



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

February 28, 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. Commissioner Vacancy
 - B. Monthly Budget Analysis
 - C. 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

Item 4

DATE SUBMITTED:	February 14, 2018	MEETING DATE:	February 14, 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 2/27/18****

- Minutes for the January 31, 2018 Board Meeting.
- Accounts Payable Vouchers totaling \$XX,XXX.
- Payroll for Pay Period #05 (02/10/2018 through 02/22/2018) totaling \$XX,XXX.
- Payroll Benefits for Pay Period #05 totaling \$XX,XXX.



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

January 31, 2018

Board President Laura Weide called the Regular Session to order at 8:00 a.m.

Attendees: Commissioner Laura Weide
Commissioner Todd Citron
Commissioner Bruce Ford
General Manager Patrick Sorensen
District Engineer/Assistant Manager Bill Hunter
Finance Manager/Treasurer Debi Denton
Consulting Engineer Melanie Mankamyer
District Legal Counsel Bob Carmichael
Recording Secretary Rachael Hope

Excused Absence(s): Commissioner Curtis Casey
Commissioner John Carter

A list of interested parties is attached.

Additions, Deletions, or Changes to the Agenda

The Board agreed to move Item 5.D. to the top of the Agenda.

Consent Agenda

Action Taken

Citron moved, Ford seconded, approval of:

- **Minutes for the January 10, 2018 Board 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.**
- **Accounts Payable Vouchers totaling \$400,807.85.**
- **Payroll for Pay Period #03 (01/13/2018 through 01/26/2018) totaling \$41,227.06.**
- **Payroll Benefits for Pay Period #03 totaling \$52,990.20.**

Motion passed.

Water Quality/Herrera Consulting Update

Sorensen recapped that Rob Zisette of Herrera Consulting had provided a draft technical memo and presentation in preparation for the Lake Whatcom Policy Group Meeting on Monday, February 5. A brief phone conference update with Rob Zisette followed, including discussion of the presentation and methods for communicating the study to the Lake Whatcom Policy Group and other County entities.

Gary Stoyka with Whatcom County Public works & Representing the Lake Whatcom Policy Group was in attendance and provided input on the best way to present information to the Data Group and Lake Whatcom Policy Group. He emphasized the desire to have information from Herrera's studies and calculations analyzed by the experts in the Data Group. Discussion followed.

Election of Officers for 2018

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

Action Taken

**Ford moved, Citron seconded, to elect Laura Weide as Board President for 2018.
Motion passed.**

**Ford moved, Weide seconded, to elect Todd Citron as Board Secretary for 2018.
Motion passed.**

2018 Representative to WCOG and LWPG

Sorensen reminded the Board that the District appoints a representative to serve on the Whatcom Council of Governments and a representative to the Lake Whatcom Policy Group each year.

Action Taken

**Weide nominated John Carter to serve as the Whatcom Council of Governments Representative and Bruce Ford to serve as the Lake Whatcom Policy Group Representative.
The Board agreed.**

Revised Capital Improvement Plan

Hunter explained that 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 recommended 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. Discussion followed, including recommendations for projects to be moved forward.

Action Taken

Citron moved, Ford seconded, to approve the revised 2018 Capital Improvement Plan as written. Motion passed.

Approval of Interlocal Agreement for Fire Hydrant Maintenance

Sorensen recounted to the Board that 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 previous agreement had expired, and this contract is meant to renew the formal agreement with the SWFA.

Action Taken

Citron moved, Ford seconded, 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. Motion passed.

Resolution No. 842 – Establishing Option for Qualified Low Income Senior & Disabled Customers to Defer Payment of Forced Sewer Connection Costs; Changing Interest Rate on Installments

Sorensen detailed that 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. 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. With the help of legal counsel staff proposed to modify the existing District Code as it relates to forced connections. Section 3.5.12 is proposed to be modified in changing the interest rate from a set percentage to a calculation based on arithmetic mean. Within Section 3.5.13 proposed language allows the District to collect the cost of the connection and interest 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.

Action Taken

Citron moved, Ford seconded, to adopt an amended version of Resolution 842 establishing an option for low income customers to defer payment of forced sewer connection costs; changing the interest rate on installments. Motion passed.

Monthly Budget Analysis

Denton presented the December 2017 monthly budget analysis to the Board. The District ended 2017 financially strong, and is looking at some investments coming due this year for re-investment. A question and answer period followed.

Summary of Existing District Projects

Hunter gave an update on the permitting for the Country Club Pump Station as well as the projects at Geneva and Par. He also discussed options for fixing a slow leak at Little Strawberry Bridge. Discussion followed.

Manager's Report

Sorensen summarized upcoming dates to remember, including the Lake Whatcom Policy Group Meeting on February 5 and the WASWD Spring Conference from April 4-6, 2018.

With no further business, Weide adjourned the Regular Session at 9:44 a.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Weide

Todd Citron

Bruce R. Ford

excused
Curtis Casey

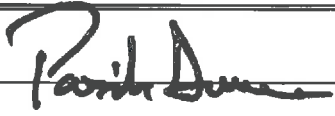
excused
John Carter



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.A.

DATE SUBMITTED:	February 23, 2018	MEETING DATE:	February 28, 2018
SUBJECT:	Commissioner Vacancy		
TO: BOARD OF COMMISSIONERS	FROM: Patrick Sorensen		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Commissioner Vacancy Announcement		
	2. Position 4 District Map		
	3. Sample Postcard		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Commissioner Curtis Casey has issued his resignation effective April 1, 2018. The Board has ninety days from the occurrence of the vacancy to appoint a qualified person to fill the vacancy. This Agenda item is a placeholder for discussion on proceeding with filling Commissioner Position #4.

In the past, we have advertised Commissioner Position Vacancies through the following methods:

1. Direct mail of announcement to customers residing in the area of the vacancy
2. Advertisement in the Bellingham Herald
3. Announcement in the Sudden Valley Views
4. Announcement on the District website
5. Direct communication with anyone the Commissioners or Staff feel would be an asset in the position

Draft of the announcement, a map of the open position, and a sample postcard from the last vacancy are attached.

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

Choose a date to act as deadline for candidate submissions.

PROPOSED MOTION

None at this time.



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229
360-734-9224

Board of Commissioners Vacancy

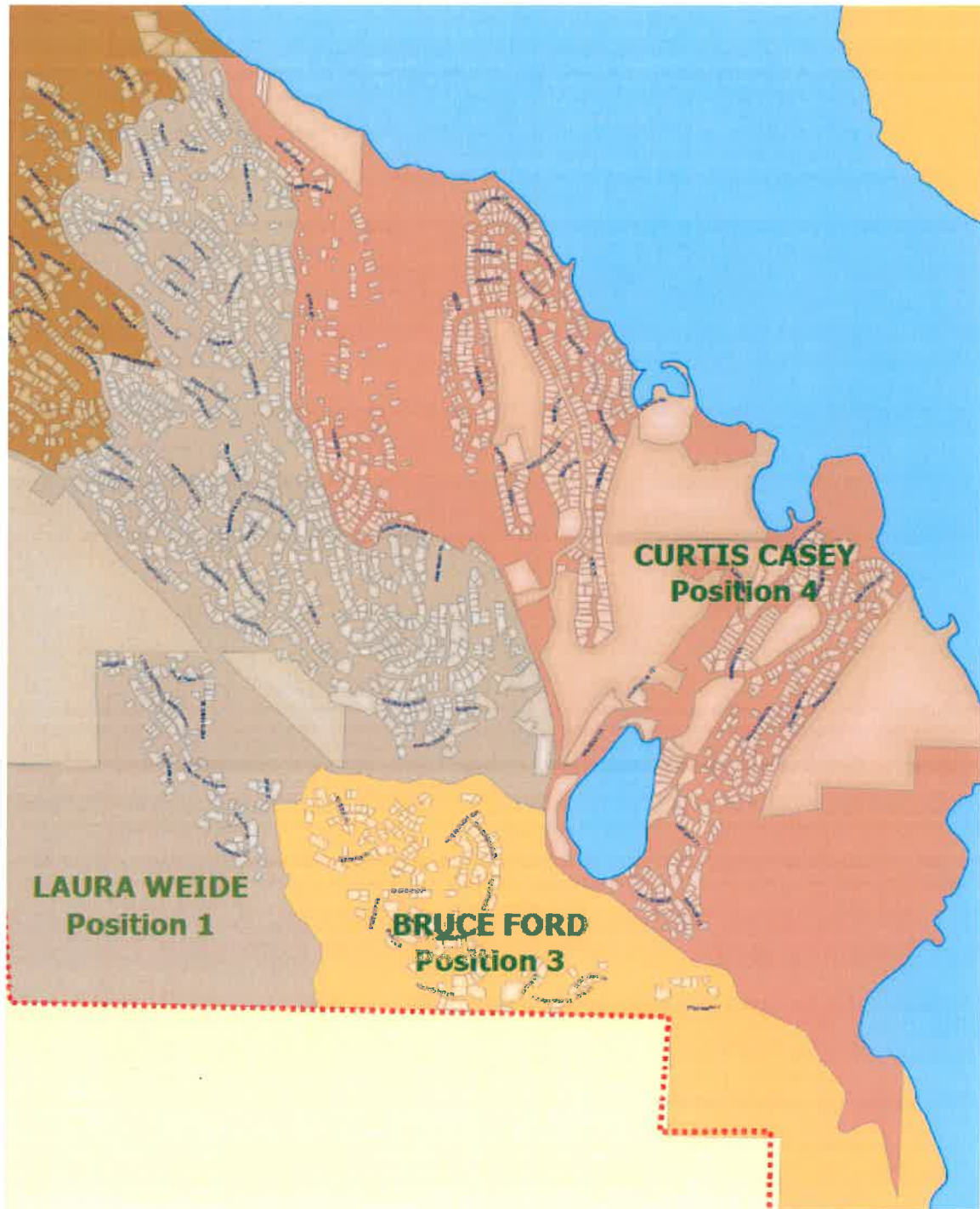
Position #4 Sudden Valley Area

Announcement February 22, 2018

Lake Whatcom Water and Sewer District is seeking candidates to fill a position on the Board of Commissioners. Applicants must live within the boundary that comprises Commissioner District #4 which includes Sudden Valley Divisions 7, 12, 16, 17, 18, 20, 21, 23, 26, 31, 32, 33, 34, 35, 36, 37, 38, 39, 50, 51, 52, 53, 54, 55, 56, 57 and the eastern portion of Division 4. The appointed person will serve until a candidate is elected in the November 2019 election. If the appointed person wishes to continue to serve on the Board, he or she would have to run for election in the Fall of 2019. The person elected will serve the remainder of the unexpired term which ends in 2023. Minimum qualifications for the position are:

1. Must reside within the boundaries of Commissioner District Position #4 as described above and shown on the District's web site at www.lwwsd.org.
2. Must be a citizen of the United States.
3. Must be a registered voter within Commissioner District #4.

To apply, please submit letter and resume to the District's office, 1220 Lakeway Drive Bellingham, Washington 98229, or by email at general.inbox@lwwsd.org. The deadline for submission is ~~December 31, 2015~~. If you have any questions contact General Manager Patrick Sorensen at (360)734-9224.





LAKE WHATCOM WATER & SEWER DISTRICT
1220 Lakeway Drive
Bellingham, WA 98229-2010

NOTICE OF VACANCY

BOARD OF COMMISSIONERS

POSITION #4

SUDDEN VALLEY AREA



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

**BOARD OF COMMISSIONERS VACANCY
POSITION #4 SUDDEN VALLEY AREA**

Announcement December 1, 2015

Lake Whatcom Water and Sewer District is seeking candidates to fill a position on the Board of Commissioners. Applicants must live within the boundary that comprises Commissioner District #4 which includes Sudden Valley Divisions 7, 12, 16, 17, 18, 20, 21, 23, 26, 31, 32, 33, 34, 35, 36, 37, 38, 39, 50, 51, 52, 53, 54, 55, 56, 57 and the eastern portion of Division 4. The appointed person will serve until a candidate is elected in the November 2017 election. If the appointed person wishes to continue to serve on the Board, he or she would have to run for election in the Fall of 2017. The person elected will serve the remainder of the unexpired term which ends in 2021.

Minimum qualifications for the position are:

1. Must reside within the boundaries of Commissioner District Position #4 as described above and shown on the District's web site at www.lwwsd.org.
2. Must be a citizen of the United States.
3. Must be a registered voter within Commissioner District #4.

To apply, please submit letter and resume to the District's office, 1220 Lakeway Drive Bellingham, Washington 98229, or by email at general.inbox@lwwsd.org. The deadline for submission is December 31, 2015. If you have any questions contact General Manager Patrick Sorensen at (360)734-9224.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.B.

DATE SUBMITTED:	February 12, 2018	MEETING DATE:	February 28, 2018
SUBJECT:	Monthly Budget Analysis		
TO: BOARD OF COMMISSIONERS	FROM: Debi Denton		
MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Monthly Budget Through 01/31/2018		
	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 FUND SUMMARY 2018

	401	420	425	426	431	450	460	
	OPERATING	SYSTEM REINVESTMENT	SEWER/STORM WATER CONTINGENCY	WATER CONTINGENCY	2016 BOND FUND	DEBT SERVICE	BOND RESERVE (RESTRICTED)	TOTAL
2018 REVENUES AND TRANSFERS IN	544,914	-	-	-	-	240,000	-	784,914
2018 EXPENDITURES AND TRANSFERS OUT	(695,990)	(67,486)	(6,812)	-	-	(239,581)	-	(1,009,869)
CASH/INVESTMENTS 2017 CARRYOVER	2,131,222	520,357	770,229	440,000	396,681	-	772,334	5,030,823
ALLOCATED TO OPERATING RESERVES	\$1,980,146	\$452,871	\$763,417	\$440,000	\$396,681	\$419	\$772,334	\$4,805,868
	-\$850,000							
	\$1,130,146							

LAKE WHATCOM WATER AND SEWER REVENUE

Description		Budget 2018	ACTUAL 1/31/2018 8%
OPERATING FUND - 401			
REVENUES			
401-343-40-10	Water Sales Metered (8.5% base rate increase) *	2,437,545	197,918
401-343-41-10	Permits (10 new connection permits)	143,480	5,316
401-343-50-11	Sewer Service Residential (2.5% rate increase) *	3,949,323	320,591
401-343-50-19	Sewer Service Other	4,000	194
401-343-50-80	Latecomer's Fees	-	6,772
401-343-81-10	Combined Fees	30,000	3,785
401-359-90-00	Late fees	50,000	4,421
401-361-11-00	Investment Interest	20,000	5,140
401-361-40-00-80	ULID 18 Interest/Penalties	8,000	
401-368-10-00-80	ULID 18 Principal Payments	50,000	777
401-369-10-00	Sale of scrap metal and surplus	1,000	
401-369-10-01	Miscellaneous	-	
401-395-20-00	Insurance recovery	-	
TOTAL REVENUES		6,693,348	544,914 8%

LAKE WHATCOM WATER AND SEWER EXPENDITURES			
Description		Budget 2018	ACTUAL 1/31/2018
OPERATING FUND - 401			
EXPENDITURES			
401-53X-10-10	Admin Payroll (3% cola plus step increases - 2018)	652,846	48,264
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	274,332	26,959
401-53X-10-31	Gen Admin Supplies/Equipment	30,000	1,894
401-53X-10-31-01	Meetings/Team building	3,000	312
401-53X-10-40	Web pay/Bank Fees	30,000	2,594
	Interlocal - Lake Whatcom Management Program (City)		
	Interlocal - Invasive Species (City)		
	Interlocal - Lake Whatcom Tributary Monitor (County)		
401-534-10-41	Water Quality Assurance Programs (TOTAL)	55,000	50,000
	Simplifile (County Auditor Filing Fees)	6,500	
	Data Bar (Statement processing)	25,000	
	Answering Service	2,000	
	Data Pro (Time clock system)	2,000	
	BIAS Financial Software Maintenance	8,000	
	Web Check services	5,000	
	CPA (Internal audit and Financial statements)	6,000	
	WA State Audit	9,000	
	Salary study	15,000	
	Docuware/Web site maintenance and upgrade	5,000	
	Legal Counsel	100,000	
	3D - Computer support	25,000	
	3D - Firewall renewal	15,000	
	3D - Anti virus subscription	1,000	
	Building security for offices	1,500	
	Building custodial	9,500	
	Pest control	500	
	Landscaping service	4,500	
	South Whatcom Fire (hydrant maintenance)	3,500	
	GE Scada System Software Maintenance - Operations	7,500	
	Wilson Engineering	20,000	
	Camera Van Software	1,500	
	SCADA/PLC Support - Engineering/Operations	5,000	
	Cartograph - Engineering/Operations	6,000	
	Auto Desk - Engineering	1,000	
	GIS Partnership	1,000	
	Rockwell - Engineering/Operations	500	
	IT Pipes	1,500	

LAKE WHATCOM WATER AND SEWER EXPENDITURES			
	Description	Budget 2018	ACTUAL 1/31/2018
	ESRI - ARC GIS	1,500	
	Innovyze - Engineering	2,500	
	Master Meter	2,000	
	Generator Load Testing	15,000	
	Cyberlock software	-	
	Whatcom County Emergency Management	20,000	
	Misc (Bid notices etc.)	5,000	
401-53X-10-41-01	Professional Services (TOTAL)	334,000	26,996
401-53X-10-42	Communication	50,000	7,562
401-53X-10-45	Admin Lease	2,000	-
401-53X-10-46	Property Insurance	140,000	-
401-53X-10-49	Admin Misc.	1,000	90
401-53X-10-49-01	Memberships/Dues	17,000	12,360
401-53X-10-49-02	WA State Dept of RevenueTaxes/Permits	205,000	21,536
401-53X-40-43	Training & Travel	35,000	3,069
401-53X-40-43-01	Tuition reimbursement	1,000	-
401-53X-50-31	Maintenance Supplies	150,000	13,608
401-53X-50-48	Operations Repair/Maint	190,000	14,480
401-53X-50-49	Insurance Claims	5,000	2,366
401-53X-60-41	Operations Contracted	8,500	474
401-534-60-47	Water City of Bellingham	40,000	4,950
401-535-60-47	Sewer City of Bellingham Treatment Fee	640,000	74,484
401-53X-80-10	Operations Payroll (3% cola plus step increases - 2018)	954,742	74,850
401-53x-80-10-01	Operations Capita Projects Payroll	-	-
401-53X-80-20	Operations Personnel Benefits (Medical,Retirement etc)	446,472	33,993
401-53X-80-32	Fuel	24,000	2,127
401-53X-80-35	Safety Supplies	10,000	581
401-53X-80-35-01	Safety Supplies Boots	2,500	-
401-53X-80-35-02	Emergency Preparedness	10,000	-
401-53X-80-47	General Utilities	208,000	32,125
401-53X-80-49	Laundry	4,000	316
OPERATING EXPENDITURES		4,523,392	455,990

LAKE WHATCOM WATER AND SEWER EXPENDITURES			
	Description	Budget 2018	ACTUAL 1/31/2018
TRANSFERS			
	Transfers Out to System Reinvestment Fund 420	1,505,000	-
	Transfers Out to Sewer/Storm Water Contingency Fund 425	60,000	-
	Transfers Out to Water Contingency Fund 426	120,000	-
	Transfers Out to Debt Service Fund 450	938,885	240,000
	TOTAL EXPENDITURES	7,147,277	695,990
OPERATING FUND			
	OPERATING REVENUES	6,693,348	544,914
	EXPENDITURES	(7,147,277)	(695,990)
	2017 BALANCE CARRYOVER	1,750,000	2,131,222
	ALLOCATED TO OPERATING RESERVES	(850,000)	(850,000)
			1,130,146

LAKE WHATCOM WATER AND SEWER EXPENDITURES			
Description		Budget 2018	ACTUAL 1/31/2018
SYSTEM REINVESTMENT FUND - 420			
420-343-40-19	DEA Permits WA State Emergency Mgmt Grant	-	
420-397-10-00	Transfers In from Operating Fund 401 Matching for WA St Emergency Mgmt Grant	1,505,000 -	-
	TOTAL REVENUES	1,505,000	-
420-534-10-41	DEA Contracted Services	-	
420-534-90-61	DEA Refunds	-	
	Active Projects to be completed in 2018		
	C14-07 Lowe Sewer Pump Station VFD	3,450	
	C15-04 Reservoir Site Security	1,950	
	C16-05 Water System Plan Update	16,775	11,248
	C16-10 Little Strawberry Water Leak on Bridge	10,000	
	C16-11 Country Club Pump Station	230,448	9,027
	C17-01 New Tool Truck		364
	C17-04 Server Hardware Replacement		7,247
	C17-05 Geneva and Par Sewer Pump Stations	631,225	19,891
	C17-06 Strawberry Canyon Generator		24
	C17-07 Beaver Flat Car Level Transmitter Replacement	47,500	
	C17-09 CMOM	25,000	
	C17-10 Eagleridge Booster Station - Fire Pump Controls	10,000	
	C17-13 Eagleridge Booster Station Decommission Pumps	45,000	
	C17-16B Geneva Booster Station PRVs, Backflow, Roof	34,550	
	New 2018 Capital Projects		
	1801C Shake Alert	15,000	
	1802C Edgewater Pump Station Predesign and Permitting	100,000	
	1802C Dellesta Pump Station Predesign and Permitting	100,000	
	1802C Euclid Pump Station Upgrades	31,825	
	1803C Camp Firwood ATS and Replace Fence	20,000	
	C18-04 SVWTP Turbimeter And Chlorine Analyzer	38,000	17,773
	C18-05 Radio Read Registers	284,000	1,912

LAKE WHATCOM WATER AND SEWER EXPENDITURES			
Description		Budget 2018	ACTUAL 1/31/2018
SEWER/STORM WATER CONTINGENCY FUND - 425			
425-361-11-00-25	Investment Interest (to Operating Fund)	-	
425-397-10-00-10	Transfers In from Operating Fund 401	60,000	
	TOTAL REVENUES	60,000	-
425-535-10-42-25	Investment Service Charges	-	
425-594-38-64-25	North Shore Sampling C 16-07	60,000	6,812
425-594-38-64-25	Machinery/Equipment	-	
	TOTAL EXPENDITURES	60,000	6,812
SEWER/STORM WATER CONTINGENCY FUND			
	REVENUES	60,000	-
	EXPENDITURES	(60,000)	(6,812)
	CASH/INVESTMENTS BALANCE CARRYOVER	770,000	770,229
			763,417
WATER CONTINGENCY FUND 426			
426-361-11-00-26	Investment Interest (to Operating Fund)	-	
426-397-10-00-26	Transfers In from Operating Fund 401	120,000	
	TOTAL REVENUES	120,000	-
426-594-38-63-26	Water Tank Stabilization Grant Matching	120,000	
426-597-10-00-26	Transfer Out to Operating Fund 401		
	TOTAL EXPENDITURES	120,000	-
WATER CONTINGENCY FUND			
	REVENUES	120,000	-
	EXPENDITURES	(120,000)	-
	CASH/INVESTMENTS BALANCE CARRYOVER	440,000	440,000
			440,000

LAKE WHATCOM WATER AND SEWER EXPENDITURES			
Description		Budget 2018	ACTUAL 1/31/2018
DEBT SERVICE FUND - 450			
450-397-10-00-70	Transfers In from Operating Fund 401 - Water loan projects	289,110	240,000
450-397-10-00-50	Transfers In from Operating Fund 401 - Bond payments	649,775	
	TOTAL REVENUES	938,885	240,000
450-635-10-41-50	Bond Admin Fee	-	
450-591-34-77-41	Redemption of Long Term Debt Geneva AC Mains	119,937	
450-591-34-77-42	Redemption of Long Term Debt Div 22 Reservoir	53,831	
450-591-34-77-73	Redemption of Long Term Debt Loan 064	47,252	236,260
450-592-34-83-41	Debt Service Interest Geneva AC Mains	32,383	
450-592-34-83-42	Debt Service Interest Div 22 Reservoir	30,982	
450-592-34-83-73	Debt Service Interest Loan 064	4,725	3,321
450-591-35-72-50	2009 Bond Principal Payments	275,000	
450-591-35-72-51	2016 Bond Principal Payments	130,000	
450-592-35-83-50	2009 Bond Interest Payments	20,300	
450-592-35-83-51	2016 Bond Interest Payments	224,475	
	TOTAL EXPENDITURES	938,885	239,581
DEBT SERVICE FUND			
	REVENUES	938,885	240,000
	EXPENDITURES	(938,885)	(239,581)
	CASH/INVESTMENTS BALANCE CARRYOVER	-	-
			419

		LAKE WHATCOM WATER AND SEWER EXPENDITURES			
		Description		Budget 2018	ACTUAL 1/31/2018
BOND RESERVE FUND (RESTRICTED) - 460					
460-397-10-00-60		Transfers In from Operating Fund 401			
		TOTAL REVENUES		-	-
460-535-10-41		Investment Service Charges		-	
		TOTAL EXPENDITURES		-	-
BOND RESERVE FUND (RESTRICTED)		REVENUES		-	-
		EXPENDITURES		-	-
		CASH/INVESTMENTS BALANCE CARRYOVER		772,350	772,334
					772,334



LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 01/31/2018

401 Restricted (Operating Reserve) Cash	\$	889,050	0.50%
401 Restricted (Operating Reserve) Public Funds Account	\$	250,051	1.30%
401 Restricted (Operating Reserve) LGIP	\$	601,818	1.43%
	PAR VALUE		YIELD
FNMA - ProEquity	\$	1,000,000	Jul-18 1.00%
FICO - ProEquity	\$	440,000	Aug-18 0.91%
FICO - ProEquity	\$	625,000	Dec-18 0.90%
FFCB - ProEquity	\$	500,000	Oct-19 1.44%
FFCB - ProEquity	\$	750,000	Aug-20 1.10%
US Bank	\$	3,315,000	
TOTAL	\$	4,805,868	
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 DISTRICT

AGENDA BILL

Item 5.C.

DATE SUBMITTED:	February 13, 2018	MEETING DATE:	February 28, 2018
SUBJECT:	Summary of Existing District Projects		
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter & Staff		
MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. February 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 February 28, 2018 Board Meeting
Data Compiled 02/15/18 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	25	0	0	0
Pre-paid Connection Certificates & Expired Permit	11	0	5	0
Water Availabilities (trailing 12 months)	41	0	0	0
Subtotal - Commitments not yet connected	77	0	5	0
Available ERUs	39	15	5	0

Completed Capital Projects in 2018	
Proj #	Project Name
C1704	Business Server Hardware Replacement
C1709	2017 Sewer Capacity Management Operation Maintenance

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
		x	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
		x	x									
Department of Revenue Prepared by: Debi	Due end of following month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
		x										
Annual Reports												
Name Of Report	Deadline	Completed										
Community Right to Know (Hazardous Materials) Prepared by: Rich	March 31	February 14, 2018										

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	Inactive site, no longer need to report			
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			
2018 Testing Period - Jan 1, 2018 to June 30, 2018			
	Enrollments	Completions	% Complete
Engineering - Managers	34	22	65%
Engineering - Staff	19	7	37%
Field Crew	184	58	32%
Field Crew - Managers	26	1	4%
Office - Managers	38	0	0%
Office - Staff	52	15	29%
Weekly Safety Crew Meetings			

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

Dates of Completed Safety Committee Meetings					
Wednesday, January 17, 2018					
Thursday, February 15, 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	0	1	0	1	1
• Loss of consciousness					
• Significant injury or illness diagnosed by a licensed health care professional					
• Days away from work (off work)					
• Restricted work or job transfer					
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

2/12/2018

A1815 Compulsory Sewer Connections

Compel property owners on private septic systems to connect to adjacent public sewer mains.

01 Administration

- 1/30/2018 Staff reviewing Wilson Task Order for design, bid, and construction services to connect 2-3 properties.
- 2/12/2018 District attorney prepared draft agreements and deeds of trust for 3 properties.

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.
- 2/12/2018 Staff executing small works contract with electrician to complete work.

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.
- 2/12/2018 Wilson assisting staff to update the "Designated Water Service Areas" map in the Coordinated Water System Plan with the boundary revisions proposed in the water comp plan.

C1607 Northshore Water Quality Sampling

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

01 Administration

- 3/30/2016 Request for Proposals advertised in Seattle Daily Journal of Commerce
- 4/28/2016 Request for Proposal advertised in Seattle Daily Journal of Commerce
- 5/1/2016 Request for Proposals advertised in Bellingham Herald
- 5/24/2016 Proposals due 4pm. Received one proposal.
- 7/27/2016 Agreement with consultant has been executed.
- 9/8/2016 Staff received preliminary draft plan from consultant and will share with board
- 10/3/2016 Workshop with County and City to review draft sampling plan.
- 10/19/2016 Consultant working on sampling plan revisions based on workshop comments with City and County.
- 11/21/2016 Consultant will start sampling during next good rain event.
- 1/19/2017 Consultant performs first sampling event.
- 2/9/2017 Tentative 2nd sampling event.
- 3/22/2017 Consultant completed second round of sampling in mid-March.
- 6/14/2017 Consultant presented draft report to board. Consultant is working to incorporating board and staff comments.
- 7/20/2017 Final report has been published. 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.
- 2/5/2018 Herrera presents sampling study and results to Lake Whatcom Policy Group.
- 2/12/2018 Herrera finalizing phosphorus loading analysis. District received draft comments from County and DOE. District will coordinate with City to get their comments on the draft. Once all the comments are collected Herrera will finalize the report and address the comments. District will then present the final package to the Lake Whatcom Data and Information Management Team for review and discussion as to where and what the next steps might be.

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.
- 2/12/2018 Crew confirmed dripping water is from the water main by getting a positive test for chlorine residual. Crews are in process of relocating a water service that will enable the District to isolate the section pipe on the bridge - either temporarily or permanently.

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.
- 2/12/2018 Staff have reviewed draft permit application package and is coordinating with consultant to address minor comments.

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.
- 2/12/2018 Staff received 30% complete plans for review and comment.

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.
- 2/12/2018 District received 90% complete plans, specs, and cost estimate for final review before advertising for bids.

06 Bidding

- 2/16/2018 Tentative date. Advertisement for bids published in Bellingham Herald.
- 3/14/2018 Tentative date for 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 to install valves.

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 includes predesign and shorelines permitting in 2018.
- 2/10/2018 Request for Proposals published Bellingham Herald.
- 3/7/2018 RFP submittals due at 1pm. Distribute RFP's to selection committee by end of week.
- 3/19/2018 Tentative. Meet this week with consultant selection committee to review and rank consultant proposals.
- 3/28/2018 Tentative. Selection committee recommends most qualified consultant for projects to board.

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.

C1807 Replace Light Duty Truck

Replace light duty truck.

01 Administration

2/12/2018 Truck has been ordered using Washington State bid.

C1808 Replace Tool Truck

Replace tool truck.

01 Administration

2/12/2018 Truck has been ordered using Washington State bid.

C1809 Replace Backhoe

Replace backhoe

01 Administration

2/12/2018 Staff looking into equipment available on Washington State bid.

C1810 Airport Sewer Pump Station Stationary Generator

Install stationary generator at Airport Sewer Pump Station.

C1813 Division 7 Reservoir FEMA Seismic and ShakeAlert Grant Application

Revise FEMA grant application to include ShakeAlert components. Total grant could be as high as \$1.1M

C1814 Agate Height WTP and Opal Booster Upgrades

Increase treatment and pumping capacity from 30gpm to 60 gpm.

01 Administration

2/12/2018 Staff asked Wilson to prepare Task Order to assist with preliminary design and permitting.

M1806 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.

06 Bidding

2/7/2018 Project advertisement for bids published in Bellingham Herald.

2/28/2018 Bid opening at 205pm.

3/14/2018 Tentative. Award contract at board meeting.

M1811 Northshore Sewer Force Main Stream Crossing Protection

Ductile iron sewer force main pipe is exposed in stream bed on Northshore. Project scope includes permitting, design, and construction of pipe protection.

01 Administration

2/12/2018 Staff executed Wilson Task Order for per permitting and design phase.

M1812 CMOM Manhole, Wet Well, and Vault Pressure Grouting

Project to pressure grout several structures where infiltration was found.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 7

DATE SUBMITTED:	February 15, 2018	MEETING DATE:	February 28, 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.



LAKE WHATCOM WATER AND SEWER DISTRICT

General Manager Comments

Regular Meeting – Wed. February 28, 2018 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Next Regular Board Meeting	Wed March 14, 2018	8:00 a.m.	Board Room
Next Employee Staff Meeting	Thu March 15, 2018	8:00 a.m.	Board Room Scheduled to Attend: Commissioner Citron
Safety Committee Meeting	Thu March 15, 2018	9:00 a.m.	Small Conference Room
Lake Whatcom Management Program			
Policy Group Meeting	Tue May 15, 2018	3:00 p.m.	City of Bellingham's Fireplace Room 625 Halleck St <i>Enter through the Halleck St entrance</i>
Management Meeting	None Planned		
Other Meetings			
Washington Association of Sewer & Water Districts (WASWD) Section III Meeting	Tue March 13, 2018	6:15 p.m.	Bob's Burgers and Brews Tulalip, WA
Whatcom Water District's Caucus Meeting	Wed March 21, 2018	1:00 p.m.	Board Room

Other Comments

- **Committee Meeting Reports as Needed:** This is a place holder for Board and staff members to report on recent committee meetings, such as the Lake Whatcom Policy Group, since the last Board Meeting.
- **Upcoming Important Agenda Topics:**
 - The Lake Whatcom Joint Councils & Commission Meeting to be held on March 28, 2018 at 6:30 pm at City Hall Council Chamber.
 - WASWD Spring Conference in Yakima April 4, 5, & 6, 2018.
 - Forced Sewer Connections Update