



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

SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

March 29, 2018

8:00 a.m. – Special Session

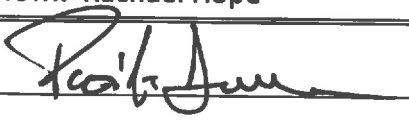
1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Sole Graphics Presentation – District Website Update
 - B. Executive Session re: personnel matter
 - C. Protecting Municipal Water Rights Discussion – Crown West Realty v. WDOE
 - D. Sudden Valley Community Association 2018 Utility Protection Agreement
 - E. Dellesta, Edgewater, Euclid Sewer Pump Station Improvements – Consultant Selection
 - F. Summary of Existing District Projects
 - G. Monthly Budget Analysis
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.A.

DATE SUBMITTED:	March 22, 2018	MEETING DATE:	March 29, 2018
SUBJECT:	Sole Graphics Presentation – District Website Updates		
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Proposed New Site Map		
	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

At the beginning of 2018, the District contracted with consultant Sole Graphics to perform an update to LWWS's website, as well as providing some technical and IT support on an ongoing basis.

Matt Bain, Owner, and Brooke McClary, Director of Marketing, will be in attendance and give a short presentation on the proposed cosmetic and usability update to the District's website.

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

Provide feedback regarding new proposed website look, design, and navigation.

PROPOSED MOTION

N/A

LWWSD Site Map (draft)

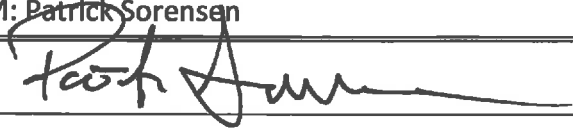
- Home
- About
 - Our District
 - Meetings
 - Services
 - Financial Information
 - LWWSD Staff
 - Board of Commissioners
 - Careers
 - FAQ's
- Billing
 - Pay My Bill (*external link / service*)
 - Policies
 - Rates
 - Why is My Bill so High?
 - FAQ's
- For Customers
 - Am I in the District?
 - Meters and Metering
 - Start or Stop Service
 - Report a Problem
 - Rental Properties
 - FAQ's
- Building & Permitting
 - Water and Sewer Permits
 - Developer Extension Agreements
 - Bonded Contractors
 - Design and Construction Standards
 - FAQ's
- Resources
 - News and Announcements
 - Water Comp Plan
 - Forms and Downloads
 - *Other...?*
- Contact
 - *TBD if we have subnav and what?*



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.B.

DATE SUBMITTED:	March 22, 2018	MEETING DATE:	March 29, 2018
SUBJECT:	Executive Session		
TO: BOARD OF COMMISSIONERS	FROM: Patrick Sorensen		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Executive Session Per RCW 42.30.110 (1)(g): Considering a personnel matter – 15 Minutes

This agenda item is a placeholder for the board to go into Executive Session.

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

N/A

PROPOSED MOTION

N/A



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.C.

DATE SUBMITTED:	March 22, 2018	MEETING DATE:	March 29, 2018
SUBJECT:	Protecting Municipal Water Rights Discussion – Crown West Realty v. WDOE		
TO: BOARD OF COMMISSIONERS		FROM: Patrick Sorensen, General Manager	
MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. March 9, 2018 Email from WASWD	
		2. March 21, 2018 Email from Bob Carmichael	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

FYI. The Washington Association of Sewer & Water Districts (WASWD) has been following the Crown West Realty v. Department of Ecology case which involves the argument that if you hold a municipal water right and are currently only using a portion of it, the unused quantity could be at risk to be taken back. WASWD is considering filing an Amicus Brief in this case with other Districts and the PUD Association.

We are sharing this issue with the Board because it is potentially very significant to some water utilities. Bob Carmichael has prepared a brief explanation of its potential impact or lack of impact on our District. It is included in the second attachment.

FISCAL IMPACT

Not anticipated at this time.

RECOMMENDED BOARD ACTION

This is intended to be a brief discussion as to impact on the District by our legal counsel.

PROPOSED MOTION

None required at this time.

From: Twila Fluaite [mailto:twila@waswd.org]
Sent: Friday, March 9, 2018 1:46 PM
To: WASWD Staff
Cc: James Kuntz
Subject: Protecting Municipal Water Rights

TO: WASWD Member Water District Staff and Commissioners

WASWD has been following the *Crown West Realty vs. Dept of Ecology* court case. Please find attached a brief description of the issues. If the Dept of Ecology's faulty "active compliance" interpretation prevails in court, municipal water rights will be negatively impacted. Specifically, if you hold a municipal water right and are currently only using a portion of it, the unused quantity could be at risk in this court case. WASWD is considering filing an Amicus Brief.

The Washington Public Utility District Association has expressed interest joining us in this effort. With WASWD currently expending legal funds on the King County Ordinance issue, we do not have sufficient legal funds to file an Amicus Brief within our current budget.

The purpose of this email is to seek your input on several questions;

1. Does your district have unused municipal water rights?
2. If yes, would your district have an interest in joining a coalition of similar water districts in making a financial contribution to help WASWD file an Amicus Brief?

Once I get a reply from the number of interested districts, I will provide you with a cost share estimate. At this point we are just trying determine member interest. For those water districts with interest, could you please e-mail back no later than Friday, March 16. Thank you.

James M. Kuntz
Executive Director

Washington Association of Sewer & Water Districts
12720 Gateway Drive, Suite 204 • Tukwila, Washington 98168
206.246.1299 • 800.244.0124 • cell 509.336.5595
www.waswd.org

Total Control Panel

[Login](#)

To: patrick.sorensen@lwswd.org [Remove](#) this sender from my allow list
From: twila@waswd.org

You received this message because the sender is on your allow list.

Total Control Panel

[Login](#)

To: patrick.sorensen@lwswd.org [Remove](#) this sender from my allow list
From: bob@carmichaelclark.com

You received this message because the sender is on your allow list.

Patrick Sorensen

From: Bob Carmichael <Bob@CarmichaelClark.com>
Sent: Wednesday, March 21, 2018 1:32 PM
To: Patrick Sorensen
Subject: RE: Protecting Municipal Water Rights

Patrick,

I have reviewed the below request from WASWD regarding a financial contribution for filing an amicus brief in an appeal of the recent PCHB decision in Crown West Realty v. DOE. The PCHB found as a threshold matter that Crown West Realty had not been using its water rights for municipal water supply purposes because it was supplying businesses, not residential uses, and was not a government or acting for government. Therefore, Crown West Realty water rights did not have "municipal water supply purpose" status under the municipal water law and its rights were subject to relinquishment.

The definition of "municipal water supply purposes" which the PCHB found Crown West Realty failed to meet is as follows:

'Municipal water supply purposes' means a beneficial use of water (a) for residential purposes through fifteen or more residential service connections or for providing residential use of water for a nonresidential population that is, on average, at least twenty-five people for at least sixty days a year; (b) for governmental or governmental proprietary purposes by a city, town, public utility district, county, sewer district, or water district; or (c) indirectly for the purposes in (a) or (b) of this subsection through the delivery of treated or raw water to public water system for such use.

RCW 90.03.015 (4). The water right held by Crown West Realty at one time met the above test as being used for municipal water supply purposes, but not for many years (far more than 5 years). The PCHB found that the Crown West Realty water rights failed to meet the above definition for at least the last 5 years, and under DOE policy no. 2030 requiring "active compliance" held that it lost its status as a municipal supplier and its statutory protection from relinquishment. The real issue seems to be the legality of DOE's "active compliance" requirement. Under that requirement, if a water right is not used for municipal water supply purposes for 5 or more consecutive years, it loses its status as a municipal water right. There may well be a battle to be fought over that issue, but it does not really concern LWWS.

For LWWS ("District"), answers to the following questions will determine if LWWS water rights are used for municipal supply purposes:

1. Does the District rely on its water rights to serve 15 or more year-round residences (defined 180 days or more per calendar year)?
2. Does the District rely on its water rights to serve, on average, 25 or more non-residents for at least 60 days per calendar year?
3. Is the District a public water system participating in the water system planning process, under which the water right is identified as being held for existing customers, future growth or supply needs, standby/reserve, backup or emergency, or other reasonable future use in a water system plan, project report, construction document, source approval, existing system as built approval, or coordinated water system plan as approved by DOH, or a small water system management program as required by DOH?

The District only needs to be able to answer one of the above three questions in the affirmative to qualify its water rights as being for municipal water supply purposes. (Crown West Realty could not meet any of the above tests,

according to PCHB). Taking its Agate Heights water rights as the most vulnerable, the District can answer "yes" to at least two and perhaps all three of the above questions. Therefore, the District Agate Heights water rights will be considered as used or held for municipal supply purposes and are not subject to relinquishment per the Crown West Realty case.

Please let me know if you have questions. Thank you.

Bob

Robert A. Carmichael | Attorney
bob@CarmichaelClark.com

Carmichael Clark, PS
1700 D Street P. 360 647 1500
Bellingham, WA F. 360 647 1501
98225 CarmichaelClark.com

This e-mail is intended only for the use of the individual or entity to whom it is addressed and may contain confidential, privileged information. If the reader of this e-mail is not the addressee, please be advised that any dissemination, distribution or copying of this e-mail is strictly prohibited.

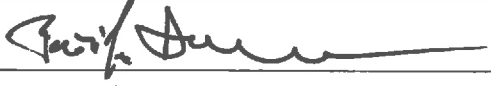
If you receive this communication in error, please call immediately 360-647-1500 and return this e-mail to Carmichael Clark, PS at the above e-mail address and delete from your files. Thank you.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.D.

DATE SUBMITTED:	March 22, 2018	MEETING DATE:	March 29, 2018
SUBJECT:	Sudden Valley Community Association 2018 Utility Protection Agreement		
TO: BOARD OF COMMISSIONERS		FROM: Bill Hunter	
GENERAL MANAGER APPROVAL		 BH	
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. 2017 Utility Protection Agreement		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Sudden Valley Community Association (SVCA) is planning to resurface about 2 miles of roads using a method called micro-resurfacing, which adds about 3/8-inch to the road thickness and years to the wear life of the pavement. The project is scheduled for July-August 2018. This project could impact as many as 46 sewer manhole ring/covers as well as an uncounted number of water valve boxes that might need adjustment up to the new surface grade. District staff will begin field inspections and assessment of District assets that could be impacted by the SVCA project.

SVCA is also planning culvert replacement/improvements at several locations in Sudden Valley. At three of those locations there is a potential for utility conflicts with District water and/or sewer utilities.

In 2017 a Utility Protection Agreement was executed between the District and SVCA for a specific SVCA project called the "Louise Creek Daylighting Project" (attached as background information). Staff intends to develop a similar agreement for the upcoming 2018 projects.

There is a potential that some of the District assets (public infrastructure) will need adjustment or relocation. During last year's Utility Protection Agreement discussions, it was noted that work on publically owned infrastructure requires following public works contracting law (i.e. prevailing wages, bonding, insurance, retainage, etc.). Staff plans to develop basic requirements for SVCA to follow and incorporate them into the 2018 agreement in case the need arises while performing these projects. The District's own requirements for small works are already spelled-out in the District's standard Small Works Contract form which can be used as the basis to develop SVCA agreement language.

FISCAL IMPACT

None at this time.

RECOMMENDED BOARD ACTION

None.

PROPOSED MOTION

Discussion only.

DISTRICT RESPONSE TO SVCA REVISIONS

UTILITY PROTECTION AGREEMENT

This UTILITY PROTECTION AGREEMENT ("Agreement") is entered into on the 6 day of July, 2017, by and between the Lake Whatcom Water and Sewer District, a special purpose district municipal corporation ("District") and the Sudden Valley Community Association ("SVCA"), a non-profit private community association, (individually "Party" and collectively "Parties").

RECITALS:

WHEREAS, SVCA intends to improve drainage systems to enhance stormwater flow, eliminate barriers, and otherwise improve fish passage in Lake Louise Creek ("Louise Creek Daylighting Project" or "Project"); and

WHEREAS, the Project requires installation of a large culvert in and around a water main owned and operated by the District; and

WHEREAS, SVCA has hired a contractor and will soon commence construction of the Project; and

WHEREAS, the Parties intend to cooperate with each other so that SVCA may efficiently complete its Project while at the same time fully protecting and safeguarding District property and with minimal disruption to District services; and

WHEREAS, the Project calls for exposing and excavating around an existing District water main and supporting said water main with an I-beam in order to install a large replacement culvert; and

WHEREAS, in the course of Project construction, SVCA's contractor must suspend and support a District water main during culvert installation, during which time the District must shut off flow in its water main; and

WHEREAS, the SVCA contractor must also backfill around and securely re-bury the District water main; and

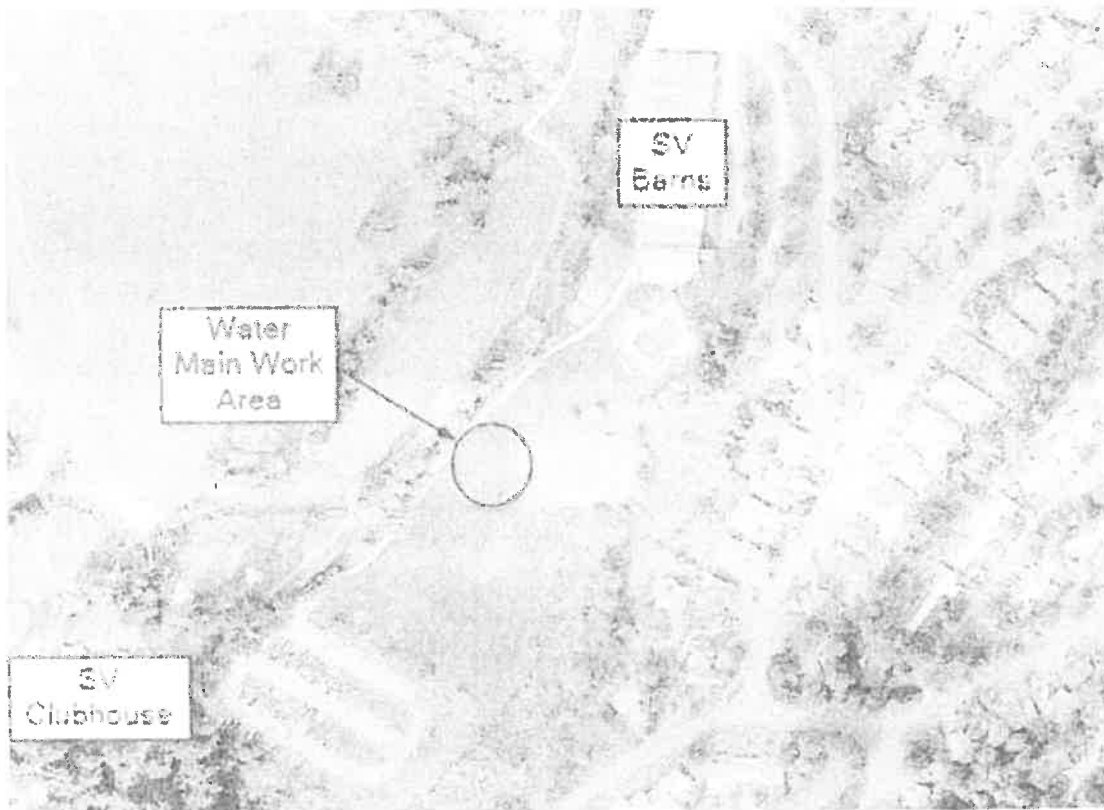
WHEREAS, the foregoing recitals are a material part of this Agreement;

NOW, THEREFORE, IT IS HEREBY AGREED:

1. Location of Protected Facilities and Permission to Perform Work.

The SVCA Project requires exposing and excavating and working around the existing District water main at the following location: the area between Austin Creek and the Sudden Valley Tennis Courts just south of the Sudden Valley Community Barn – see Figure 1 below ("Water Main Work Area"). SVCA's work on and around the District water main in the Water Main Work Area shall be subject to and in accordance with the terms and conditions in this Agreement.

Figure 1 – Water Main Work Area



2. Construction Plan Review.

SVCA shall provide the District with all plans, designs, and engineered drawings pertaining to that portion of the Project requiring exposure or excavation around the existing District water main in the Water Main Work Area, including without limitation, a structural engineer's design for the supporting I-beam size, main straps, strap spacing, and trench detail, all at least fourteen (14) days prior to construction in the Water Main Work Area. The District General Manager or Assistant General Manager shall provide any reasonable comments or concerns on those plans no later than seven (7) days after receipt, which reasonable comments or concerns SVCA shall incorporate into its plans and/or address with the District prior to commencing work in the Water Main Work Area. If the District fails to submit any comments or concerns within seven (7) days after receipt of the plans, SVCA may commence work in the Water Main Work Area pursuant to the plans.

3. Pre-Construction and Construction Information and Protocols.

3.1 SVCA shall provide the District with a proposed water main shutdown schedule at least seven (7) days in advance of the need to shut down the water main and shall state whether the water main should remain full or be drained at shut down. SVCA shall not shut down the District water main without the coordination and assistance of District staff, unless prior approval to do so is received from the District General Manager or Assistant General Manager. The District will make best efforts to meet SVCA's shut down schedule and to coordinate shut

down of its water main with SVCA. Notwithstanding the foregoing, the District shall not be liable for damages to SVCA or its contractor based upon District failure to shut down its water main in accordance with SVCA's shut down schedule.

- 3.2 SVCA shall provide the District and the SVCA contractor with the flushing, disinfection, and bacteria test protocol that should be used to put the main back into service after shut down.
- 3.3 In the event the water main shut down will be for longer than twenty-four (24) hours, SVCA and its contractor shall use the District's hydraulic model to verify the temporary elimination of the water system loop does not limit fire flow or peak hour demand flow in any other portion of the District water system.
- 3.4 SVCA and its contractor shall consult with District staff before and during construction to isolate the impact of the water main shut down so that the fewest number of District customers as possible lose water service.
- 3.5 SVCA shall notify and coordinate with the South Whatcom Fire Authority of any temporary decommissioning of fire hydrants prior to the water main shut down.
- 3.6 SVCA shall provide a qualified full-time inspector from Wilson Engineering on-site at all times when contractor is excavating, hanging, testing, and backfilling the existing District water main. This full-time inspector shall report to and take direction from the District in overseeing the aforementioned activities.
- 3.7 SVCA and its contractor shall protect from damage the existing District water main and related appurtenances, including structures, equipment, and improvements at or near the Project site. Contractor shall repair any damage to the existing District water main and appurtenances resulting from failure to protect the existing District main and appurtenances, or failure to exercise reasonable care during the Project. If SVCA and its contractor fails or refuses to repair damage to the existing District main and appurtenances promptly, the District may have the necessary work performed and charge the cost to SVCA.

4. Insurance.

SVCA shall take out and maintain during the life of this Agreement Liability Insurance for bodily injury and property damage liability, including without limitation, coverage for explosion, blasting, collapse and destruction of underground utilities and contingent liability, including products and completed operations and blanket contractual liability, as shall protect the SVCA, the District and its consultants. SVCA shall provide the District a signed certificate of insurance and CG 2026 additional insured endorsement naming the District and its consultants specifically as additional insured in said policies, all at no cost to the District. SVCA shall also require its contractor and subcontractors to provide the same certificate and endorsement naming the District as an additional insured. The insurance shall cover the District and its consultants for claims or damages for bodily injury, including wrongful death, as well as other claims for property damage, which may arise from operations under this Agreement whether such operations by SVCA, its contractor, or by any subcontractor or anyone directly or indirectly employed by them.

The amount of such insurance shall be as follows:

Commercial general liability insurance in an amount not less than two million dollars (\$2,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate in any one year

SVCA shall not cause any policy to be canceled or permit it to lapse, and all policies shall include a clause to the effect that the policy or certificate shall not be subject to cancellation or to a reduction in the required limits of liability or amounts of insurance or any other material change until notice has been mailed to SVCA stating when, not less than thirty (30) days thereafter, such cancellation or reduction or change shall be effective. SVCA will immediately provide written notice to the District should any of the insurance policies evidenced on its Certificate of Insurance form be cancelled, limited in scope, or not renewed upon expiration. In the event the District or SVCA receives notice of cancellation, SVCA shall immediately obtain other comparable insurance acceptable to the District and provide proof thereof to the District. In the event the Association is unable to obtain and provide such insurance, they shall immediately cease all work on the Project related to the Water Main Work Area, save and except that which is necessary to secure the site and prevent injury.

All certificates of insurance, authenticated by the proper officer of the insurer, shall state in particular those insured, the extent of the insurance, the location and operations to which the insurance applies, the expiration date, and the above-mentioned notice of cancellation clause. SVCA shall provide a copy of insurance policy as well as the signed certificate of insurance and CG 2026 additional insured endorsement to the District prior to commencing construction.

5. Indemnification.

SVCA shall indemnify and hold harmless the District and the District's agents and employees from and against any and all claims, losses, liabilities, causes of action, lawsuits, judgments and expenses (including reasonable attorneys' fees) (the "Claims") to the extent such Claims arise out of any act or omission on the part of SVCA, its contractors, subcontractors, employees and agents which pertain to design or construction work on the Project in the Water Main Work Area. If the Claims are caused by or results from the concurrent negligence of (a) SVCA or its officers, employees or agents and (2) the District, its officers, employees or agents, this indemnity provision shall be enforceable only to the extent of the negligence of SVCA, its officers, employees, or agents.

6. Permits and Code Compliance/Enforcement.

SVCA shall obtain all necessary permits and approvals. SVCA shall provide the District with a copy of all such permits and approvals required for work in the Water Main Work Area before construction begins. Construction shall proceed in accordance with all permits, approvals, and other governmental requirements, including the Whatcom County Development Standards and District administrative code requirements. The District reserves the right to cancel, suspend, or not renew this Agreement in the event that SVCA, or its contractor, subcontractors, or agents, are not in compliance with this Agreement, the terms of any permits and approvals, the Whatcom County Development Standards, the District administrative code, or other governmental requirements. SVCA shall be liable to the District for any applicable fines, penalties, or damages, or cost assessments due for violation of the District administrative code or any District standards in the course of completing the Project, which shall be in addition to and in no way limit the District from availing itself of any other remedies available in law or equity.

7. Independent Entities.

Neither SVCA nor the District shall assume any liability for the direct payment of any salary, wages, or other compensation to the other Party's personnel performing services hereunder or for any other liability not expressly assumed herein.

8. Nonwaiver of Breach. Failure of any Party at any time to require performance of any provision of this Agreement shall not limit such Party's right to enforce such provision, nor shall any waiver of any breach of any provision of this Agreement constitute a waiver of any succeeding breach of such provision or a waiver of such provision itself.
9. Expenses and Attorneys' Fees. The prevailing Party in any action brought to enforce any terms and conditions of this Agreement shall be entitled to the recovery of their reasonable attorney's fees, costs and expenses.
10. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. Venue for any lawsuit filed shall lie exclusively in Whatcom County Superior Court.
11. No Third-Party Rights Created. This Agreement is made entirely for the benefit of the District and SVCA only. No third party shall have any rights hereunder, whether by agency or as a third-party beneficiary or otherwise.
12. Complete Agreement – Modification Must be in Writing. This Agreement constitutes the entire agreement as to the matters contained herein. No oral or written statements shall be considered a part of this Agreement unless expressly incorporated herein in writing. This Agreement may be modified in writing only, upon mutual agreement of the Parties or the successors in interest.
13. Severability. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
14. Notices. All notices or demands to be given by any Party to any other Party pursuant to this Agreement shall be deposited in the United States mail, postage prepaid, by certified or registered mail, return receipt requested, and addressed to the Party at Issue. Notices and demands sent by mail shall be deemed to have been given and delivered when properly mailed and the postmark affixed by the United States Post Office shall be conclusive evidence of the date of mailing.
15. Counterparts. This Agreement may be executed in any number of counterparts, each of which will be deemed to be an original and all of which together will constitute a single agreement.

IN WITNESS WHEREOF, the Parties hereio have caused this Agreement to be executed by their respective authorized officers or representatives as of the day and year written above.

Lake Whatcom Water and Sewer District



By: Patrick Sorensen
Its: General Manager

Sudden Valley Community Association



By:
Its: Carol Langer

Approved as to Form:



Robert Carmichael
District Legal Counsel

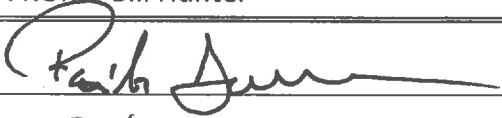
G:\USR\RC\Lake Whatcom WS District\Sudden Valley Community Association\Utility Protection
Agreement redline 062117.docx



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.E.

DATE SUBMITTED:	March 22, 2018	MEETING DATE:	March 29, 2018
SUBJECT:	Dellesta, Edgewater, Euclid Sewer Pump Station Improvements – Consultant Selection		
TO: BOARD OF COMMISSIONERS		FROM: Bill Hunter	
GENERAL MANAGER APPROVAL		 BH	
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS		1.	
		2.	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District published a Request for Proposals for professional engineering services in the Bellingham Herald on February 10, 2018. Proposals were due March 7, 2018. The District's consultant selection committee will meet March 22, 2018 to review, discuss, and select the most qualified consultant. The committee intends to make a recommendation at the board meeting.

FISCAL IMPACT

None at this time.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

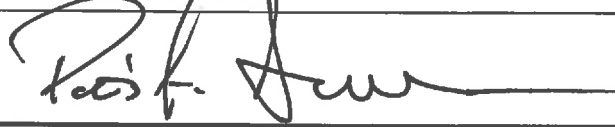
The District selects _____ as the most qualified professional engineering consultant for the Dellesta, Edgewater, & Euclid Sewer Pump Station Improvement projects and authorizes District staff to begin scope of work and fee negotiations for professional services.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.F.

DATE SUBMITTED:	March 22, 2018	MEETING DATE:	March 29, 2018
SUBJECT:	Summary of Existing District Projects		
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter & Staff		
MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. March 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 March 29, 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)	49	0	0	0
Subtotal - Commitments not yet connected	85	0	5	0
Available ERUs	31	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	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	x								
Department of Revenue Prepared by: Debi	Due end of following month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
		x	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	March 21, 2018			
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	33	25	76%
Engineering - Staff	19	7	37%
Field Crew	184	109	59%
Field Crew - Managers	26	1	4%
Office - Managers	38	7	18%
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					
• 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	1	1			
Developer Extension Agreements					
None currently active					



District Projects

Staff Report

3/22/2018

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.
- 2/28/2018 Wilson Task Order for design, cost estimates, bidding, and construction support executed.
- 3/14/2018 Certified letters sent to 3 property owners that include a sample agreement and estimated hookup costs.

05 Design

- 3/21/2018 Wilson working on design and bid documents.

A1816 Salary Survey

Salary survey for all positions in district.

01 Administration

- 2/26/2018 Professional services agreement executed. Consultant started employee interviews on 2/26/2018.
- 3/12/2018 Consultant finished staff interviews.

A1817 Web Site Update

Improve District web site and access to information.

01 Administration

- 3/14/2018 Staff reviewed draft web site changes with consultant.
- 3/29/2018 Consultant to present draft web site changes to board.

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.

10 Construction

3/21/2018 Contractor has begun work at site. New electrical cabinets have been ordered to house VFD's - contractor waiting for them to arrive and finish installation.

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.
- 3/8/2018 Letter sent to County initiate Service Area Boundary Amendment process.
- 3/14/2018 District received approvals from Whatcom County Engineering and Health Departments. Received Local Government Consistency Determination Form with Conditions from Whatcom County Planning and Development Services.

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.
- 2/27/2018 District received comments from the City and forwarded them to Herrera.

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.
- 2/27/2018 Crews relocated a water service line so that the section of water main on the bridge can be isolated with valves located on each embankment at any time without affecting any customers.
- 3/19/2018 Staff working with a specialized rental vendor to provide a "bridge walker" that includes an operator. This specialized piece of equipment has a platform that articulates over the side to reach under the edge of the bridge. The equipment is in high demand all across the nation. Staff is working to have it scheduled for a week to allow crew to remove pipe insulation, find and repair leak, and replace insulation. Estimated rental cost is \$10,000 per week.

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.

3/8/2018 District received permit application materials from consultant. Staff working to obtain Center Condo and SVCA notarized signatures.

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.
- 3/19/2018 Vehicle received by District. Staff will license and outfit with bins, shelves, etc. to put it into service.

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

3/1/2018 Advertisement for bids published in Bellingham Herald.

3/13/2018 Non-mandatory pre-bid meeting 2pm

3/16/2018 Addendum #1 issued.

4/12/2018 Bid opening 205pm.

4/25/2018 Tentative 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.

3/21/2018 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.
3/21/2018 19 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.

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.

3/22/2018 Consultant selection committee meets to review and rank consultant proposals.

3/29/2018 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.

05 Design

2/27/2018 ATS sized by electrical engineer. Staff working procurement thru GSA.

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.

01 Administration

3/20/2018 District placed order for 300 new meter registers.

C1807 Replace Light Duty Truck

Replace light duty truck.

01 Administration

2/7/2018 Truck has been ordered off of state bid. Chevy Colorado

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

C1808 Replace Tool Truck

Replace tool truck.

01 Administration

2/8/2018 Truck ordered off of state bid.

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.

05 Design

2/27/2018 Generator sizing completed by electrical engineer. Staff now working site plans and GSA procurement of generator.

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

01 Administration

2/28/2018 Grant application submitted to FEMA.

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.

3/29/2018 Staff and Wilson to tour WTP that has and "Atec" iron/manganese removal package treatment plant system at Pole Road Water Association. Tour will facilitate project scope development with staff and Wilson.

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 Board awards contract to H2O Solutions LLC.

10 Construction

4/2/2018 Tentative date contractor arrives to begin reservoir maintenance.

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 5.G.

DATE SUBMITTED:	March 22, 2018	MEETING DATE:	March 29, 2018
SUBJECT:	Monthly Budget Analysis		
TO: BOARD OF COMMISSIONERS	FROM: Debi Denton		
MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Monthly Budget Through 02/28/2018		
	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	1,078,307	-	-	-	183,450	240,000	-	1,501,757
2018 EXPENDITURES AND TRANSFERS OUT	(1,069,675)	(136,754)	(9,794)	-	-	(239,581)	-	(1,455,804)
CASH/INVESTMENTS 2017 CARRYOVER	2,131,222	520,357	770,229	440,000	396,681	-	772,334	5,030,823
ALLOCATED TO OPERATING RESERVES	\$2,139,854 -\$850,000 \$1,289,854	\$383,603	\$760,435	\$440,000	\$580,131	\$419	\$772,334	\$5,076,776

LAKE WHATCOM WATER AND SEWER REVENUE

	Description	Budget 2018	ACTUAL 2/28/2018 17%
OPERATING FUND - 401			
REVENUES			
401-343-40-10	Water Sales Metered (8.5% base rate increase) *	2,437,545	360,773
401-343-41-10	Permits (10 new connection permits)	143,480	23,821
401-343-50-11	Sewer Service Residential (2.5% rate increase) *	3,949,323	643,951
401-343-50-19	Sewer Service Other	4,000	682
401-343-50-80	Latecomer's Fees	-	6,772
401-343-81-10	Combined Fees	30,000	5,242
401-359-90-00	Late fees	50,000	11,169
401-361-11-00	Investment Interest	20,000	10,994
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	1,615
401-369-10-01	Miscellaneous	-	511
401-395-10-00	Sale of Capital Assets		
401-395-20-00	Insurance recovery	-	12,000
	TOTAL REVENUES	6,693,348	1,078,307 16%

	LAKE WHATCOM WATER AND SEWER EXPENDITURES		
	Description	BUDGET 2018	ACTUAL 2/28/2018 17%
OPERATING FUND - 401			
EXPENDITURES			
401-53X-10-10	Admin Payroll (3% cola plus step increases - 2018)	652,846	96,180
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	274,332	48,942
401-53X-10-31	Gen Admin Supplies/Equipment	30,000	3,605
401-53X-10-31-01	Meetings/Team building	3,000	1,020
401-53X-10-40	Web pay/Bank Fees	30,000	5,898
	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	
	DocuwareWeb 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 2/28/2018	
	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	57,532	
401-53X-10-42	Communication	50,000	9,733	
401-53X-10-45	Admin Lease	2,000	-	
401-53X-10-46	Property Insurance	140,000	-	
401-53X-10-49	Admin Misc.	1,000	126	
401-53X-10-49-01	Memberships/Dues	17,000	12,450	
401-53X-10-49-02	WA State Dept of Revenue Taxes/Permits	205,000	42,656	
401-53X-40-43	Training & Travel	35,000	4,226	
401-53X-40-43-01	Tuition reimbursement	1,000	-	
401-53X-50-31	Maintenance Supplies	150,000	24,554	
401-53X-50-48	Operations Repair/Maint	190,000	20,892	
401-53X-50-49	Insurance Claims	5,000	2,366	
401-53X-60-41	Operations Contracted	8,500	791	
401-534-60-47	Water City of Bellingham	40,000	4,950	
401-535-60-47	Sewer City of Bellingham Treatment Fee	640,000	167,456	
401-53X-80-10	Operations Payroll (3% cola plus step increases - 2018)	954,742	148,314	
401-53X-80-10-01	Operations Capital Projects Payroll	-	-	
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	446,472	71,569	
401-53X-80-32	Fuel	24,000	2,919	
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	383	
401-53X-80-47	General Utilities	208,000	51,898	
401-53X-80-49	Laundry	4,000	634	
	OPERATING EXPENDITURES	4,523,392	829,675	

	LAKE WHATCOM WATER AND SEWER EXPENDITURES		
	Description	BUDGET 2018	ACTUAL 2/28/2018
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
	Transfers Out for Matching to Grant	200,000	
	TOTAL EXPENDITURES	7,347,277	1,069,675
OPERATING FUND			
	OPERATING REVENUES	6,693,348	1,078,307
	EXPENDITURES	(7,347,277)	(1,069,675)
	2017 BALANCE CARRYOVER	1,750,000	2,131,222
	ALLOCATED TO OPERATING RESERVES	(850,000)	(850,000)
		246,071	1,289,854

	LAKE WHATCOM WATER AND SEWER EXPENDITURES		
	Description	BUDGET 2018	ACTUAL 2/28/2018
SYSTEM REINVESTMENT FUND - 420			
420-343-40-19	DEA Permits	-	
	WA State Emergency Mgmt Grant	1,500,000	
420-397-10-00	Transfers In from Operating Fund 401	1,505,000	-
	Matching for WA St Emergency Mgmt Grant	200,000	
	TOTAL REVENUES	3,205,000	-
420-534-10-41	DEA Contracted Services	-	
420-534-90-61	DEA Refunds	-	
	Active Projects to be completed in 2018		
C14-07	Low 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	
C18-11	Country Club Pump Station	230,448	53,466
C17-01	New Tool Truck		364
C17-04	Server Hardware Replacement		14,465
C17-05	Geneva and Par Sewer Pump Stations (Design)	631,225	20,832
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		
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 Finwood ATS and Replace Fence	20,000	
C18-04	SVWTP Turbimeter And Chlorine Analyzer	38,000	34,443
C18-05	Radio Read Registers	284,000	1,912

	LAKE WHATCOM WATER AND SEWER EXPENDITURES		
	Description	BUDGET 2018	ACTUAL 2/28/2018
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		
425-594-38-63-25	North Shore Sampling C 16-07	60,000	9,794
425-594-38-64-25	Machinery/Equipment	-	
	TOTAL EXPENDITURES	60,000	9,794
SEWER/STORM WATER CONTINGENCY FUND	REVENUES	60,000	-
	EXPENDITURES	(60,000)	(9,794)
	CASH/INVESTMENTS BALANCE CARRYOVER	770,000	770,229
			760,435
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

	LAKE WHATCOM WATER AND SEWER EXPENDITURES		
	Description	BUDGET 2018	ACTUAL 2/28/2018
2016 BOND CAPITAL PROJECTS FUND 431			
431-397-10-00-43	Fund 430 balance		183,450
	TOTAL REVENUES	-	183,450
431-594-38-63-31	Geneva and Par Pump Station (Construction)	590,000	
	TOTAL EXPENDITURES	590,000	-
2016 BOND CAPITAL PROJECTS FUND	REVENUES	-	183,450
	EXPENDITURES	(590,000)	-
	CASH/INVESTMENTS BALANCE CARRYOVER	590,000	396,681
			580,131

	LAKE WHATCOM WATER AND SEWER EXPENDITURES		
	Description	BUDGET 2018	ACTUAL 2/28/2018
DEBT SERVICE FUND - 450			
450-397-10-00-70	Transfers In from Operating Fund 401 - Water loan projects		
450-397-10-00-50	Transfers In from Operating Fund 401 - Bond payments	289,110	240,000
		649,775	
	TOTAL REVENUES	938,885	240,000
450-535-10-41-50	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		
	EXPENDITURES	938,885	240,000
	CASH/INVESTMENTS BALANCE CARRYOVER	(938,885)	(239,581)
		-	-
			419

	LAKE WHATCOM WATER AND SEWER EXPENDITURES		
	Description	BUDGET 2018	ACTUAL 2/28/2018
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



INVESTMENTS/CASH AS OF 02/28/2018

+



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 7

DATE SUBMITTED:	March 22, 2018	MEETING DATE:	March 29, 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

Special Meeting – Thu. March 29, 2018 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Next Regular Board Meeting	Wed April 11, 2018	6:30 p.m.	Board Room
Next Employee Staff Meeting	Thu April 12, 2018	8:00 a.m.	Board Room Scheduled to Attend: Commissioner Bruce Ford
Safety Committee Meeting	Thu April 12, 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 May 8, 2018	6:15 p.m.	Bob's Burgers and Brews Tulalip, WA
Whatcom Water District's Caucus Meeting	Wed April 18, 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.
- **Please Note:** On March 29 I will be at the Insurance Pool's Semi Annual Meeting in Kent for the day. I will be calling in on the phone for our meeting at 8:00 am. My insurance meetings do not start until 10:00 am.
- **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.
 - April 15 deadline for District 4 vacant Commissioner position.



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

COPY

March 21, 2018

Michael "Miguel" Gillis
Utility Systems Support Specialist
Lake Whatcom Water and Sewer District
1220 Lakeway Dr.
Bellingham, WA 98229

Subject: Hurlbut Customer Service Thank You

Dear Miguel:

Thank you Miguel for another job well done with one of our customers! I was recently made aware of a recent letter (see attached) from Mr. Max Hurlbut regarding your assistance to him over his pressure-flow questions. I greatly appreciate your attention to detail and your consideration for our customers on so many issues. This letter represents just one customer, but I know there are many others who have benefited over the years due to your assistance.

Again, on behalf of the District and the Board of Commissioners I want to thank you for the excellent customer service that you provide the rate payers on a daily basis. Your ongoing diligence in treating our customers with respect and patience on sometimes challenging issues is appreciated greatly by all.

Job well done!

A handwritten signature in black ink, appearing to be "Patrick Sorensen", written over a horizontal line.

Patrick Sorensen

General Manager

cc: Board of Commissioners

Debi Denton

Personnel File

Miguel Gillis

From: Max Hurlbut <marshalmax@comcast.net>
Sent: Wednesday, February 28, 2018 5:11 PM
To: Miguel Gillis
Subject: the water rate info--

Hi, MIGUEL,

Many thanks for your prompt response and taking the time to observe my pressure-flow and how to accurately read the water meter. A small thing for you, but important to me.

You are a Good Man with a Good Attitude! Please relay my compliments to your boss. Tell him MAX says he should be nice to you and to give you A RAISE!

Cheers, MAX

P.S.—Amazing to me, as a fellow (retired) civil servant, that you handled my original water installation back in 1982!

On Feb 28, 2018, at 3:50 PM, Miguel Gillis <miguel.gillis@lwwsd.org> wrote:

Mr. H.—here's the info we were talking about regarding the water rates—it depends on if it's above or below 600 cu.ft—so it can be between .08 /10 cents per cu.ft or \$8.85 per 100 cu ft or \$11.26 per 100 cu.ft—all of that depends on your total use for the 2 months—so hopefully that gives you some guidelines--any questions, feel free to call me --360-296-4568—good to see you--miguel

Total Control Panel

[Login](#)

To: miguel.gillis@lwwsd.org
From: marshalmax@comcast.net

Message Score: 1
My Spam Blocking Level: Medium

High (60): [Block](#)
Medium (75): [Block](#)
Low (90): [Block](#)

[Block](#) this sender
[Block](#) comcast.net

This message was delivered because the content filter score did not exceed your filter level.