



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

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

January 31, 2018

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. Election of Officers for 2018
 - B. 2018 Representatives to WCOG & LWPG
 - C. Revised Capital Improvement Plan
 - D. Herrera Update in Preparation for Feb 5 LWPG Meeting
 - E. SWFA Hydrant Contract Approval
 - F. Establishing New Payment Policy for Low Income Forced Sewer Connections
 - G. Monthly Budget Analysis
 - H. Summary of Existing District Projects
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

**AGENDA BILL
FYI**

DATE SUBMITTED:	January 10, 2018	MEETING DATE:	January 31, 2018
SUBJECT:	Faber Construction Memo re: Wildwood Resort Expansion		

Provided by Bob Carmichael for informational purposes.

22 December 2017

Whatcom County Planning Department
Mr. Andrew Hicks, Shoreline Admin
5280 Northwest Dr.
Ferndale, WA 98226

WHATCOM COUNTY
PLANNING & DEVELOPMENT SERVICES

DEC 28 2017

RECEIVED

Re: Lake Whatcom Wildwood Resort - Variance Criteria as set forth in WCC 23.60.030

Dear Mr. Hicks;

As you know, over the last 10 years, there has been a lot of study, reports and data collected on the remaking of Wildwood resort. The lake and neighboring properties have been improved significantly by the work that has been completed. As we wrap up and finalize this large project we apply for this Variance and CUP to make yet some improvements to the marina and site that were not anticipated at the time we originally planned and laid out the project.

Eight years ago, a group of individuals who enjoyed camping on Lake Whatcom had opportunity to purchase the aging and Wildwood Resort. They formed a group Lake Whatcom Resort Partnership. The purpose was to bring Wildwood resort into a better state by upgrading all its aging infrastructure, Sewer Water and Storm water management. This would be accomplished financially thru the sale of 83 fully serviced park model sites.

The infrastructure has been fully built out but due to slow sales 20- 24 patio canopies on Lots that are not yet sold were not completed under the original CUP there are an additional 13 lots that are sold where the owners have not yet elected to install a covered deck. Of the remaining unfinished 12 lots namely 9,11,12,13,14,44,45,56,65,67,68,81 and are in the critical area or shoreline buffer so a new permit is being applied for. See two sheets titled Wildwood resort Lot details

So why has the group also applied for an expansion to the marina with this application?

1: The existing marina and docks were utilized and modified to moor only 36 boats for 90 owners of the wildwood home owner association, these quickly sold out to the early buyers. There are more owners that wish to enjoy boating on the lake and our present marina presently cannot accommodate their boats. So, an expansion proposal has been submitted. Showing 28 new boat slips proposed with dock extensions into deeper water and 12 sail boat or jet ski mooring attached to the existing docks located in the shallow waters of the marina that is not accessible to motor boats. See Plan submitted. The proposal still will not give all residents an individual mooring spot. To trim back on our marina expansion request we will be offering only joint ownership and boat sharing option for the new proposed mooring spots. We cannot offer that option on the existing mooring as that they have been sold to residents and are no longer in developer control. Joint ownership/boat sharing falls in line with our best management practices at wildwood and least impact to the lake.

What would happen if this request were denied? Residents and guest would continue to bring their boats and anchor them randomly in the lake and pull them on shore typical of what boaters do they come to the lake.

Why is this a problem? Wildwood Resort has undergone extensive impact studies and was downsized and completely rebuilt from its infrastructure to restoration and enhancement of the entire shoreline. People who

buy at wildwood enjoy boating and swimming but have invested in wildwood because of its transformation from a run amuck broken-down camp site to a model of how environmental study and transformation come together, a place people can come to enjoy the lake but embrace the common vision to protect the lake and abide by the high standards we have in place to protect the lake. The marina is highly monitored by the resident manager and discerning owners. They know what they bought in to and why the high lake protection standards are in place. Nothing goes unnoticed or unattended at wildwood. There is nothing random or out of place. The marina is no exception, it gives residents and guest lake and boating access without damaging shoreline. Boats are in one area off the shore, boaters always are walking by to see that things are right and tight with their boat and the neighbor. The marina holds ski boats only from middle May to middle September. No 24-hour day mooring is permitted outside the monitored and allowable time.

Would the marina expansion increase boating activity on the lake? Nothing stops people who ever they are from enjoying summer boating on Lake Whatcom. The owners at wildwood can put their boat in the lake whether they have a marina slip or not and they do. We would rather have them moor in the marina where every boat is closely monitored rather than random anchor near shore, tying the boat to a tree or shoreline plantings or pulling their boat up on the shore line.

2: The seasonal creek that flows thru the center of the resort has over the last 10 years deposited a significant gravel bar into the lake which has almost entirely filled in the designated resort swim beach area. It is beginning to sift gravel into the boat launch area (see Plan) and has silted in many of the boat slips closer to shore on docks 3 and 4 making it very difficult for boaters to moor motor boats in shallow water. This pushes the slips out to where adequate lake depth work for boats.

Why are we proposing Jet ski/ sail boat mooring?

The marina has available shallow water dock space which is presently not being utilized. Why not push out to deeper water for a jet ski or small sail boat? We want to effectively use the existing shallow water space we have and propose this as a mooring opportunity for smaller crafts like jet ski and sailboats to locate in the existing marina, it has less impact on the lake. The jet ski mooring is a typical float attached to the dock or situated near a concrete head wall secured with a pin pile which will allow the float to rise or fall with the lake level. These floats would be on the water thru boating season only from middle of May to the middle of September. These would be individually spaced and not group connected. See the site plan with water depths and locations of floats.

Is dredging and option?

Ten years ago, wildwood had a swim area, now the creek has deposited gravel and silt into the marina filling the swim area and the inland dock spaces causing us to push the marina out further. Gravel deposits are also beginning to fill in the boat launch area.

Past studies on wildwood concluded that gravel deposits will be part of wildwood for its existence. The entire property is an alluvial fan. There is no possible way to determine at what rate the gravel is deposited. In the 10 years since we have monitored the property, the creek deposits maybe 10 yards of gravel into the lake each winter but if there is a snow fall followed by huge rains we have seen one year where approximately 100 yards was flushed thru. There is no way to determine these events.

Wildwood gravel deposits could be very easily removed in September and October when the lake level drops and fully exposes the gravel bar. This has been viewed by fisheries and Whatcom county along with Northwest Ecological and Faber Construction.

Faber Construction originally requested removal of the exposed gravel bar along with some sort of maintenance program to prevent or slow down gravel deposits into the lake.

Faber has retracted its original request for removing the exposed gravel bar in that the County classified it as a dredging project. This is usually an activity carried out underwater where Faber had no intentions of working in

the water. Whatcom County and Fisheries were looking for solutions to stop the flow of gravel and sediment from the seasonal stream. Extensive studies had been made on Wildwood in the past which concluded that wildwood is built on an alluvial fan which has and will continue to grow because the seasonal streams flowing from the mountain. Additionally, under present rules no such dredging work takes place without extensive mitigation. Wildwood partners under the previous permit upgraded and mitigated its entire shoreline in completion of that work. As a result, it became difficult to even locate areas to mitigate other than close off and mitigate the long-enjoyed beach/swim area nearest the creek which for years has been precious enjoyed by wildwood residents and guests. As such the creek will continue its seasonal due process and we will adjust to that accordingly.

In conclusion, what seemed like a simple 4-hour gravel bar clean up quickly became a complex and unpopular process including facing public perception and hostility of "dredging in the lake". We included this narrative to clarify our original intent and a few of the factors that led us to retract the (dredging) request.

What other projects are part of this CUP and permit application?

All park model lots are have a 12'x 20' deck and canopy and 6'x 8' portable shed that requires a building permit. Approximately 20 lots are not yet sold at Wildwood. The previous permits and CUP has expired Approximately 30 plus lots do not have deck/canopy or have elected not to build one at this point. Of these lots, 15 are inside the shoreline or near setback areas. These were previously permitted lots and had all been mitigated for under the previous permit. The specific lots are 2, 49, 50, 51, 52, 53, 54, 56, 62, 65, 67, 68, 79, 81, 83. All the lots in wildwood have the infrastructure, rock base, utilities and parking pad in place which was completed under the expired permits. To receive permits for the patio canopies typical for all the sites we were instructed to apply for new CUP. See site plan and patio details submitted. Additionally, every site has a movable 6x8 storage shed that is standard to every site. These structures along with a certified park model occupy each site at wildwood resort. We have a new updated wetland and mitigation report prepared by North West Ecological which is part of this submittal.

Are there any other request that are part of this application?

Yes, Shop A by the entrance is a 30x24' with a 17'x 24' car port accessing the basement of the structure that is used to store junk and is in disrepair. No real use or need came up for the structure when we developed the property under the original permits now expired. There is significant history to the building to best capture this in a way that is financially feasible we propose to convert it to a cabin to something very similar to what the property has in cabin G-L next to the rec center. The utilities connection would come from the now park model site 8 which would be moved over to pick up the converted shop building. This does not require additional services nor would it increase the occupant or number of sites since lot 8 park model site would be combined with lot 7 with one service and the lot 7 site would simply become a larger site.

This would likely become added tax for the county in that lot 7 park model site would have more value in that it has now a larger site and the shop building is a fixed building on the recorded parcel.

Every aspect of this request will meet or exceed the quality of work and care that was taken with the original remaking of wildwood resort in maintaining lake shore and water quality measures.

Variance Criteria.

1, 2, Wildwood is a unique one of a kind resorts on Lake Whatcom it has a very long History as a logging camp turned in to a resort dating back to 1940. County zoning changes chose to ignore the long-standing use and zone it residential. As such the resort must prove its self against every rule and regulation as a non-conforming entity. This has been a major setback and cost burden to the developing group who cared to save its existence and preserve enough of its history. Being on Lake Whatcom has also given privilege (right or wrong) to every jurisdiction including the City of Bellingham to weigh in on the original development. At the end of the day

Wildwood has undergone a significant transformation that all look to as a success and how it should be done. For all the work and cost it is truly a testament to good research, information and cooperation aimed at functioning mitigation and water quality and preserving nature and habitat.

As unpopular as a resort may be due to density of peoples and the effect it may have on the lake the owners at wildwood do come to enjoy the lake in the summer but we have strict and enforced rules from number of vehicles to allowed parking, banned fireworks. Property can only be used by residents 180 days per year, including limits on water usage. The marina is highly monitored. Wildwood has boaters that respect neighboring property owners. Wildwood owners are often blamed for two boats that speed in the slow wake zone and blast loud music and have little regard for the neighbor, these are owned by property owners south of the fire hall.

The marina expansion is necessary because of two major concerns. A) the alluvial fan/creek is creating more property naturally occurring by depositing gravel and silt in the lake and shoreline. This has caused wildwood to push boats to the outer limits of the existing docks. And the Marina is not large enough to provide adequate moorage for wildwood residents.

B) We want to offer the best option to our boaters that are determined to enjoy boating on the lake in the summer. Do that but abide by the rules we have in place for our residents. We had one of our residents go the county to permit on his own a mooring spot on the wildwood shoreline. We don't want that to happen or have people tie up wherever they please. We wish to have all boats in one area the marina. Not scattered over the shoreline and tied off to whatever might hold the boat in place. The marina allows us to carefully monitor boats for proper maintenance, fueling rules and safety. When boaters work together we maintain oversight and communicate the rules and expectations. Lake Whatcom is a sensitive water body this needs to be protected by all boaters.

3) Will the marina design be compatible with neighboring uses in that it allows property owners to moor their boats on the water for the boating season but it is too small for our property. The wildwood marina is in a slight cove which nicely accommodates the expansion request and minimizes the dock extensions in a way that causes them to stick out too far into the lake. Individual single user docks are permitted for other property owners but wildwoods marina serves 90 of its residents and some guests.

We have limited our dock expansion to stick out no further than the existing pile that now secures the log boom at the entrance of our marina see dock one and the existing log boom. So effectively we are not expanding beyond what we currently have marked as the marina entrance.

The plans show a relocation of the log boom out in front of the swim area. The existing swim area has been reduced to a child wading area due to extensive gravel deposits. This has resulted in swimming outside the log boom which now creates an obstacle for watching or rescuing kids. We want to move the boom out and the floating dock to a depth safe for diving as it once was. See plans.

We have proposed repositioning the two other booms in line with the relocated swim boom. We are confident that with our boat sharing program and utilizing the shallow water space on the dock for smaller sailboats and jet ski we will be able to very effectively train and keep tabs on all our boaters and keep them off our newly restored shoreline.

4) We do not believe that granting wildwood this extension is special privilege; Wildwood's marina is built next to an alluvial fan that is requiring adjustment and a change of plan. We have proposed a dock expansion that gives us the needed space with a joint boat sharing plan and doesn't push out the docks beyond what we had in marina boundary piles. Wildwood resort has been downsized from an original 150 camper sites to 90 seasonal park model pad sites. Greatly reducing impact but more space is needed in the marina. Having changed wildwood from a camp ground to a resort with owners and strict rules and guidelines has brought people who get the sensitivity and bought into environmental protection.

5) public interest varies, some are opposed to any one doing anything after they themselves have established their properties and needs. Other are accommodating. I have seen many neighbors come to visit friends at

wildwood. Wildwood owners are not run amuck transient camper type they are owners who have invested significantly and have clearly bought into what wildwood is and what makes it awesome. They are very protective of everything including being a great neighbor.

6) The public will not be affected in their rights of navigation This cove area has been turned into a no wake zone and its totally embraced and appreciated by the wild wood owners who benefit from this in many ways from noise to shoreline protection. The marina is nestled in a slight cove. Our dock extension proposal does not extend beyond the existing marina entrance pile on dock one which we were determined to stay inside that existing boundary. With our boat sharing plan we have a plan that would give a long-range solution to the existing marina concerns and limitations.

7) We have high regard for the work of North West Ecological and they have done an outstanding job with the previous mitigation work and monitoring. We are privileged to have them work with us on this proposal as well and we have included a report from them as relates to this project and proposal. We have included survey depth on the lake and marina area. There is significant depth in the marina as proposed. Sediment from the creek will not be a concern for the marina as proposed due to depth.

As relates to our inland projects we are applying for permits to install decks on previously approved phase of wildwood lot development all the infrastructure and excavation has been completed so there is no impact to the lake or neighbors. The sales have been slow and the permit was not permitted to be renewed so a new CUP is required to finish the lots in the same manner as all the other lots.

Changing the shop's use to a cabin should not affect any neighbor negatively in that it will be rebuilt in the same location. Those in wildwood are concerned with the building currently being unsafe so rebuilding it will only benefit those concerns. Changing the use will not increase traffic or add residents at wildwood in that lot 8 will be transferred over and the former lot 8 property will be combined with and become lot 7. The cabin will reclaim existing timber and the old wildwood sign as part of its historical components and value. This building and location has a unique location at the entrance of wildwood and we wish to preserve its historic appeal.

I submit this proposal/request on behalf of Wildwood Resort Partnership

Any questions please email; rick@faberconstruction.com

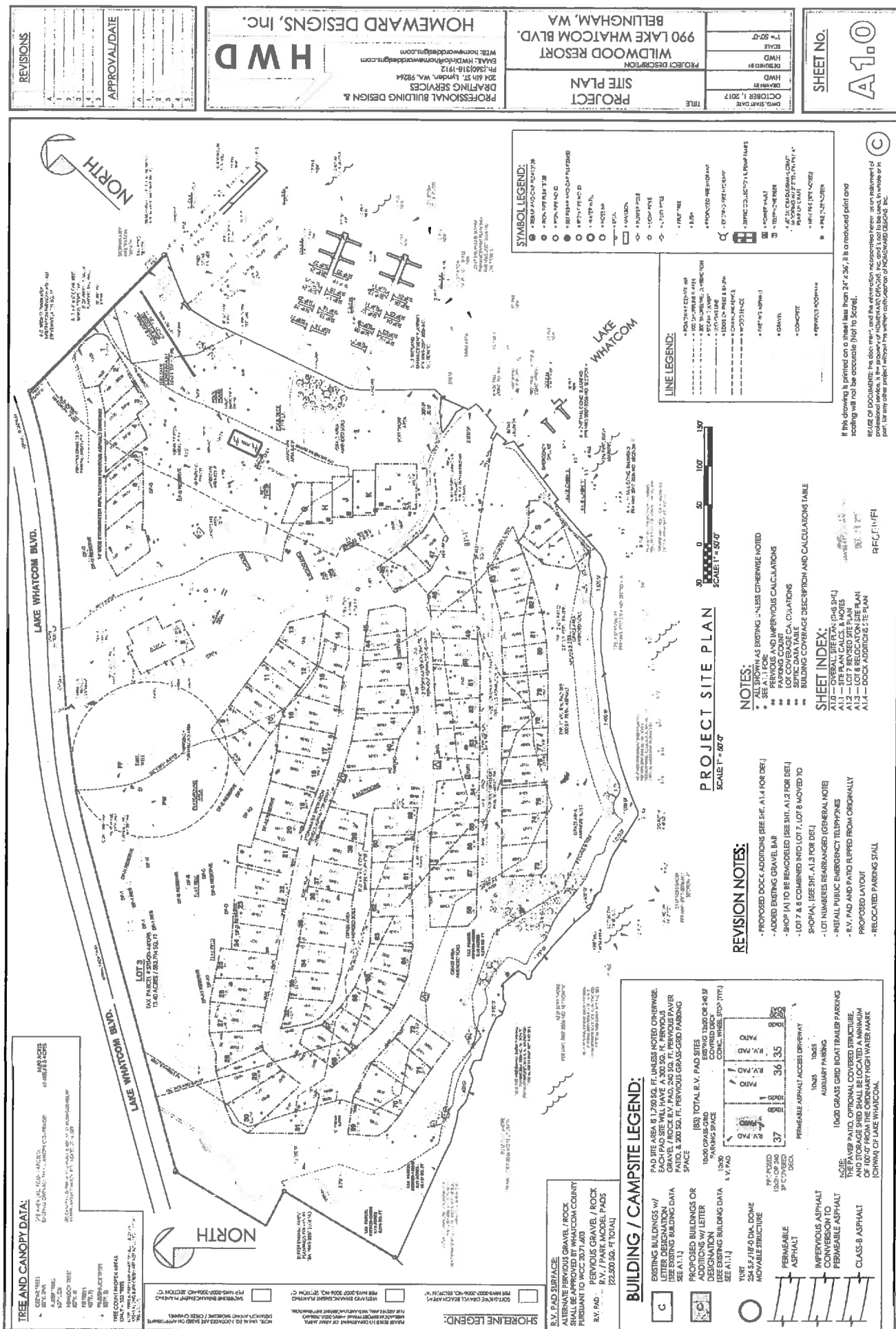
Very Truly Yours;



Rick Faber, Developer Liaison to Wildwood Resort

Faber Construction Corp

submitted by Applicant
to County 12/28/17





BUILDING DATA:

BLDG. LETTER	USE	WIDTH x LENGTH	EAVE HEIGHT	FOOTPRINT SF	TOTAL SF
A*	SHOP/MAINTENANCE*	20'x46'	16'-0"	920 SF/ FLR.	1,840 SF
B	STORAGE BLDG.	20'x24'	9'-0"	480 SF	480 SF
C	RECREATION HALL	20'x50'	16'-0"	1,200 SF	1,200 SF
D	HOUSE	PER PLAN	24'-0"	1,511 SF	1,511 SF
E	WOOD STORAGE SHED	18'x52' w/ 8x10'	11'-0"	1,016 SF	1,016 SF
F	REC./CENTER & STORE	PER PLAN	20' & 12'	2,464 SF	2,464 SF
G	CABIN	16'x30'	14'-0"	480 SF/ FLR.	960 SF
H	CABIN	16'x30'	14'-0"	480 SF/ FLR.	960 SF
J	CABIN	16'x30'	14'-0"	480 SF/ FLR.	960 SF
K	CABIN	24'x36'	10'-0"	864 SF/ FLR.	1,728 SF
L	CABIN	24'x36'	10'-0"	864 SF/ FLR.	1,728 SF
M	LAUNDRY/WASH ROOMS	20'x25'	12'-0"	500 SF	500 SF
P	PUMP HOUSE	10'x14'	11'-0"	140 SF	140 SF
Q	GAS DOCK BUILDING	PER PLAN	9'-0"	1,472 SF	1,472 SF
R	RESTROOM FACILITY	18'x52'	13'-0"	936 SF	936 SF
S	CABIN	14'x18'	13'-0"	252 SF	252 SF
T	CABIN	14'x18'	13'-0"	252 SF	252 SF
PW	POTABLE WATER TANK	20'-0" DIA.	15'-0"	314 SF	314 SF
FF	FIRE FLOW WATER TANK	20'-0" DIA.	16'-0"	314 SF	314 SF

*SEE A1.2 FOR PROPOSED RENOVATION

IMPERVIOUS SITE AREA DATA:

SITE AREA (ALL FOUR PARCELS INCLUDED):
CONDITIONS - IMPERVIOUS SURFACE AREA CALCULATIONS:
A.) ROADS, PARKING, SIDEWALKS (ASPHALT, CONCRETE, & GRAVEL) = 644,654.46 S.F. (14.80 ACRES)
B.) R.V. PAD SITE PATIOS, POOL HOUSE & DECK AREA (PERM. PAVERS) = 29,891.12 S.F.
C.) BUILDING-S SIDEWALKS (PERM. ASPHALT), R.V. PADS (PERV. GRAVEL/ROCK) = 14,972.54 S.F.
D.) GRASS-GRID PAVING (PERM. ASPHALT) = 19,920.00 S.F.
TOTAL IMPERVIOUS AREA: = 64,783.66 S.F. (1.49 ACRES)

PERVIOUS SITE AREA DATA:

SITE AREA (ALL FOUR PARCELS INCLUDED):
CONDITIONS - PERVIOUS SURFACE AREA CALCULATIONS:
A.) R.V. PAD SITE PATIOS, POOL HOUSE & DECK AREA (PERM. PAVERS) = 644,654.46 S.F. (14.80 ACRES)
B.) ACCESS DRIVEWAYS (PERM. ASPHALT), R.V. PADS (PERV. GRAVEL/ROCK) = 22,551.25 S.F.
C.) BUILDING-S SIDEWALKS (PERM. CONCRETE) = 58,209.00 S.F.
D.) GRASS-GRID PAVING (PERM. CONCRETE) = 1,040.54 S.F.
E.) GRASS-GRID PERVIOUS PARKING AREAS = 9,520.00 S.F.
TOTAL PERVIOUS AREA: = 115,710.79 S.F. (2.65 ACRES)

LOT COVERAGE DATA

OVERALL LOT COVERAGE DATA:
CONCRETE (IMPERV.) 2,634 S.F.
GRAVEL (IMPERV.) 37,366.67 S.F.
ASPHALT (IMPERV.) 25,772.61 S.F.
STRUCTURES / BUILDINGS 12,245.43 S.F.
LANDSCAPE / TREE AREAS 566,635.75 S.F.
TOTAL SITE AREA (4 PARCELS) 644,654.46 S.F.
PERVIOUS SURFACES 566,635.75 S.F.
IMPERVIOUS SURFACES 78,018.71 S.F.
IMPERVIOUS SURFACE CALCULATION:
78,018.71 / 644,654.46 = 12.1 %

SEPTIC DRAINFIELD DATA:

LETTER	DIMENSIONS	AREA
DF-A1	10'x100' w/ 10'x100' RESERVE	1,000 SF w/ 1,000 SF RESERVE
DF-A2	10'x100' w/ 10'x100' RESERVE	1,000 SF w/ 1,000 SF RESERVE
DF-B	10'x140' w/ 10'x140' RESERVE	1,400 SF w/ 1,400 SF RESERVE
DF-C	10'x140' w/ 10'x140' RESERVE	1,400 SF w/ 1,400 SF RESERVE
DF-D	10'x130' w/ 10'x130' RESERVE	1,300 SF w/ 1,300 SF RESERVE
DF-E	10'x140' w/ 10'x140' RESERVE	1,400 SF w/ 1,400 SF RESERVE
DF-F	10'x140' w/ 10'x140' RESERVE	1,400 SF w/ 1,400 SF RESERVE
DF-G	10'x140' w/ 10'x140' RESERVE	1,400 SF w/ 1,400 SF RESERVE
DF-H	10'x60' w/ 10'x60' RESERVE	600 SF w/ 600 SF RESERVE
DF-I	10'x70'	700 SF

PARKING DATA:

DESIGNATED PARKING = 83 SPACES
REGULAR PARKING = 55 SPACES
ACCESSIBLE PARKING = 3 SPACES
TOTAL PARKING: = 141 SPACES

NOTE:
ALL PARKING AREAS TO BE PERVIOUS
GRASS-OR-TE OR GRASS CELL UNLESS
NOTED OTHERWISE.

NOTES:
* ALL SHOWN ARE EXISTING UNLESS OTHERWISE NOTED

If this drawing is printed on a sheet less than 24" x 36", it is a reduced print and scaling will not be accurate (Not to Scale).

PLEASE DO NOT SCALE. The dimensions and information incorporated herein, as an integral part of the project, are to be used as a guide only and are not to be used as a basis for any other project without the written authorization of HOWARD DESIGNS, INC.



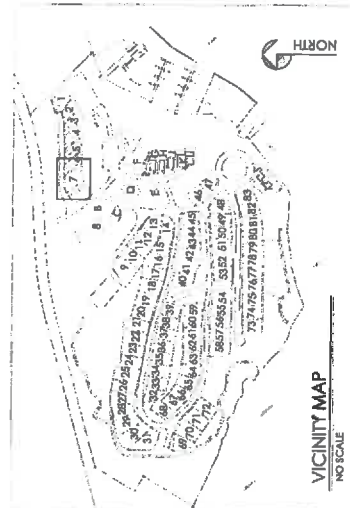
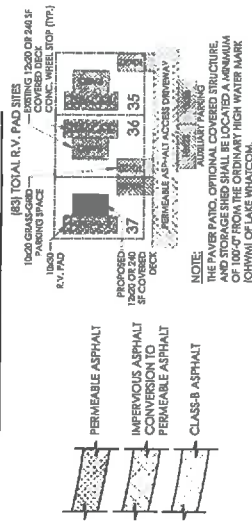
REVISIONS
1. REVISIONS
2. REVISIONS
3. REVISIONS
4. REVISIONS
5. REVISIONS

HWD
HOWARD DESIGNS, Inc.
WEBSITE: www.howarddesigns.com
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1000 N. RAVENHILL AVE., SUITE 100
SANTA ANA, CA 92705

SITE PLAN
CALCULATIONS & NOTES
PROJECT DESCRIPTION
WILWOOD RESORT
990 LAKE WHATCOM BLVD.
BELLINGHAM, WA

SHEET NO. A1.1
DWG. DATE: OCTOBER 1, 2017
SCALE: 1" = 50'-0"

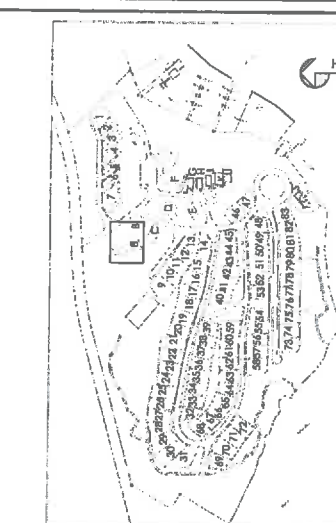
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MINISTRY MAP
SCALE

This drawing is printed on a sheet less than 24" x 36". It is a reduced print and scaling will not be accurate (Not to Scale).

SHEET No.
A1.3



LAN

TE P

CT SITE

PROJECT: 1/8" = 1'-0"

P R
S C A L E

END:

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LEGAL

[illegible]BUILDINGS w/
CLAY TILE ROOFING
BUILDING DATA
BUILDINGS OR
BUILDING DATA
ASPHALT

**EXISTING BUILDING
ALTER DESIGNNED FOR
EXISTING E
E A1.1.i)
PROPOSED BUILDING
ADDITIONS
EXISTING E
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PERMEABLE AS**



**PROFESSIONAL BUILDING DESIGN &
DRAFTING SERVICES**
204 6th St. Lyndon, VA 99264
712-712-1162
E-MAIL: hw@homedesdesign.com
Web: homedesdesign.com

HWD

HOMESWARD DESIGNS, Inc.

REVISIONS		APPROVAL/DATE	
1		1	
2		2	
3		3	
4		4	
5		5	

DOCK INFO.:

DOCK NUMBER	NUMBER OF PILES	EXISTING		PROPOSED ADDITIONS	
		WIDTH	LENGTH	WIDTH	LENGTH
1	(2) 10" PILES & (1*) 10" PILE	6'x9'		6'x81'	
2	(22) 12" PILES	VARIES x150'			
3	(4) 8" PILES & (2*) 10" PILES	6'x126'		6'x53'	
4	(5) 8" PILES & (2*) 10" PILES	6'x128'		6'x30'	
5	(FLOATING DOCK)	10'x20'			
6	(2) 8" PILES & (1*) 10" PILE	6'x72'		6'x9'	
		TOTAL NUMBER OF FLOATING DOCKS: 1			
		TOTAL NUMBER OF SHORELINE DOCKS: 5			

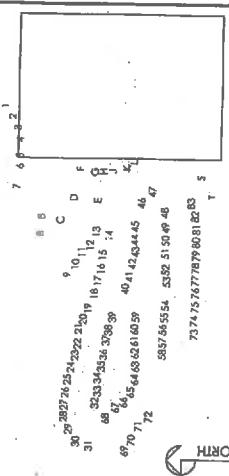
EXISTING SLIPS 34 + PROPOSED SLIPS 28 = TOTAL SLIPS 62
SMALL CRAFT MOORING/JET SKI CRADLES 12 (JETSKI, SMALL SAIL BOAT, ETC.)

TREE AND CANOPY DATA:

- [illegible]

NOTES:

- * ALL SHOWN AS EXISTING UNLESS OTHERWISE NOTED
 ** SEE A.I.1 FOR:
 000 FERVIOUS AND IMPERVIOUS CALCULATIONS
 000 PARKING COUNT
 000 LOT COVERAGE CALCULATIONS
 000 SEPTIC DATA TABLE
 000 BUILDING COVERAGE DESCRIPTION AND CALCULATION



VICINITY MAP

NO SCALE

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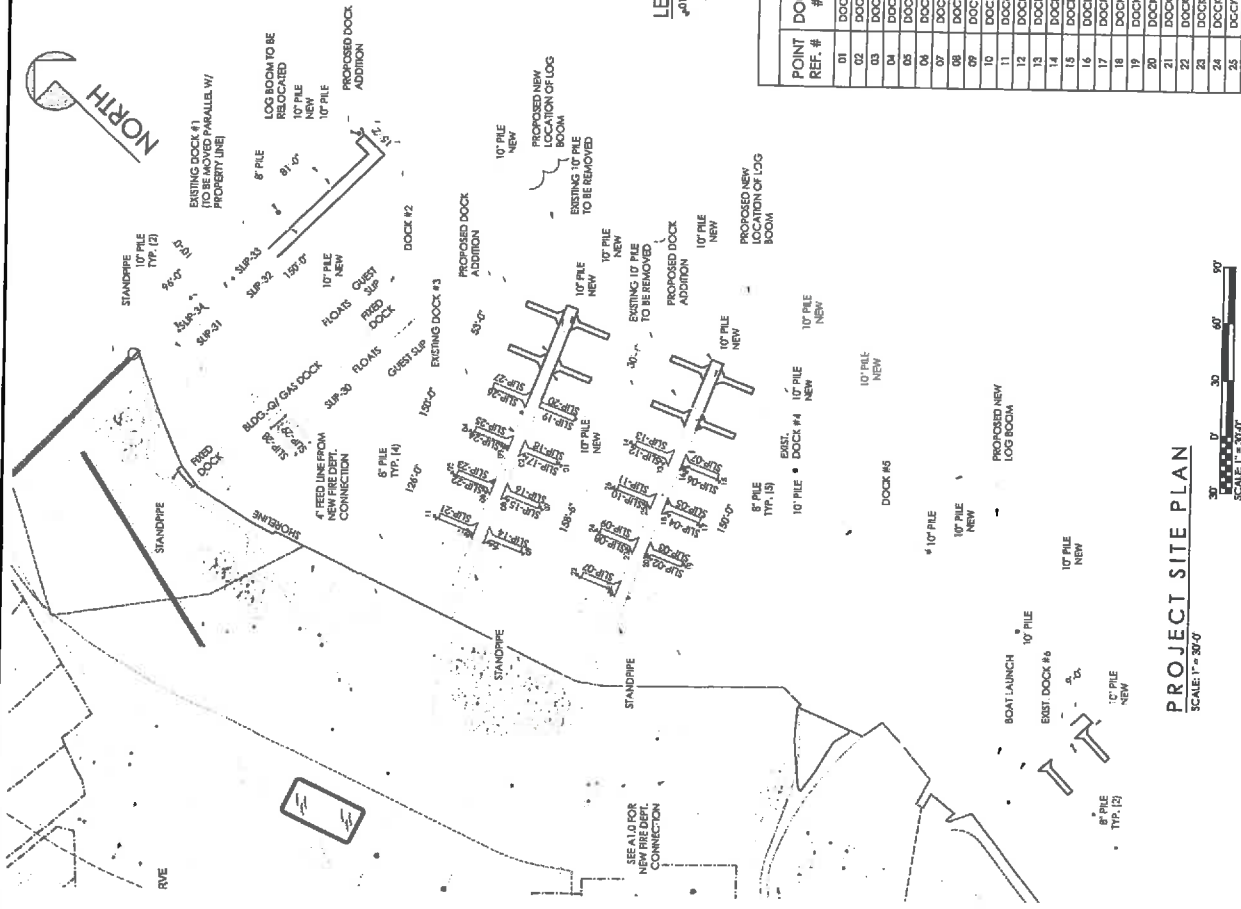
USE OF DOCUMENT: This document and the information incorporated herein, is an internal, confidential, and proprietary document of HOWARD DICKINS, Inc. and is not to be used, copied, reproduced, or otherwise disclosed in any form without the written authorization of HOWARD DICKINS, Inc.

POINT REF. #	DOCK #	LAKE DEPTH POINTS			SURVEY REF. #
		T.O. DOCK ELEVATION (FT)	B.O. LAKE ELEVATION (FT)	DEPTH (FT)	
01	DOCK 3	310.8	309.2	8.4	4066
02	DOCK 3	311.1	309.7	10.4	4067
03	DOCK 3	310.9	306.7	14.2	4074
04	DOCK 3	311.1	298.4	12.8	4075
05	DOCK 3	310.6	304.4	4.4	4080
06	DOCK 3	311.1	305.4	5.8	4081
07	DOCK 3	310.6	309.5	1.5	4086
08	DOCK 3	311.2	306.1	5.1	4087
09	DOCK 3	310.8	306.3	2.4	4092
10	DOCK 3	310.8	306.9	3.0	4093
11	DOCK 3	311.0	307.9	3.0	4098
12	DOCK 3	311.0	307.9	3.2	4099
13	DOCK 4	311.1	277.5	13.7	4012
14	DOCK 4	310.9	276.8	14.1	4013
15	DOCK 4	310.8	298.8	12.1	4019
16	DOCK 4	311.1	295.2	12.9	4020
17	DOCK 4	310.8	306.9	3.9	4025
18	DOCK 4	311.1	303.6	5.5	4026
19	DOCK 4	310.8	306.5	2.3	4031
20	DOCK 4	311.1	308.4	2.7	4032
21	DOCK 4	311.2	300.9	2.3	4034
22	DOCK 4	310.6	306.6	1.7	4035
23	DOCK 4	311.1	307.7	3.4	4039
24	DOCK 4	310.8	307.2	3.6	4040
25	DOCK 4	311.1	305.0	6.1	4045
26	DOCK 4	310.2	304.1	6.7	4046

*ALL POINTS ARE APPROX. SEE SURVEY BY OTHERS FOR DETAILED POINTS

LEGEND:

- APPROX. DEPTH (TEST LOCATION) (SEE TABLE BELOW)
• JET SKI/SMALL CRAFT CRADLE/MOORING W/ 3 STEEL PIN PILE W/ FLOATING PAD
(12.5 x 5 CRADLE W/ MIN. 2' GAP BETWEEN EACH CRADLE/MOORING)



PROJECT SITE PLAN

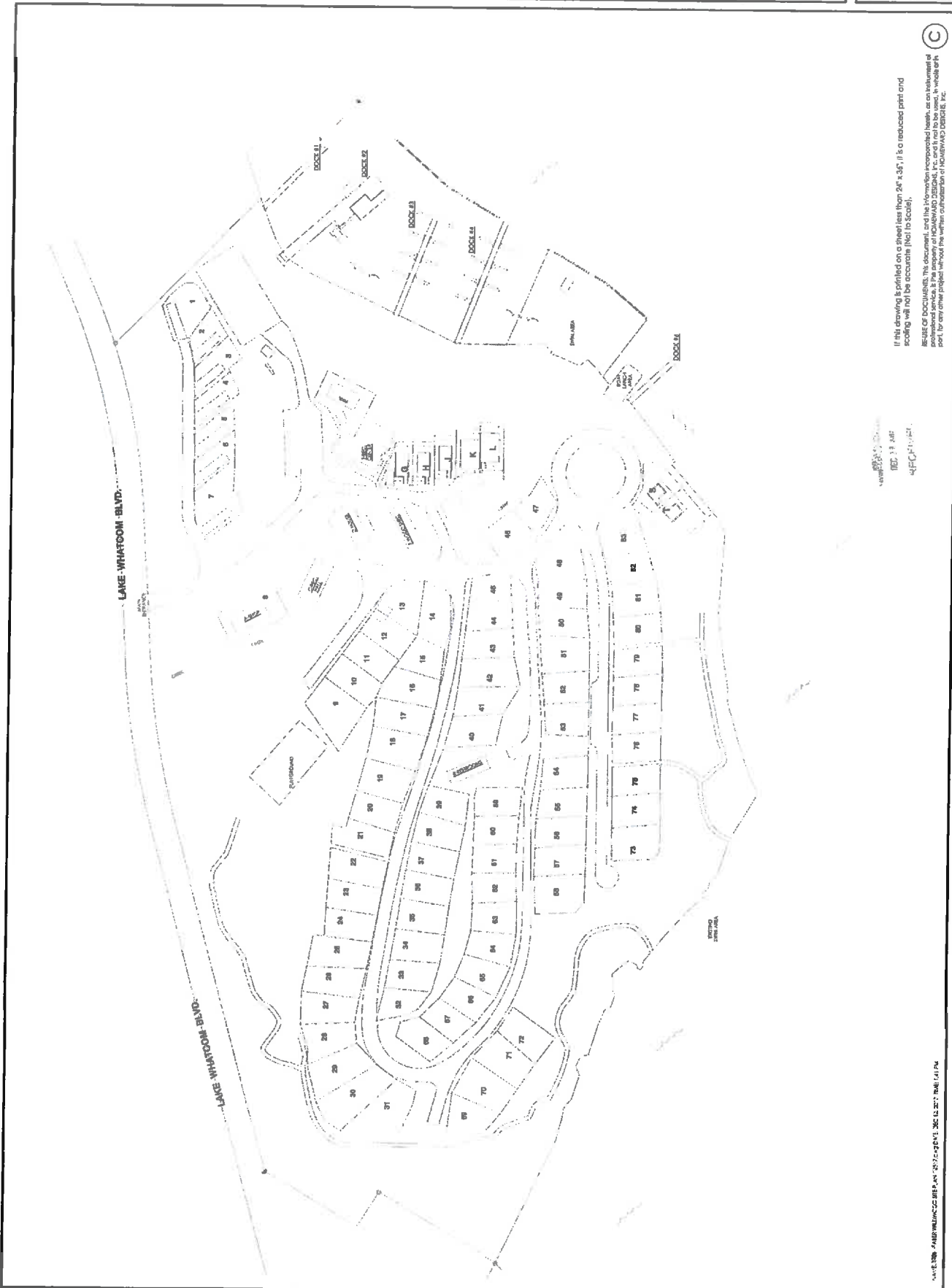
SCALE: 1" = 30'-0"

If this drawing is printed on a sheet less than 24" x 36", it is a reduced print and scaling will not be accurate (Not to Scale).

GENERAL LOT LAYOUT	DESCRIPTION	STREET ADDRESS	CITY, WA
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PERSONAL BUILDING DESIGN & LIVING SERVICES
511 Linden Ave. #2024
Hempstead, NY 11549
931-18-1912
HWD@hwdhomedesigns.com
www.hwdhomedesigns.com

REVISEMENTS					
ISSUES FOR PERM.					
APPROVAL/DATE					
MWD 13-12-2017					

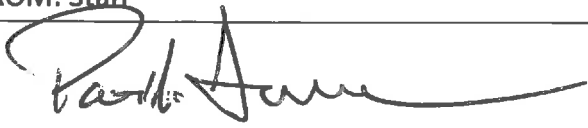




LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 4

DATE SUBMITTED:	January 23, 2018	MEETING DATE:	January 31, 2018
SUBJECT:	Consent Agenda		
TO: BOARD OF COMMISSIONERS	FROM: Staff		
MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. See list below		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

**** To be updated 1/30/2018**

- Minutes for the January 10, 2018 meeting.
- Accounts Payable Vouchers totaling \$49,563.25
- Payroll for Pay Period #02 (12/30/2017 through 01/12/2018) totaling \$41,391.53.
- Payroll Benefits for Pay Period #02 totaling \$48,393.24.



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

January 10, 2018

Board Secretary Todd Citron called the Regular Session to order at 6:30 p.m.

Attendees: Commissioner Todd Citron
Commissioner John Carter
Commissioner Bruce Ford
District Engineer/Assistant Manager Bill Hunter
Consulting Engineer Melanie Mankamyer
District Legal Counsel Bob Carmichael
Recording Secretary Rachael Hope

Excused Absence(s): Commissioner Curtis Casey
Commissioner Laura Weide

There were no members of the public present.

Additions, Deletions, or Changes to the Agenda

The Board postponed Agenda Items 5.B., Election of Officers for 2018, and 5.C., 2018 Representative to WCOG and Lake Whatcom Policy Group until the January 31, 2018 Regular Meeting.

Consent Agenda

Action Taken

Ford moved, Carter seconded, approval of:

- **Minutes for the December 27, 2017 Board Meeting**
- **Accounts Payable Vouchers totaling \$140,860.14.**
- **Accounts Payable Vouchers totaling \$4,746.64**
- **Payroll for Pay Period #27 (12/16/2017 through 12/29/2017) totaling \$40,364.66.**
- **Payroll Benefits for Pay Period #27 totaling \$47,536.32.**

Motion passed.

Water Quality/Herrera Consulting Update

The Board had a brief phone conference with Rob Zisette of Herrera Consulting regarding the status of new data calculations and progress on the February 5, 2018 Lake Whatcom Policy Group presentation. This included discussion around the phosphorus loading evaluation previously discussed in the December 13, 2017 board meeting.

Wildwood Resort Expansion Project Update

Bob Carmichael reminded the board that Wildwood Resort is a recreational resort located on just over 13 acres of land on the south shore of Lake Whatcom. The resort is currently in the permitting stage of an expansion and improvement project, and Carmichael provided a brief update on new information received from Faber Construction and Whatcom County Planning and Development Services. Discussion followed.

Manager's Report

Hunter and Citron summarized upcoming dates to remember, including the next District staff meeting on Tuesday, January 16 and the annual Employee Recognition Banquet on Friday, January 26.

With no further business, Weide adjourned the Regular Session at 7:24 p.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

excused
Laura Weide

Todd Citron

Bruce R. Ford

excused
Curtis Casey

John Carter

Lake Whatcom W-S District
MCAG #: 2330

CHECK REGISTER

01/18/2018 To: 01/18/2018

ACCOUNTS

Time: 14:10:17 Date: 01/18/2018
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
207	01/18/2018	Claims	5	7449	AIRGAS USA, LLC	11.96	
208	01/18/2018	Claims	5	7450	BELLINGHAM AUTO PARTS	69.27	
209	01/18/2018	Claims	5	7451	BELLINGHAM BUSINESS MACHINES	2.90	
210	01/18/2018	Claims	5	7452	BUSINESS EXTENSION SERVICES	131.07	
211	01/18/2018	Claims	5	7453	CARE MEDICAL GROUP	75.00	
212	01/18/2018	Claims	5	7454	CARLSON STEELWORKS INC	339.47	
213	01/18/2018	Claims	5	7455	CARMICHAEL CLARK, P.S.	147.00	
214	01/18/2018	Claims	5	7456	CASCADE NATURAL GAS	10.00	
215	01/18/2018	Claims	5	7457	CENTURYLINK	316.66	
216	01/18/2018	Claims	5	7458	LAKEVIEW COMCAST	86.17	
217	01/18/2018	Claims	5	7459	LAKEWAY COMCAST	141.15	
218	01/18/2018	Claims	5	7460	CORE & MAIN LP	309.90	
219	01/18/2018	Claims	5	7461	COWDEN GRAVEL	130.44	
220	01/18/2018	Claims	5	7462	DATABAR	1,039.62	
221	01/18/2018	Claims	5	7463	DATAPRO SOLUTIONS, INC	130.44	
222	01/18/2018	Claims	5	7464	DIEHL FORD INC	364.15	
223	01/18/2018	Claims	5	7465	EDGE ANALYTICAL INC	100.00	
224	01/18/2018	Claims	5	7466	HARDWARE SALES INC	84.18	
225	01/18/2018	Claims	5	7467	NORTHEND TRUCK EQUIPMENT CO., INC.	3,055.28	
226	01/18/2018	Claims	5	7468	PACIFIC POWER BATTERIES	266.32	
227	01/18/2018	Claims	5	7469	PUGET SOUND ENERGY	30,095.52	
228	01/18/2018	Claims	5	7470	SANITARY SERVICE CO	248.62	
229	01/18/2018	Claims	5	7471	SHELL	315.37	
230	01/18/2018	Claims	5	7472	THE SIGN POST	650.57	
231	01/18/2018	Claims	5	7473	US BANK N.A. CUSTODY TREASURY DIV/MONEY	30.00	
232	01/18/2018	Claims	5	7474	WA ASSN SEWER AND WATER DISTRI	9,041.48	2018 Dues
233	01/18/2018	Claims	5	7475	WHATCOM COUNCIL OF GOVERNMENT	229.15	
234	01/18/2018	Claims	5	7476	WHITNEY EQUIPMENT CO, INC	2,141.56	
401 Operating Fund						49,199.10	
420 System Reinvestment Fund						364.15	
						49,563.25	Claims: 49,563.25

**ACCOUNTS
PAYABLE**

CHECK REGISTER

Lake Whatcom W-S District
MCAG #: 2330

01/18/2018 To: 01/18/2018

Time: 14:16:17 Date: 01/18/2018

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.



Sign _____ Date _____

01:058958 P97215INV

Board Authorization - As the duly elected board for this district we have reviewed the claims listed and approve the payment with our signatures below.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

PAYROLL

CHECK REGISTER

Lake Whatcom W-S District
MCAG #: 2330

01/18/2018 To: 01/18/2018

Time: 08:44:03 Date: 01/17/2018

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
168	01/18/2018	Payroll	5	EFT		96.66	12/30/2017 - 01/12/2018 PR2
169	01/18/2018	Payroll	5	EFT		315.22	12/30/2017 - 01/12/2018 PR2
170	01/18/2018	Payroll	5	EFT		2,182.76	12/30/2017 - 01/12/2018 PR2
171	01/18/2018	Payroll	5	EFT		2,684.38	12/30/2017 - 01/12/2018 PR2
172	01/18/2018	Payroll	5	EFT		2,205.29	12/30/2017 - 01/12/2018 PR2
173	01/18/2018	Payroll	5	EFT		3,138.45	12/30/2017 - 01/12/2018 PR2
175	01/18/2018	Payroll	5	EFT		1,282.60	12/30/2017 - 01/12/2018 PR2
177	01/18/2018	Payroll	5	EFT		1,184.25	12/30/2017 - 01/12/2018 PR2
178	01/18/2018	Payroll	5	EFT		2,442.17	12/30/2017 - 01/12/2018 PR2
179	01/18/2018	Payroll	5	EFT		1,511.83	12/30/2017 - 01/12/2018 PR2
180	01/18/2018	Payroll	5	EFT		3,262.68	12/30/2017 - 01/12/2018 PR2
181	01/18/2018	Payroll	5	EFT		3,048.02	12/30/2017 - 01/12/2018 PR2
182	01/18/2018	Payroll	5	EFT		1,833.72	12/30/2017 - 01/12/2018 PR2
183	01/18/2018	Payroll	5	EFT		2,514.36	12/30/2017 - 01/12/2018 PR2
184	01/18/2018	Payroll	5	EFT		2,351.01	12/30/2017 - 01/12/2018 PR2
185	01/18/2018	Payroll	5	EFT		1,455.87	12/30/2017 - 01/12/2018 PR2
186	01/18/2018	Payroll	5	EFT		1,808.88	12/30/2017 - 01/12/2018 PR2
187	01/18/2018	Payroll	5	EFT		3,866.78	12/30/2017 - 01/12/2018 PR2
188	01/18/2018	Payroll	5	EFT		196.13	12/30/2017 - 01/12/2018 PR2
189	01/18/2018	Payroll	5	EFT		2,307.07	12/30/2017 - 01/12/2018 PR2
174	01/18/2018	Payroll	5	7438		420.29	12/30/2017 - 01/12/2018 PR2
176	01/18/2018	Payroll	5	7439		1,283.11	12/30/2017 - 01/12/2018 PR2

401 Operating Fund

41,391.53

41,391.53 Payroll: 41,391.53

I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.



12-18-18 P91945-LE0

Sign _____ Date _____

Board Authorization - As the duly elected board for this district we have reviewed the claims listed and approve the payment with our signatures below.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

BENEFITS

CHECK REGISTER

Lake Whatcom W-S District
MCAG #: 2330

01/18/2018 To: 01/31/2018

Time: 11:28:32 Date: 01/17/2018

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
190	01/18/2018	Payroll	5	EFT	UNITED STATES TREASURY	16,473.74	941 Deposit for Pay Cycle(s) 01/18/2018 - 01/18/2018; 941 Deposit for Pay Cycle(s) 12/22/2017 - 12/22/2017
191	01/18/2018	Payroll	5	7440	AFLAC	345.28	Pay Cycle(s) 01/18/2018 To 01/18/2018 - AFLAC Pre-Tax; Pay Cycle(s) 01/18/2018 To 01/18/2018 - AFLAC Post-Tax
192	01/18/2018	Payroll	5	7441	AFSCME LOCAL	370.57	Pay Cycle(s) 01/18/2018 To 01/18/2018 - Union Dues; Pay Cycle(s) 01/18/2018 To 01/18/2018 - Union Fund
193	01/18/2018	Payroll	5	7442	DEPARTMENT OF RETIREMENT SYSTEMS	2,955.00	Pay Cycle(s) 01/18/2018 To 01/18/2018 - DCP
194	01/18/2018	Payroll	5	7443	HRA VEBA TRUST (PAYEE)	515.00	Pay Cycle(s) 01/18/2018 To 01/18/2018 - VEBA
195	01/18/2018	Payroll	5	7444	VANTAGEPOINT TRANSFER AGENTS - 306798	665.00	Pay Cycle(s) 01/18/2018 To 01/18/2018 - ICMA
196	01/18/2018	Payroll	5	7445	WA ST PUBLIC EMP RET PLAN 2	10,892.78	Pay Cycle(s) 01/18/2018 To 01/18/2018 - PERS 2; Pay Cycle(s) 12/22/2017 To 12/22/2017 - PERS 2
197	01/18/2018	Payroll	5	7446	WA ST PUBLIC EMP RET PLAN 3	1,395.92	Pay Cycle(s) 01/18/2018 To 01/18/2018 - PERS 3
198	01/18/2018	Payroll	5	7447	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 01/18/2018 To 01/18/2018 - SUP ENF
199	01/18/2018	Payroll	5	7448	WASHINGTON STATE HEALTH CARE AUTHORITY	14,571.61	Pay Cycle(s) 01/18/2018 To 01/18/2018 - PEBB Medical; Pay Cycle(s) 01/18/2018 To 01/18/2018 - PEBB ADD LTD; Pay Cycle(s) 01/18/2018 To 01/18/2018 - PEBB SMK Surcharge

401 Operating Fund

48,393.24

48,393.24 Payroll:

48,393.24

CHECK REGISTER

Lake Whatcom W-S District
MCAG #: 2330

01/18/2018 To: 01/31/2018

Time: 11:28:32 Date: 01/17/2018

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign  Date 01-18-18 P02:56 OUT

Board Authorization - As the duly elected board for this district we have reviewed the claims listed and approve the payment with our signatures below.

Commissioner

Commissioner

Commissioner

Commissioner

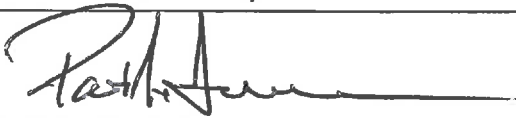
Commissioner



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.A.

DATE SUBMITTED:	January 03, 2018	MEETING DATE:	January 31, 2018
SUBJECT:	Election of Officers for 2018		
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Resolution #843		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Per RCW 57.12.010, the Board shall annually elect one of its members as president and another as secretary. See Resolution 843, attached.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

1. Elect a Commissioner to serve as Board President for 2018
2. Elect a Commissioner to serve as Board Secretary for 2018

PROPOSED MOTION

1. To elect _____ as Board President for 2018
2. To elect _____ as Board Secretary for 2018

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 843

**A Resolution of the Board of Commissioners
Designating the Elected Officers for Calendar Year 2018**

WHEREAS, in accordance with RCW 57.12.010 the "Board shall annually elect one of its members as president and another as secretary";

NOW, THEREFORE, BE IT RESOLVED and adopted by the Board of Commissioners on this 10th day of January, 2018 that Commissioner _____ shall serve as Board President, and that Commissioner _____ shall serve as Board Secretary through January, 2019.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 31st day of January, 2018.

Todd Citron, Commissioner

Laura Weide, Commissioner

John Carter, Commissioner

Bruce R. Ford, Commissioner

Curtis Casey, Commissioner

Approved as to form, District legal counsel



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.B.

DATE SUBMITTED:	January 5, 2018	MEETING DATE:	January 31, 2018
SUBJECT:	2018 Representative to WCOG and LWPG		
TO: BOARD OF COMMISSIONERS	FROM: Patrick Sorenson		
MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. 2018 WCOG Board Meeting Schedule		
	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

The District appoints a representative to serve on the Whatcom Council of Governments and a representative to the Lake Whatcom Policy Group.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

Appoint a representative to the Whatcom Council of Governments and a representative to the Lake Whatcom Policy Group.

PROPOSED MOTION

No motion needed.



whatcom council of governments

MEMORANDUM

To: WCOG Member Jurisdictions
From: Bob Wilson, Executive Director
Date: December 14, 2017
Subject: **Approved 2018 WCOG Meeting Schedule**

At its meeting yesterday, the Board of the Whatcom Council of Governments approved the following schedule for meetings of the Council Board, Executive Committee and the Whatcom Transportation Policy Board for 2018 and January 2019:


January 17, 2018	Council Board 3:00 p.m., Policy Board 3:30 p.m.
March 14, 2018	Executive Committee 3:00 p.m., Policy Board 3:30 p.m.
May 9, 2018	Executive Committee 3:00 p.m., Policy Board 3:30 p.m.
July 11, 2018	Executive Committee 3:00 p.m., Policy Board 3:30 p.m.
September 12, 2018	Executive Committee 4:00 p.m. (if needed)
October 10, 2018	Policy Board 3:00 p.m., Council Board 4:00 p.m.
December 12, 2018	Executive Committee 3:00 p.m., Council Board 3:30 p.m.
January 16, 2019	Council Board 3:00 p.m., Policy Board 3:30 p.m.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.C.

DATE SUBMITTED:	January 25, 2018	MEETING DATE:	January 31, 2018
SUBJECT:	Revised Capital Improvement Plan (CIP)		
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter		
MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Revised Capital Improvement Plan		
	2. 2018 Approved Budget – Active Capital Improvement Projects and Capital Improvement Plan		
	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

Permits for the Country Club Horizontal Directional Drilling Project will not be ready to allow bidding or construction to occur in 2018. The approved 2018 budget includes \$450,000 allocated for construction of this project. Permitting and design will continue to progress as quickly as possible.

Staff recommends revising the capital improvement plan schedule to shift \$450,000 worth of projects forward to 2018. The intent is to maintain same (or close) bottom line capital spending amounts included in the approved 2018 budget.

Highlights of the proposed revisions are:

- Moved backhoe, tool truck, and light truck to 2018.
- Reprioritized sewer pump stations based on condition assessments from field maintenance staff.
- Generators. Updated scope for Camp Firwood generator based on recent onsite meeting with Firwood staff – install automatic transfer switch and hookup portable during wet season. Moved Airport stationary generator up to 2018.

- Added phase for Euclid pump station control replacement and stationary generator project to start predesign and permitting in 2018.
- Added funds to CMOM to address permitting needed to protect exposed DI sewer force main in creek bed on North Shore as well as pressure grouting of vaults and manholes where I&I have been found. Reduced CMOM funds in 2019 as needed to fit CIP funding budget.
- Added phase and funds to begin predesign and permitting of Agate Height Water Treatment Plant Capacity Upgrade.

FISCAL IMPACT

None. Capital project funding amounts for 2018 and 2019 are unchanged.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Approve the revised 2018 Capital Improvement Plan as attached.

REVISED

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

Program Area / CIP Project # / CIP Project Name		Fund	Total	2018	2019	2020	2021	2022	2023
Both Water and Sewer									
0175	Shake Alert Pilot Program - Integrate Device into SCADA - Auto Close Exist Seismic Valve at Div 22 Res		15,000	15,000					
A0005	Accounting & Administration Server - Replace/Update Hardware, Network Security, & OS		50,000			25,000			
E0001	Replace Backhoe and Add Trailer		87,550	87,550					25,000
E0002	Replace 5-yard Dump Truck		123,600					123,600	
E0008	Replace Flush and Vac Truck		420,000		420,000				
V0001	Replace Tool Truck (7 tool trucks in fleet)		195,000	65,000		65,000			
V0002	Replace Administrative Staff Vehicle (4 cars in fleet)		26,000				26,000		
V0004	Replace Light-Duty Truck		35,000	35,000					
	Subtotal		952,150	202,550	420,000	90,000	26,000	188,600	25,000
Sewer System									
0032a	Agate Bay Sewer Pump Station - Predesign and Shorelines Permitting		100,000					100,000	
0032b	Agate Bay Sewer Pump Station - Design and Bidding		125,000						125,000
0044a	Edgewater Pump Station - Predesign and Shorelines Permitting		100,000	100,000					
0044b	Edgewater Pump Station - Design and Bidding		100,000		100,000				
0044c	Edgewater Pump Station - Construction		500,000			500,000			
0053a	Dellesta Pump Station - Predesign and Shorelines Permitting		100,000	100,000					
0053b	Dellesta Pump Station - Design and Bidding		100,000		100,000				
0053c	Dellesta Pump Station - Construction		500,000				500,000		
0055a	Rocky Ridge Pump Station - Predesign and Shorelines Permitting		100,000			100,000			
0055b	Rocky Ridge Pump Station - Design and Bidding		100,000				100,000		
0055c	Rocky Ridge Pump Station - Construction		555,000					555,000	
0056a	Lakewood Pump Station - Predesign and Shorelines Permitting		100,000				100,000		
0056b	Lakewood Pump Station - Design and Bidding		100,000					100,000	
0056c	Lakewood Pump Station - Construction		595,000						595,000
0128c	Camp Firwood Automatic Transfer Switch and Replace Fence		20,000	20,000					
0128d	Airport Sewer Pump Station Stationary Generator		55,000	55,000					
0157	Install Ball Check Valves at Cable, Ranch House, Flat Car, Beaver		106,090				106,090		
0161	Stationary Generator Closed Loop Cooling Retrofit - North Point, SV, Flat Car, Beaver		212,180						212,180
0163a	Euclid Sewer Pump Station - Replace Controls, Add Transfer Switch, and Stationary Generator - Permitting		31,827	31,827					
0163b	Euclid Sewer Pump Station - Replace Controls, Add Transfer Switch, and Stationary Generator - Construction		127,308		127,308				
A0010	Update Sewer Comprehensive Plan (Current Plan Dated 6-14-2014)		71,027		71,027				
E0003	Replace Sewer Camera Vehicle		77,613					77,613	
E0004	Replace Camera Equipment		39,140					39,140	
S0001a	EPA Capacity, Management, Operations, & Maintenance (CMOM) Projects - Sewer I&I		30,000	30,000					

REVISED

Program Area / CIP Project # / CIP Project Name		Fund	Total	2018	2019	2020	2021	2022	2023
S0001b	EPA Capacity, Management, Operations, & Maintenance (CMOM) Projects - Sewer I&I		60,000		60,000				
S0001c	EPA Capacity, Management, Operations, & Maintenance (CMOM) Projects - Sewer I&I		660,000			165,000	165,000	165,000	165,000
	Subtotal		4,665,186	336,827	358,335	865,000	971,090	1,036,753	1,097,180
Water System									
0084a	Agate Heights Water System - Phase 1 WTP Upgrade 1/3 capacity (from 30gpm to 60gpm) - Prelim Design & Permitting		51,500	51,500					
0084b	Agate Heights Water System - Phase 1 WTP Upgrade 1/3 capacity (from 30gpm to 60gpm)		82,400	82,400					
0164	Demolish Old Concrete Reservoir at 1010 Lakeview Street		35,000			35,000			
0176	SVWTP - Replace 6 Turbimeters and 2 Chlorine Analyzers		38,000	38,000					
0177	Water Meter Registers		284,000	284,000					
W0002	Water System Rehab and Replacement Projects		880,000			220,000	220,000	220,000	220,000
W0002b	Water System Rehab and Replacement Projects		140,000	140,000					
W0005	Reservoirs - Inspection & Maintenance		60,000	30,000					30,000
	Subtotal		1,570,900	403,500	222,400	255,000	220,000	220,000	250,000
	Grand Total		7,188,236	942,877	1,000,735	1,210,000	1,217,090	1,445,353	1,372,180

* Note: Cost Estimates in 2018 Dollars

Active Capital Improvement Projects

APPROVED 2018 BUDGET

(values updated 11/17/2017)

Category	Project #	Project Title / Tasks	Projected Budget to Completion	Spent to Date	Amount Remaining	Notes
Grant, Loan, and Bond Funded Projects						
Sewer	C1705	Geneva and Par Sewer Pump Stations				
		Geneva Pump Station Construction Estimate	\$ 500,000.00	\$ -	\$ 500,000.00	RH2 estimate \$493k
		Geneva Force Main Construction Estimate	\$ 90,622.83	-	\$ 90,622.83	RH2 estimate range \$65k - \$100k
		Assign Remaining 2016 Revenue Bond Funds	\$ 590,622.83	\$ -	\$ 590,622.83	
Sewer/Storm Water Contingency Fund Projects						
Sewer	C1607	Lake Whatcom North Shore Water Quality Testing				Coordination with City/County
		Herrera - Quality Assurance Project Plan	\$ 18,052.00	\$ 18,052.00	\$ -	Original Agreement
		Herrera - Sampling, Data Analysis, Reporting	\$ 69,295.00	\$ 69,295.00	\$ -	Amendment #1
		T&M Consultants for 2017 (Herrera, Attorney, Wilson)	\$ 18,000.00	\$ 15,006.95	\$ 2,993.05	Misc Support
		T&M Consultants for 2018	\$ 50,000.00	-	\$ 50,000.00	Misc Support
Grand Total for Sewer/Storm Water Contingency Projects			\$ 155,347.00	\$ 102,353.95	\$ 52,993.05	
Rate Funded Projects						
Sewer Water	C1407 C1504 C1605 C1610 C1611	Low Sewer PS VFD	\$ 10,000.00	\$ 6,548.68	\$ 3,451.32	
		Reservoir Site Security	\$ 5,000.00	\$ 3,049.89	\$ 1,950.11	
		Water System Plan Update	\$ 111,813.00	\$ 95,038.00	\$ 16,775.00	Incl T/O Amend #1
		Little Strawberry Water Leak on Bridge	\$ 10,000.00	-	\$ 10,000.00	
		Country Club Sewer Pump Station				
		BHC Design, Permitting, Bidding	\$ 206,222.00	\$ 55,774.44	\$ 150,447.56	Incl Amend #3
General Sewer	C1704 C1705	BHC Services During Construction - Estimate	\$ 80,000.00	-	\$ 80,000.00	BHC estimate \$75k
		Construction - Estimate	\$ 450,000.00	-	\$ 450,000.00	BHC estimate \$435k
		Replace Server Hardware and Reorganize Virtual Servers	\$ 35,000.00			
		Geneva and Par Sewer Pump Stations				
Sewer	C1707 C1709 C1710 C1713 C1716B	RH2 Design, Permitting, Bidding	\$ 269,288.00	\$ 118,069.50	\$ 151,218.50	Incl Amend #2
		RH2 Services During Construction - Estimate	\$ 80,000.00	-	\$ 80,000.00	
		Par Construction Estimate	\$ 400,000.00	-	\$ 400,000.00	RH2 estimate \$386k
		Geneva Pump Station Construction Estimate	\$ -	-	\$ -	See bond funded projects above
		Geneva Force Main Construction Estimate	\$ -	-	\$ -	See bond funded projects above
		Beaver, Flat Car Level Transmitter Replacement	\$ 50,000.00	\$ 2,538.42	\$ 47,461.58	
Sewer Water	C1707 C1709 C1710 C1713 C1716B	CMOM	\$ 25,000.00		\$ 25,000.00	
		Eagleridge Booster Station - Fire Pump Controls	\$ 10,000.00		\$ 10,000.00	
		Eagleridge Booster Station - Decommission Pumps	\$ 45,000.00		\$ 45,000.00	
		Geneva Booster Station - PRV's, Backflow, Roof	\$ 40,000.00	\$ 5,429.43	\$ 34,570.57	
Grand Total for Rate Funded Projects			\$ 1,827,323.00	\$ 286,448.36	\$ 1,505,874.64	

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

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

Water System

	Fund	Total	2018	2019	2020	2021	2022	2023
0164 Demolish Old Concrete Reservoir at 1010 Lakeview Street		35,000			35,000			
0176 SVMTP - Replace 6 Turbimeters and 2 Chlorine Analyzers		38,000	38,000					
0177 Water Meter Registers		284,000	284,000					
W0002 Water System Rehab and Replacement Projects		1,100,000		220,000	220,000	220,000	220,000	220,000
W0005 Reservoirs - Inspection & Maintenance		60,000	30,000					30,000
Subtotal		1,517,000	352,000	220,000	255,000	220,000	220,000	250,000
Grand Total		7,274,336	492,000	1,450,162	1,327,550	1,337,090	1,325,353	1,342,180

* Note: Cost Estimates in 2018 Dollars

ADD \$450K
SUBTRACT \$450K

APPROVED 2018
BUDGET



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.D.

DATE SUBMITTED:	January 23, 2018	MEETING DATE:	January 31, 2018
SUBJECT:	Water Quality/Herrera Consulting Update		
TO: BOARD OF COMMISSIONERS	FROM: Patrick Sorensen, General Manager		
MANAGER APPROVAL			
ATTACHED DOCUMENTS	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

A brief phone conference update with Rob Zisette will be provided to the Board of Commissioners regarding the status of water quality testing along the North Shore area and Herrera's upcoming presentation before the Lake Whatcom Policy Group on February 5, 2018.

FISCAL IMPACT

Not applicable for this meeting.

RECOMMENDED BOARD ACTION

This is a briefing for discussion purposes.

PROPOSED MOTION

No formal motion is required.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.E.

DATE SUBMITTED:	January 23, 2018	MEETING DATE:	January 31, 2018
SUBJECT:	Approval of Interlocal Agreement for Fire Hydrant Maintenance		
TO: BOARD OF COMMISSIONERS	FROM: Patrick Sorenson		
MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Interlocal Agreement for Fire Hydrant Maintenance		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District has maintained a relationship for fire hydrant maintenance with the South Whatcom Fire Authority since May 1990. This agreement has allowed the District and the SWFA to work together to ensure hydrants are properly inspected and maintained. The attached Interlocal Agreement serves as an update to replace the previous agreements while continuing this productive relationship.

FISCAL IMPACT

Maximum annual cost of \$4000 paid to the Fire Authority, invoiced in or before October of each year and subject to approval by the Board of Commissioners. \$2,000 is already allocated in the District's 2018 budget based on past years required expense.

RECOMMENDED BOARD ACTION

Review/discuss/consider the proposed Interlocal Agreement with South Whatcom Fire Authority.

PROPOSED MOTION

To approve the Interlocal Agreement for Fire Hydrant Maintenance between the District and South Whatcom Fire. Further, to authorize the General Manager to sign this agreement on behalf of the District.

ORIGINAL

RETURN TO:

ROBERT A. CARMICHAEL
CARMICHAEL CLARK, PS
P.O. BOX 5226
BELLINGHAM, WASHINGTON 98227
PHONE: 360-647-1500

DOCUMENT TITLE:

Interlocal Agreement for Fire Hydrant Maintenance

REFERENCE NUMBER OF RELATED DOCUMENT:

900515098; 901016041

GRANTOR:

Lake Whatcom Water Sewer District, a Washington municipal corporation
South Whatcom Fire Authority, a Washington municipal corporation

GRANTEE:

Lake Whatcom Water Sewer District, a Washington municipal corporation
South Whatcom Fire Authority, a Washington municipal corporation

ABBREVIATED LEGAL DESCRIPTION:

N/A

ASSESSOR'S TAX PARCEL NUMBER(S):

N/A

**INTERLOCAL AGREEMENT FOR FIRE HYDRANT MAINTENANCE
BETWEEN LAKE WHATCOM WATER SEWER DISTRICT
AND SOUTH WHATCOM FIRE AUTHORITY**

THIS INTERLOCAL AGREEMENT FOR FIRE HYDRANT MAINTENANCE ("the Agreement") is entered into by and between LAKE WHATCOM WATER SEWER DISTRICT ("the District") and SOUTH WHATCOM FIRE AUTHORITY ("the Fire Authority") (collectively, "Parties" or individually, "Party"), both municipal corporations of the State of Washington, pursuant to the authority granted by Chapter 39.34 RCW, the Interlocal Cooperation Act.

RECITALS

WHEREAS, the District's service area boundaries encompass much of the region around Lake Whatcom, the Fire Authority's jurisdictional boundaries encompass much of south Whatcom County, and the service areas of the District and the Fire Authority overlap in some places, including the area south of Lake Whatcom; and

WHEREAS, the District owns a number of fire hydrants in the areas that are within both its own service area boundaries and within the Fire Authority's jurisdictional boundaries ("the Subject Hydrants"); and

WHEREAS, the Parties entered into a contract for fire hydrant maintenance in May 1990, recorded at Whatcom County Auditor File Number 900515098, which was subsequently terminated via an agreement recorded at Whatcom County Auditor File Number 901016041, which was thereafter revised without recording; and

WHEREAS, the Parties have since abided by the terms of the May 1990 contract and the terms of the several amendments the Parties have agreed to over the years, none of which have ever been recorded; and

WHEREAS, the Parties wish to continue to work together to ensure quality inspection and maintenance of the Subject Hydrants; and

WHEREAS, the Parties intend for this Agreement to replace and supersede all previous agreements related to maintenance of the Subject Hydrants; and

WHEREAS, these recitals are a material part of this Agreement;

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, the District and the Fire Authority agree as follows:

TERMS

1. Purpose. The purpose of this Agreement is to allow the Parties to continue to their productive relationship to provide for the inspection and maintenance of the Subject Hydrants. To that end, it establishes the terms and conditions under which the Fire Authority shall maintain the Subject Hydrants for compensation. This Agreement is necessary for the continued good operation of the Subject Hydrants.

2. District Property. The District's property shall include the Subject Hydrants.
3. Administration. No new or separate legal or administrative entity is created to administer this Agreement.
4. Term. This Agreement shall be effective on the date of its execution and shall remain in effect until such time as the District's service area boundaries and the Fire Authority's jurisdictional boundaries no longer overlap in any location, or unless the parties terminate this Agreement sooner pursuant to Section 13.

FIRE AUTHORITY RESPONSIBILITIES

5. Annual Maintenance. Each calendar year, the Fire Authority shall perform the following maintenance tasks on each of the Subject Hydrants:
 - A. Vegetation and Debris Clearing. The Fire Authority shall clear vegetation, debris and other matter from the area around each Subject Hydrant so that it could easily find and use the hydrant under emergency circumstances. The Fire Authority shall use manual or mechanical means of clearing vegetation and debris and shall not use herbicides or other toxins without the prior written consent of the District.
 - B. Inspection. The Fire Authority shall inspect all ports and caps for proper operation and to ensure the overall good condition of each Subject Hydrant. The Fire Authority shall immediately report any deficiencies and/or needed repairs to the District.
6. As-Needed Painting. At the District's sole direction and for additional reasonable consideration, the District may require the Fire Authority to perform all or some of the following tasks on all or some of the Subject Hydrants: preparation for painting, painting the exterior of the hydrant per the District's instructions, provide all supplies and paints needed to prepare and paint the hydrant, and place or replace reflective strips on pavement indicating the location of a hydrant. The Fire Authority shall not undertake any painting activities unless so directed by the District.

DISTRICT RESPONSIBILITIES

7. Compensation and Funding. The District shall pay to the Fire Authority based upon the Fire Authority's annual invoice, a maximum of four thousand dollars (\$4,000.00) annually on or before November 1 of each year as compensation for performing its duties under this Agreement. The Fire Authority shall submit an annual invoice for payment on or before October 1 of each year for consideration and approval at the first regular meeting in October of the District Board of Commissioners.
8. Renegotiation of Compensation. The amount of compensation may be renegotiated by the Parties when the District adds new Subject Hydrants, the number of Subject Hydrants changes due to a change in the District's service area boundaries or the Fire Authority's jurisdictional boundaries, or on the anniversary of this Agreement.

9. Installation and Mechanical Maintenance. It is the District's responsibility to physically install, mechanically maintain and repair all Subject Hydrants, except to the extent that specific tasks are explicitly delegated to the Fire Authority under this Agreement.
10. Instruction, Training and Policies. The District shall provide such instruction and training to Fire Authority personnel as may be necessary for the Fire Authority to perform its duties under this Agreement. The District shall also provide copies of relevant District policies concerning the maintenance and operation of the Subject Hydrants to the Fire Authority.
11. Repair of Deficiencies. The District shall rectify all deficiencies in all Subject Hydrants brought to its attention by the Fire Authority within a reasonably prompt timeframe, depending on the circumstances and the nature of the deficiency. The District shall notify the Fire Authority when it has made a repair.
12. New Hydrants. The District shall promptly notify the Fire Authority when it adds a new Subject Hydrant. There shall be no automatic increase in compensation for additional hydrants.

ADDITIONAL PROVISIONS

13. Termination. Either Party may terminate this Agreement by providing the other Party with thirty days' notice of that Party's intent to terminate it. In the event of such termination, the annual compensation to the Fire Authority shall be pro-rated on the basis of the number of Subject Hydrants actually serviced during the contract year. Unless otherwise specified in a termination agreement, both Parties' duties shall continue until the date of termination.
14. Administrators. The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement and for coordination and monitoring performance under this Agreement:

For Lake Whatcom Water Sewer District, the General Manager

For South Whatcom Fire Authority, the Fire Chief

15. Notices. Any notice given under this Agreement shall be in writing and deemed given when personally delivered, sent by facsimile machine, or deposited in the United States Mail or with an express courier, postage prepaid, and addressed to the parties as set forth below, with attention to that Party's representative, or as otherwise mutually agreed by the Parties:

District:

Attn: General Manager
Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229
Phone: (360) 734-9224
Fax: (360) 738-8250

Fire Authority:

Attn: Fire Chief
South Whatcom Fire Authority
2050 Lake Whatcom Blvd
Bellingham, WA 98229
Phone: (360) 676-8080
Fax: (360) 734-0437

16. Relationship of the Parties. The Parties are separate municipal corporations organized under the laws of the State of Washington and this Agreement is not intended to create any new legal or

corporate entity. No agent, employee, servant or representative of any Party shall be deemed to be an employee, agent, servant, or representative of any other Party for any purpose. Each Party will be solely responsible for its acts and the acts of its agents, employees and servants during the term of this Agreement.

17. Indemnification.

- A. The Parties acknowledge that municipal corporations are not liable for any damages that arise out of a fire event and relate to the operation, maintenance, and provision of fire suppression water facilities and services that are located within or outside its corporate boundaries. Each Party shall, at all times, be solely responsible for the acts or failures of its agents and/or personnel that occur or arise in any way out of the performance of this Agreement. Each Party agrees to indemnify, defend, save and hold the other Party and its commissioners, officers, managers, employees, engineers, agents, and volunteers harmless from any and all demands, claims, losses, injuries, damages, liabilities, suits, judgment, reasonable attorneys' fees and costs, and all other expenses of any kind relating to or arising out of that Party's performance of its duties under this Agreement, except to the extent such injuries or damages are caused by the negligence of the other Party.
- B. For the purposes of this indemnification, both Parties specifically and expressly waives any immunity granted under the Washington Industrial Insurance Act, Title 51 RCW. This waiver has been mutually negotiated and agreed to by the Parties.

18. Insurance. Each Party shall maintain its own insurance and/or self-insurance for its liabilities from damage to property and/or injuries to persons arising out of its activities associated with this Agreement as it deems reasonably appropriate and prudent. The maintenance or lack thereof of insurance and/or self-insurance shall not limit the liability of the indemnifying part to the indemnified Party. Each Party shall provide the other with a certificate of insurance or letter of self-insurance annually as the case may be. All insurance obligations shall be on a per occurrence basis.

19. Waiver. Waiver of any breach hereunder shall not constitute a continuing waiver or a waiver of any subsequent breach either of the same or of another provision of this Agreement. Failure to enforce a breach of this Agreement by either Party shall not be construed as a waiver of breach, nor shall it be construed as a waiver of the provision breached for purposes of future enforcement.

20. Assignment. The Fire Authority shall not assign or transfer any interest in this Agreement in whole or in part without the District's prior written consent, though this Agreement shall be binding upon and inure to the benefit of the respective successors and assigns of the Fire Authority and the District, if any. No third party shall have any rights hereunder whether by agency or as a third-party beneficiary.

21. Severability. If any term, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall remain in effect.

22. Jurisdiction and Venue. This Agreement shall be governed by the law of the State of Washington. Any suit arising under this agreement shall be brought in Whatcom County Superior Court, Whatcom County, Washington.

23. Fees. In the event that a Party commences litigation against the other Party related to this Agreement, the prevailing Party in such action shall be entitled to all costs, including attorneys' fees, expert witness fees and costs and any such fees or costs incurred on appeal.

24. Counterparts. This Agreement may be executed in counterparts. Each shall be deemed an original, but all together shall constitute a single instrument.

25. Entire Agreement. All previous contracts between the District and the Fire Authority or the Parties' predecessors in interest regarding fire hydrant maintenance are hereby terminated. This Agreement contains the entire understanding between the District and Fire Authority regarding the inspection and maintenance of the Subject Hydrants. Subsequent modification or amendment of this Agreement shall be in writing and signed by both Parties to this Agreement.

IN WITNESS WHEREOF, the Parties enter into this Agreement, mutually agree on above terms, are authorized to execute this Agreement, and have executed this Agreement on the day and year indicated.

LAKE WHATCOM WATER SEWER DISTRICT

SOUTH WHATCOM FIRE AUTHORITY

By: PATRICK SORENSEN

Its: GENERAL MANAGER

Date: _____



By: David Ralston

Its: Fire Chief

Date: 1/12/2018

ORIGINAL
COPY

STATE OF WASHINGTON)
) §
COUNTY OF WHATCOM)

I certify that I know or have satisfactory evidence that PATRICK SORENSEN is the person who appeared before me, and said person is the GENERAL MANAGER and acknowledged that he signed this instrument, freely and voluntarily, on behalf of the LAKE WHATCOM WATER SEWER DISTRICT for the uses and purposes mentioned in the instrument.

Dated this ____ day of _____, 2017.

Print Name: _____

NOTARY PUBLIC in and for the State of Washington.

My Commission expires _____.

STATE OF WASHINGTON)
) §
COUNTY OF WHATCOM)

I certify that I know or have satisfactory evidence that David Ralston is the person who appeared before me, and said person is the Fire Chief and acknowledged that he signed this instrument, freely and voluntarily, on behalf of the SOUTH WHATCOM FIRE AUTHORITY, for the uses and purposes mentioned in the instrument.

Dated this 12th day of January, 2018

Gerri Kay Gilmore
Print Name: Gerri Kay Gilmore

NOTARY PUBLIC in and for the State of Washington.

My Commission expires 9/1/2020





LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.F.

DATE SUBMITTED:	January 25, 2018	MEETING DATE:	January 31, 2018
SUBJECT:	Resolution No. 842 - Establishing Option for Low Income Customers to Defer Payment of Forced Sewer Connection Costs; Changing Interest Rate on Installments		
TO: BOARD OF COMMISSIONERS	FROM: Patrick Sorensen, General Manager		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Proposed Resolution No. 842 2. 3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Over the last two years, under direction from the Board of Commissioners, the District has been working with a number of properties within the Geneva community to connect to the existing sewer system next to their property. To date, this effort has been successful. As of today there are only three known properties left to connect. We have been working with each property owner to remind them of the need to connect and our time frame in which the District will compel connection (summer of 2018). Individuals have been given the opportunity to pay their own District fees and secure the services of a qualified contractor to make the connection at a negotiated cost.

Of the three remaining required connections, two of them are qualified low-income senior citizens or low-income disabled persons. The remaining property has just not responded to us over the last two years. With the help of legal counsel staff is proposing to modify the existing District Code (Sections 3.5.12 & 3.5.13) as it relates to forced connections. Section 3.5.12 is proposed to be modified in how the interest on those whose service is connected by the District is calculated and paid out over an allowed 15-year period. Presently it is set

at 10% per annum. We think that amount is presently too high and punitive. Within Section 3.5.13 we are proposing language which waives the interest charge for those presently qualified as low-income seniors and disabled persons by the District. The District would collect the cost of the connection when the property is legally transferred (sale or estate). Staff recommends these changes be made to our existing policy in advance of preparing to make these compelled connections.

FISCAL IMPACT

The fiscal impact is limited as this will be limited in its actual application.

RECOMMENDED BOARD ACTION

That the Board of Commissioners approves Resolution No. 842 amending the District Administrative Code regarding forced sewer connection payment options.

PROPOSED MOTION

To adopt Resolution 842 establishing an option for low income customers to defer payment of forced sewer connection costs; changing the interest rate on installments.

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No. 842

A Resolution of the Board of Commissioners
Establishing Option for Low Income Customers to
Defer Payment of Forced Sewer Connection Costs; Changing Interest Rate on Installments

WHEREAS, the District Code authorizes the District to compel property owners to connect to the District sewer and to charge them for the cost of same; and,

WHEREAS, District Code section 3.5.12 provides District customers an installment payment option to pay the costs of physical connection and connection fees ("Connection Charges") to the District in installments over a period not more than 15 years; and,

WHEREAS, the District Board may want to establish a different interest rate on installment payments offered to property owners forced to connect to District sewer; and

WHEREAS, RCW 57.08.014 authorizes the District to delay the collection of Connection Charges from qualifying low-income senior citizens and low-income disabled persons connecting to the District sewer; and,

WHEREAS, the District wishes to implement an option to allow low-income senior citizens and low-income disabled persons the option to delay payment of Sewer Connection Charges when forced to connect to the District sewer system; and,

WHEREAS, the foregoing recitals are a material part of this Agreement,

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF LAKE WHATCOM WATER AND SEWER DISTRICT HEREBY RESOLVES AS FOLLOWS:

1. The first sentence of the second paragraph of District Code Section 3.5.12 shall be amended to read as follows (underlined language added):

Any property which is compelled to connect to the District system under the provisions of this section shall be given the option of paying the costs of physical connection and the connection fee in one lump sum or in installments over a period of not more than 15 years with interest at the rate imposed by the District ~~on unpaid service charges.~~ at the arithmetic mean of the Districts' current bond issue.

[Resolution No. 495, 842]

All other provisions of Section 3.5.12 remain unchanged.

2. The following new section as shown in underlined language shall be added to the District Code as a Section 3.5.13:

3.5.13 Low Income Payment Option for Compelled Sewer Connection

For property compelled to connect to the District sewer system, the collection of the costs of physical connection and the connection fee due from owners qualifying as low-income seniors and low-income disabled persons (per section 2.10.9 of this code) may be delayed by agreement with the District until the property is transferred, under authority of RCW 57.08.014, so long as such obligations are secured by a lien or other security interest of the District's choosing against said property. There shall be no interest due on said delayed payments of costs and charges by low-income seniors and low-income disabled persons.

[Resolution No. 842]

3. BE IT FURTHER RESOLVED that any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this resolution.
4. If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Commissioners hereby declare that it would have passed this Resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution should be declared invalid or unconstitutional, then the original Resolution or Resolutions shall be in full force and effect.
5. This Resolution shall become effective upon signing.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the ____ day of _____, 2018.

Laura Weide, Commissioner

John Carter, Commissioner

Todd Citron, Commissioner

Curtis Casey, Commissioner

Bruce Ford, Commissioner

Approved as to form, District legal counsel



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.G.

DATE SUBMITTED:	January 23, 2018	MEETING DATE:	January 31, 2018
SUBJECT:	Monthly Budget Analysis		
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton	
MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Monthly Budget Through 12/31/2017	
		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

Information only.

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

N/A

PROPOSED MOTION

N/A



LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 12/31/2017

Cash				
		\$	1,172,759	0.40%
401 Restricted (Operating Reserve) LGIP		\$	601,089	0.87%
		PAR VALUE		YIELD
FNMA - ProEquity	Callable	\$	1,000,000	Jul-18 1.00%
FICO - ProEquity	Non-Callable	\$	440,000	Aug-18 0.91%
FICO - ProEquity	Non-Callable	\$	625,000	Dec-18 0.90%
FFCB - ProEquity	Callable	\$	500,000	Oct-19 1.44%
FFCB - ProEquity	Callable	\$	750,000	Aug-20 1.10%
US Bank		<hr/>		
		\$	3,315,000	
TOTAL		\$	5,088,848	

401 \$1,375,000
 Restricted (Sewer Contingency) 425 \$ 750,000
 Restricted (Water Contingency) 426 \$ 440,000
 Reserved (Bond Reserve) 460 \$ 750,000

+

LAKE WHATCOM WATER AND SEWER FUND SUMMARY 2017

	401	420	425	426	431	440	450	460	
	OPERATING	SYSTEM REINVESTMENT	SEWER/ STORM WATER CONTINGENCY	WATER CONTINGENCY	2016 BOND PROJECTS	DWSRF PROJECTS	DEBT SERVICE	2009 BOND RESERVE (RESTRICTED)	TOTAL
2017 REVENUES AND TRANSFERS IN	6,527,640	1,225,409	156,743	-	300,000	410,961	832,727	9,870	9,463,350
2017 EXPENDITURES AND TRANSFERS OUT	(6,376,877)	(705,060)	(285,236)	-	(1,763)	(1,014,151)	(855,716)	(765)	(9,219,568)
CASH/INVESTMENTS 2016 CARRYOVER	1,980,328	-	878,723	440,000	98,444	661,352	22,990	763,229	4,845,066
MONTH END BALANCE	\$2,131,091	\$520,349	\$770,230	\$440,000	\$396,681	\$58,162	\$1	\$772,334	\$5,088,848
ALLOCATED TO OPERATING RESERVES	-\$800,000								-\$800,000
	\$1,331,091								\$4,288,848

MONTHLY BUDGET ANALYSIS

Description

Budget
2017

YTD
12/31/2017
100%

OPERATING FUND - 401

REVENUES

401-333-66-00	North Shore Consolidatoin Feasibility Study		29,986	
401-333-97-00	FEMA Aug 2015 Storm Assistance	-	14,280	
401-343-40-10	Water Sales Metered (8.75% base rate increase) *	2,279,985	2,269,645	99.5%
401-343-41-10	Permits Operation portion (10 new connection permits)	30,000	171,830	572.8%
401-343-50-11	Sewer Service Residential (2.5% rate increase) *	3,844,032	3,849,280	100.1%
401-343-50-19	Sewer Service Other	5,000	3,961	79.2%
401-343-50-80-80	Latecomers Fee ULID #18		6,772	
401-343-81-10	Combined Fees	30,000	27,211	90.7%
401-359-90-00	Late fees	50,000	56,798	113.6%
401-361-11-00	Investment Interest	1,500	11,163	744.2%
401-361-40-00-80	ULID #18 Interest	15,000	18,631	124.2%
401-368-10-00-80	ULID #18 Principal	40,000	60,796	152.0%
401-369-10-00	Sale of scrap metal and surplus	2,500	448	17.9%
401-369-10-01	Miscellaneous	-	2,756	
401-395-20-01	Insurance recoveries		4,083	
	TOTAL REVENUES	6,298,017	6,527,640	104%

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

	Description	Budget	YTD
	MONTHLY BUDGET ANALYSIS	2017	12/31/2017
OPERATING FUND - 401			100%
EXPENDITURES			
401-53X-10-10	Admin Payroll (2.4% cola plus step increases - 2017)	639,252	640,699
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	269,830	246,153
401-53X-10-31	Gen Admin Supplies	25,000	27,178
401-53X-10-31-01	Meetings/Team building	1,500	3,063
401-53X-10-40	Web pay/Bank Fees (WA Fed; Xpress, Chase)	20,000	33,320
	Interlocal - Lake Whatcom Management Program 5,000		
	Interlocal - Invasive Species 50,000 (City)		
	Interlocal - Lake Whatcom Tributary Monitor 10,000 (County)		
401-534-10-41-00	Water Quality Assurance Programs (TOTAL)	65,000	8,856
	County Auditor Filing Fees (Simplifile)	4,500	
	Data Bar (Statement processing)	21,000	
	Answering Service	1,700	
	Data Pro (Time clock system)	1,500	
	BIAS Financial Software	20,000	
	Web Check services	5,000	
	WA State Auditor	22,000	
	CPA (Internal audit and Financial statements)	6,000	
	Docuware/Web site maintenance and upgrade	5,000	
	Legal Counsel	60,000	
	3D - Computer support	20,000	
	Watchguard	1,000	
	Building security	1,500	
	Building custodial	7,700	
	Pest control	600	
	Landscaping service	5,500	
	South Whatcom Fire (hydrant maintenance)	2,000	
	GE Scada System Software Maintenance - Operations	7,500	
	Wilson Engineering	7,000	
	Northshore Water System Consolidation \$30,000 Grant		
	Camera Van Software	1,500	
	SCADA/PLC Support - Engineering/Operations	5,000	
	Cartegraph - Engineering/Operations	8,000	
	Auto Desk (DLT) - Engineering	1,000	
	GIS Partnership	1,000	
	Rockwell - Engineering/Operations	500	
	IT Pipes	1,500	
	ESRI - ARC GIS	1,500	
	Innovyze - Engineering	2,500	
	Master Meter	2,000	
	Generator Load Testing	22,000	
	Cyberlock software	1,000	
	Whatcom Co Emergency Management	20,000	
	Misc (Bid notices etc.)	3,000	
401-53X-10-41-01	Professional Services (TOTAL)	270,000	367,846
401-53X-10-42	Communication	50,000	49,463
401-53X-10-45	Admin Lease	2,000	1,820
401-53X-10-46	Property Insurance	138,000	135,190
401-53X-10-49	Admin Misc.	1,000	1,192
401-53X-10-49-01	Memberships/Dues	15,000	14,215
401-53X-10-49-02	WA State Dept of Revenue Taxes/Permits	208,000	202,182
401-53X-40-43	Training & Travel	35,000	20,463
401-53X-40-43-01	Tuition reimbursement	1,000	286
401-53X-50-31	Maintenance Supplies	180,000	147,259
401-53X-50-48	Operations Repair/Maint	130,000	176,712
401-53X-50-49	Insurance Claims	5,000	-
401-53X-60-41	Operations Contracted	9,000	18,979
401-534-60-47	Water City of Bellingham	40,000	40,386
401-535-60-47	Sewer City of Bellingham Treatment Fee	615,000	643,912
401-53X-80-10	Operations Payroll (2.4% cola plus step increases - 2017)	951,544	926,386
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	414,930	402,301
401-53X-80-32	Fuel	20,000	27,422
401-53X-80-35	Safety Supplies	10,000	12,429
401-53X-80-35-01	Safety Supplies Boots	2,500	2,019
401-53X-80-35-02	Emergency Preparedness	10,000	428
401-53X-80-47	General Utilities	208,000	191,704
401-53X-80-49	Laundry	4,000	3,901

	Description	Budget	YTD
	MONTHLY BUDGET ANALYSIS	2017	12/31/2017
	OPERATING EXPENDITURES	4,340,556	4,345,764
TRANSFERS	Transfers Out to System Reinvestment Fund 420	1,598,000	1,043,087
	Transfers Out to Sewer Contingency Reserve Fund 425	100,000	149,000
	Transfers Out to DWSRF Loan Fund 440		6,299
	Transfers Out to 2009 Bond Debt Service Fund 450	890,172	832,727
	TOTAL EXPENDITURES	6,928,728	6,376,877
OPERATING FUND	OPERATING REVENUES	6,298,017	6,527,640
	EXPENDITURES	(6,928,728)	(6,376,877)
	CASH/INVESTMENTS BALANCE CARRYOVER	1,750,000	1,980,328
	RATE STABILIZATION RESERVES	(800,000)	(800,000)
	CASH/INVESTMENTS BALANCE	319,289	1,331,091

	Description	Budget	YTD
	MONTHLY BUDGET ANALYSIS	2017	12/31/2017
SYSTEM REINVESTMENT FUND - 420			
420-343-40-19-21	DEA Permits	-	84,570
420-343-40-19-22	DEA Permits	-	-
420-343-41-20-00	Permits Capital Portion (10 new connection permits)	70,000	97,223
420-343-50-20-00	Latecomer Fees	-	529
420-397-10-00-01	Transfers In from Operating Fund 401	1,598,000	1,043,087
	TOTAL REVENUES	1,668,000	1,225,409
420-534-10-41-21	DEA 16-01		30,460
	Active Projects to be completed in 2017	777,500	
	C13-06 Sewer Air Vac Valve Replacement		966
	C 14-07 Lowe Sewer PS VFD	3,450	-
	C 14-04 Pro Vac Retainage		6,462
	C 15-04 Reservoir Site Security	5,000	1,962
	C15-06B Whatcom Falls Manhole Repair	17,350	6,097
	C16-03 Marina-Tomb Stationary Generator	6,785	1,232
	C 16-05 Water System Plan Update	100,000	96,497
	C 16-06 Replace SCADA Hardware	2,670	
	C 16-10 Little Strawberry Water Leak on bridge	10,000	
	C 16-11 Country Club Sewer Pump Station (carryover funds to 2018)	632,245	68,243
	New 2017 Capital Projects (see CIP detail - 2017)	890,500	
	C 17-01 Tool truck	65,000	58,872
	C 17-02 Admin staff vehicle	26,000	25,231
	C 17-03 Locator/Meter reading van	28,000	
	C 17-04 New Admin Server	15,000	19,727
	C 17-05 Geneva Pump Station pre-design, permits, design and bidding	200,000	128,616
	Par Pump Station pre-design, permits, design and bidding	200,000	
	C 17-06 Strawberry Canyon Back up Generator	20,000	17,953
	C 17-07 Beaver and Flat Car Level Transmitter Replacement	50,000	
	C 17-08 Install Ball Check Valves	10,000	7,670
	C 17-09 CMOM	25,000	
	C 17-10 Eagleridge Fire Pump Control Upgrade - Scope and estimate	5,000	
	C 17-10 Eagleridge Fire Pump Control Upgrade Construction	35,000	
	C 17-11 Replace SVWTP Booster Station Roof	30,000	12,898
	C 17-12 Mechanical Staff gauge for SVWTP Clearwell	4,000	1,498
	C 17-13 Eagleridge Booster station controls	50,000	
	C 17-14 SVWTP Floor coating	5,000	12,732
	C 17-15 SVWTP pumps and turbidimeter	7,500	3,169
	C 17-16 Water System rehab and replacement projects	40,000	6,531
	Water meter replacements	110,000	198,244
	TOTAL EXPENDITURES	1,668,000	705,060
SYSTEM REINVESTMENT FUND	REVENUES	1,668,000	1,225,409
	EXPENDITURES	(1,668,000)	(705,060)
	CASH/INVESTMENTS BALANCE CARRYOVER	-	-
	CASH/INVESTMENTS BALANCE	-	520,349

	Description	Budget	YTD
	MONTHLY BUDGET ANALYSIS	2017	12/31/2017
SEWER/STORM WATER CONTINGENCY FUND - 425			
425-361-11-00	Investment Interest	3,750	7,743
425-397-10-00	Transfers In from Operating Fund 401	100,000	149,000
		-	
	TOTAL REVENUES	103,750	156,743
425-535-10-42	Investment Service Charges	200	187
425-594-38-63			
	C 16-07 North Shore Sampling	75,000	83,401
	C 16-12 Cedar Hills Storm Drain Relocate (Wilson Eng)	135,000	161,910
	C 17-19 Emergency Force Main Repairs		19,738
	TOTAL EXPENDITURES	210,200	265,236
SEWER/STORM WATER CONTINGENCY FUND	REVENUES	103,750	156,743
	EXPENDITURES	(210,200)	(265,236)
	CASH/INVESTMENTS BALANCE CARRYOVER	887,000	878,723
	CASH/INVESTMENTS BALANCE (CAPITAL RESERVES SEWER)	780,550	770,230
WATER CONTINGENCY FUND - 426			
426-361-11-00	Investment Interest	2,500	
	TOTAL REVENUES	2,500	-
426-594-38-64	Machinery/Equipment		
	TOTAL EXPENDITURES	-	-
WATER CONTINGENCY FUND	REVENUES	2,500	-
	EXPENDITURES	-	-
	CASH/INVESTMENTS BALANCE CARRYOVER	440,000	440,000
	CASH/INVESTMENTS BALANCE (CAPITAL RESERVES WATER)	442,500	440,000

	Description	Budget 2017	YTD 12/31/2017
	MONTHLY BUDGET ANALYSIS		
2016 CAPITAL BOND PROJECTS FUND - 431 RESTRICTED			
	Transfers In from Fund 440		300,000
	TOTAL REVENUES	-	300,000
431-594-38-63	Strawberry Point Pump Station C14-05	156,923	1,763
	TOTAL EXPENDITURES	156,923	1,763
CAPITAL BOND PROJECTS FUND	REVENUES	-	300,000
	EXPENDITURES	(156,923)	(1,763)
	CASH/INVESTMENTS BALANCE CARRYOVER	156,923	98,444
	CASH/INVESTMENTS BALANCE	-	396,681
DWSRF PROJECTS FUND - 440			
440-391-70-46-41	Geneva AC Mains	-	
440-391-70-46-42	Division 22 Reservoir	229,950	404,662
440-397-10-41	Transfers In from Operating Fund 401	-	6,299
	TOTAL REVENUES	229,950	410,961
440-594-34-62-40	Division 22 Reservoir	1,058,100	714,151
440-594-34-62-41	Geneva AC Mains		
	Transfers Out to Fund 431		300,000
	TOTAL EXPENDITURES	1,058,100	1,014,151
DWSRF PROJECTS FUND	REVENUES	229,950	410,961
	EXPENDITURES	(1,058,100)	(1,014,151)
	CASH/INVESTMENTS BALANCE CARRYOVER	828,150	661,352
	CASH/INVESTMENTS BALANCE	-	58,162
Expenditures offset by draws as projects progress.			

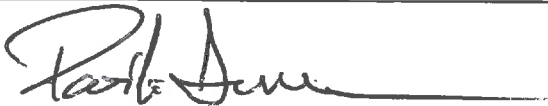
	Description	Budget	YTD
	MONTHLY BUDGET ANALYSIS	2017	12/31/2017
DEBT SERVICE FUND - 450			
450-397-10-00	Transfers In from Operating Fund 401	890,172	832,727
	TOTAL REVENUES	890,172	832,727
450-535-10-41-50	Bond Admin Fee	100	600
450-591-34-77-41	Principal Geneva AC Mains	119,937	119,937
450-591-34-77-42	Principal Div 22 Reservoir	43,023	
450-591-34-77-73	Principal Loan 064	47,252	47,252
450-591-35-72-50	Principal Bond 2009	265,000	265,000
450-591-35-72-51	Principal Bond 2016	125,000	125,000
450-592-34-83-41	Interest Geneva AC Mains	34,182	34,182
450-592-34-83-42	Interest Div 22 Reservoir	14,923	
450-592-34-83-73	Interest Loan 064	5,670	5,670
450-592-35-83-50	Interest Bond 2009	30,900	30,900
450-592-35-83-51	Interest Bond 2016	227,175	227,175
	TOTAL EXPENDITURES	913,162	855,716
DEBT SERVICE FUND	REVENUES	890,172	832,727
	EXPENDITURES	(913,162)	(855,716)
	CASH/INVESTMENTS BALANCE CARRYOVER	22,990	22,990
	CASH/INVESTMENTS BALANCE	-	1
BONDS RESERVE FUND - 460			
RESTRICTED			
460-361-11-00	Investment Interest	3,850	9,870
	TOTAL REVENUES	3,850	9,870
460-535-10-41	Investment Service Charges	200	765
	TOTAL EXPENDITURES	200	765
BONDS RESERVE FUND (RESTRICTED)	REVENUES	3,850	9,870
	EXPENDITURES	(200)	(765)
	CASH/INVESTMENTS BALANCE CARRYOVER	773,200	763,229
	CASH/INVESTMENTS BALANCE	776,850	772,334



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.H.

DATE SUBMITTED:	January 23, 2018	MEETING DATE:	January 31, 2018
SUBJECT:	Summary of Existing District Projects		
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter & Staff		
MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. January 2018 Summary of Existing District Projects		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Staff presentation of Summary of Existing District Projects and priorities

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Review and discuss.

PROPOSED MOTION

Not applicable at this time.



Lake Whatcom Water & Sewer District Summary of Existing District Projects

Prepared for the January 31, 2018 Board Meeting
Data Compiled 01/25/18 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	24	0	0	0
Pre-paid Connection Certificates & Expired Permit	11	0	5	0
Water Availabilities (trailing 12 months)	43	0	0	0
Subtotal - Commitments not yet connected	78	0	5	0
Available ERUs	38	15	5	0

Completed Capital Projects in 2018	
Proj #	Project Name
C1704	Business Server Hardware Replacement

State Required Report Status														
Monthly Reports														
Name Of Report			Completed											
Chlorination Report Agate Heights Prepared by: Kevin	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
		x												
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												
Department of Revenue Prepared by: Debi	Due end of following month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Annual Reports														
Name Of Report	Deadline		Completed											
Community Right to Know (Hazardous Materials) Prepared by: Rich	March 31													

State Required Report Status (cont'd)					
Annual Reports					
Name Of Report	Deadline	Completed			
WA State Cross Connection Report Prepared by: Rich	May				
OSHA 300 Log Prepared by: Rich	February 1	January 23, 2018			
Water Use Efficiency Performance Report Prepared by: Kevin	July 1				
Consumer Confidence Reports Prepared by: Kevin	May	Geneva	SV	EagleR	Agate Ht
Hazardous Waste Activity Report Prepared by: Rich	March 31				
Report Number of Sewer ERUs to City of Bellingham Prepared by:	January 15				
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	8	24%
Engineering - Staff	19	0	0%
Field Crew	184	22	12%
Field Crew - Managers	26	0	0%
Office - Managers	38	0	0%
Office - Staff	52	6	12%
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					
Wednesday, January 17, 2018					
Summary of Work-Related Injuries & Illnesses					
	2018	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	0	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)	0	13	0	0	
Total Number of Days Away from Work (at home, in hospital, not at work)	0	4	0	0	
Near Misses	0	1			

Developer Extension Agreements
None currently active

Capital Improvement Projects

Staff Report

1/25/2018

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.
- 1/23/2018 Received quote from electrician. Staff reviewing.

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.
- 1/25/2018 Quote from electrician is larger than expected. Staff re-evaluating wiring schematic and conduit run options.

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.
- 1/25/2018 Staff received 2nd draft of phosphorus loading analysis. Staff to do initial review and forward on board of commissioners and county staff.

C1610 Little Strawberry Water Leak on Bridge

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

01 Administration

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

C1611 Country Club Sewer Pump Station

Rehabilitation of Country Club Sewer Pump Station.

01 Administration

- 4/6/2016 Selection of consultant is in conjunction with general engineering services RFQ.
- 8/9/2016 Staff working with BHC to develop scope of work

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

02 Predesign

- 10/11/2016 Held predesign meeting with BHC and District staff. BHC beginning preliminary design.
- 11/21/2016 Staff and BHC working on scope amendment to investigate horizontal direction drilling as the primary option. This option has the potential to eliminate the need for the pump station.
- 3/21/2017 Consultant completed 3 test bores to determine feasibility of horizontal direction drilling. They did not encounter any hard rock. One bore had sandstone the last 5 feet.
- 4/19/2017 District received copy of Geotechnical Data Report that documents soil conditions found during exploratory boring. Geotechnical engineers are working on a 2nd report that will discuss and recommend horizontal drilling methodology for construction and bid documents.
- 5/17/2017 District received copy of draft geotech report regarding Trenchless (HDD) Alternative Evaluation. BHC also reviewing report and coordinating with subconsultant.
- 6/22/2017 Geotechnical subconsultant addressing District and BHC review comments and will be including a discussion on auger drilling in addition to the horizontal drilling method.
- 7/12/2017 Consultants presented horizontal direction drilling and conventional auger bore alternates to Board. Staff will make a recommendation a next Board meeting on the preferred alternative.

03 Permitting

- 10/20/2016 Pre-Application meeting with Whatcom County to review anticipated permitting requirements.
- 11/7/2016 District and GeoEngineers met with Whatcom County Critical Areas Biologist to review potential critical areas.
- 12/22/2016 GeoEngineers submitted shoreline exemption permit application for test borings to Whatcom County.
- 11/16/2017 Held 2nd pre-application meeting with County staff. 2nd meeting was necessary due to scope change from replacement of pump station to horizontal directional drilling. Consultants are preparing permit applications for project to be submitted early December.
- 1/25/2018 Consultants are still preparing permit applications. Draft applications are expected any day for District review. Staff has rescheduled construction from summer 2018 to summer 2019. A revised CIP plan will be presented to board for approval on 1/31/2018.

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.
- 1/25/2018 The rig was assembled in Spain. Vehicle is in the USA, but still be processed by US Customs. Dealer has not been notified of a delivery date yet.

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.
- 1/25/2018 County permitting is progressing. Still no public hearing date scheduled.

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.

1/9/2018 RH2 working on 60% bid docs for district review and coordination. Goal is to submit to district by the end of January 2018.

06 Bidding

2/16/2018 Tentative date. Advertise for bids.
 2/16/2018 Tentative date for advertisement for bids.
 3/14/2018 Tentative date for bid opening.
 3/14/2018 Tentative date. 2pm Bid Opening.
 3/28/2018 Tentative date. Award contract at Board meeting.

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.

01 Administration

1/25/2018 Staff reviewing USGS ShakeAlert License Agreement and Terms of Service and RH2 ShakeAlert Pilot Application scope of work.

C1802 Edgewater, Dellesta, Euclid Sewer Pump Station Improvements

Replace/renew Edgewater and Dellesta sewer pump stations that were installed in the 1970's. Replace/renew electrical controls and install permanent standby generator at Euclid sewer pump station.

01 Administration

1/25/2018 Staff developing RFP for selection of engineering consultant. 1st phase will include predesign and shorelines permitting in 2018.

C1803 Camp Firwood Standby 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 an automatic transfer switch and replacing the wood security fence around the station. A portable generator will be parked and wired to the ATS to automatically start during fall, winter, and spring months and would be removed when the camp is active during summer.

01 Administration

1/3/2018 Staff met with Camp Firwood maintenance staff to discuss pump station generator options. The simplest solution is to install an automatic transfer switch (ATS) and hookup a portable generator when the camp is closed to campers (fall, winter, and spring). This would provide automatic emergency power when we need it during the wet season. We can try this for several seasons. If it works as we think, we will not need a permanent generator at the site.

C1804 SVWTP Turbidimeters and Chlorine Analyzers

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

01 Administration

1/25/2018 Equipment has been ordered and received. Staff plans to start installation this spring.

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.

01 Administration

1/25/2018 Staff preparing bid documents. Project will be advertised very soon.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 7

DATE SUBMITTED:	January 24, 2018	MEETING DATE:	January 31, 2018
SUBJECT:	Manager's Report		
TO: BOARD OF COMMISSIONERS		FROM: Patrick Sorensen	
MANAGER APPROVAL			
ATTACHED DOCUMENTS		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

January 31, 2018

Regular Meeting

8:00 a.m.

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is scheduled for February 5, 2018 3:00 p.m. in the City of Bellingham's Fireplace Room at 625 Halleck Street through the Halleck St. entrance.
 - **Management Meeting:** Another meeting has not been planned for at this time.
- **Next Regular Board Meeting:** Will be held on **Wednesday, February 7, 2018** at 6:30 p.m.
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, February 8, 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 **February 8, 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 **February 13, 2018 at 6:15 p.m.**
- **Whatcom Water District's Caucus Meeting:** The Caucus meeting is set for **February 21, 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.
- **Update: Septic to Sewer Properties:** In our efforts to get the remaining properties connected to sewer as Directed to the Boar two years ago we can report that we only have 3 left. Staff is working with legal counsel and Wilson Engineering to prepare the necessary paper work and terms needed to move forward with making the final connection this summer. We will keep the Board advised of events as we move forward with process.

- **Upcoming Important Agenda Topics:**

- Lake Whatcom Joint Councils & Commission Meeting to be held on March 28, 2018 at City Hall Council Chamber.
- WASWD Spring Conference in Yakima April 4, 5, & 6, 2018.