rental rate



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 19, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL 		
MEETING AGENDA DATE:	December 27, 2017		
AGENDA ITEM NUMBER:	5.E.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. December 2017 Summary of Existing District Projects		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Staff presentation of Summary of Existing District Projects and priorities.

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Review and discuss

PROPOSED MOTION

Not applicable at this time.



Lake Whatcom Water & Sewer District Summary of Existing District Projects

Prepared for the December 27, 2017 Board Meeting
Data Compiled 12/19/17 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	15	0	0	0
Pre-paid Connection Certificates & Expired Permits	11	0	5	0
Water Availabilities (trailing 12 months)	46	0	0	0
Subtotal - Commitments not yet connected	72	0	5	0
Available ERUs	44	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
C1612	Cedar Hills Water Main Relocation
C1613	North Shore Water System Consolidation
C1701	Purchase New Tool Truck
C1702	Office Staff Vehicle
C1706	Strawberry Canyon Stationary Generator
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
C1719	Flat Car Bypass Piping Lake Louise Rd Interceptor Emergency Shutdown

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	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	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	1	0	1	1
• Significant injury or illness diagnosed by a licensed health care professional				
• Days away from work (off work)				
• Restricted work or job transfer				
Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)	13	0	0	
Total Number of Days Away from Work (at home, in hospital, not at work)	4	0	0	
Near Misses	1			

Developer Extension Agreements
None currently active

Capital Improvement Projects

Staff Report

12/18/2017

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.
- 11/28/2017 District issued Determination of Nonsignificance as part of SEPA process. Sent DNS to entities on SEPA Distribution List.
- 11/29/2017 Board to review and comment on draft water comp plan. Meeting was advertised as the public hearing for the water system comprehensive plan update.
- 12/1/2017 Determination of Nonsignificance was published in the Bellingham Herald as part of the SEPA process.

12/13/2017 Board adopted water comp plan update. Plan will be routed to multiple agencies for review and approval.

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. Original project scope complete.
- 12/18/2017 Additional scope of work was authorized for Herrera to develop a phosphorus loading analysis. Rob updated Board on progress at 12/13/2017 board meeting. The goal is to estimate the \$/pound of phosphorus removed if septic systems were served by public sewer. District is planning to present report and loading analysis to Lake Whatcom policy group in February 2018.

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 wet 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.
- 12/6/2017 District received Wetland Delineation Report, HDD Design Report, and Design Report from BHC. Staff is reviewing and coordinating with consultant.

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.
- 12/18/2017 Still waiting for delivery of vehicle.

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.
- 12/13/2017 Project kickoff meeting held with consultant. District delivered new backup server to 3d for configuration. New host server to arrive soon and will be configured by 3d. New hardware will be placed into service over the next few weeks.

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.
- 12/13/2017 Neighbors had discussion with Board regarding placement of generator and control panels for the Geneva Sewer Pump Station. Staff will explore the possibility of locating the Generator on the east side of the right-of-way. RH2 and staff will contact County and east neighbor to get their input. Staff will keep Board informed with progress to address neighbor's concerns.

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.

05 Design

12/18/2017 RH2 is working on detailed plans, specifications, and estimates.

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.
- 12/18/2017 16 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.

C1801 Shake Alert Pilot Program

Integrate ShakeAlert earthquake early warning signal into SCADA system that will automatically close valve on new Division 22 Reservoir No. 2 and activate audible alarms at the Administrative Building, Shop, and Sudden Valley Water Treatment Plant.

C1802 Lakewood Sewer Pump Station Improvements

Replace/renew existing pump station that was installed in 1974. Access and access easements to the pump station will need to be addressed as part of this project.

C1803 Camp Firwood Stationary Generator

Recent severe snow/ice/wind weather events have made the process of getting a portable generator to the station difficult. The access road is a long steep gravel road that can have deep snow, ice, and downed trees blocking access. This project includes installing a stationary generator at this site. Easements, permitting, and coordinating with the the Firs on an site design will take time which is Phase 1 schedule to begin 2018 with actual installation planned for 2019.

C1804 SVWTP Turbidimeters and Chlorine Analyzers

Replace 6 turbidimeters and 2 chlorine analyzers at the Sudden Valley Water Treatment Plant.

C1805 Water Meter Registers

Replace remaining 1582 1st generation radio read meter registers still in service that had a design life of 10-years. New generation registers have a design life of 20-years.

C1806 Reservoir Inspection and Maintenance

Visually inspect and clean the inside of all District reservoirs. Also perform minor maintenance and repairs found during inspection.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 19, 2017		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Pat Sorensen</i>		
MEETING AGENDA DATE:	December 27, 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

December 27, 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, January 10, 2018** at 6:30 p.m.
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, January 11, 2018 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 **January 11, 2018 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 **January 9, 2018 at 6:15 p.m.**
- **Whatcom Water District's Caucus Meeting:** The Caucus meeting is set for **January 17, 2018 at 1:00 p.m.** in the Board Room.

Other:

- **Committee Meeting Reports as Needed:** This is a place holder for Board and staff members to report on recent committee meetings, such as the Lake Whatcom Policy Group, since the last Board Meeting.
- **Upcoming Important Agenda Topics:**
 - The annual Commissioners work shop is going to be held on Saturday, January 27, 2018 in Tukwila (near I-5 & 405 merge) by South Center. This starts in the morning and goes into the mid-afternoon. So far I am aware that Commissioners Carter &

Weide will be attending. Commissioner Ford has also expressed an interest in attending. I will also be there. It will be at the Embassy Suites. I recommend that you spend Friday night down there. A block of rooms is set aside and Rachael can make your accommodations.

- Our annual employee appreciation/State of the District dinner with Commissioners & staff is going to be held on Friday, January 26, 2018. The event starts at 5:30 p.m. with dinner being served at 6:00 p.m. The location has not yet been fully finalized, but information will be out soon.

RatingsDirect®

Summary:

Lake Whatcom Water & Sewer District, Washington; Water/Sewer

Primary Credit Analyst:

Alexandra Rozgonyi, Centennial (1) 303-721-4824; alexandra.rozgonyi@spglobal.com

Secondary Contact:

Chloe S Weil, San Francisco (1) 415-371-5026; chloe.weil@spglobal.com

Table Of Contents

Rationale

Outlook

Summary:

Lake Whatcom Water & Sewer District, Washington; Water/Sewer

Credit Profile

Lake Whatcom Wtr & Swr Dist wtr & swr

Long Term Rating

AA-/Stable

Affirmed

Rationale

S&P Global Ratings affirmed its 'AA-' long-term rating and underlying rating (SPUR) on Lake Whatcom Water and Sewer District, Wash.'s outstanding water and sewer revenue bonds. The ratings reflect, in our opinion, the combination of a very strong enterprise risk profile and a very strong financial risk profile. The outlook is stable.

The enterprise risk profile reflects our view of the district's:

- Service area participation in the Bellingham metropolitan statistical area (MSA);
- Affordable service rates in the context of the service area's strong income levels;
- Very low industry risk as a monopolistic service provider of an essential public utility; and
- Good operational management practices and policies.

The financial risk profile reflects our view of the district's:

- Very strong all-in coverage at above 2.0x during the past four fiscal years, which we expect will continue given water and sewer rate increases through 2019 and management's continual review of the system's financials and rate study projections;
- Strong liquidity, with about \$2.5 million of cash for fiscal 2016, equivalent to about 228 days of operating expenses;
- Manageable capital improvement plan (CIP); and
- Good financial management represented by formalized practices and policies.

We consider the bond provisions credit neutral. The bonds are secured by net revenues of the district's water and sewer systems, as well as any parity utility local improvement district (ULID) assessments, should a ULID be formed in the future. The district has about \$9.8 million of debt outstanding, which consists of the series 2009 and 2016 revenue bonds, a 2002 loan, and a Drinking Water State Revolving Fund loan. The loans account for about 33% of the district's debt profile as of Dec. 31, 2016. Key provisions include a rate covenant of 1.25x annual debt service (ADS) and an additional bonds test of 1.25x average ADS. A standard debt reserve fund provides additional liquidity.

Enterprise risk

The district is located in Whatcom County in northwestern Washington and is approximately 54 miles south of Vancouver, British Columbia, and 88 miles north of Seattle, on the I-5 corridor. The district encompasses approximately 25 square miles and is adjacent to the city of Bellingham. The district participates in the Bellingham MSA, which, in our opinion, is moderate and lacks the benefits of a more broad and diverse economic base. Much of

the district's service area is undeveloped, primarily forested land. The district's customers are generally concentrated on the south/southwest shores of the lake, in communities known as Geneva, Sudden Valley, Agate Heights, and Eagleridge. The majority of the district's customers are located in Sudden Valley, which we believe is representative of the district's customer base. In our opinion, Sudden Valley's median household effective buying income (MHHEBI) in 2016 was strong, at 145% of the national level; the actual nominal value in 2016 was \$47,958. The unemployment rate of Whatcom County has historically been above average, but has declined during the past five years from a high 8.1% in 2012 to 4.2% as of October 2017, compared to 5.4% and 4.9%, for the state and nation, respectively.

The district's customer base is primarily residential and diverse. The district serves approximately 7,200 water and sewer customers. More than 90% of water and wastewater customers are residential. The district serves water customers in Sudden Valley, Geneva, Eagleridge, and Agate Heights; about 68% are located in Sudden Valley, with 30% in Geneva. The water and sewer systems are diverse, in our view, with the 10 largest customers providing 4% of combined operating revenue in fiscal 2016. No customer represents more than 1% of operating revenue. The system's major customers are the Geneva School District, Center Condos and Deer Creek Condos. Major employers in Whatcom County are the St. Joseph hospital, which employs more than 2,700, and Western Washington University, with more than 1,500 employees.

We view the market position as good, given the service area's strong income metrics support higher-than-average utility rates in the service area. We understand the rates may be less affordable to a portion of the service area, based on the county's 15.7% poverty rate. Residential customers currently pay a bimonthly base charge and a tiered volumetric rate for water service and a flat bimonthly fee for sewer service. Based on our benchmark of 800 cubic feet, a typical residential customer has a combined bill that represents 2.3% of MHHEBI. During the past few years, the district has regularly increased rates, and it has adopted multiyear rate increases through fiscal 2019. Water rates are expected to rise by 8.75% in 2018 and 4.00% for 2019. Sewer rates will rise moderately, by 2.5% annually, through fiscal 2019. Management plans to review rates annually and will consider another multiyear rate increase if needed.

The district's primary water supply comes from Lake Whatcom Reservoir. Customers in Sudden Valley and Geneva get their water supply from Lake Whatcom Reservoir. Annual withdrawal volume from the reservoir is 1,800 acre-feet. The district has two treatment plants. The Sudden Valley Plant, the primary plant, has a capacity of 2 million gallons per day (mgd), which is sufficient to meet future demand, given the average daily demand of 0.6 mgd with a peak of 1 mgd in 2016. The district's sewer collection system sends flows to the city of Bellingham for treatment. Management indicated that it recently re-signed a 20-year agreement with the city with the option of renewal. We understand that the contract does not have a limit on the volume of sewer flows, and the city gives the district advanced notice of any significant capital projects for which the district is responsible.

Based on our operational management assessment (OMA), we view the district to be a '2' on a scale of 1-6, with '1' being the strongest. An OMA of good indicates that management continually assesses the system's assets, reviews rates annually, and adopts rate increases annually. The system has ample water supply and wastewater treatment capacity, and local interagency collaboration and planning are strong. The district maintains comprehensive plans for the water and wastewater systems and informally cross trains staff to ensure continuity.

Financial risk

The district's all-in coverage metrics have been consistently very strong, which we expect will continue given water and sewer rates through 2019 and management's continual review of the system's financials and rate study projections. All-in coverage is our internally adjusted debt service coverage metric that we believe best tracks the use of every dollar of utility operating revenues, regardless of lien position, accounting treatment, or ultimate purpose. It also incorporates recognition of fixed charges or costs, which we define as certain long-term recurring items that are debtlike in nature, even if legally treated as an operating expense. Based on the district's audited financial statements, we calculate all-in coverage metrics (including connection fee revenue) for fiscal years 2014 through 2016 of 2.93x, 2.48x, and 2.17x, which we consider to be very strong. Based on our analysis of management-provided projections, we expect all-in coverage to exceed 2.0x during the next four years.

The district's liquidity position is strong, which we expect to stay strong given management's planned rate increases. During the past few years, the district has maintained at least \$2 million in unrestricted cash, which in fiscal 2016 represented about 228 days of operating expenses. We understand that management plans to fund the CIP on a pay-go basis with between \$1 million and \$1.4 million annually and that cash will remain strong, at above 150 days of operating expenses, during the next four years. The district also has a formal policy of maintaining at least 60 and 45 days of reserves for the water and sewer systems, respectively.

The district's total CIP is large but manageable given management's lack of future debt plans and pre-approved rate increases. The total CIP from 2018 to 2023 is about \$7.2 million, which consists of about \$1.5 million of water projects, \$4.8 million sewer projects, and \$952,000 of combined system improvements. The water system projects are primarily renewal and replacements, and the sewer system projects focus on pump station improvements. According to management, the district does not expect to issue any additional long-term debt during the next four years.

Based on our financial management assessment (FMA), we view the district to be a '3' on a scale of 1-6, with '1' being the strongest. An FMA of good indicates that practices are deemed good and comprehensive. The FMA of good includes monthly financial reporting to the board and maintenance of long-term financial and capital plans. The district also has formal investment, reserve, and debt management policies. Audits are on a cash basis, which provides less transparency than Generally Accepting Accounting Practices. The audits are submitted to the state annually; however, audits may be completed at intervals longer than a year.

Outlook

The stable reflects our anticipation that the district will maintain very strong all-in coverage and strong liquidity within the two-year outlook horizon. During the next two years, we expect the district to move forward with cash-funded capital improvements and continue to review and approve rates annually.

Upside scenario

Although unlikely during the two-year outlook horizon, we could raise the rating if the service area economy materially strengthens, represented by growth in the economic base and diversity.

Downside scenario

We could lower the ratings if financial performance materially deteriorates or if cash is unexpectedly spent down.

Ratings Detail (As Of December 18, 2017)

Lake Whatcom Wtr & Swr Dist wtr & swr (ASSURED GTY)

Unenhanced Rating

AA-(SPUR)/Stable

Affirmed

Many issues are enhanced by bond insurance.

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at www.standardandpoors.com for further information. Complete ratings information is available to subscribers of RatingsDirect at www.capitaliq.com. All ratings affected by this rating action can be found on the S&P Global Ratings' public website at www.standardandpoors.com. Use the Ratings search box located in the left column.

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