

1220 Lakeway Drive Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

May 30, 2018 8:00 a.m. – Regular Session

- 1. CALL TO ORDER
- 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. Customer Request 219 Polo Park Solenberger
 - B. Customer Request 4721 Fremont St Penfield
 - C. Surplus Items Disposal
 - D. Beaver and Flat Car Sewer Pump Station Level Transmitter Project Construction Contract Award
 - E. Euclid, Dellesta AE Agreement
 - F. Par Sewer Pump Station RH2 AE Agreement Amendment for Services During Construction
 - G. Appointing an Agent for Tort Claims
 - H. Additional Sewer Connections Lake Louise Road Area
 - I. General Manager Transitional Plan
 - J. Update Master Fees and Charges
 - K. Monthly Budget Analysis
 - L. Summary of Existing District Projects
- 6. OTHER BUSINESS
- 7. UPCOMING DATES & ANNOUNCEMENTS
- 8. PUBLIC COMMENT OPPORTUNITY
- 9. EXECUTIVE SESSION
- 10. ADJOURNMENT



AGENDA BILL Item 4

DATE SUBMITTED:	May 23, 2018	MEETING DATE:	May 30, 201	8	
SUBJECT:	Consent Agenda				
TO: BOARD OF COMM	ISSIONERS	FROM: Staff			
GENERAL MANA	GER APPROVAL				
DISTRICT ENGINEER/A	SST MGR APPROVAL				
FINANCE MANA	GER APPROVAL				
ATTACHED DOCUMENTS		1. See list below			
		2.			
		3.			
TYPE OF ACTION REQUESTED		RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER	

BACKGROUND / EXPLANATION OF IMPACT

- **To be updated 5/29/18**
 - Meeting Notes from the 5/09/2018 Board Meeting
 - Accounts Payable Vouchers totaling \$54,586.55.
 - Payroll for Pay Period #11 (5/05/2018 through 05/18/2018) totaling \$41,009.13.
 - Payroll Benefits for Pay Period #11 totaling \$43,988.06.



1220 Lakeway Drive Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

May 09, 2018

Board President Laura Weide called the Regular Session to order at 5:20 p.m.

Attendees:

Commissioner Laura Weide Commissioner Bruce Ford Commissioner John Carter

Commissioner Todd Citron

General Manager Patrick Sorensen
Finance Manager/Treasurer Debi Denton

District Engineer/Assistant Manager Bill Hunter

Recording Secretary Rachael Hope District Legal Counsel Bob Carmichael

Excused Absence(s):

Consulting Engineer Melanie Mankamyer

A list of interested parties is attached.

Consent Agenda

Action Taken

Citron moved, Carter seconded, approval of:

- Meeting Notes from the 4/11/2018 Board Meeting
- Meeting Notes from the 4/25/2018 Board Meeting
- Meeting Notes from the 5/02/2018 Board Meeting
- Accounts Payable Vouchers totaling \$213,380.56.
- Payroll for Pay Period #10 (04/21/2018 through 05/04/2018) totaling \$37,808.12.
- Payroll Benefits for Pay Period #10 totaling \$43,498.68.

Motion passed.

Transition Planning

Sorensen recounted that he will be transitioning out of the General Manager position as of the end of May. Additionally, the District is currently looking to fill a new position, Operations & Maintenance Manager, to replace the vacancy created by the Maintenance Supervisor's departure. The anticipated transitional period for both positions is 3-4 months occurring between May and August of 2018. Hunter presented the Board with a draft of Staff's detailed transition plan for how specific tasks will be handled during the transition period. Discussion followed.

Prothman Company Presentation

Bill McDonald from The Prothman Company highlighted key elements of their proposals to provide recruitment services for the General Manager and Operations & Maintenance Manager positions. He focused on the ambitious calendar and timeline for the projects and answering the Commissioner's questions about the proposals. Discussion followed.

Action Taken

Ford moved, Citron seconded, to authorize Bill Hunter to execute the proposals of Prothman as written for the positions of General Manager and Operations & Maintenance Manager in an amount not to exceed \$42,000. Motion passed.

Executive Session Per RCW 42.30.110 (1)(i): Considering pending or potential litigation – 13 Minutes
Weide recessed the Special Session to Executive Session at 6:18 p.m. It was estimated that the
Executive Session would take about 13 minutes. The purpose of the Executive Session was for
consideration of pending or potential litigation. Weide recessed the Executive Session and reconvened
the Regular Session at 6:21 p.m.

Commissioner Applications

The Board interviewed three candidates for the open Commissioner seat, EJ Ledet, Larry Brown, and Jack McBride.

Executive Session Per RCW 42.30.110 (1)(h): Evaluating candidate qualifications – 25 Minutes
Weide recessed the Special Session to Executive Session at 8:12 p.m. It was estimated that the
Executive Session would take about 25 minutes. The purpose of the Executive Session was for
evaluating the qualifications of a candidate for appointment to elective office. Weide recessed the
Executive Session and reconvened the Regular Session at 8:35 p.m.

With no further business, Weide adjourned the Regular Session at 8:35 p.m.

Recording Secretary, Rachael Hope	Date Minutes Approved
Laura Weide	Todd Citron
Bruce R. Ford	Position 4 - Vacant
John Carter	

CHECK REGISTER

ACCOUNTS PAYABLE Time: 12:54:29 Date: 05/22/2018

05/22/2018 To: 05/22/2018

Page:

Trans	Date	Туре	Acct #	Chk#	Claimant	Amount Memo	
1612	05/22/2018	Claims	5	7887	CASCADE NATURAL GAS CORP	10.00	
1613	05/22/2018	Claims	5	7888	CENTURYLINK	163.77	
1614	05/22/2018	Claims	5	7889	CITY OF BELLINGHAM - NORTHSHORE	5,795.98	
1615	05/22/2018	Claims	5	7890	GONE DIVING	59.79	
1616	05/22/2018	Claims	5	7891	H2O SOLUTIONS LLC	9,683.62	
1617	05/22/2018	Claims	5	7892	MCI BUSINESS ACCOUNT	62.19	
1618	05/22/2018	Claims	5	7893	NW MANAGEMENT CONSULTING LLC	3,465.00	
1619	05/22/2018	Claims	5	7894	PROTHMAN	10,000.00	
1620	05/22/2018	Claims	5	7895	PUGET SOUND ENERGY	16,474.15	
1621	05/22/2018	Claims	5	7896	SAM'S PRESSURE WASHING	347.20	
1622	05/22/2018	Claims	5	7897	SHELL	496.92	
1623	05/22/2018	Claims	5	7898	SPARKLE CLEAN SERVICES, INC	120.00	
1624	05/22/2018	Claims	5	7899	TRIVAN TRUCK BODY LLC	7,907.93	
			rating Fund em Reinvesti	ment Fund		36,995.00 17,591.55 ———————————————————————————————————	54,586.55

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

/			λ					
Sign	an	2.5	Au	~	Date	5-	22-	18

Lake Whatcom W-S District

MCAG #: 2330

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

Commisioner	Commisioner	
Commisioner	Commisioner	
Commisioner		

CHECK REGISTER

PAYROLL

Lake Whatcom W-S District

MCAG #: 2330

05/24/2018 To: 05/24/2018

Time: 16:03:27 Date: 05/22/2018

41,009.13 Payroll:

Page:

41,009.13

Trans	Date	Туре	Acct #	Chk#	Claimant	Amount Memo
1625	05/24/2018	Payroll	5	EFT		193.30 05/05/2018 - 05/18/2018 PR 11
1626	05/24/2018	Payroll	5	EFT		315.22 05/05/2018 - 05/18/2018 PR 11
1627	05/24/2018	Payroll	5	EFT		3,827.44 05/05/2018 - 05/18/2018 PR 11
1628	05/24/2018	Payroll	5	EFT		3,455.10 05/05/2018 - 05/18/2018 PR 11
1629	05/24/2018	Payroll	5	EFT		3,074.09 05/05/2018 - 05/18/2018 PR 11
1631	05/24/2018	Payroll	5	EFT		1,376.51 05/05/2018 - 05/18/2018 PR 11
1633	05/24/2018	Payroll	5	EFT		1,110.40 05/05/2018 - 05/18/2018 PR 11
1634	05/24/2018	Payroll	5	EFT		2,649.17 05/05/2018 - 05/18/2018 PR 11
1635	05/24/2018	Payroll	5	EFT		1,577.28 05/05/2018 - 05/18/2018 PR 11
1636	05/24/2018	Payroll	5	EFT		3,336.07 05/05/2018 - 05/18/2018 PR 11
1637	05/24/2018	Payroll	5	EFT		1,790.80 05/05/2018 - 05/18/2018 PR 11
1638	05/24/2018	Payroll	5	EFT		1,890.63 05/05/2018 - 05/18/2018 PR 11
1639	05/24/2018	Payroll	5	EFT		1,779.77 05/05/2018 - 05/18/2018 PR 11
1640	05/24/2018	Payroll	5	EFT		2,401.10 05/05/2018 - 05/18/2018 PR 11
1641	05/24/2018	Payroll	5	EFT		1,493.28 05/05/2018 - 05/18/2018 PR 11
1642	05/24/2018	Payroll	5	EFT		1,856.97 05/05/2018 - 05/18/2018 PR 11
1643	05/24/2018	Payroll	5	EFT		4,001.25 05/05/2018 - 05/18/2018 PR 11
1644	05/24/2018	Payroll	5	EFT		481.33 05/05/2018 - 05/18/2018 PR 11
1645	05/24/2018	Payroll	5	EFT		2,371.54 05/05/2018 - 05/18/2018 PR 11
1630	05/24/2018	Payroll	5	7902		732.02 05/05/2018 - 05/18/2018 PR 11
1632	05/24/2018	Payroll	5	7903		1,295.86 05/05/2018 - 05/18/2018 PR 11
		401 Oper	ating Fund			41,009.13

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

Sign	Date 5-22-18	
Board Authorization - As the payment with our signatures	lly elected board for this district we have reviewed the claims listed and applelow.	prove the
Commisioner	Commisioner	
Commisioner	Commisioner	
Commisioner		

CHECK REGISTER BENEFITS

Lake Whatcom W-S District

MCAG #: 2330

05/24/2018 To: 05/24/2018

Time: 08:25:05 Date:

43,988.06 Payroll:

e: 05/23/2018

Page:

1

Trans	Date	Type	Acct #	Chk#	Claimant	Amount	Memo
1648	05/24/2018	Payroll	5	EFT	UNITED STATES TREASURY	14,631.55	941 Deposit for Pay Cycle(s) 05/24/2018 - 05/24/2018
1649	05/24/2018	Payroll	5	7904	AFLAC	435.55	Pay Cycle(s) 05/24/2018 To 05/24/2018 - AFLAC Pre-Tax; Pay Cycle(s) 05/24/2018 To 05/24/2018 - AFLAC Post-Tax
1650	05/24/2018	Payroll	5	7905	AFSCME LOCAL	369.80	Pay Cycle(s) 05/24/2018 To 05/24/2018 - Union Dues; Pay Cycle(s) 05/24/2018 To 05/24/2018 - Union Fund
1651	05/24/2018	Payroll	5	7906	DEPARTMENT OF RETIREMENT SYSTEMS	3,167.00	Pay Cycle(s) 05/24/2018 To 05/24/2018 - DCP
1652	05/24/2018	Payroll	5	7907	HRA VEBA TRUST (PAYEE)	490.00	Pay Cycle(s) 05/24/2018 To 05/24/2018 - VEBA
1653	05/24/2018	Payroll	5	7908	VANTAGEPOINT TRANSFER AGENTS - 306798	665.00	Pay Cycle(s) 05/24/2018 To 05/24/2018 - ICMA
1654	05/24/2018	Payroll	5	7909	WA ST PUBLIC EMP RET PLAN 2	10,184.09	Pay Cycle(s) 05/24/2018 To 05/24/2018 - PERS 2
1655	05/24/2018	Payroll	5	7910	WA ST PUBLIC EMP RET PLAN 3	1,416.36	Pay Cycle(s) 05/24/2018 To 05/24/2018 - PERS 3
1656	05/24/2018	Payroll	5	7911	WA ST SUPPORT ENFORCEMENT REGISTERY	208.34	Pay Cycle(s) 05/24/2018 To 05/24/2018 - SUP ENF
1657	05/24/2018	Payroll	5	7912	WASHINGTON STATE HEALTH CARE AUTHORITY	12,420.37	Pay Cycle(s) 05/24/2018 To 05/24/2018 - PEBB Medical; Pay Cycle(s) 05/24/2018 To 05/24/2018 - PEBB ADD LTD; Pay Cycle(s) 05/24/2018 To 05/24/2018 - PEBB SMK Surcharge
		401 Opera	ting Fund			43,988.06	

43,988.06

CHECK REGISTE BENEFITS

Lake Whatcom W-S District MCAG #: 2330

05/24/2018 To: 05/24/2018

Time: 08:25:05 Date:

05/23/2018

2

Page:

Trans Date

Type

Acct #

Chk # Claimant

Amount Memo

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

Sign	Date 5-29-18	
Board Authorization - As the depayment with our signatures be	elected board for this district we have reviewed the claims listed and approve two	the
Commisioner	Commisioner	
Commisioner	Commisioner	
Commisioner		



AGENDA BILL

DATE SUBMITTED:	May 17,2018				
TO BOARD OF COMMISSIONERS	Olh				
FROM: Bill Hunter	MANAGER APPROVAL /ash to				
MEETING AGENDA DATE:	May 30, 2018				
AGENDA ITEM NUMBER:	5A				
SUBJECT:	Customer Request – 219 Polo Park – Solenberger				
LIST DOCUMENTS PROVIDED ⇒	1. Letter dated 4/23/2018 from Solenberger				
NUMBER OF PAGES	2. Letter dated 5/23/2017 from District				
INCLUDING AGENDA BILL:	3. 5/10/2017 Meeting Minutes				
	4. 5/10/2017 Agenda Bill (selected relevant pages)				
TYPE OF ACTION REQUESTED	RESOLUTION FORMAL ACTION / INFORMATIONAL / OTHER □				

BACKGROUND / EXPLANATION OF IMPACT

Attached is a letter from Adrienne Solenberger dated 4/23/2018 requesting an appeal to the Board for relief from paying rates for 2 Equivalent Residential Units (ERU): 1 for the main house and 1 for an accessory dwelling unit.

As per Board direction and District Policy, the District began charging the property for 2 ERU about one year ago. The Board recently discussed this policy in detail in 2017 and earlier in 2013. District's legal counsel concluded the February 15, 2017 brief with:

"This is the second time the issue of properties having never paid the correct connection fees and service charges has come up. The District must require all such properties to commence paying the proper monthly service charges for each ERU."

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

The District must apply billing policies consistently to all customers. Staff recommends the Board uphold its billing policies related to accessory dwelling units.

PROPOSED MOTION

Move to uphold current District policies related to properties with accessory dwelling units and to deny Solenberger's request to be billed for only 1 ERU.

April 23, 2018

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

RE:

Adrienne Solenberger 219 Polo Park Drive Bellingham, WA 98229 Acct. # 240008131

Dear Board of Commissioners,

I am writing to request an appeal, or redetermination, of my water and sewer costs. I have been struggling to afford the costs associated with newly determined water and sewer rates adjusted after the audit of 2017. Almost a year ago the General Manager, Patrick Sorensen, provided a notice that my rates were being doubled because my property had an ADU over my garage (built in 1997). The noticed mandated that I would pay the base water and sewer, plus overages, per 'dwelling building' as well as back charges for 6 months. This would be 454.04 (+ overages) every 2 months and any back pay. I spent several months attempting to work this out with Mr. Sorensen who helped relieve some of the back pay and negotiated a rate version that would charge double the sewer, standard base water, plus any additional overage; or minimal payment of \$386.46. I roughly pay \$500 / bi-monthly.

I am a single working mother of four children living in a 3 bedroom house; my ADU is an additional bedroom. The total square footage being 2,070; smaller than many of the residences in my neighborhood. My eldest daughter, a high school senior, currently resides in my ADU and will continue to do so as she attends WWU this coming fall in effort to reduce her potential housing costs. My previous payment record with LWWSD was always in good standing until these additional charges were added to my account. Honestly, I still have not been able to catch up on the expectation of back payments let alone work into my budget the ability to pay \$250 a month on water. Please also understand that I have a son with a disability and hence my ability to spend exhaustive amounts of time negotiating this is quite limited. It would be my request to return back to my previous payment arrangements of standard base rates and any overages as they may apply.

Regards,

Adrienne Solenberger



1220 Lakeway Drive Bellingham, WA, 98229

(360) 734-9224 Fax 738-8250

May 23, 2017

Ms. Adrienne Solenberger 219 Polo Park Drive Bellingham, WA 98229

Subject:

District Water & Sewer Service/219 Polo Park Drive

Dear Ms. Solenberger:

It has come to the District's attention that the property at 219 Polo Park Drive in Bellingham is receiving both sewer and water service and has not been billed for the service.

According to District records there are two residential units on the property, one built in 1978 and the other built in 1997. One residential unit is 992 square feet, 3 bedrooms, with 2 full baths. The other residential unit is 862 square feet, 1 bedroom, and 1 full bath. The District is currently billing the Polo Park property for 1 sewer service and 1 water service. Under District code, the Polo Park property should be billed for 2 sewer services and 2 water services.

The following corrective action is required:

- The District will begin billing for an additional water and sewer service Immediately. Attached is a copy of the District's service rates and other pertinent payment information.
- The District will bill back water and sewer charges beginning December 1, 2016 (6 months back) utilizing the water and sewer base charges for this period of time as service was received. Late charges pertaining to this balance will not apply. If you need a payment plan for your convenience please contact the District office.

Please contact the District with any questions.

Patrick Sorensen General Manager

incerely

cc: Account file #240008131

Water Comprehensive Plan – Service Area Boundary Review

Melanie Mankamyer from Wilson Engineering has been working on the District's Water Comprehensive Plan. Part of updating the District's Water Comprehensive Plan is to review the District's service area boundaries. Sorensen noted that there are areas of overlap with other water systems that should be reviewed and adjusted, if possible. For example, there is the overlap on Academy Road with Whatcom County Water District #7. This overlap came to light with the request for denial of service from 1915 Academy Road. We contacted WCWD#7 and discovered that they are serving some properties on the south side of Academy Rd. Of the remaining properties within the District Boundary, only one is vacant. Given the extremely small quantity of potential connections, and the fact that WCWD#7 already has water mains halfway up Academy Rd, the District may want to consider removing the Academy Road properties from its Future Service Area, and possibly from the overall District Boundary. A brief discussion followed. Further discussion of this item will take place at a future meeting when a full Board is present.

Utility Billing Reconciliation

Sorensen explained that staff conducted an audit of the District's water and sewer accounts in order to identify any "phantom" or unauthorized connections. The goal of the audit was to insure that the properties that are receiving service are actually paying for all of the services being received, and that permit fees have been collected for each connection. The review identified four properties needing further examination. A letter was subsequently sent to each of the property owners outlining the District's findings and requesting that they schedule an appointment to meet with District staff to discuss their account. District legal counsel advised staff that the District has the ability to collect for up to six years of unpaid user fees and permitting fees under the statute of limitations. When the last account audit was performed in 2013 the Board used six months as the designated period to back bill the accounts but the six month time period was not set in policy at that time. The Board discussed the Utility Billing Reconciliation.

Action Taken

Carter moved, Casey seconded, to establish a policy of back billing accounts with unauthorized connections for a six month period of time and to negotiate a payment plan with each of the effected property owners. Motion passed.

Budget Update Report

The Budget Update Report for April 2017 was briefly discussed.

• Reschedule August 9, 2017 Regular Meeting

Discussion of this item was postponed to the May 31, 2017 regular meeting.

Other Business

May 31, 2017 Regular Meeting

The Wednesday May 31, 2017 regular meeting was rescheduled to Tuesday May 30, 2017 at 8:00 a.m.

Manager's Report

The Manager's Report was briefly discussed.



AGENDA BILL

DATE SUBMITTED:	May 2, 2017				
TO BOARD OF COMMISSIONERS	_ , \				
FROM: Patrick Sorensen	MANAGER APPROVAL Kirls Hum				
MEETING AGENDA DATE:	May 10, 2017				
AGENDA ITEM NUMBER:	5.E.				
SUBJECT:	Utility Billing Reconciliation Report				
LIST DOCUMENTS PROVIDED ⇒	1. February 21, 2017 Report from legal counsel with attachments				
NUMBER OF PAGES	2. Sample Customer Letter from 2013 Reconciliation				
INCLUDING AGENDA BILL:	3.				
TYPE OF ACTION REQUESTED	RESOLUTION FORMAL ACTION/ INFORMATIONAL/ OTHER ☐				

BACKGROUND / EXPLANATION OF IMPACT

From time to time the District will audit its account base to see if billing coincides with actual connections. If there is an inconsistency we bring this information forward to the Board for action to correct the situation. We last did this in 2013 and corrected a handful of accounts. We are bringing forward four specific accounts at this time. Each is described in a memo from District legal counsel dated February 15, 2017 (attached). This year's issue was originally brought to the Board in February. At that time the Board wanted to first get past some other pressing issues and requested that staff bring this back to you in April. Recommendations are included in Bob Carmichael's report. We have to charge for service received. The real question is how far back we will bill these customers for the service they are receiving. An explanation of how this was dealt with back in 2013 is also attached.

FISCAL IMPACT

We have not calculated any missed revenue but recommend that we now correct the problem.

RECOMMENDED BOARD ACTION

That the Board reviews the outlined issue with each of the four accounts and directs staff to back bill each party for service received for a specific period of time. In 2013 the Board used six months as the designated period. However, the six month time period was not set in policy in 2013 as the Board at the time wanted to reserve the right to review the circumstances on issues as they came up in the future.

PROPOSED MOTION

To establish a back billed period of time for each of the customer accounts as presented.

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1700 D Street Bellingham, WA, 98225

P. 360 647 1500 F. 360 647 1501 carmichaelclark.com

ROBERT A. CARMICHAEL | Attorney bob@carmichaelclark.com

MEMORANDUM

TO:

LWWSD Board

FROM:

Robert Carmichael and Catherine Moore

DATE:

February 15, 2017

SUBJECT:

Utility Account Audit

QUESTION

What are Lake Whatcom Water Sewer District ("the District")'s options for addressing four properties which never paid connection fees and do not pay for all water and sewer service they receive?

SHORT ANSWER

Four (4) properties have recently been discovered not paying for all the water or sewer connections that service them. The District must commence collecting the appropriate monthly service charges for the number of ERUs on each property. The District has the legal right to collect charges incurred in the past six (6) years from these properties. For each property, collection of past due connection charges is time barred under the six (6) year statute of limitations. However, the District is able to collect monthly service charges due for service received for the past six (6) years.

When the District faced a similar issue in 2013, the District Board determined that it would only pursue service fees for the prior six (6) months. However, the Board also indicated that it was a one-time decision and not to be considered District policy for future cases. The current District Board has the legal right to collect up to a maximum six (6) years back service charges for each of these properties, or such lesser amount as determined in its discretion.

FACTS

In a recent utility account audit, District staff uncovered four (4) separate properties receiving service for which the District has no record of connection fee payment or monthly service charges. Those properties and information of their circumstances is set forth below. The information is based on a combination of information on the Assessor's website and District records.

1. 920 Euclid Avenue ("Euclid Property"). There are two residential units on the property, each built in 1959. One residential unit is 1376 square feet, 3 bedrooms, with 1 ½ baths. The other residential unit is 874 square feet, 2 bedrooms, with 1 bath.

The District is currently billing the Euclid Property for 2 sewer services and 1 water service. Under District code, the Euclid Property should be billed for 2 sewer services and 2 water services.

District files include a sewer as-built drawing showing 2 residences from 2007-08. Permits were paid for sewer general facilities in 2007, one in the amount of \$6,542 and the other in the amount of \$978.

A water service as-built drawing from 2002 also shows two residences on the Euclid Property labeled as "large home" and "small home." Bill says the file also contains a note from 1981 indicating there are two houses off this service. The District knew or should have known in 1981 of the existence of two separate water services at the Euclid Property.

2. 219 Polo Park Drive ("Polo Park Property"). There are two residential units on the Polo Park Property, one built in 1978 and the other built in 1997. One residential unit is 992 square feet, 3 bedrooms, and 2 full baths. The other residential unit is 862 square feet, 1 bedroom, and 1 full bath.

The District is currently billing the Polo Park Property for 1 sewer service and 1 water service. Under District code, the Polo Park Property should be billed for 2 sewer services and 2 water services.

District files include a sewer as-built drawing from 1996 showing a residence and garage connected to sewer. The file contains one water service permit from 1976 and one side sewer permit from 1997. In light of the 1997 sewer as-built, the District knew or should have known in 1997 of the existence of two separate sewer and two separate water services at the Polo Park Property.

3. 3901 Lakeway Drive ("Lakeway Property"). There are two residential units on the Lakeway Property, both built in 1926. One residential unit is 1262 square feet, 2 bedrooms, and 1 full bath. The other residential unit is 864 square feet, 2 bedrooms, and 1 full bath.

The District is currently billing the Lakeway Property for 2 water services but only 1 sewer service. Under District code, the Lakeway Property should be billed for 2 sewer services.

District files include a sewer permit for one residence issued in 2005, but there were two water services to the same property. In light of this discrepancy, the District knew or should have known of the existence of two sewer permits in 2005.

4. 4721 Fremont St. ("Boy Scout Cabin"). There is water to the Boy Scout Cabin, but it does not contain any bedrooms or bathrooms. There is 1 water service to the cabin and no sewer service. The Boy Scout Cabin should be billed for 1 water service, but while the Cabin's water usage has been recorded, it has never been billed.

Billing on the account appears to be suspended. There is also a note in the file from 2006 stating "Not locked, no charges since the beginning of time."

ANALYSIS

A. A six-year statute of limitations likely applies because utility charges are probably accounts receivable.

Previously, the District had an audit performed in 2013. That audit found eight (8) properties in situations similar to the ones described above. The District sought the advice of its then-attorney, Thomas Fryer, regarding its legal rights to collect connection charges and service fees for one of the properties in particular. Mr. Fryer's letter is attached to this memo as Attachment 1. Mr. Fryer's 2013 letter concluded that a six-year statute of limitations would likely apply to an action to collect unpaid connection charges and service fees. We agree with Mr. Fryer's assessment.

Chapter 4.16 RCW defines statutes of limitations after which actions may not be brought. RCW 4.16.160 provides that municipal and quasi-municipal actors are subject to the same statutes of limitations as private actors, except when acting for the benefit of the state. Washington courts have held that operation of a utility is a proprietary action, not an action for the benefit of the state. Therefore, the connection charges and service fees will be subject to the statutes of limitations as if the District were a private entity.

Two statutes of limitations could potentially apply. The three-year statute of limitations at RCW 4.16.080(3) applies to transactions without a written contract. The six-year statute of limitations at RCW 4.16.040(2) applies to accounts receivable. Most of the accounts at issue do not appear to have written contracts reflecting the correct number of connections. Unless the delinquent charges and fees are considered to be accounts receivable, the three-year statute of limitations applies due to the lack of written contracts for these accounts.³

Fortunately for the District, however, utility charges probably fall under the umbrella of accounts receivable. The statute defines an "account receivable" as "any obligation for payment incurred in

¹ There is no explanation for why the 2013 audit did not also discover these four properties.

² City of Tacoma v. Taxpayers of Tacoma, 108 Wn.2d 679, 694-95, 743 P.2d 793, 800-01 (1987). See also Municipality of Metropolitan Seattle v. Division 587, Amalgamated Transit Union, 118 Wn.2d 639, 645, 826 P.2d 167, 170 (1992); Sudden Valley Community Association v. Whatcom County Water District No. 10, 113 Wn.App. 922, 926, 55 P.3d 653, 654-55 (2002).

³ When a written contract accurately describing the connections does exist, the six-year statute of limitations at RCW 4.16.040(1) applies.

the ordinary course of the claimant's business or profession, whether arising from one or more transactions and whether or not earned by performance." The Washington Supreme Court addresses the definition of "account receivable" in the context of RCW 4.16.040 in *Tingey v. Haisch*. In that case, the Court interpreted an earlier version of the current statute, provided only for "an account receivable incurred in the ordinary course of business." RCW 4.16.040 (2006). The court held that the plain meaning of "account receivable" was "an amount due a business on account from a customer who has bought merchandise or received services." Because a utility charge is compensation for a service provided to a customer in the course of a proprietary venture, service fees and connection charges very likely would be considered accounts receivable. It should be noted that though it is our conclusion that the six-year statute of limitations applies, Washington courts have never interpreted whether utility charges are accounts receivable.

The statute of limitations begins to run when a claimant knew or should have known of the conditions resulting in the claim.⁶ A claimant should have known of the conditions if "the reasonable exercise of diligence" would have uncovered those conditions.⁷

B. Recovery of connection fees is time barred, but the District has a right to collect service fees from the previous six (6) years on the properties.

In our opinion, the District has a legal right to collect on any utility charges up to six (6) years overdue. However, in the case of each of the subject four (4) properties, recovery of the connection fees is time-barred. In each case, the District knew or should have known of the connections more than six (6) years ago. Despite the fact that these discrepancies were not discovered until the most recent audit, the District's prior documentation should have alerted it to the non-paying properties.

In our opinion, the District has the right to collect unpaid monthly service charges dating back six (6) years. Collecting farther back in time than six (6) years is barred by the statute of limitations.

C. The District previously collected only six months of past due utility charges, but stated that was a one-time only agreement.

The minutes of the Board meeting describing the following actions are attached as Attachment 2. In 2013, an audit discovered eight properties not being charged for the correct number of water or sewer connections. One residence was built in 2003 and its connection to the sewer system was never recorded; one residence replaced an older home in 1984, apparently without submitting a

⁴ Tingey v. Haisch, 159 Wash.2d 652, 655, 152 P.3d 1020, 1022 (2007).

⁵ This is the conclusion of our office, Mr. Fryer, and MRSC, a nonprofit which provides legal and policy guidance to local Washington governments, though no case law exists addressing this question.

⁶ 1000 Virginia Ltd. P'ship v. Vertecs Corp., 158 Wn.2d 566, 576, 146 P.3d 423, 428 (2006), as corrected (Nov. 15, 2006).

⁷ Id. at 575-76, 428.

new sewer permit and connection fee; one property had an accessory dwelling unit built in 2004 without its own water or sewer line; the other five properties were similarly situated.

The District sent each property owner a letter requesting a discussion about the status of their individual accounts and advising the property owners that the District had the right to collect up to six years' worth of fees. Three of the property owners met with District staff and protested the collection of six years' worth of fees.

The District Board decided to pursue only the previous six (6) months' worth of utility charges plus any connection fees less than six (6) years old from the eight property owners. District staff worked out a payment plan with late fees waived for each property owner. The Board also determined that this solution was a not a long-term policy and would only apply to those eight accounts.

D. Decision on the subject four (4) properties.

The Board must require each property to begin paying appropriate monthly service charges for each ERU. The Boy Scout cabin may not legally continue to receive free water. It should either commence paying monthly service fees under the current District Code or disconnect from service. The real question for all the properties is how far back in time should the District go in collection of their unpaid monthly service charges. The District Board may pursue any amount of charges from the delinquent accounts, so long as it only pursues charges up to a maximum of six (6) years old.

CONCLUSION

This the second time the issue of properties having never paid the correct connection fees and service charges has come up. The District must require all such properties to commence paying the proper monthly service charges for each ERU. As to collection of past due charges, our advice is the same as the District's previous attorney: the District may collect any fees that accrued within the past six (6) years. Here, the District should have known of all of these connections more than six (6) years ago, so it is unable to collect any connection fees. However, the District may still pursue up to six (6) years of monthly service charges. How far back in time the District chooses to collect monthly service fees, up to a maximum of six (6) years, is within the discretion of the Board.



AGENDA BILL

DATE SUBMITTED:	May 17,2018					
TO BOARD OF COMMISSIONERS		\sim 21				
FROM: Bill Hunter	MANAGER AF	MANAGER APPROVAL				
MEETING AGENDA DATE:	May 30, 2018					
AGENDA ITEM NUMBER:	5B					
SUBJECT:	Customer Request – 4721 Fremont St – Penfield					
LIST DOCUMENTS PROVIDED ⇒	1. Letter dated 4/26/2018					
NUMBER OF PAGES INCLUDING AGENDA BILL:	2.					
	3.					
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION []	INFORMATIONAL/ OTHER ⊠			

BACKGROUND / EXPLANATION OF IMPACT

The Boy Scout Cabin located 4721 Fremont Street is a water-only customer. Water consumption at the property is very small. The customer is requesting that the Board of Commissioners consider amending the District's Administrative Code to allow for a reduced base rate for customers that use very little water. Details are in the attached letter from The Penfield Foundation.

Does the Board wish to consider establishing a rate structure for accounts that use small quantities of water?

FISCAL IMPACT

Unknown.

RECOMMENDED BOARD ACTION

Base rates established by the District create a stable revenue stream which supports operations and maintenance costs to provide safe, clean, reliable water on demand whether a customer turns on a tap or not. Staff recommends that if the board wishes to consider such an amendment, that it be done as part of the next rate study scheduled in 1-2 years to fully understand the impacts of creating, implementing, and sustaining a fractional base rate charge. In the interim, the District does offer a billing suspension as an option for customers that want to temporarily turn off their water and suspend billing.

PROPOSED MOTION

None.

Penfield Board

Gary Erickson

President 1623 Euclid Avenue Bellingham WA 98229 671-3863

Tom Ekdahl

Vice President 961 Chuckanut Drive Bellingham WA 98229 671-1729

Gayle Shipley

Secretary/Treasurer 4023 Willowbrook Lane Bellingham WA 98229 647-9394

Jeff Cook

Vice President 1232 Modoc Drive Bellingham WA 98229 527-2310

Tom Scott

1445 Grant Street Bellingham WA 98226 733-2874

Registered Agent

Hartwell F. Bressler Metcalf Hodges P.S. 709 Dupont St. Bellingham, WA 98225 April 26, 2018

Board of Directors Lake Whatcom Water and Sewer District 1220 Lakeway Drive Bellingham, WA 98229

RE: Friendly Amendment to Administrative Code

Dear Board,

The Penfield Foundation owns the Boy Scout Troop 19 cabin, which sits on 6 parcels of land at 4721 Fremont Street, account 069000000. Penfield is a 100 percent volunteer, 501 (c) (3) organization formed solely to hold the cabin and property for use of the scout troop.

The land was gifted to Troop 19 in 1928. The troop built the rustic log cabin on the property between 1928 and 1931. Approximately 0.3 percent of the land on the property is developed.

The County Assessor's office considers the building to be property tax exempt, unworked; a structure not in compliance with building code and grandfathered to the date of origin.

The cabin is not a single family dwelling and records show that our water use, from the single outside tap provided by the Lake Whatcom Water and Sewer District (LWWSD) is small. The cabin is used generally only one evening a week. Water use is mostly for fire protection related to fireplace cabin heating and outside recreational fires.

Because of the lack of interior water access and the infrequent use of the cabin, the Penfield account contributes minimally to watershed control issues and minimally impacts the quality of Lake Whatcom water.

April 26, 2018

Board of Directors
Lake Whatcom Water and Sewer District

Page 2

The parents of the scouts in Boy Scout Troop 19 provide funds to operate the cabin through donations. They are, of course focused on providing their sons with leadership and outdoor skill-building opportunities. Most of the families with sons in the troop live within the water district and pay for water use associated with their own dwellings.

The LWWSD Administrative Code shows that billing is on the basis of an Equivalent Residential Unit. The 3 cubic feet of water used during the September/October 2017 billing two-month period constitutes less than 0.2 % of the ERU, shown below.

3.1.27 Equivalent Residential Unit (ERU) (or Residential Unit) The basic unit used for purposes of billings of all kinds. One residential unit shall be based on 18 fixture units as defined in the Uniform Plumbing Code. When volumetric measurements are used, an Equivalent Residential Unit shall be based upon the equivalent of 900 cubic feet or 6,732 gallons per month. Note that the UPC "fixture units" are not a one-to-one correlation with the number of plumbing fixtures. [Resolution Nos. 146, 174, 242A, 785]

The November/December 2017 bill is likewise small with 5 cubic feet consumed, as is the January/February 2018 bill with 0 cubic feet consumed.

The Penfield Foundation is proposing a change to the definition of Equivalent Residential Unit (ERU) to add the sentence below

Accounts with dwellings that do not meet the definition of an Equivalent Residential Unit, having no fixture units in the interior, which use less than 2% of the equivalent 900 cubic feet per month, shall be billed at 5% of the normal ERU fee.

Troop 19 has been serving the youth of the Geneva neighborhood and beyond for nearly 100 years. It receives no funding from its charter organization and operates on fund raising events and parental dues. The over \$360 per year cost of a few gallons of water hauled from an outdoor spigot to douse fires and keep the property and the surrounding neighborhood safe is more than a small burden on the troop's finances.

We hope that you can see your way clear to support our local youth by considering this simple amendment to your Administrative Code.

Sincerely,

Gayle Shipley

Secretary, The Penfield Foundation



AGENDA BILL Item 5.C.

DATE SUBMITTED:	May 23, 2018	MEETING DATE: May 30, 2018		8	
SUBJECT:	Disposal of Surplus	tems			
TO: BOARD OF COMMISSIONERS		FROM: Patrick Sorensen			
GENERAL MANAGER APPROVAL		tail Am			
DISTRICT ENGINEER/ASST MGR APPROVAL					
FINANCE MANAGER APPROVAL		-		;	
ATTACHED DOCUMENTS		1. List of Items Dated May 23, 2018			
		2.			
		3.			
TYPE OF ACTION REQUESTED		RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER	

BACKGROUND / EXPLANATION OF IMPACT

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

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

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

PROPOSED MOTION

To declare the presented list of items dated May 23, 2018 as surplus and authorize the Assistant General Manager to dispose of the property in a manner consistent with state law.

- 2005 Chevy Colorado VIN#1GCDT196258196005 Mileage179995
- 2. 2006 Ford Freestar VIN# 2FTZA54647BA06313 Mileage: unknown
- 3. Konica Minolta Copy/Printer/Scan/ Fax Bizhub C2200
- 4. Aficio MP2851 Copy/Printer/Scan/ Fax
- 5. Well X-Trol (2) Bladder Tanks
- 6. Stihl Demolitoin Saw
- 7. GE Truvision DVR 30 (broken)
- 8. Onan Arc Welder
- 9. GE model GEL-19DV Computer Monitor



AGENDA BILL

DATE SUBMITTED:	May 17,2018			
TO BOARD OF COMMISSIONERS				
FROM: Bill Hunter	MANAGER APPROVAL			
MEETING AGENDA DATE:	May 30, 2018			
AGENDA ITEM NUMBER:	5 D			
SUBJECT:	Beaver and Flat Car Sewer Pump Station Level Transmitter Project – Construction Contract Award			
LIST DOCUMENTS PROVIDED ⇒	1.			
NUMBER OF PAGES INCLUDING AGENDA BILL:	2.			
	3.			
TYPE OF ACTION REQUESTED	N-800000	FORMAL ACTION/ MOTION ⊠	INFORMATIONAL/ OTHER	

BACKGROUND / EXPLANATION OF IMPACT

The Beaver and Flat Car Sewer Pump Station Level Transducer Project replaces 15+ year old ultrasonic level monitoring equipment with both a submersible level transmitter and a radar device at two separate sewer pump stations.

An Advertisement for Bids was published in the Bellingham Herald on April 29, 2018. One addendum was issued on May 7, 2018. A non-mandatory pre-construction meeting was held on May 8, 2018. Bids were due on May 15, 2018.

The District received 1 bid from JH Kelley, LLC based in Longview, Washington with a field office in Bellingham. JH Kelley recently completed a small electrical project that installed variable frequency drives at the District's Lowe Sewer Pump Station. JH Kelley meets the state's mandatory bidder responsibility requirements and the District's supplemental bidder responsibility criteria established for the project.

Staff recommends awarding the construction contract to JH Kelley, LLC.

FISCAL IMPACT

JH Kelley's bid proposal:

Mobilization & Demobilization	\$ 1,000.00	
Beaver & Flat Car Sewer		
Pump Station Level Transmitters	\$32,500.00	
Total Base Bid (not including sales tax)	\$33,500.00	

The District's 2018 budget allocates \$50k for this project. Known project costs to date are summarized as follows:

Submersible Level Transmitters	\$ 1,360.00
Panels, Equipment, Installation (QCC)	\$ 7,200.69
Electrical Construction/Installation (JH Kelley, LLC)	\$36,347.50
Total Project Cost (including sales tax)	\$44,908.19

JH Kelley's bid is within the District project budget.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Award the Beaver and Flat Car Sewer Pump Station Level Transmitter Project to JH Kelley, LLC for a construction contract amount of \$36,347.50 (including 8.5% sales tax) and authorize staff to execute the contract.



AGENDA BILL

DATE SUBMITTED:	May 17,2018			
TO BOARD OF COMMISSIONERS	\sim 1 \wedge			
FROM: Bill Hunter	MANAGER APPROVAL FOR			
MEETING AGENDA DATE:	May 30, 2018			
AGENDA ITEM NUMBER:	5E			
SUBJECT:	Dellesta, Edgewater, and Euclid Sewer Pump Station Improvement Project – Architectural/Engineering Agreement			
LIST DOCUMENTS PROVIDED ⇒	1. Scope of work and fee estimate			
NUMBER OF PAGES INCLUDING AGENDA BILL:	2.			
	3.			
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION ⊠	INFORMATIONAL/ OTHER	

BACKGROUND / EXPLANATION OF IMPACT

Staff and RH2 have developed a draft scope of work and fee estimate to begin Dellesta, Edgewater, and Euclid Sewer Pump Station Improvements. In summary the scope of work includes:

- Euclid Sewer Pump Station Improvements. Upgrade pump station controls (electrical cabinets, electrical, SCADA system communication, and power service) to current District standards, add an automatic transfer switch and stationary generator, and site improvements to accommodate the control panel upgrades and generator installation. This initial scope includes topographic surveying, civil/structural/electrical design, plans, specs, shorelines permitting, services during bidding. Essentially everything needed to get the project designed, permitted, and bid. The timing might allow Euclid to be combined with Geneva Sewer Pump Station Improvements scheduled for advertisement for bids January 2019 and construction in summer 2019. The scope assumes project timing will allow this to occur.
- Dellesta and Edgewater Sewer Pump Stations. These pump stations are scheduled for construction in 2020 (Edgewater) and 2021 (Dellesta). The scope includes predesign, topographic surveying, and shorelines permitting that can take more than a year to complete. Detailed design, plans, specs, and bidding will be a future amendment to the agreement. The capital improvement plan has Edgewater bidding January 2020, and Dellesta in January 2021.

FISCAL IMPACT

The scope of work and fee estimate is \$197,680.

The District's 2018 budget allocates \$231,827 for Dellesta, Edgewater, and Euclid Sewer Pump Station Improvements design and permitting services:

RH2 scope of work and fee estimate is within the District capital improvement plan budget.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Authorize staff to execute the Architectural/Engineering Agreement with RH2 Engineering for the Dellesta, Edgewater, and Euclid Sewer Pump Station Improvement Project per the attached scope of work and fee estimate for time and materials not to exceed a Total Price of \$197,680.

EXHIBIT A Scope of Work

Lake Whatcom Water and Sewer District

Euclid, Dellesta, and Edgewater Sewer Pump Stations Improvements

Phase 1A – Euclid Design and Phase 1B – Dellesta and Edgewater Predesign

April 2018

Background

Euclid Sewer Pump Station

The Euclid Sewer Pump Station is located along the western shore of Lake Whatcom, and the station and its system controls were upgraded in 1999. The existing station consists of duplex Flygt submersible pumps that are 3 phase, 230 Volt, and 15 horsepower (hp). To maintain consistency between stations, the Lake Whatcom Sewer and Water District (District) is looking to convert the power service to 3 phase, 480 Volt power. The Euclid Sewer Pump Station Improvement project consists of permitting and design services to upgrade pump station controls (electrical cabinets, electrical, supervisory control and data acquisition (SCADA) system communication, and power service) to current District standards, an automatic transfer switch and stationary generator, and site improvements to accommodate the control upgrades, generator installation, and remedy potential site issues. Due to permit delays with the Geneva Sewer Pump Station, Euclid and Geneva will be bid together as one project for Summer 2019 construction.

Dellesta and Edgewater Sewer Pump Stations

As part of the District's long-term plan, the Dellesta and Edgewater Sewer Pump Stations are both due for replacement. The Dellesta and Edgewater stations are both situated in the Lake Whatcom watershed along the north side of the lake and are Smith & Loveless (S&L) wet well mounted, dry prime pump stations. Both pump stations were constructed in the early 1970s and the pumps, motors, valves, electrical controls, and telemetry have reached the end of their design life. The Dellesta Sewer Pump Station is a relatively small station consisting of two 3 hp, 100 gallons per minute (gpm) pumps at 32 feet of total dynamic head (TDH) serving approximately 25 homes; the Edgewater station is similar, consisting of two 1½ hp, 100 gpm pumps at 20 feet TDH serving approximately 20 homes.

The District wishes to complete 60-percent design and shoreline permitting to replace the existing S&L dry prime pump stations and upgrade the electrical and telemetry components to meet current District standards.

Phase 1A – Euclid Design

Task 1 – Project Management

Objective: Organize, manage, and coordinate engineering disciplines to help complete the Scope of Work on schedule and in close coordination with District staff.

Approach:

- 1.1 Prepare meeting agendas for meetings with District staff described in Phase 1A of this Scope of Work.
- 1.2 Prepare meeting minutes for meetings with District staff as described in Phase 1A of this Scope of Work.

- 1.3 Prepare monthly invoices and provide ongoing progress updates.
- 1.4 Maintain ongoing client communications, including phone calls and emails.
- 1.5 Prepare and update project schedule.

Assumptions: Coordination meetings with the District, Whatcom County, and environmental and regulatory agencies will not be required beyond those specifically identified in Phase 1A of this Scope of Work.

RH2 Products:

- Meeting agendas and minutes for meetings as listed in Phase 1A of this Scope of Work in electronic format (PDF).
- Monthly invoices emailed with progress reports to the District.
- Ongoing correspondence.
- Project schedule in electronic format (PDF).

Task 2 - Topographic Survey

Objective: Develop accurate, to date electronic survey data, including invert piping elevations, site features, electrical components, and existing manhole, wet well, and electrical pad elevations to develop design elements at the Euclid Pump Station site.

Approach:

- 2.1 Coordinate with Larry Steele and Associates (LSA), as a subconsultant to RH2 Engineering, Inc. (RH2), to survey the Euclid Sewer Pump Station project site. Horizontal datum will be NAD 83/91, and vertical datum will be City of Bellingham Vertical Datum.
- 2.2 Review topographic survey information onsite and update survey drawings based on site review for the Euclid Sewer Pump Station.

Assumptions:

- RH2 will rely on the accuracy and completeness of utility information provided by others.
- The District will coordinate with utility providers regarding field work to pothole utilities and any utility relocation efforts.
- If right-of-entry to private properties is required, it shall be provided by the District, and this Scope of Work will be amended for additional surveying services.

District Responsibilities and Products:

Provide as-built and easement information for the Euclid Sewer Pump Station and site as needed.

RH2 Products:

 AutoCAD® and PDF electronic survey files to District (LSA will provide AutoCAD® and PDF electronic survey data to RH2).

Task 3 - Civil Design Plans and Specifications

Objective: Prepare mechanical and civil standard design plans and specifications for the Euclid Sewer Pump Station improvements.

Approach:

- 3.1 Prepare 60-percent cover sheet, including sheet index and vicinity map (approximately one (1) sheet total).
- 3.2 Prepare 60-percent general notes sheet (approximately one (1) sheet total).
- 3.3 Prepare 60-percent standard details sheet (approximately one (1) sheet total).
- 3.4 Prepare 60-percent site grading and/or retaining wall layout and details sheet (approximately two (2) sheets total).
- 3.5 Prepare 60-percent technical specifications in RH2's modified Construction Specifications Institute (CSI) format.
- 3.6 Prepare 60-percent non-technical specifications using the District's front-end construction contract documents.
- 3.7 Develop 60-percent schedule of prices, measurement and payment descriptions, and summary of probable construction cost for civil items.
- 3.8 Meet with District to discuss 60-percent plans and specifications and incorporate civil comments from the 60-percent review meeting into the design plans and specifications.
- 3.9 Develop 90-percent schedule of prices, measurement and payment descriptions, and summary of probable construction cost for civil items.
- 3.10 Meet with District to discuss 90-percent plans and specifications and incorporate civil comments from the 90-percent review meeting into the design plans and specifications.
- 3.11 Prepare final construction plans, specifications, and cost estimate for the civil related items.

Assumptions:

- The District is not planning on any mechanical upgrades or changes to the Euclid Sewer Pump Station.
- It is assumed District standard legal specifications will be used.
- RH2's standard facility technical specifications will be used.

District Responsibilities and Products:

- Attendance at 60- and 90-percent review meetings.
- Redline comments on 60- and 90-percent plans and specifications.

RH2 Products:

Civil plan sheets for 60- and 90-percent review, and 100- percent plans, including two (2) half-size sets
each for the 60- and 90- percent review, and one (1) full-size electronic PDF set of bid-ready plans. It
is assumed that production of bid sets will be by outside production via Applied Digital Imaging and
WCR Publications.

Task 4 – Structural Design Plans and Specifications

Objective: Prepare structural standard design plans and specifications for the Euclid Sewer Pump Station improvements.

Approach:

- Prepare 60-percent structural plan and section view sheet for the generator pad (approximately one (1) sheet total).
- 4.2 Prepare 60-percent technical specifications for structural items based on RH2's modified CSI format.
- 4.3 Develop 60-percent schedule of prices, measurement and payment descriptions, and summary of probable construction cost for structural items.
- 4.4 Meet with District to discuss 60-percent plans and specifications and incorporate structural comments from the 60-percent review meeting into the design plans and specifications.
- 4.5 Develop 90-percent schedule of prices, measurement and payment descriptions and summary of probable construction cost for structural items.
- 4.6 Incorporate structural comments from the 90-percent review meeting into the design plans and specifications.
- 4.7 Prepare final construction plans, specifications, and cost estimate for the structural items.

Assumptions:

- The District is not planning on upgrading any existing structural items at the project site.
- It is assumed RH2's standard facility technical specifications will be used.

District Responsibilities and Products:

- Attendance at 60- and 90-percent review meetings.
- Redline comments on 60- and 90-percent plans and specifications.

RH2 Products:

Structural plan sheets for 60- and 90-percent review, and 100-percent plans, including two (2) half-size sets each for the 60- and 90-percent review, and one (1) full-size electronic PDF set of bid-ready plans. It is assumed that production of bid sets will be by outside production via Applied Digital Imaging and WCR Publications.

Task 5 – Electrical/Control Design Plans and Specifications

Objective: Prepare electrical standard design plans and specifications for the Euclid Sewer Pump Station improvements.

Approach:

- 5.1 Prepare 60-percent electrical and control plans and details, which will include an emergency generator.
- 5.2 Prepare 60-percent technical specifications for electrical and control items in RH2's modified CSI format.

- 5.3 Develop 60-percent summary of probable construction cost for electrical and control items.
- 5.4 Meet with District to discuss 60-percent plans and specifications and incorporate electrical and control comments from the 60-percent review meeting into the design plans and specifications.
- 5.5 Develop 90-percent summary of probable construction cost for electrical and control items.
- 5.6 Meet with District to discuss 90-percent plans and specifications and incorporate electrical and control comments from the 90-percent review meeting into the design plans and specifications.
- 5.7 Prepare final construction plans, specifications, and cost estimate for the electrical and control items.

Assumptions:

It is assumed RH2's standard facility technical specifications will be used.

District Responsibilities and Products:

- Attendance at 60- and 90-percent review meetings.
- Redline comments on 60- and 90-percent plans and specifications.

RH2 Products:

Electrical and control plan sheets for 60- and 90-percent review, and 100-percent plans, including two
 (2) half-size sets each for the 60- and 90- percent review and one (1) full-size electronic PDF set of
 bid-ready plans. It is assumed that production of bid sets will be by outside production via Applied
 Digital Imaging and WCR Publications.

Task 6 - Permitting Assistance

Objective: Assist the District with the permitting requirements for the Euclid Sewer Pump Station improvements project.

Approach:

- 6.1 Develop permit criteria for the Euclid Sewer Pump Station improvements to present to Whatcom County (County).
- 6.2 Meet with District staff to confirm permit criteria and permit review timelines. Provide a memorandum summarizing the required permits and documenting why the permit is required.
- 6.3 Prepare for and attend a pre-application conference with County staff to review permit memorandum.
- 6.4 Prepare Shoreline Conditional Use, Substantial Development and Variance Permit forms and plans.
- 6.5 Attend one (1) Public Hearing for the Shoreline Permit process.
- 6.6 Prepare Building Permit forms and plans (for generator set).

Assumptions:

 It is assumed a Conditional Use, Variance, Shorelines Substantial Development Permit, and Building Permit will be required for the project. Any other required permits shall be prepared under an amendment to this Scope of Work.

- Any County fees required shall be paid for directly by the District and are not included in this Scope of Work.
- It is assumed one (1) meeting will be required to address permitting at the Euclid Sewer Pump Station site.

District Responsibilities and Products:

- Attendance at the following:
 - Meeting with RH2 to confirm permit criteria and permit review timelines;
 - o Meeting with the County for permit submittal as necessary; and
 - o Public hearing for the shorelines permit process.
- Payment of all County permit fees directly.

RH2 Products:

- Memorandum summarizing permit requirements in electronic PDF format.
- Permit application forms and background documentation for submittal to authorities with jurisdiction in hard copy (1 form with 3 copies of background information) and PDF format for Euclid site.

Task 7 - Services During Bidding

Objective: Support the District with the bidding process for the Geneva and Euclid Sewer Pump Station improvements.

Approach:

- 7.1 Combine the Geneva Sewer Pump Station plans and specifications and the Euclid Sewer Pump Station plans and specifications.
- 7.2 Prepare and compile a complete set of plans and specifications in PDF format. Deliver to Applied Digital Imaging for production and WCR Publications for publication via the internet. Production costs for bid sets used by the District and RH2 are not part of this Scope of Work but will be billed to the District by Applied Digital Imaging directly.
- 7.3 Assist the District in responding to contractor or supplier questions during a three (3)-week bidding period. The District will lead this effort except for electrical and control related questions.
- 7.4 Issue up to one (1) addendum, if needed, to clarify, revise, or change construction plans, technical specifications, or project conditions during the bidding process. It is assumed the addendum will be minor in nature with no significant design revisions.
- 7.5 Attend pre-bid walkthrough.
- 7.6 Attend bid opening.

District Responsibilities and Products:

- Attendance at the following:
 - Pre-bid walkthrough; and
 - o Bid opening.

- Prepare the advertisement and coordinate with publications for the public advertisement. It is recommended that the project be advertised in the Bellingham Herald, Daily Journal of Commerce (DJC), and WCR Publications.
- Pay production fees as necessary from Applied Digital Imaging for three (3) RH2 copies, necessary
 District copies, and construction sets. Bid sets can be paid for by bidding contractors.
- WCR Publications will distribute construction documents and addendum to prospective bidders.
- District will maintain plan holders list utilizing WCR Publications.
- Prepare bid tab.
- Review bidder information and verify bidder responsibility and responsiveness.
- Prepare notice of intent to award letter and send to contractor.
- Prepare notice to proceed letter and send to contractor.

RH2 Products:

- Bid-set plans and specifications in electronic PDF format.
- Up to one (1) addendum in electronic PDF format.
- Attendance at the following:
 - o Pre-bid walkthrough; and
 - o Bid opening.

Phase 1B - Dellesta and Edgewater Predesign

Task 1 – Project Management

Objective: Organize, manage, and coordinate RH2's engineering disciplines to help complete the Scope of Work on schedule and in close coordination with District staff

Approach:

- 1.1 Prepare meeting agendas for meetings with District staff as described in Phase 1B of this Scope of Work
- 1.2 Prepare meeting minutes for meetings with District staff as described in Phase 1B of this Scope of Work.
- 1.3 Prepare monthly invoices and provide ongoing progress updates.
- 1.4 Maintain ongoing client communications, including phone calls and emails.
- 1.5 Prepare and update project schedule.

Assumptions:

• Coordination meetings with the District, County, and environmental and regulatory agencies will not be required beyond those specifically identified in Phase 1B of this Scope of Work.

RH2 Products:

- Meeting agendas and minutes for meetings as listed in Phase 1B of this Scope of Work in electronic PDF format.
- Monthly invoices sent via email with progress report.
- Ongoing correspondence.
- Project schedule in electronic PDF format.

Task 2 – Topographic Survey

Objective: Develop accurate, to date electronic survey data, including invert piping elevations, site features, electrical components, and existing manhole, wet well, and storage elevations to develop predesign and future design elements at the Dellesta and Edgewater Sewer Pump Station sites.

Approach:

- 2.1 Coordinate with LSA, as a subconsultant to RH2, to survey the Dellesta and Edgewater project sites. Horizontal datum will be NAD 83/91, and vertical datum will be City of Bellingham Vertical Datum.
- 2.2 Review topographic survey information onsite and update survey drawings based on site review for Dellesta and Edgewater Sewer Pump Stations.

Assumptions:

- RH2 will rely on the accuracy and completeness of utility information provided by others.
- The District will coordinate with utility providers regarding field work to pothole utilities and any utility relocation efforts.
- If right-of-entry to private properties is required, it shall be provided by the District, and this Scope of Work will be amended for additional surveying services.

District Responsibilities and Products:

 Provide as-built and easement information for the Dellesta and Edgewater Sewer Pump Stations and sites.

RH2 Products:

 AutoCAD® and PDF electronic survey files to the District (LSA will provide AutoCAD® and PDF electronic survey data to RH2).

Task 3 – Data Gathering – Sewer Pump Stations

Objective: Document existing pump station information, review temporary bypass locations, and develop and evaluate alternatives for replacement of the Dellesta and Edgewater Sewer Pump Stations to accommodate District goals and to meet neighborhood and permit review criteria.

Approach:

- 3.1 Review as-builts provided by the District and integrate into 3D AutoCAD models.
- 3.2 Conduct one (1) site visit to document existing conditions at the Dellesta station including, but not limited to, digital photographs and measurements of readily available information.
- Conduct one (1) site visit to document existing conditions at the Edgewater station including, but not limited to, digital photographs and measurements of readily available information.
- 3.4 Document peak and average day flows, and historical growth rates from available District data for both pump stations (pump run times and the 2014 Comprehensive Sewer Plan).
- 3.5 Perform drawdown testing at the Dellesta Sewer Pump Station to document influent flow and discharge capacity.
- 3.6 Perform drawdown testing at the Edgewater Sewer Pump Station to document influent flow and discharge capacity.
- 3.7 Review basins and percentage of developed and undeveloped parcels to determine growth rates within each pump station basin and identify projections for future connection to each sewer pump station.
- 3.8 Compare sewer connections with average and high flows to assess flow rates and percentage of infiltration and inflow (I&I) for each sewer pump station basin.
- 3.9 Attend one (1) design criteria meeting with District staff to develop design for each sewer pump station.
- 3.10 Provide preliminary construction cost estimates for the Dellesta and Edgewater Sewer Pump Station Improvements.

Assumptions:

- Design Criteria meeting will be at the District Shops.
- RH2 will rely upon the accuracy and completeness of information, data, and materials generated or produced by the District or others in relation to this Scope of Work.

District Responsibilities and Products:

- As-built data for Dellesta and Edgewater Sewer Pump Stations.
- Peak and average day flow, and historical growth rates from available District data via PDF or hard copy mailing to RH2.
- Equipment and maintenance personnel for the drawdown tests at each sewer pump station.
- Geographical information system (GIS) data for each sewer pump station basin including, but not limited to:

- o Parcel data;
- Existing and future connections;
- Sewer pipe locations, sizing, and materials; and
- o Manhole locations.
- Attendance at meeting to develop pumping alternatives.

RH2 Products:

- Attendance at meeting with District staff to develop pumping alternatives.
- Preliminary construction cost estimates for up to three (3) alternatives at each site in electronic PDF format.

Task 4 – Data Gathering – Power and Telemetry

Objective: Document existing pump station electrical, power, and telemetry information at each site. Evaluate alternatives for replacement of the generator pig tail connection, possible permanent generator location, and telemetry equipment for each pump station to accommodate District goals and meet neighborhood and permit review criteria.

Approach:

- 4.1 Conduct one (1) site visit to each site to document and photograph existing electrical systems.
- 4.2 Review telemetry conditions from as-built data and records made available by the District and visit the project site to document and photograph existing systems.
- 4.3 Develop power and telemetry control design criteria for the site based on proposed pump sizing criteria developed in Task 3 and design criteria for control systems.
- 4.4 Review as-builts provided by the District and integrate into 3D AutoCAD models.

Assumptions:

 RH2 will rely upon the accuracy and completeness of information, data, and materials generated or produced by the District or others in relation to this Scope of Work.

District Responsibilities and Products:

As-built data for Dellesta and Edgewater Sewer Pump Stations.

RH2 Products:

 Electrical, stationary generator power connection, and telemetry design criteria in electronic PDF format.

Task 5 – 60-percent Design and Shoreline Permitting

Objective: Provide 60-percent design plans and complete shoreline permitting forms and background information for both pump stations including attendance at preapplication meeting, Hearing Examiner and Board meeting for the Dellesta and Edgewater Sewer Pump Stations.

Approach:

- 5.1 Prepare existing site plans for Dellesta and Edgewater to 60-percent design.
- 5.2 Prepare construction site plans for Dellesta and Edgewater to 60-percent design.
- 5.3 Prepare mechanical and structural models for Dellesta and Edgewater to 60-percent design.
- 5.4 Prepare mitigation site plans for Dellesta and Edgewater to 60-percent design. Prepare mitigation tech memo for each site.
- 5.5 Prepare proposed site plans for Dellesta and Edgewater to 60-percent design.
- 5.6 Attend preapplication meeting with Whatcom County.
- 5.7 Prepare Stormwater SWPPP reports for Dellesta and Edgewater
- 5.8 Prepare Shoreline Permit for Dellesta including Shoreline Substantial Development Permit and Conditional Use Permit.
- 5.9 Prepare Shoreline Permit for Edgewater including Shoreline Substantial Development Permit and Conditional Use Permit.
- 5.10 Maintain correspondence with Whatcom County Permit office during review period.
- 5.11 Attend hearing examiner meeting.
- 5.12 Attend Board Meeting to discuss the Dellesta and Edgewater 60-percent design.

Assumptions:

- Only one (1) pre-application meeting will be held to discuss both pump stations.
- Only one (1) hearing examiner meeting will be held to discuss both pump stations.
- Following shoreline permitting, RH2 will develop a final design amendment to complete design and revocable encroachment permits and prepare for bidding.
- The District prefers a submersible duplex pump station with portable generator receptacle for both stations.

District Responsibilities and Products:

- Redline comments on draft plans for each pump station.
- Attendance at the following:
 - Preapplication meeting
 - **Hearing Examiner Meeting**
 - Attendance at Board Meeting

RH2 Products:

- Full-sized posters printed for Task 5.12 above.
- 60-percent design plans for site in pdf format and printed for permit applications.
- Attendance at the following:
 - o Preapplication Meeting
 - o Hearing Examiner Meeting
 - o Board of Commissioners meeting

Project Schedule

RH2 will commence with design work for the Euclid Sewer Pump Station in May 2018.

The Euclid Sewer Pump Station permitting effort will commence as soon as practical for shoreline review by Whatcom County. Construction will be completed in 2019 with the Geneva Sewer Pump Station Improvements.

Dellesta and Edgewater Sewer Pump Stations predesign will be complete by end of 2018. Permitting will be completed in early 2019, with construction occurring in the 2020 to 2021 timeframe either simultaneously or separately depending on availability of District staff and available funds.

EXHIBIT B - PRELIMINARY

Lake Whatcom Water and Sewer District

Euclid, Dellesta, and Edgewater Sewer Pump Station Improvements

Phase 1A – Euclid Design and Phase 1B – Dellesta and Edgewater Predesign

Fee Estimate

Description Classification	Total Hours		Total Labor	Total Subconsultant	Total Expense	Total Cost
Phase 1A - Euclid Design		_		<u> </u>		
Task 1 Project Management	39	\$	7,645	\$ -	\$ 335	\$ 7,9
Fask 2 Topographic Survey	10	\$	1,778	\$ 5,888	\$ 245	\$ 7,9
Task 3 Civil Design Plans and Specifications	81	\$	14,235	\$ -	\$ 1,943	\$ 16,1
ask 4 Structural Design Plans and Specifications	23	\$	3,689	\$ -	\$ 135	\$ 3,8:
ask 5 Electrical/Control Design Plans and Specifications	150	\$	25,979	\$ -	\$ 3,159	\$ 29,1
ask 6 Permitting Assistance	104	\$	18,678	\$ -	\$ 1,955	\$ 20,6
ask 7 Services During Bidding	58	\$	9,549	\$ -	\$ 635	\$ 10,1
Subtotal Phase 1A - Euclid Design Tasks	465	\$	81,553	\$ 5,888	\$ 8,407	\$ 95,8
Phase 1B - Dellesta and Edgewater Predesign						
ask 2 Topographic Survey	16	\$	2,824	\$ 9,591	\$ 379	\$ 12,7
ask 3 Data Gathering - Sewer Pump Stations	81	\$	14,033	\$ -	\$ 1,926	\$ 15,9
ask 4 Data Gathering - Power and Telemetry	41	\$	7,155	\$ -	\$ 798	\$ 7,9
ask 5 60-percent Design and Shoreline Permitting	275	\$	47,161	\$	\$ 5,850	\$ 53,0
Subtotal Phase 1B - Dellesta and Edgewater Predes	ign Tasks 476	\$	82,825	\$ 9,591	\$ 9,416	\$ 101,8
PROJECT TOTAL	941	\$	164,378	\$ 15,479	\$ 17,823	\$ 197,68

EXHIBIT C RH2 ENGINEERING, INC.			
	E OF RATES AND CHA		
RATE LIST	RATE	UNIT	
Professional I	\$144	\$/hr	
Professional II	\$157	\$/hr	
Professional III	\$170	\$/hr	
Professional IV	\$180	\$/hr	
Professional V	\$197	\$/hr	
Professional VI	\$209	\$/hr	
Professional VII	\$227	\$/hr	
Professional VIII	\$236	\$/hr	
Professional IX	\$236	\$/hr	
Technician I	\$104	\$/hr	
Technician II	\$110	\$/hr	
Technician III	\$136	\$/hr	
Technician IV	\$145	\$/hr	
Administrative I	\$71	\$/hr	
Administrative II	\$83	\$/hr	
Administrative III	\$99	\$/hr	
Administrative IV	\$117	\$/hr	
Administrative V	\$135	\$/hr	
CAD/GIS System	\$27.50	\$/hr	
CAD Plots - Half Size	\$2.50	price per plot	
CAD Plots - Full Size	\$10.00	price per plot	
CAD Plots - Large	\$25.00	price per plot	
Copies (bw) 8.5" X 11"	\$0.09	price per copy	
Copies (bw) 8.5" X 14"	\$0.14	price per copy	
Copies (bw) 11" X 17"	\$0.20	price per copy	
Copies (color) 8.5" X 11"	\$0.90	price per copy	
Copies (color) 8.5" X 14"	\$1.20	price per copy	
Copies (color) 11" X 17"	\$2.00	price per copy	
Technology Charge	2.50%	% of Direct Labor	
		price per mile	
Mileage	\$0.545	(or Current IRS Rate)	
Subconsultants	15%	Cost +	
Outside Services	at cost		



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 17,2018			
TO BOARD OF COMMISSIONERS		O1	Assessment of the second	
FROM: Bill Hunter	MANAGER AI	PROVAL KON	Aur	
MEETING AGENDA DATE:	May 30, 2018		7,000,000	
AGENDA ITEM NUMBER:	5F			
SUBJECT:	Par Sewer Pump Station – RH2 Architectural/Engineering Agreement Amendment for Services During Construction			
LIST DOCUMENTS PROVIDED ⇒	2			
NUMBER OF PAGES INCLUDING AGENDA BILL:				
	3.			
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION ⊠	INFORMATIONAL/	

BACKGROUND / EXPLANATION OF IMPACT

The construction contract for Par Sewer Pump Station Improvements has been executed. Staff requested RH2 to prepare a scope and fee for Services During Construction that includes: Construction Contract Administration, Submittal Review, On-Site Construction Observation, Testing & Startup, SCADA Software Development, and Construction Records as described in the attached scope of work.

District staff will perform contract administration tasks with support from the consultant. Staff will also coordinate on-site observations with the consultant to ensure inspections performed throughout construction.

FISCAL IMPACT

RH2 Architectural/Engineering Agreement Summary

Phase 1 Geneva & Par Predesign	\$123,343
Phase 2 Geneva & Par Design, Permitting, Bidding	\$145,945
Subtotal Phase 1 & 2	\$269,288
<u>Proposed Phase 3 – Par Services During Construction</u>	\$ 67,067
Proposed Total Price	\$336,355

Note the agreement is time and materials not to exceed the Total Price.

The District's 2018 budget allocates \$269,288 for Phases 1 & 2 and invoices received as of 5/15/2018 are \$258,252.57. Phase 1 & 2 have been completed about \$11k under budget.

The 2018 budget allocates \$80k for Phase 3 Services During Construction, but that assumed both Geneva and Par pump stations would be constructed in one construction contract this summer. Staff asked RH2 to include about \$12k of extra On-Site Construction Observation in the scope to assists staff during the transitional period while recruiting a new GM and O&M Manager.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Authorize staff to execute Amendment 3 to the RH2 Engineering Architectural/Engineering Agreement for Par Sewer Pump Station Services During Construction for time and materials not to exceed \$67,067, amending the agreement Total Price to \$336,335.

Exhibit A SCOPE OF WORK

Contract Amendment No. 3 Lake Whatcom Water and Sewer District Par Sewer Pump Station Improvements Phase 3 – Services During Construction

April 2018

BACKGROUND

RH2 Engineering, Inc., (RH2) has completed the design phase of the Par Sewer Pump Station Improvements project for the Lake Whatcom Water and Sewer District (District). The project was bid in April 2018 and bids were found acceptable by the District. Construction will occur in the spring and summer months, facilitated by a contractor still to be determined. RH2 will selectively assist District staff with services during construction (SDC).

PHASE 3 – SERVICES DURING CONSTRUCTION

ASSUMPTIONS

This Scope of Work for SDC assumes there will be one (1) contractor working on the project. Special inspections will be performed by others via direct contract with the District and are not included in this Scope of Work. District staff will be responsible for scheduling special inspections.

Task 1: Construction Contract Administration

Objective: Organize, manage, and coordinate RH2's engineering disciplines. Selectively support the District during the construction phase.

Approach:

- 1.1 Coordinate and attend a pre-construction meeting that will include the District, RH2, and the contractor.
- 1.2 Attend monthly construction meetings with involved parties at the District office or project site. Prepare and distribute meeting minutes. Coordinate with the District's personnel throughout the construction phase, as requested. Nine (9) hours of RH2's time is assumed for this effort. Additional effort, as needed, will be mutually determined between RH2 and the District.
- 1.3 Respond to requests for information (RFIs) submitted by the contractor. Respond to technical questions posed by the contractor. Nine (9) hours of RH2's time is assumed for this effort. Additional effort, as needed, will be mutually determined between RH2 and the District. The District will lead this effort and RH2 will assist.

RH2 Products:

 Meeting agendas and minutes for meetings listed in Task 1, RFI responses, monthly invoices, and ongoing correspondence in electronic format (PDF).

District Responsibilities and Products:

• Coordinate delivery of construction plans and specifications to the contractor and District. It is assumed that production of the plans will be completed by Applied Digital Imaging (ADI) and paid for directly by the District, separate from this Contract Amendment No. 3.

 Review and prepare monthly invoices and provide ongoing progress and scheduling communication.

Task 2: Submittal Review

Objective: Provide submittal review during construction.

Approach:

2.1 Review and approve or reject, if necessary, shop drawings, equipment submittals, specifications, schedules, and construction sequence regarding pumps, pump rails, panels, and electrical and control equipment.

Assumptions: Review for each submittal will not require more than two (2) responses. Further, the contractor will supply succinct submittal reviews based, in general, on the specification groups and will include structural elements (concrete, steel, and wood), coatings, mechanical, and electrical.

RH2 Products:

• Submittal response forms to the District and contractor in electronic format (PDF).

District Responsibilities and Products:

• District will review submittals not listed in Task 2.1, including all civil information, schedules, and construction sequence.

Task 3: On-site Construction Observation

Objective: Assist with on-site construction observation, and review pay requests and change orders.

Approach:

- 3.1 Provide engineer(s) onsite to observe the progress of construction, and observe construction activities, including mechanical, structural, and electrical construction. RH2 and the District will schedule construction observation to occur during certain portions of construction progress. When RH2 completes a construction observation, a written report of the visit will be prepared and provided to the District. The level of involvement by RH2 will be re-evaluated during construction and may be adjusted based on contractor qualifications and project schedule. For the purposes of estimation and District direction regarding time involvement, RH2 has estimated one (1) site visit per week, at three (3) hours each, to be performed by one (1) RH2 staff person (either Orin Paul, E.I.T., or Mark Braaksma, P.E., with Dan Burwell, P.E., supporting as necessary) for the duration of June 2018 to the end of October 2018 plus up to 5 additional site visits to fill in during District staff vacations. In addition, on-site construction observation includes weekly electrical reviews that will be completed by RH2 (by Kevin Schalk, and Mark Braaksma, P.E.) for the second half of the project duration.
- 3.2 Support the District in reviewing change orders and supporting information, as required. Submit change orders and supporting information to the District for execution.

Assumptions: Special inspection is not included with this Scope of Work. The District will contract separately for this work, specifically for subgrade compaction and concrete inspection. Changes to RH2's level of involvement in construction observation that affect the assumption of hours in the attached Fee Estimate shall be mutually negotiated between RH2 and the District. RH2 is not responsible for site safety, nor for directing the contractor in their work or determining means and methods.

RH2 Products:

 Construction observation reports to the District at the end of each pay period, and change order forms, as requested, throughout the construction phase in electronic format (PDF).

District Responsibilities and Products:

- Lead change order review and coordinate information with RH2 staff.
- Review and process pay requests from the contractor, including ascertaining quantities and percent completion of the work as stated by the contractor, and preparing progress reports, including contract time remaining statements.
- Shared role in construction observation.
- Shared coordination of special inspections.

Task 4: Testing and Startup

Objective: Assist with testing and startup.

Approach:

- 4.1 Provide on-site review by the project manager and electrical engineer during pump testing and startup. The site visits are assumed to be one (1), eight (8)-hour day with off-site support as requested by the District.
- 4.2 Conduct final on-site construction observation. Perform final walkthrough for completion of punchlist items and specified construction by the contractor. It is anticipated that the contractor will complete all punchlist items prior to the final on-site construction observation.

Assumptions: The contractor will complete the punchlist review with three (3) meetings lasting two (2) hours per punchlist meeting.

RH2 Products:

- On-site review during testing, startup, and final walkthrough.
- Startup completion reports and punchlist items for the contractor in electronic format (PDF).

Task 5: SCADA Software Development

Objective: Develop supervisory control and data acquisition (SCADA) system software and provide testing services and technical assistance with the startup of the updated system.

- 5.1 Provide the District with data point definition for the control components in the design. This data will be used by RH2 for software development purposes and by the District for integrating the facility controller with the human machine interface (HMI) computer systems.
- 5.2 Perform programmable logic control (PLC) software development for the sewer pump station. It is assumed that the Strawberry Point Sewer Pump Station software will be utilized and updated to include variable frequency drive control.
- 5.3 Perform operator interface software development for the sewer pump station.
- Perform control system factory testing of telemetry panel hardware and software, and the pump control panel in the panel shop.

- 5.5 Perform control system field testing of telemetry panel hardware and software, and the pump control panel at the project site.
- 5.6 Provide software training and operations and maintenance (O&M) manual material for the PLC and operator interface software.

Assumptions: The District will be responsible for programming the communications equipment and HMI upgrades at the District offices. Facility data point definitions will be provided by RH2 to the District at least one (1) month in advance of Task 4 – Testing and Startup. If needed, changes in RH2's level of effort that affect the assumption of hours in the attached Fee Estimate shall be mutually negotiated between RH2 and the District.

RH2 Products:

- Data point definitions, PLC programming, and operator interface programming at the site; O&M
 manual materials in electronic format (PDF); and copies of the PLC and operator interface
 programs.
- Control system factory and field testing of the telemetry panel hardware and software, and pump control panel.

District Responsibilities and Products:

Address potential HMI and communications issues.

Task 6: Construction Records

Objective: Prepare construction records.

Approach:

- 6.1 Review field records provided by the contractor to compare with RH2's and the District's construction observation reports.
- 6.2 Prepare construction record drawings from the contractor-provided as-built drawings.

Assumptions: Contractor will prepare O&M manuals for the District. Design changes will be minimal with no significant changes to site layout, structural, mechanical, or electrical systems.

RH2 Products:

• One (1) half-size set of construction plans and one (1) CD containing PDFs of the drawings. One (1) half-size set of construction record plans for RH2 records.

District Responsibilities and Products for Phase 3 – Services During Construction:

- Pay for construction plan production by others.
- Pay Puget Sound Energy (PSE) power drop costs and coordinate with PSE regarding construction.
- Provide construction observation personnel to monitor construction progress and respond to questions relating to existing facilities and utilities.
- Provide emergency power generators, as requested, during construction at the site.
- Provide comments during the submittal process.
- Coordinate, contract, and pay for all special inspection services, such as soil compaction, rebar, and concrete testing.

- Attendance at the following:
 - Pre-construction meeting;
 - o Lead weekly construction meetings;
 - Daily on-site construction observation during active construction;
 - o Testing and startup; and
 - o Final project punchlist walkthrough.

RH2 Products for Phase 3 – Services During Construction:

- Meeting agendas for above-listed meetings that RH2 attends.
- Meeting minutes for above-listed meetings that RH2 attends.
- RFI and submittal responses supporting the District Lead.
- Change order forms supporting the District Lead.
- Construction observation reports for days on site.
- Punchlist.
- SCADA system programming.
- Construction record drawings.

EXHIBIT B

Lake Whatcom Water and Sewer District Par Sewer Pump Station Improvements

Amendment No. 3 - Phase 3 - Services During Construction

Fee Estimate - April 19, 2018

*112738-24-006-0042	Description	Total Hours	,	Total Labor	Total Subconsultant	Tota	al Expense	То	tal Cost
27	Classification		L						
Task 1	Construction Contract Administration	28	\$	4,699	\$.	\$	237	\$	4,936
Task 2	Submittal Review	65	\$	10,507	\$ -	\$	598	\$	11,105
Task 3	On-site Construction Observation	138	\$	22,848	\$ -	\$	1,501	\$	24,349
Task 4	Testing and Startup	32	\$	5,416	\$ -	\$	386	\$	5,802
Task 5	SCADA Software Development	84	\$	16,760	\$ -	\$	642	\$	17,402
Task 6	Construction Records	20	\$	3,158	\$ -	\$	315	\$	3,473
	Services During Construction Total	367	\$	63,388	\$ -	\$	3,679	Ś	67,067

EXHIBIT C Consultant Fee Determination - Summary Sheet (Negotiated Hourly Rates of Pay) Fee Schedule

Subconsultant:

RH2 ENGINEERING, INC.

Staff Classification	Nego	tiated Hourly Rate	Overhead Multiplier	F	ee Multiplier	Ne	gotiated Rate Per Hour
			195.57%		10.6%		
Professional I	\$	43.44	\$ 84.95	\$	13.61	\$	142.00
Professional II	\$	47.41	\$ 92.73	\$	14.86	\$	155.00
Professional III	\$	51.09	\$ 99.91	\$	16.01	\$	167.00
Professional IV	\$	54.14	\$ 105.89	\$	16.96	\$	177.00
Professional V	\$	58.43	\$ 114.27	\$	18.31	\$	191.00
Professional VI	\$	62.10	\$ 121.44	\$	19.46	\$	203.00
Professional VII	\$	67.30	\$ 131.61	\$	21.08	\$	220.00
Professional VIII	\$	70.05	\$ 137.00	\$	21.95	\$	229.00
Professional IX	\$	70.05	\$ 137.00	\$	21.95	\$	229.00
Technician I	\$	30.90	\$ 60.42	\$	9.68	\$	101.00
Technician II	\$	32.73	\$ 64.01	\$	10.25	\$	107.00
Technician III	\$	41.60	\$ 81.36	\$	13.03	\$	136.00
Technician IV	\$	44.36	\$ 86.75	\$	13.90	\$	145.00
Administrative I	\$	21.11	\$ 41.28	\$	6.61	\$	69.00
Administrative II	\$	24.78	\$ 48.46	\$	7.76	\$	81.00
Administrative III	\$	29.67	\$ 58.03	\$	9.30	\$	97.00
Administrative IV	\$	34.87	\$ 68.20	\$	10.93	\$	114.00
Administrative V	\$	41.30	\$ 80.76	\$	12.94	\$	135.00



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL Item 5.G.

DATE SUBMITTED:	May 22, 2018	MEETING DATE:	May 30, 201	8		
SUBJECT:	Appointing an Agen	nting an Agent for Tort Claims				
TO: BOARD OF COMM	ISSIONERS	FROM: Rachael	Норе			
GENERAL MANA	GER APPROVAL	tail	Au			
ATTACHED DOCUMENTS		1. Notice from Whatcom Co Auditor's Office				
		2. Appointment of Agent – 2001				
		3. Name Chang	e Documents			
		4. Appointment	of Agent - 2018			
		RESOLUTION	FORMAL ACTION/	INFORMATIONAL		
TYPE OF ACTION REQU	ESTED		MOTION	/OTHER		
			\boxtimes			

BACKGROUND / EXPLANATION OF IMPACT

In 2001, the District (as District 10) appointed the General Manager as its agent to accept claims pursuant to RCW 4.96.020 and recorded the appointment with the County auditor as required. Two years later the District changed its name to Lake Whatcom Water and Sewer District (see attached resolution and letter from County). No recording under the name of Lake Whatcom Water and Sewer District has been made. This explains why the clerk at the auditor's office did not think the District filed the notice, as stated on the letter from the County Auditor received May 9, 2018.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

On the recommendation of the District's Legal Counsel, authorize Staff to re-record the notice of agent appointment under the name of Lake Whatcom Water and Sewer District.

PROPOSED MOTION

Move to file a new Appointment of Agent to Receive any Claim for Damage with the Whatcom County Auditor under the Grantor name Lake Whatcom Water and Sewer District.

Whatcom County Auditor's Office

Whatcom County Courthouse 311 Grand Avenue, Suite 103 Bellingham, WA 98225-4038

Phone: (360) 778-5100 Fax: (360) 778-5101

Email: auditor@co.whatcom.wa.us internet: www.whatcomcounty.us/auditor



Debbie Adelstein County Auditor Diana Bradrick Chief Deputy Auditor

May 9, 2018

Important Notice

You may not be aware but RCW 4.96.020 states, the governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under this chapter. The identity of the agent and the address where he or she may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located.

The failure of a local governmental entity to comply with the requirements of RCW 4.96.020 precludes that entity from raising a defense under said RCW. Our records indicate that your city, or district, may not have a current recorded appointment of agent. We encourage you to appoint an agent and record the appointment at your earliest convenience. Appointing an agent by job position, i.e., Fire Chief, Superintendent, City Clerk, rather than a specific person's name, will ensure a current appointment.

The current fee to record a one-page document is \$74. Effective June 7, 2018, the fee will be \$99 for a one-page document and \$1 for each additional page.

If you have any questions, contact Nancy Moore, Office Coordinator, at (360) 778-5108.

I:\Nancy\2018\Tort Claim Agent Letter.doc

AFTER RECORDING RETURN TO:



2011003519 Pege: 1 of 1 10/23/2001 3:55 PM APPA \$8.00

Whatcom County
Request of: W C WATER DISTRICT #10

WHATCOM COUNTY WATER DISTRICT NO. 10

1010 Lakeview Street Bellingham, WA 98226 (360) 734-9224

Document Title:

Appointment of Agent - per RCW 4.92.010-020

Grantor(s):

Whatcom County Water District #10 Board of Commissioners

Grantee(s):

District General Manager

APPOINTMENT OF AGENT TO RECEIVE ANY CLAIM FOR DAMAGES

The Board of Commissioners of Whatcom County Water District #10 appoints its General Manager as its agent to receive any claim for damages made under RCW 4.96.020. The General Manager can be generally be reached during normal business hours of the District, at 1010 Lakeview Street, Bellingham, Washington. All claims for damages against Whatcom County Water District #10 shall be presented to its General Manager, as its agent, within the applicable period of limitations within which an action must be commenced.

DATED this 10th day of October, 2001.

Blair E. Ford, President Board of Commissioners

Thomas L. Hadd, Commissioner

Vincent D'Onofrio, Commissioner

Deborah kingsley Lambert, Secretary

Board of Commissioners

Todd Citron, Commissioner

CLERK OF THE COUNCIL
Dana Brown-Davis, C.M.C.
COUNTY COURTHOUSE
311 Grand Avenue, Suite #105
Bellingham, WA 98225-4038



Barbara E. Brenne Laurie Caskey-Schreiber Sam Crawforc Seth M. Fleetwooc Dan McShane L. Ward Nelson Sharon A. Roy

COUNCILMEMBERS

WHATCOM COUNTY COUNCIL

October 8, 2003

Mr. James F. Neher General Manager Whatcom County Water District 10 1010 Lakeview Street Bellingham, Washington 98226

Dear Mr. Neher:

This letter is to inform you that the Whatcom County Council unanimously passed your request on October 7, 2003 for a name change from Water District No. 10 to Lake Whatcom Water and Sewer District.

If you have any questions, please feel free to contact me at 676-6690.

Sincerely,

Dan McShane, Chair

Whatcom County Council

C: Whatcom County Councilmembers

Dana Brown-Davis, Clerk of the Council

Correspondence File

DM:mb

I:\SHARED\COUNCIL\DM\2003\WaterDistrict10namechange10.08.doc

WHATCOM COUNTY WATER DISTRICT No 10

RESOLUTION No 681

A Resolution of the Board of Commissioners Changing the Name of Whatcom County Water District #10 to Lake Whatcom Water and Sewer District

WHEREAS, Whatcom County Water District No. 10 provides water and sewer service exclusively to customers within the Lake Whatcom watershed;

WHEREAS, the District's existing name does not identify the geographic area in which it provides such service, or indicate that the District provides sewer service;

WHEREAS, RCW 57.04.065 allows a district to apply to change its name by filing a certified copy of the resolution to that effect with the county legislative authority and requesting approval of the new name by same; and

WHEREAS, adoption of the following name would provide better identification of the District with its customers and the public, Now, Therefore,

NOW, THEREFORE, BE IT RESOLVED THAT: the name of Whatcom County Water District No. 10 be changed to Lake Whatcom Water and Sewer District, and that upon approval by the Whatcom County Council, all proceedings be had under the changed name.

ADOPTED by the Board of Commissioners of Water District No 10, Whatcom County, Washington, at a Regular Meeting thereof, on the 9th day of September, 2003.

Deboral Lambert, President

Momas L. Hadd Secretary

Blair Ford, Commissioner

Todd Citron, Commissioner

Vincent D'Onofrio, Commissioner

CERTIFICATION

STATE OF WASHINGTON)

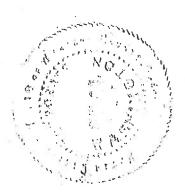
COUNTY OF WHATCOM)

I, Thomas L. Hadd, Secretary of the Board of Commissioners of Whatcom County Water District No. 10, do hereby certify that the foregoing instrument is a true and correct copy of the original, constituting 2 pages, now on file in the office of the foregoing water district, and that the undersigned has the custody thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said District at Bellingham, Washington this 9th day of September, 2003.

Thomas L. Hadd

Secretary of the Board



FILED FOR RECORD AT REQUEST OF:

Carmichael Clark, P.S. ATTN: Robert A. Carmichael P.O. Box 5226 Bellingham, WA 98227

REFERENCE NUMBERS OF RELATED DOCUMENTS: 2011003519

DOCUMENT: Appointment of Agent - per RCW 4.96.020

GRANTOR: Lake Whatcom Water and Sewer District

GRANTEE: District General Manager

APPOINTMENT OF AGENT TO RECEIVE ANY CLAIM FOR DAMAGE

The Board of Commissioners of Lake Whatcom Water and Sewer District appoints its General Manager as its agent to receive any claim for damages made under RCW 4.96.020. The General Manager can generally be reached during normal business hours of the District at 1220 Lakeway Drive, Bellingham, Washington. All claims for damages against Lake Whatcom Water and Sewer District shall be presented to its General Manager, as its agent, within the applicable period of limitations within which an action must be commenced.

DATED this 30 day of May, 2018.

Laura L. Weide, President	Todd Citron, Commissioner
Bruce R. Ford, Commissioner	Curtis J. Casey, Commissioner
John Carter, Commissioner	



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL Item 5.H.

DATE SUBMITTED:	May 23, 2018	MEETING DATE:	May 30, 2018			
SUBJECT:	Additional Sewer Co	nnections Lake Louise Road Area				
TO: BOARD OF COMM	ISSIONERS	FROM: Patrick Sorensen, General Manager		•		
MANAGER	APPROVAL	Parily Dun				
ATTACHED DOCUMENTS		1.				
		2.				
		3.				
TYPE OF ACTION REQU	JESTED	RESOLUTION		IATIONAL HER		

BACKGROUND / EXPLANATION OF IMPACT

Approximately 6 weeks ago District staff was contacted by a prospective purchaser of a residential property located on Valleybrook Lane in the South Geneva area off Lake Louise Road. The prospective buyer had questions regarding sewer connection costs for this property that is currently on an on-site sewage disposal system ("OSSDS"). A concern was raised by the requesting party over the possibility of the OSSDS not working properly and contaminating the well water on the same property.

The bigger question raised is the discovery of this property and a handful of other properties in the same area of Valleybrook Lane that are also located along Lake Louise Road within the threshold distance of the sewer force main and not presently connected to the District sewer system. For areas such as this, outside the UGA and within 150-feet of a sewer main with sufficient capacity, the Board, through present and past policy adoptions, has established direction to connect all such properties to the system in order to provide for the protection of public health. This situation is not unlike those other properties in Geneva's ULID No. 18 that we have worked with to get connected over the last three years and along the North Shore where staff is currently working to connect several properties.

When the scope of this issue became apparent I directed staff, legal counsel, and outside engineering consultant Wilson Engineering to research how our existing policies and Board authorized Resolutions either apply or do not apply to this situation.

Staffs goals are as follows:

- Provide the current Board of Commissioners with an understanding of the original ULID 18 boundary established by the Board in the 2001 – 2002 time frames and assess how existing policies and resolutions impact current requirements to connect to the system.
- Complete a District-wide sweep (beyond ULID 18 and Valleybrook Lane) of remaining properties served by OSSDS to identify which properties must be connected to the District's system, in accordance with District policies, and do our best to understand how they were missed.
- As done previously, develop a plan to serve the impacted Valleybrook Lane properties and other properties discovered which should be connected to sewer; notify the property owners with information, provide an explanation of costs and a time frame for implementation.

As I stated three years ago when we began to deal with the first set of properties there would likely be others that would come up. So far it appears the developed properties that should be connected were built with OSSDS long before current staff began at the District. We found that County OSSDS records are not always accurate, and it is possible even now we may not uncover all properties that should be connected. But with this renewed District-wide search we expect to uncover and require connection of more such properties.

FISCAL IMPACT

Not known yet.

RECOMMENDED BOARD ACTION

Staff will be coming back at the June 13 meeting to provide more information on the updated OSSDS list, and analyses of any special circumstances associated with the identified properties. Kristin Hemenway, Melanie Mankamyer, and Bob Carmichael will continue to be the staff and consultant contacts addressing this issue. Bill Hunter has recused himself at my request as he has family who own property in this neighborhood. Staff needs a little more time to come back at the Board.

PROPOSED MOTION

No motion is required at this time.

pages 61-70 postponed to future meeting.

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LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 17,2018				
TO BOARD OF COMMISSIONERS	\sim 1				
FROM: Bill Hunter	MANAGER APPROVAL HOS A				
MEETING AGENDA DATE:	May 30, 2018				
AGENDA ITEM NUMBER:	5 <u>I</u>				
SUBJECT:	General Manager Transitional Plan				
LIST DOCUMENTS PROVIDED ⇒	1. Updated Transitional Plan				
NUMBER OF PAGES INCLUDING AGENDA BILL:	Powers of the General Manager Administrative Code Summary				
	3.				
TYPE OF ACTION REQUESTED	RESOLUTION FORMAL ACTION / INFORMATIONAL / OTHER □				

BACKGROUND / EXPLANATION OF IMPACT

The General Manager's last day of employment will is May 30th, 2018. The District has also been without a Maintenance Supervisor since March 2018. The attached updated transitional plan outlines how staff will continue to provide uninterrupted water and sewer service to its customers.

The recruitment for the General Manager and new Operations & Maintenance Manager position are running concurrently. The District is using a consultant to assist with the recruitment and screening process for both of these positions. The recruitment process will likely take 3 to 4 months to complete.

During the transitional period, essential duties and responsibilities of the Maintenance Supervisor position have been split up among 3 staff: Maintenance Worker Lead, Engineering Tech / Safety Office, and a Maintenance Worker 2. In addition, some of the essential duties and responsibilities of the District Engineer have been assigned to the Construction Engineer. As of May 10, 2018 all 4 of these union employees are receiving Out of Class Pay per the union contract provision.

Per union contract Article 8 Section 4.1 "An employee who is temporarily assigned to do the work of an employee in a position where the corresponding maximum pay rate is greater than the maximum pay rate of the occupied positions and, in fact, performs the full scope of work of the temporarily assigned position on a full-time basis for a period of three (3) consecutive shifts or more, shall be paid for all hours actually worked at 5% over the rate of pay which the employee is normally paid, or at the entry level of the new pay range, whichever is greater. Any such temporary assignment must be in writing."

Exempt (non-represented) management staff have also been assigned additional duties and responsibilities to continue General Manager functions in the interim. The District Engineer / Assistant General Manager will act as the interim General Manager. The Finance Manager will take on more customer service issues, assist in preparing board meeting agenda bills, and maintain routine business work flows. There are no provisions in the District's Personnel and Policies that provide guidance for salary adjustments for exempt staff assigned additional duties and responsibilities. Adjustments are at the discretion of the General Manager and the Board of Commissioners.

FISCAL IMPACT

Savings:

As of April 1, 2018 the District has been saving approximately \$8.5k + benefits / month in Maintenance Supervisor salaries during the transitional period.

As of May 31, 2018 the District will begin saving approximately \$13k + benefits / month in GM salaries during the transitional period.

Expenses:

The estimated total additional cost to pay Out of Class Pay for 4 union positions is \$2,100 per month in increased wages.

Any additional salary approved for exempt employees would be an additional expense.

RECOMMENDED BOARD ACTION

At the last board meeting the commissioners asked for a listing of powers, duties, and protocols fulfilled by the General Manager. Catherine Moore from Bob Carmichael's office went through the District Code and identified all such provisions, including whether a back-up was provided. This summary is attached.

Based on this list, Bob Carmichael is recommending that the Board appoint an "acting" General Manager at its coming Board meeting, effective May 31, 2018.

PROPOSED MOTION

- 1. Move to ratify temporary Out of Class Pay per the union agreement for 4 union employees assigned additional duties and responsibilities during the transitional period that begun May 10, 2018.
- 2. Move to appoint Bill Hunter (District Engineer / Assistant General Manager) as interim acting General Manager effective May 31, 2018.
- 3. Move to adjust the exempt District Engineer / Assistant General Manager (interim GM) salary by ______ during the transitional period beginning May 31, 2018.
- 4. Move to adjust the exempt Finance Manager salary by ______ during the transitional period beginning May 31, 2018.

Lake Whatcom Water and Sewer District Transitional Plan During Recruitment and Hiring

of

Two Key Management Positions: GM and O&M Manager

Rev 5/17/2018

Anticipated transitional period: 3 to 4 months (May 2018 through August 2018)

Goals during transitional period:

- Continue core operations and maintenance of systems
- Maintain essential administrative services and functions
- Strategically maintain interlocal government, and insurance pool, and WASWD relationships and coordination
- Prioritize administrative and capital improvement projects
- Distribute essential duties and responsibilities to existing staff

Continue Core Operations and Maintenance of Systems:

Operations and maintenance staff will focus on core functions to keep water and sewer systems in good reliable condition for the benefit, health and safety of the population served by the District. Work related to improving the systems will be done as time allows after all core functions are performed.

The District's safety programs including safety committee functions, employee safety meetings and training will continue with high priority and emphasis as staff performs their essential duties and responsibilities.

Essential Administrative Services and Functions:

- 1. <u>Customer service, billing, accounts receivable</u> (Very little disruption during transition. Transition team will ensure customer service issues are processed in a timely manner.)
- 2. Accounts payable and payroll (Little to no disruption during transition. Bill and Debi will coordinate summer vacations to process and sign checks.)
- 3. New construction water/sewer availabilities, denials of service, permits, inspections, tie-in connections (Significant disruption during transition. Staff has met and refined the internal

processes and responsibilities to continue these services to the public.) Assigned responsibilities are:

- a. Field Inspections and Pre-construction Meetings → Tim Keener (Maintenance Worker 2) as primary, Miguel Gillis (Utility System Support Specialist) as secondary backup
- b. Inspection and Meeting Scheduling → Trish Gilmore (Accounting Clerk) as primary,
 Kristin Hemenway (Construction Engineer) and Rich Munson (Eng Tech/Safety Officer)
 as secondary backup
- c. Water/sewer availabilities and denials, includes additional steps of compiling record drawings, defining connection points, and field verification of connection points → Kristin Hemenway and Rich Munson will coordinate with Tim Keener and Miguel Gillis for field verifications.
- 4. <u>Board meeting agendas and topics</u> (Significant disruption during transition. Non-essential policy development/changes will be placed on hold until a new General Manager is hired. Two policies will be brought to the Board May 30th board meeting for adoption: (1) Sick Leave Policy Update to meet new Washington State law, and (2) rates for 2020 and 2021 as calculated in the January 2017 Rate Study by FSCG. Bill, Debi, and Rachael will continue to prepare agendas and agenda bills for board meetings.)

Association and Interlocal Government Relationships and Coordination:

During the transitional period ongoing coordination of programs will continue. New topics will be placed on hold until the hiring of a new General Manager if possible. LWWSD will no longer have representation on the Water and Sewer Risk Management Pool (WSRMP) and Washington Association of Sewer and Water Districts (WASWD) boards when Patrick leaves.

- 1. Lake Whatcom Cooperative Management Program.
 - a. Data and Information Management Team. Bill and Bruce will continue attending data team meetings.
 - b. Interjurisdictional Coordinating Team. LWWSD staff will not be attending these meetings until a new GM is hired.
 - c. LWWSD Phosphorus Loading Analysis. Herrera is finalizing the report that addresses comments from DOE, County, and City. The finished report will be submitted to data team. Herrera will be scheduled to present the report and answer questions at a data team meeting. LWWSD anticipates the loading analysis will be ready to present to the Policy Group meeting by Herrera in September 2018.
- 2. City of Bellingham Sludge Disposal.
 - a. In June 2018 staff from the City will present proposed changes to biosolids handling at the Post Point Sewer Treatment plant (currently they are incinerated). LWWSD will need to begin planning to fund its share of the capital costs.

- 3. Staff will continue coordination with WSRMP as needed.
- 4. Staff will continue coordination with WASWD as needed.

Prioritize Administrative and Capital Improvement Projects:

Staff will prioritize administrative and capital projects. Lower priority projects will be developed/performed as time allows. Staff will focus on completing the higher priority projects. The lower priority projects will be flagged in the month District Projects Staff Report.

Distribute Essential Duties and Responsibilities to Existing Staff

The management team believes that distributing essential duties and responsibilities to remaining staff during the transitional period is sufficient to maintain core functions and services to the public without disruption. Internal and external processes and projects will need to be classified as either essential or discretionary. Essential work will take priority, and discretionary work will be performed as time and resources allow.

Management recommends compensating union positions that are assigned additional duties and responsibilities with Out of Class Pay per the union agreement during the transitional period. Once the two key management positions have been filled, staff duties, responsibilities, and compensation would return to normal.

Per union contract Article 8 Section 4.1 "An employee who is temporarily assigned to do the work of an employee in a position where the corresponding maximum pay rate is greater than the maximum pay rate of the occupied positions and, in fact, performs the full scope of work of the temporarily assigned position on a full-time basis for a period of three (3) consecutive shifts or more, shall be paid for all hours actually worked at 5% over the rate of pay which the employee is normally paid, or at the entry level of the new pay range, whichever is greater. Any such temporary assignment must be in writing."

The estimated total additional cost to pay Out of Class Pay for four union positions is \$2,100 per month in increased wages.

Staff covering essential Maintenance Supervisor duties:

- 1. Jason Dalhstrom (Maintenance Worker Lead) has been assigned additional duties to direct field work performed by field crew, including normal operations, maintenance, and repairs. Includes job setup, prioritization, coordination with customers and agencies, quality control, safety procedures are followed, and ensuring work is recorded in Cartegraph.
- 2. Tim Keener (Maintenance Worker 2) has been assigned additional duties for new water/sewer permit inspections, pre-construction meetings, and coordinating hookup points with the

- Engineering Department. Tim will be the District's field staff representative to coordinate operations with contractors and the District's Construction Engineer (Kristin/RH2).
- 3. Rich Munson (Engineering Tech / Safety Officer) has been assigned additional duties to prioritize and schedule field crew maintenance jobs. Includes setting up jobs in Cartegraph, assigning labor, and close coordination with Jason to queue up field work.

Staff covering some of the essential District Engineer duties:

Kristin Hemenway (Construction Engineer) has been assigned additional duties including:
project management; oversee project permitting; construction contracts; responding to
inquiries from contractors, engineers, developers and homeowners for information and
technical assistance with feasibility of water and sewer installations; coordinating and
performing the design of various water and sewer projects; water/sewer permit research and
customer service.

Staff covering essential General Manager duties:

- Bill Hunter (District Engineer / Assistant General Manager) will cover other duties normally
 performed by the General Manager. Bill will continue weekly coordination with the District's
 General Engineering Consultant for ongoing and new technical projects and support. Bill will
 also maintain regular coordination with the District's legal counsel as needed for various
 projects and support.
- 2. Debi Hill (Finance Manager) will assist Bill Hunter in resolving customer service issues, preparation with board meeting agenda bills, and maintaining routine business work flows.

Powers of the General Manager under Lake Whatcom Water Sewer District Administrative Code as Updated March 2018

Citation	Power	Back up?
1.2	Maintenance of District Code	No
2.1	GM is general administrator for the District and may instruct, interpret policy, and make decisions as needed.	No
2.2	GM may procure goods and services without notice to the Board, subject to limitations contained in remainder of S 2.2.	No
2.2.1 and .2	GM develops operating and capital improvement budget annually and administers the budget	No
2.2.4	Monthly budget report – prepare with Finance Manager	Finance Manager
2.2.57	Execute contracts and change orders under \$20,000.00; report to Board	No
2.4	Authorize investment transactions, reconcile checks and payments, review investment portfolio and current rate structure	Finance Manager or Investment Committee
2.6	GM is the Auditing Officer	Assistant GM/District Engineer
2.8	GM has authority to adjust rates and fees and write off some charges: • Write off erroneous charges • Reduce charges and fees if there are mitigating circumstances • Waive late charges in case of leak where	Finance Manager may waive late charges in cases of leak where the customer adheres to payment schedule, but other adjustments must
2.10.7	customer adheres to payment schedule GM determines that a structure no longer requires water before water is turned off for an unoccupied premise	be approved by GM.
2.10.10	GM may authorize payment plan where the district discovers an unauthorized water or sewer connection.	No
2.12.3.1	GM must pre-approve credit card purchases	No
2.14	GM serves on Investment Committee with Finance Manager and two Commissioners	N/A
2.16.6	Require quotes for purchases under \$1,000 if GM determines quotes to be necessary	No
2.17.4	Declaring emergency for the purpose of public works contracts	Board, Assistant GM, or Finance Manager
2.17.6(b)	Contract with MRSC for small works roster	No
2.17.6(h)	Award public works contracts under \$20,000	Assistant GM or designee
2.18.1	May waive requirement for written appraisal for acquisitions under \$5,000.00.	No
2.20.7	Appointed to designate certain expenditures for reimbursement from bonds	No
2.22.2	Responsible for fraud detection and reporting	No

3.1.29	GM defined; does not include default to assistant GM in absence of GM but does say that GM may delegate duties	N/A
3.2.1	GM may enter all properties	All duly authorized employees
3.7	 GM's role in dispute resolution is: Receive request for hearing before the Board and set date for hearing Receive and decide on request for continuance 	No
4.2.11	GM may deny application for water service	No
4.3.6	GM may waive requirement to install pressure-reducing valve	No
5.1.8	GM determines whether a grease, oil or sand interceptor is necessary and the type and location of the interceptor	No
5.1.10	GM determines whether a commercial waste control manhole is required in a side sewer	No
5.1.13	GM contracts with pump truck companies	No
5.4.13	In the event of noncompliance of a side sewer, GM determines deadline for owner to correct violations	No
5.8.5	Temporarily suspend District's certification of a side sewer contractor	No
Ch 6	GM is the Responsible Official on all SEPA matters and must perform all obligations of responsible official, which are numerous.	No
AF# 2011003519	Agent for tort claims	No



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL Item 5.J.

DATE SUBMITTED:	May 22, 2018	MEETING DATE:	May 30, 201	8	
SUBJECT:	Update Master Fees	s & Charges			
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton			
GENERAL MANAGER APPROVAL		Vanis A			
DISTRICT ENGINEER/ASST MGR APPROVAL					
FINANCE MANAGER APPROVAL		Debi Denton			
ATTACHED DOCUMENTS		Recording Fee Changes Memo From Whatcom County			
		2. Proposed rates for 2020-2021			
		3. 2016 Water & Sewer Rate Memo from FCS			
		4. Master Fees and Charges Schedule 25 p 4 & 6			
		5. Resolution No 844			
TYPE OF ACTION REQUESTED		RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER	

BACKGROUND / EXPLANATION OF IMPACT

The Master Fees and Charges Schedule has been updated to make two adjustments

The first is to adjust the Lien Record/Release Fee decrease. Legislation passed recently increasing specific document types with the \$25 Homeless Housing Surcharge. This surcharge is effective June 7, 2018.

In January 2017 FCS Group completed an update to our 2014 Rate Study. The purpose was to evaluate the recommended rates in 2014 to see if the rate strategy is still viable. The study found that the rate structure can maintain the forecasted 2.5% sewer rate and 4% water rate increases through 2021.

FISCAL IMPACT

Increase the Record/Release Lien fee from \$100 to \$150. This new cost will cover all recording and preparation costs to the District.

Adopt the proposed Rate Schedule as proposed to assist in building a more stable rate structure and enabling the completion of needed Capital Improvement Projects as identified in both the water and sewer Comprehensive Plans over the next three years.

RECOMMENDED BOARD ACTION

Discuss/consider Resolution 844

PROPOSED MOTION

To adopt Resolution 844 – Updating the Master Fees and Charges with Schedule #26 as presented.

Whatcom County Auditor's Office

Whatcom County Courthouse 311 Grand Avenue, Suite 103 Bellingham, WA 98225-4038

Phone: (360) 778-5100 Fax: (360) 778-5101

Email: auditor@co.whatcom.wa.us Internet: www.whatcomcounty.us/auditor



Debbie Adelstein County Auditor

Diana Bradrick **Chief Deputy Auditor**

April 24, 2018

Rachael Hope Lake Whatcom Water and Sewer District 1220 Lakeway Drive Bellingham, WA 98229

Re: Recording Fee Change for Water & Sewer Districts

Dear Rachael,

The recent passage of House Bill 2578 and House Bill 1570 will impact water and sewer districts in the following ways:

- Retracts the Homeless Housing Surcharge exemption that previously applied. Effective June 7, 2018, a surcharge will apply when recording a lien or satisfaction of a lien.
- Increases the Homeless Housing Surcharge an additional \$25.00.

Furthermore, effective June 7, 2018, the fee to record a standard document will be \$99.00 for the first page and \$1.00 for each subsequent page. (This includes the additional \$25.00 fee referred to above.)

If you have any questions, contact Stacy Henthorn, Recording Supervisor, at (360) 778-5120.

Sincerely,

Debbie Adelstein

County Auditor

the aletet

LAKE WHATCOM WATER AND SEWER DISTRICT PER FCSG RATE STUDY JANUARY 2017 RATE ADOPTION FOR 2020 - 2021

3% TOTAL INCREASE EACH YEAR

WATER	4% INCREASE EACH YEAR	2019	2020 2021
	5/8 x 3/4 Inch Meter	\$ 70.31	\$ 73.12 \$ 76.05
	Low Income/Senior/Disabled Rate (40% Discount)	\$ 42.19	\$ 43.88 \$ 45.63
	1 Inch Meter	\$ 93.25	\$ 96.98 \$ 100.86
	1.5 Inch Meter	\$ 128.64	\$ 133.79 \$ 139.14
	2 Inch Meter	\$ 177.74	\$ 184.85 \$ 192.24
	3 Inch Meter	\$ 351.51	\$ 365.57 \$ 380.19
	Usage over 600 cubic feet (per 100 cubic feet)	\$ 9.98	\$ 10.38 \$ 10.79
	Low Income/Senior/Disabled Rate (40% Discount)	\$ 5.99	\$ 6.23 \$ 6.48
	Usage over 2500 cubic feet (per 100 cubic feet)	\$ 12.48	\$ 12.98 \$ 13.50
	Low Income/Senior/Disabled Rate (40% Discount)	\$ 7.49	\$ 7.79 \$ 8.10
SEWER	2.5% INCREASE EACH YEAR		
	Account charge	\$ 7.76	\$ 7.95 \$ 8.15
	Volume Charge per dwelling unit	\$ 155.64	\$ 159.53 \$ 163.52
	Total Billing Cycle Charge	\$ 163.40	\$ 167.49 \$ 171.67
	Low Income/Senior/Disabled Rate (40% Discount)	\$ 98.04	\$ 100.49 \$ 103.00
	TOTAL BASE RATE	\$ 233.71	\$ 240.61 \$ 247.72
		+	+ = 10101 + = 1717E



To: Patrick Sorensen, General Manager

Lake Whatcom Water & Sewer District

From: Gordon Wilson, Project Manager Tage Aaker, Project Consultant

RE: 2016 Water & Sewer Rate Update

A. INTRODUCTION

In September of 2016, Lake Whatcom Water and Sewer District contracted with FCS GROUP to perform a water and sewer rate study update. This study acts as a limited update in-between more comprehensive studies, the last of which was performed in 2014. This memorandum documents the objectives, assumptions, findings, and recommendations of this update.

Date: January 24, 2017

The purpose of this update is to evaluate the recommended rates in 2014 to see if the rate strategy is still viable. The District issued revenue bonds in 2016 and the District wanted to see what financial impacts this might have on each utility. This study found that the recommended rate increases from the 2014 study are still viable. Additionally, the favorable terms of the 2016 revenue bond issue allows the sewer utility to replace two additional pump stations above the District's original estimate, while still maintaining the forecasted 2.5% sewer rate increases. Exhibit A-1 summarizes the comparison between the 2014 and 2016 studies.

Exhibit A-1: Rate Increase Comparison

Water - ATB Increases	2017	2018	2019	2020	2021
2014 Study - Annual	8.75%	8.50%	4.00%		
2016 Update - Annual	8.75%	8.50%	4.00%	4.00%	4.00%
2016 Update - Cumulative	8.75%	17.99%	22.71%	27.62%	32.73%
Sewer - ATB Increases	2017	2018	2019	2020	2021
2014 Study - Annual	2.50%	2.50%	2.50%		
2016 Update - Annual	2.50%	2.50%	2.50%	2.50%	2.50%
2016 Update - Cumulative	2.50%	5.06%	7.69%	10.38%	13.14%

Note: ATB = across the board increase

B. FINANCIAL POLICIES

The basic framework for evaluating utility revenue needs includes sound financial policies. Intended to promote long-term financial viability for the utility, these policies can address a variety of topics including cash management, a capital funding strategy, and debt management. The following policies are described and evaluated for the District:

- Operating Cash Reserve and Capital Contingency Reserve;
- System Reinvestment Funding; and
- Debt Service Coverage, Debt-to-Net Capital Assets Percentage, and Debt Service Load.

3

GROUP

Effective Date November 8, 2017 (Resolution 839)

dm آرما	inistrative Fees (cont'd)	Tara and the same	
4	Segregation of assessment, equivalent residential units and water/sewer		
	permits	\$100.00	Resolution 8:
	Assessment Transfer	\$250.00	Don't it o
5	Payment Return Item	The second secon	Resolution 6
		\$25.00	Resolution

6	200	tomer Charge Per Billing Cycle - Sewer Account Charge	HER DESCRIPTION OF THE PARTY OF		A Contract of the
	Effective		\$7.03		
	January 1,	Volume Charge per dwelling unit	\$141.00		
	2015	Total Billing Cycle Charge		\$148.03	Resolution 80
		Low Income/Senior/Disabled Rate (40	% Discount)	\$88.82	
	Effective	Account Charge	\$7.21	在现代的现代	
	January 1,	Volume Charge per dwelling unit	\$144.53		
	2016	Total Billing Cycle Charge		\$151.74	Resolution 806
		Low Income/Senior/Disabled Rate (40	% Discount)	\$91.04	-
	Effective	Account Charge	\$7.39	11235 M. Walder	
	January 1,	Volume Charge per dwelling unit	\$148.14		
	2017	Total Billing Cycle Charge		\$155.53	Resolution 806
	2017	Low Income/Senior/Disabled Rate (409	% Discount)	\$93.32	4
	Effective	Account Charge	\$7.57	\$93.32	
		Volume Charge per dwelling unit	\$151.85		
	January 1,	Total Billing Cycle Charge	7131.63		Resolution 806
	2018	Low Income/Senior/Disabled Rate (40% Discount)		\$159.42	The solution and
		Account Charge	The second second second	\$95.65	
	Effective	Volume Charge per dwelling unit	\$7.76	\$	
	Juliau, 7 1,	Total Billing Cycle Charge	\$155.64		Booslast one
		Low Income/Senior/Disabled Rate (40% Discount)		\$163.40	Resolution 806
		10 medite/sellior/bisabled Rate (40%	Discount)	\$98.04	1
- 1	Late Fee			10% of past due utility services	
_	1 late fee per acco	ee per account per year refundable with General Manager's approval			RCW 57.08.081(3)
-	Bulk Sewage D	icnocal		\$100.00 +	
	Daik Sewage D			\$100.00 + \$0.0018/gallon	Latest actual bill
		the same of the sa		I ANYONTO\KSIIOU	from COB

Effective Date November 8, 2017 (Resolution 839)

9		5/8 x 3/4 Inch Meter		A WASHINGTON
	1.	Low Income/Senior/Disabled Rate	\$70.31	_
	1	1 Inch Meter	\$42.19	
		1.5 Inch Meter	\$93.25	
	Effective	2 Inch Meter	\$128.64	
	January 1,	3 Inch Meter	\$177.74	7
	2019		\$351.51	Resolution 8
	1	Usage over 600 cubic feet (per 100 cubic feet)	\$9.98	-
	1	Low Income/Senior/Disabled Rate	\$5.99	-
	1	Usage over 2,500 cubic feet (per 100 cubic feet)	\$12.48	4
-		Low Income/Senior/Disabled Rate	\$7.49	-
0	Late Fee		THE RESERVE THE PARTY OF THE PA	
U	1 late fee per account per year refundable with General Manager's approval		10% of past due utility services	DCM FT OF
	- iste ree per acc	count per year refundable with General Manager's approval	balance	RCW 57.08.0

	cellaneous Water Charges	Mark 13 Days von					
11	Water Interruption - Voluntary - With Billing Suspension						
	Lock Curb Stop Valve - during normal business hours	1000					
	Lock Curb Stop Valve - outside normal business hours	\$150.00					
	Unlock Curb Stop Valve - during normal business hours	\$175.00	Resolution 66				
	Unlock Curb Stop Valve - outside normal business hours	No charge	, resolution of				
	Water Interruption - Voluntary - Without Billing Suspension	\$150.00					
	Lock Curb Stop Valve	Lock Curb Stop Valve					
	Unlock Curb Stop Valve - during normal business hours	\$50.00					
	Unlock Curb Stop Valve - outside normal business hours	No charge	Resolution 66				
12	Water Interruption - Involuntary	\$150.00					
	Delinquent Account - Lock curb stop valve						
	Unlock Curb Stop Valve	\$50.00					
	During Nove 18 1						
	Outside Normal Business Hours	No charge	Resolution 661				
13	Water Interruption - Other	\$150.00	1				
	Failure to comply with emergency order		10, 11, 11, 21				
	Failure to eliminate cross connection	Same as above	T				
	Failure to repair leak	Same as above	i				
		Same as above	Resolution 661				
	Request of agency/higher authority	No charge					
	Visible leak in vacant building or disaster Unauthorized Lock Removal Fee	No charge					
14							
.4	When customer cuts or removes lock from meter without District authorization	\$150.00	Resolution 726				
-	authorization	7 - 5 - 10 - 1	resolution 726				
5	Damaged Meter	Material & labor					
۱ ۲	If meter is damaged by the customer	to repair meter +	Resolution 726				
	,	\$150.00	wesolution 726				

RESOLUTION No 844

A Resolution of the Board of Commissioners
Updating the Master Fees and Charges with Schedule #26
Effective June 1, 2018

WHEREAS, the Lake Whatcom Water and Sewer District ("District") is responsible for planning, improvements, maintenance, and operation of a comprehensive water and sewer system capable of providing reliable service to District ratepayers; and

WHEREAS, the District needs to periodically adjust its fees and/or charges to better reflect the actual cost of services rendered; and

WHEREAS, the District intends to build a stable rate structure so that it may continue to responsibly and reliably provide services with lower rate increases into the future; and

WHEREAS, new rates to be established by this resolution are based on a recommendation of FCS Group, which conducted a rate study for the District, the results of which were published in the January 2017 Report for 2016 Water and Sewer Rate Update ("Rate Study"); and

WHEREAS, the Rate Study analyzed the District's current revenue and expenditures, capital plans, debt commitments, and other data needed to develop rates for the two years beginning in January 2020; and

WHEREAS, the Rate Study recommended that District water and sewer rates be incrementally increased over the next two years, as set forth in the attached Schedule #26; and

WHEREAS, the Board has reviewed the Rate Study and the District desires to update the Master Fees and Charges Schedule as follows:

- 1. Increase Lien Record/Release Fee from \$100 to \$150
- 2. Adopt Water and Sewer Rate Structure for the years 2020 through 2021

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1. The District adopts the fees and charges as set forth in Schedule #26, attached hereto and incorporated herein by this reference as if fully set forth.
- 2. This schedule replaces schedule #25

MASTER FEES AND CHARGES SCHEDULE #26

Effective date June 1, 2018 (Resolution 844)

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on May 30, 2018.

Laura Weide, Commissioner	Bruce Ford, Commissioner
Todd Citron, Commissioner	John Carter, Commissioner
Vacant Position 4, Commissioner	
Approved as to form, District legal counsel	

Admin	istrative Fees			
Item	Item Description	Fee/Charge	Reference	
1	Equipment Charge, Hourly			
	Air Compressor - Ingersol/Rand 185 CFM Diesel	\$20.00		
	Backhoe - John Deere 580D	\$45.00		
	Boom Truck - 6,000 Pound	\$30.00		
	Combination Vacuum/Flush Truck	\$100.00		
	Sewer Camera Van	\$75.00		
	Dump Truck - 2-Yard	\$25.00		
	Dump Truck - 5-Yard	\$45.00	Resolution 798	
	Equipment Trailer - 14,000 Pound	\$15.00	Resolution 798	
	Flush Truck	\$65.00		
	Portable Engine Pump - 600 gpm @130-Feet	\$40.00		
	Portable Generator - 75 kw	\$45.00		
	Portable Generator - 250 kw	\$85.00		
	Tanker Truck - 3,000 Gallon	\$75.00		
	Tool Truck	\$20.00		
2	Information Reproduction	*-		
	Digital Recording - Board Meeting	\$35.00	Resolution 680	
	Document - Standard Size - Less than 10 Pages	No Charge	Resolution 680	
	Document - Standard Size - More than 10 Pages	\$0.15 per page	Resolution 717	
	Document - Non-Standard Size - Deposit	\$50.00	Resolution 680	
	Document - Non-Standard Size - Reproduction	Cost	Resolution 680	
3	Labor, Hourly			
	Accounting Clerk	\$34.00	ee	
	Accounts Payable/Payroll	\$38.00		
	Accounts Receivable	\$38.00		
	Administrative Assistant	\$46.00		
	Construction Engineer	\$53.00		
	District Engineer	\$71.00	Danalistias 700	
	Engineering Technician	\$42.00	Resolution 798	
	Finance Manager	\$62.00	Direct Labor	
	General Manager	\$80.00	Costs	
	Maintenance Electrician	\$53.00	1	
	Maintenance Supervisor	\$57.00	1	
	Maintenance worker	\$42.00		
	Utility Systems Support Specialist	\$42.00		
	Water Treatment Plant Operator	\$46.00	ĺ	
	Wilson Engineering Consultation - Current Hourly Rate + 10%		Resolution 798	
4	Document Recording Fees			
	Document Recording	\$105.00	Resolution 753	
	Lien Record/Release	\$150.00	Resolution 844	
	Transfer, real estate closing	\$30.00	Resolution 806	

Administrative Fees (cont'd)						
ltem	Item Description	Fee/Charge	Reference			
	Document Recording Fees					
	Segregation of assessment, equivalent residential units and water/sewer permits	\$100.00	Resolution 819			
	Assessment Transfer	\$250.00	Resolution 680			
5	Payment Return Item	\$25.00	Resolution 820			

ltem	Item Descrip	tion		Fee/Charge	Reference
6	Regular Cust	omer Charge Per Billing Cycle - Sewer			
	Effective	Account Charge	\$7.57		
		Volume Charge per dwelling unit	\$151.85		Danalusian ooc
	January 1,	Total Billing Cycle Charge		\$159.42	Resolution 806
	2018	Low Income/Senior/Disabled Rate (40% Discount)		\$95.65]
	Effective.	Account Charge	\$7.76		
	Effective January 1, 2019	Volume Charge per dwelling unit	\$155.64		Danalustian 000
		Total Billing Cycle Charge		\$163.40	Resolution 806
		Low Income/Senior/Disabled Rate (40%	6 Discount)	\$98.04	
	Effective	Account Charge	\$7.95		"
		Volume Charge per dwelling unit	\$159.53		Decelution 044
	January 1,	Total Billing Cycle Charge		\$167.49	Resolution 844
	2020	Low Income/Senior/Disabled Rate (40%	6 Discount)	\$100.49	
	Effective	Account Charge	\$8.15		
		Volume Charge per dwelling unit	\$163.52		Resolution 844
	January 1, 2021	Total Billing Cycle Charge		\$171.67	Resolution 844
	2021	Low Income/Senior/Disabled Rate (40%	6 Discount)	\$103.00	
	Late Fee	Late Fee		10% of past due	
7	1 late fee per account per year refundable with General Manager's approval			utility services balance	RCW 57.08.081(3)
	'			\$100.00 +	Latest actual bil
8	Bulk Sewage	Disposal		\$0.0018/gallon	from COB

	Water Sales em Descript	ion	Foo/Chargo	Reference
CEROS DELEN			Fee/Charge	Keierence
9 10	egular Custo	omer Charge Per Billing Cycle - Up to 600 cubic feet of water	¢67.60	I
		5/8 x 3/4 Inch Meter	\$67.60	
		Low Income/Senior/Disabled Rate	\$40.56	
		1 Inch Meter	\$89.67	
	Effective	1.5 Inch Meter	\$123.69	1
	January 1,	2 Inch Meter	\$170.91	Resolution 806
	2018	3 Inch Meter	\$337.99	İ
1		Usage over 600 cubic feet (per 100 cubic feet)	\$9.60	
1		Low Income/Senior/Disabled Rate	\$5.76	
		Usage over 2,500 cubic feet (per 100 cubic feet)	\$12.00	ļ
		Low Income/Senior/Disabled Rate	\$7.20	
		5/8 x 3/4 Inch Meter	\$70.31	
		Low Income/Senior/Disabled Rate	\$42.19	
		1 Inch Meter	\$93.25	
	Effective	1.5 Inch Meter	\$128.64	
- 1		2 Inch Meter	\$177.74	D
'	January 1,	3 Inch Meter	\$351.51	Resolution 806
	2019	Usage over 600 cubic feet (per 100 cubic feet)	\$9.98	1
		Low Income/Senior/Disabled Rate	\$5.99	1
		Usage over 2,500 cubic feet (per 100 cubic feet)	\$12.48	
		Low Income/Senior/Disabled Rate	\$7.49	1
		5/8 x 3/4 Inch Meter	\$73.12	
		Low Income/Senior/Disabled Rate	\$43.88	1
		1 Inch Meter	\$96.98	1
		1.5 Inch Meter	\$133.79	
	Effective	2 Inch Meter	\$184.85	1
.	January 1,	3 Inch Meter	\$365.57	Resolution 844
	2020	Usage over 600 cubic feet (per 100 cubic feet)	\$10.38	1
		Low Income/Senior/Disabled Rate	\$6.23	1
		Usage over 2,500 cubic feet (per 100 cubic feet)	\$12.98	1
		Low Income/Senior/Disabled Rate	\$7.79	1
		5/8 x 3/4 Inch Meter	\$76.05	
		Low Income/Senior/Disabled Rate	\$45.63	
		1 Inch Meter	\$100.86	1
		1.5 Inch Meter	\$139.14	-
	Effective	2 Inch Meter	\$192.24	-
,	January 1,	3 Inch Meter	\$192.24	Resolution 844
	2021			
		Usage over 600 cubic feet (per 100 cubic feet)	\$10.79	-
		Low Income/Senior/Disabled Rate	\$6.48	-
		Usage over 2,500 cubic feet (per 100 cubic feet)	\$13.50	-
$-\!\!\!+$		Low Income/Senior/Disabled Rate	\$8.10	
10 La	ate Fee		10% of past due utility services	RCW 57.08.081(3
1 1	late fee per ac	count per year refundable with General Manager's approval	balance	1.C44 37.00.001(3

Miscel	laneous Water Charges				
Item	Item Description	Fee/Charge	Reference		
11	Water Interruption - Voluntary - With Billing Suspension		200		
	Lock Curb Stop Valve - during normal business hours	\$150.00	,		
;	Lock Curb Stop Valve - outside normal business hours	\$175.00	Resolution 661		
:	Unlock Curb Stop Valve - during normal business hours	No charge	Resolution 661		
:	Unlock Curb Stop Valve - outside normal business hours	\$150.00			
	Water Interruption - Voluntary - Without Billing Suspension				
	Lock Curb Stop Valve	\$50.00			
	Unlock Curb Stop Valve - during normal business hours	No charge	Resolution 661		
	Unlock Curb Stop Valve - outside normal business hours	\$150.00			
12	Water Interruption - Involuntary		ш		
	Delinquent Account - Lock curb stop valve	\$50.00			
	Unlock Curb Stop Valve				
	During Normal Business Hours	No charge	Resolution 661		
	Outside Normal Business Hours	\$150.00			
13	Water Interruption - Other				
	Failure to comply with emergency order	Same as above			
	Failure to eliminate cross connection	Same as above			
	Failure to repair leak	Same as above	Resolution 661		
	Request of agency/higher authoirty	No charge			
	Visible leak in vacant building or disaster	No charge			
	Unauthorized Lock Removal Fee				
14	When customer cuts or removes lock from meter without District	\$150.00	Resolution 726		
	authorization				
	Damaged Meter	Material & labor			
15	If meter is damaged by the customer	to repair meter +	Resolution 726		
	in meter is damaged by the customer	\$150.00			
16	Clear obstructed water meter after request to customer to remove is	¢50.00	Board Meeting		
10	refused	\$50.00	11/10/99		
17	Hydrant meter, fire hose, fittings				
	Equipment rental - single continuous use	\$35.00	Board Mtg 11/10/99		
	Bulk water purchase with hydrant meter				
	Effective Nov 8, 2017 - Per 100 cubic feet	\$8.85	-		
	Effecitve Jan 1, 2018 - Per 100 cubic feet	\$9.60	Resolution 839		
	Effective Jan 1, 2019 - Per 100 cubic feet	\$9.98			

Develo	pper Extension Agreements		
ltem	Item Description	Fee/Charge	Reference
18	Initial Fees		1.1
	Application - Good for 60 days	\$300.00	Resolution 680
	Conformance Deposit	\$1,000.00	Resolution 680
	General Administration	\$750.00	Resolution 680
19	Final Design Review		
	By District Engineer	Cost + 2%	Resolution 680
20	Design Review and Inspection (Previously called "Facilities Inspection")		
	Initial Deposit	\$5,000.00	Resolution 680
	Supplemental Deposit	\$2,000.00	Resolution 680
21	Contract noncompliance	Cost + 2%	Board Mtg 5/14/97
22	Latecomers Reimbursement Agreements, Reimbursement processing	\$185.00 per connection	Board Mtg 6/10/09 + Resolution 753
23	Special Agreements	Cost + 2%	Board Mtg 5/14/97
24	Third Party Claims	Cost + 2%	
25	Time Extension		
	Before Expiration Date	\$250.00	
	After Expiration Date	\$750.00	

Permit	tting - Water P	ermits			
			Continuous Flow	Meter Capacity	7
	ł	Meter Size	Rating	Ratio	
		5/8 x 3/4	15	1	
	Meter	1 Inch	30	2	
	Informati	on 1.5 Inch	75	5	
		2 Inch	120	8	
		3 Inch Compound	330	22	
		4 Inch Compound	440	29	
Item	Item Descript	ion		Fee/Charge	Reference
26	Water Genera	al Facilities & Installation	TO THE STATE OF TH		7000 - 25 V
	* Installation	fees marked with an * vary by project, p	olease see District Engin	eer with questions	
		Meter Size	Connection Fee	Installation	
		5/8 x 3/4	\$5,742.00	\$700.00	
	Effective	1 Inch	\$11,484.00	*	
	January 1,	1.5 Inch	\$28,710.00	*	Resolution 835
	2018	2 Inch	\$45,935.00	\$4,200.00	
		3 Inch Compound	\$126,322.00	*	
ř		4 Inch Compound	\$168,411.00	*	

Permit	ting - Water F	ermits (cont'd)			
Item	Item Descript	iion		Fee/Charge	Reference
26		al Facilities & Installation			
	* Installation	fees marked with an * vary by project, p	lease see District Engl	ineer with questio	ns.
		Meter Size	Connection Fee	Installation	
		5/8 x 3/4	\$5,885.00	\$700.00	
	Effective	1 Inch	\$11,771.00	*	
	January 1,	1.5 Inch	\$29,427.00	*	Resolution 835
	2019	2 Inch	\$47,084.00	\$4,200.00	
		3 Inch Compound	\$129,480.00	*	
		4 Inch Compound	\$172,621.00	*	
		Meter Size	Connection Fee	Installation	
		5/8 x 3/4	\$6,033.00	\$700.00]
	Effective	1 Inch	\$12,065.00	*]
	January 1,	1.5 Inch	\$30,163.00	*	Resolution 835
	2020	2 Inch	\$48,261.00	\$4,200.00	
		3 Inch Compound	\$132,717.00	*	
		4 Inch Compound	\$176,936.00	*	
		Meter Size	Connection Fee	Installation	
		5/8 x 3/4	\$6,183.00	\$700.00	
	Effective	1 Inch	\$12,367.00	*	
	January 1,	1.5 Inch	\$30,917.00	*	Resolution 835
	2021	2 Inch	\$49,467.00	\$4,200.00]
		3 Inch Compound	\$136,035.00	*]
		4 Inch Compound	\$181,360.00	*	
27	Permit Admir	nistration & Processing		\$40.00	Board Mtg 1/30/03
	Initial Water	Inspection		\$25.00	Resolution 667
	Subesquent V	Vater Inspection		\$75.00	Board Mtg 8/16/96
28	Water Permi	t - Special Charges			
	Blaine Water	Main Extension Latecomer's (North Sho	re)	\$10,910.00	Expires 8/25/2024
	Columbus Str	eet Water Latecomer's Fee (Geneva)		\$528.50	Expires 3/24/2018
	Coronado He	ights Phase 2 Water		\$1,627.58	Expires 3/24/2018
	North Shore	and Eagleridge/COB Reimbursement		\$300.00	6/10/88 Agreemt
	South Geneva	a Class A Water		\$17,088.97	Expires 7/22/2026
	South Geneva	a Class B Water		\$5,981.14	Expires 7/22/2026

			Meter Si	7.E		r Capacity Ratio	
			5/8 x 3/4			1	
		Meter	1 Inch			2	
			1.5 Inch			5	
			2 Inch			8	
		8	3 Inch Compound			22	
			4 Inch Compound			29	
Item	Item Descript	tion	ar ar	9 7	i	Fee/Charge	Reference
29	Sewer Gener	al Facilities					
			Meter Size	Connection	Fee	Installation	
		5/8 x 3/4		\$7,726.00	0		
	Effective	1 Inch	22 0 2 2 2	\$15,452.0	00	Done by owner's	
	January 1,	1.5 Inch		\$38,631.0	00	bonded side	Resolution 835
	2018	2 Inch		\$61,809.0	00	sewer contractor	
		3 Inch Compo	ound	\$169,975.0	00	sewer contractor	
		4 Inch Compo	ound	\$226,607.0	00		
			Meter Size	Connection	Fee	Installation	7
		5/8 x 3/4		\$7,919.00	0		
	Effective	1 Inch		\$15,839.0	00	Dana hu aumania	
	January 1,	1.5 Inch		\$39,596.0	00	Done by owner's bonded side	Resolution 835
	2019	2 Inch		\$63,354.0	00		
		3 Inch Compo	ound	\$174,224.0	00	sewer contractor	
		4 Inch Compo	ound	\$232,273.0	00		
			Meter Size	Connection	Fee	Installation	
		5/8 x 3/4		\$8,117.00	0		
	Effective	1 Inch	· · · · · · · · · · · · · · · · · · ·	\$16,235.0	00	Dana hu aumania	
	January 1,	1.5 Inch	N-8201 - 212	\$40,586.0	00	Done by owner's	Resolution 835
	2020	2 Inch		\$64,938.0	00	bonded side	
		3 Inch Compo	ound	\$178,580.0	00	sewer contractor	
		4 Inch Compo	ound	\$238,079.0	00		
			Meter Size	Connection	Fee	Installation	
		5/8 x 3/4		\$8,320.00	0		
	Effective	1 Inch	ionnikal cile	\$16,640.0	00	Done by owner's	
	January 1,	1.5 Inch	200000000	\$41,601.0	00	bonded side	Resolution 835
	2021	2 Inch		\$66,562.0	00	sewer contractor	
		3 Inch Compo	ound	\$183,044.0	00	Sewei Contractor	
		4 Inch Compo		\$244,031.0	00		• .
30	Service Instal	lation - If Distr	ict installed stub exists			\$755.00	
	Permit Proce	ssing				\$40.00	
	Initial Sewer					\$75.00	
5	Subsequent S	ewer Inspection	on			\$100.00	

Effective Date June 1, 2018 (Resolution 844)

Permi	tting - Sewer Permits (cont ⁱ d)		
31	Sewer Permit - Special Charges		
	Bergen Sewer Latecomer's Fee	\$4,195.67	Expires 7/24/2018
	Edgewood Long Plat Sewer	\$4,102.00	Expires 2/24/2019
	Lakewood/Grand Blvd Special Benefit Fee	\$6,000.00	District Funded
	La Salle Sewer Extension	\$4,761.73	Expires 7/13/2021
	South Geneva Class A Sewer	\$22,406.50	Expires 7/22/2026
	South Geneva Class A Sewer Vault	\$1,704.55	Expires 7/22/2026
	ULID #18 Latecomers Fee - see table below	See table	Resolution 672
32	Other Sewer Charges		
	Grinder Pump Installation - Customer own/maintain	\$150.00	Resolution 645
	Review waiver of claim agreements for customer owned side sewers with		
	less than 2% slope	\$50.00	Resolution 645
	Unauthorized Connection to Sewer		
	Investigation, testing, inspection	\$500.00	Resolution 645
	Repair and Correction	Cost + 2%	Resolution 645
	Disconnect monitoring/enforcement after 90 days	\$25.00/day	Board Mtg 8/29/03
	Voluntary Sewer Service Interruption		
	Permit to install two-way clean out	Permit processin	g & inspection fee
	Suspend billing - insert plug into side sewer	\$250.00	
	Resume billing/remove plug - during regular business hours	No charge	Resolution 709
	Resume billing/remove plug - outside regular business hours	\$150.00	

33	Year	Equivalent to Assessment	Latecomer Penalty	Total Fee	Reference
	2018	\$2,792.78	\$4,245.03	\$7,037.81	
	2019	\$2,792.78	\$4,510.34	\$7,303.12	1
	2020	\$2,792.78	\$4,775.65	\$7,568.43	
	2021	\$2,792.78	\$5,040.97	\$7,833.75	
	2022	\$2,792.78	\$5,306.28	\$8,099.06	1

NOTE: As described in Resolution 672, ULID #18 Latecomer Charges were created to put parcels not assessed on the same footing as those that were assessed for the ULID. Assessed parcels could, and many did, prepay their assessments. To provide the same opportunity for non-assessed parcels, prepayment of ULID 18 Latecomer Charges will also be accepted. Therefore, paid in full ULID Latecomer Charges satisfy the ULID Latecomer Charges permanently.

Violat	ons of Administrative Code		
34	Labor	Staff hourly rates - See page 2	
	Equipment Use	Hourly rate - See page 2	
	Materials	Cost of materials used	Resolution 798
	Attorney's Fees and Expenses	Reimburse District's Costs	
	Administrative Fee	10% of total expenses	
	Any person who violates any provision	of the Administrative Code shall be liable to	the District for any
	expense, loss, damage, cost of inspect	ion or cost of correction incurred by the Distri	ict by reason of such
	violation, including any expenses and	attorney fees incurred by the District in collect	ting from such person of
	such loss, damage, expense, cost of in	spection or cost of correction, plus an adminis	strative fee equal to 10% of
	the total expenses.		
	(Reference: Administrative Code Sect	ion 3.3.1 Liability to District)	



AGENDA BILL Item 5.K.

	l .			
DATE SUBMITTED:	May 22, 2018	MEETING DATE:	May 30, 201	8
SUBJECT:	Monthly Budget An	alysis		
TO: BOARD OF COMMI	SSIONERS	FROM: Deb Dei	nton	
GENERAL MANA	GER APPROVAL	Twik,	Au	
DISTRICT ENGINEER/A	SST MGR APPROVAL			
FINANCE MANA	GER APPROVAL	Desi.	Denton	
ATTACHED DOCUMEN	ГЅ	1. Monthly Bud	lget Through 4/30/	/2018
		2.		
		3.		
TYPE OF ACTION REQU	ESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER

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	2,158,672	500,000	ı	•	183,450	362,070	•	3,204,192
2018 EXPENDITURES AND TRANSFERS OUT	(2,405,340)	(341,478)	(18,789)	٠		(362,069)	•	(3,127,676)
CASH/INVESTMENTS 2017 CARRYOVER	2,131,222	520,357	770,229	440,000	396,681	•	772,334	5,030,823
							8 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
ALLOCATED TO OPERATING RESERVES	\$1,884,554 -\$850,000 \$1,034,554	\$678,879	\$751,440	\$440,000	\$580,131	<u>r</u>	\$772,334	\$5,107,338



LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 04/30/2018

Petty Cash Cash 401 Restricted (Operating Reserve) Public Funds Account 401 Restricted (Operating Reserve) LGIP	Petty Cash Cash Public Funds Account LGIP			1,600 577,313 601,605 604,155		0.50% 1.60% 1.43%
			ď	PAR VALUE		YIELD
	FNMA - ProEquity	Callable	€9	1,007,665	Jul-18	1.00%
	FICO - ProEquity	Non-Callable	↔	440,000	Aug-18	0.91%
	FICO - ProEquity	Non-Callable	₩	625,000	Dec-18	0.30%
	FFCB - ProEquity	Callable	↔	200,000	Oct-19	1.44%
	FFCB - ProEquity	Callable	↔	750,000	Aug-20	1.10%
			•			
	US Bank		69	3,322,665		
	TOTAL		G	5,107,338		

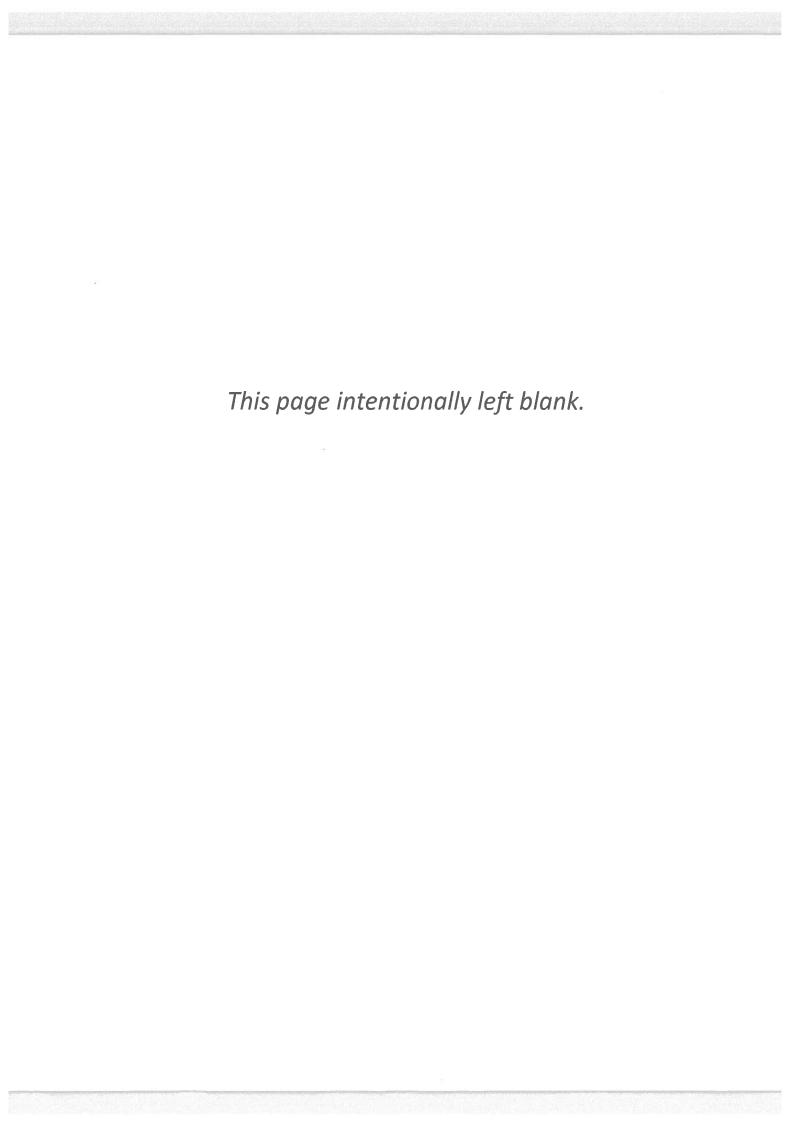
A01 \$1,375,000
Restricted (Sewer Contingency) 425 \$ 750,000
Restricted (Water Contingency) 426 \$ 440,000
Reserved (Bond Reserve) 460 \$ 750,000

LAKE WHATCOM WATER AND SEWER REVENUE

	Description	Budget	ACTUAL	
OPERATING FUND - 401		9	33%	
REVENUES				
401-333-97-00	FEMA 2015 Storm Grant		250	
401-343-40-10	Water Sales Metered (8.5% base rate increase) *	2,437,545	736,060	
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	1,308,914	
401-343-50-19	Sewer Service Other	4,000	1,574	
401-343-50-80	Latecomer's Fees	•	6,772	
401-343-81-10	Combined Fees	30,000	9,272	
401-359-90-00	Late fees	50,000	20,869	
401-361-11-00	Investment Interest	20,000	16,752	
401-361-40-00-80	ULID 18 Interest/Penalties	8,000	3,283	
401-368-10-00-80	ULID 18 Principal Payments	20,000	13,209	
401-369-10-00	Sale of scrap metal and surplus	1,000	1,887	
401-369-10-01	Miscellaneous	•	4,009	
401-395-10-00	Sale of Capital Assets		12,000	
401-395-20-00	Insurance recovery	ř		
	TOTAL REVENUES	6,693,348	2,158,672	32%

	LAKE WHATCOM WATER AND SEWER EXPENDITURES		
	Description	BUDGET 2018	4/30/2018
OPERATING FUND - 401			33%
EXPENDITURES			
401-53X-10-10	Admin Payroll (3% cola plus step increases - 2018)	652,846	219,542
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	274,332	96,014
401-53X-10-31	Gen Admin Supplies/Equipment	30,000	7,200
401-53X-10-31-01	Meetings/Team building	3,000	1,286
401-53X-10-40	Web pay/Bank Fees	30,000	12,058
	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)	25,000	20,000
	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)	000'9	-
	WA State Audit	000'6	
	Salary study	15,000	
	Docuware/Web site maintenance and upgrade	2,000	
	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	200	
	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	
	Cartegraph - Engineering/Operations	9,000	
	Auto Desk - Engineering	1,000	
	GIS Partnership	1,000	
	Rockwell - Engineering/Operations	200	
	IT Pipes	1.500	

	LAKE WHATCOM WATER AND SEWER EXPENDITURES		
	Description	BUDGET 2018	4/30/2018
	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	131,612
401-53X-10-42	Communication	20,000	18,201
401-53X-10-45	Admin Lease	2,000	298
401-53X-10-46	Property Insurance	140,000	ı
401-53X-10-49	Admin Misc.	1,000	2,165
401-53X-10-49-01	Memberships/Dues	17,000	12,450
401-53X-10-49-02	WA State Dept of RevenueTaxes/Permits	205,000	74,273
401-53X-40-43	Training & Travel	35,000	10,913
401-53X-40-43-01	Tuttion reimbursement	1,000	•
401-53X-50-31	Maintenance Supplies	150,000	52,820
401-53X-50-48	Operations Repair/Maint	190,000	33,772
401-53X-50-49	Insurance Claims	5,000	2,366
401-53X-60-41	Operations Contracted	8,500	1,514
401-534-60-47	Water City of Bellingham	40,000	10,978
401-535-60-47	Sewer City of Bellingham Treatment Fee	640,000	220,521
401-53X-80-10	Operations Payroll (3% cola plus step increases - 2018)	954,742	335,881
401-53x-80-10-01	Operations Capital Projects Payroll		
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	446,472	143,004
401-53X-80-32	Fuel	24,000	10,238
401-53X-80-35	Safety Supplies	10,000	1,086
401-53X-80-35-01	Safety Supplies Boots	2,500	•
401-53X-80-35-02	Emergency Preparedness	10,000	299
401-53X-80-47	General Utilities	208,000	93,077
401-53X-80-49	Laundry	4,000	1,334
	OPERATING EXPENDITURES	4,523,392	1,543,270





AGENDA BILL Item 5.L.

DATE SUBMITTED:	May 22, 2018	MEETING DATE:	May 30, 201	8		
SUBJECT:	Summary of Existin	g District Projects				
TO: BOARD OF COMM	IISSIONERS	FROM: Bill Hunte	er & Staff			
GENERAL MANA	AGER APPROVAL	Jaih.	Adm			
DISTRICT ENGINEER/	ASST MGR APPROVAL	-				
FINANCE MANA	AGER APPROVAL			-		
ATTACHED DOCUMENTS		1. May 2018 Su Projects	ımmary of Existing	District		
		2.				
		3.				
TYPE OF ACTION REQI	JESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER		

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 May 30, 2018 Board Meeting Data Compiled 05/22/18 by RH, BH, RM & KH

Status of Water and System Capacities								
	South Shore	Eagleridge	Agate Heights	Johnson Well				
	ID# 95910	ID# 08118	ID# 52957	ID# 04782				
DOH Approved ERUs	3935	85	54	2				
Connected ERUs	3823	70	44	2				
Remaining Capacity (ERUs)	112	15	10	0				
Permitted ERUs Under Construction	22	0	0	0				
Pre-paid Connection Certificates & Expired Permits	11	0	5	0				
Water Availabilities (trailing 12 months)	40	0	0	0				
Subtotal - Commitments not yet connected	73	0	5	0				
Available ERUs	39	15	5	0				

	Completed Capital Projects in 2018
Proj #	Project Name
C1407	Lowe sewer Pump Station VFDs
C1704	Business Server Hardware Replacement
C1709	2017 Sewer Capacity Management Operation Maintenance
C1804	SVWTP Turbidimeters and Chlorine Analyzers
M1806	Water Facilities Inspection & Maintenance

State Required Report Status													
Monthly Reports													
Name Of Report						Co	mp	lete	d				
Chlorination Report Agate Heights	Postmarked by the	Jan	Feb	Mar	Apr	Мау	June	July	Aug	Sept	Oct	Nov	Dec
Prepared by: Kevin	10th of month	х	х	X	Х	х							
Surface Water Treatment Rule Report (SVWTP)	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Prepared by: Kevin	10th of month	х	х	х	X	X							
Department of Revenue	Due end of	Jan	Feb	Mar	Apr	Мау	June	July	Aug	Sept	Oct	Nov	Dec
Prepared by: Debi	following month		Х	x	x								

	Annual Reports	195				
Name Of Report	Deadline		Comp	leted		
Community Right to Know (Hazardous Materials) Prepared by: Rich	March 31	February 14, 2018				
	Annual Reports					
Name Of Report	Deadline		Comp	leted		
WA State Cross Connection Report Prepared by: Rich	Мау		March 1	5, 2018		
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 Aga			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				
Water Right Permit No. G1-22681 Development Extension	Due Every 5 Years Next Due Feb 15, 2023	March 20, 2018				
Water Right Permit No. S1-25121 Development Extension	Due Every 5 Years Next Due March 30, 2023	March 20, 2018				
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 40 **Engineering - Managers** 40 100% Engineering - Staff 21 13 62% Field Crew 206 179 87% Office - Managers 19 19 100% Office - Staff 52 39 75% Overall 338 290 86%

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

Safety meetings for the field crew take place every fuesday or we		<u> </u>				
Dates of Completed Safety Comp	mittee ivieetinį	gs				
Wednesday, January 17, 2018						
Thursday, February 15, 2018						
Thursday, April 12, 2018						
Thursday, May 17, 2018						
Summary of Work-Related Inju	ries & Illnesses	;				
		2018	2017	2016	2015	2014
Total Number of Work Related Injuries						
Defined as a work related injury o rillness that results in:						
· Death			1	0	1	
· Medical treatment beyond first aid		0				
· Loss of consciousness						1
 Significant injury or illness diagnosed by a licensed health care profe 	essional					
· Days away from work (off work)						
· Restricted work or job transfer			,			i
Total Number of Days of Job Transfer or Restriction						
(light duty or other medical restriction)			13	0	0	
Total Number of Days Away from Work						
(at home, in hospital, not at work)		0	4	0	0	
Near Misses						
		1	1			

Developer Extension Agreements	
None currently active	



District Projects Staff Report

5/21/2018

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.
- 4/19/2018 Design/bid package almost complete. Advertisement for bids will be issued in the next few weeks.
- 5/14/2018 Staff received draft bid documents from Wilson and is reviewing. Staff will coordinate bid advertisement, pre-bid meeting, and bid opening with Wilson.

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.
- 4/19/2018 Staff coordinating meetings with comparable agencies. Meetings are intended to review other agency job descriptions and to match with District positions. Consultant, District Management, and Union Rep will attend these agency meetings.
- 5/22/2018 Meeting with consultant scheduled to review progress and draft results management staff and union reps.

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.
- 4/19/2018 Draft website was presented to board at 4/11/2018 Board meeting. Some comments were received at the board meeting and will be taken into consideration by staff. Staff also solicited commissioners via email for any additional comments or ideas none were received as of 4/19/2018. Staff is moving forward to complete the redesign using information received to date.

5/21/2018

Lake Whatcom Water and Sewer District - CIP Staff Report

Page 1 of 11

5/21/2018 New web site framework is essentially complete. Staff is organizing, polishing, and uploading content to the new site (new site is not live yet). Once this is complete, the old site will be turned off and the new site switched on to go live. Staff is anticipating the new site ready to go live in about a month.

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.
- 4/18/2018 Staff met with Wilson to finalize response to state DOH comments. Wilson is finalizing the response and will submit package to DOH next week.

5/21/2018 **CIP Staff Report**

> 5/17/2018 County Planning and Development reviewed and approved the boundary amendments. The boundary changes will not take effect until Washington State DOH has reviewed and approved the comprehensive plan update.

C1607 Northshore Water Quality Sampling

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

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.

4/11/2018 Herrera reviewed agency comments and the response to each with the board on 4/11/2018. Herrera is finalizing the memo that addresses all the comments. The goal is to have the final memo completed and sent to the Data Team in the next couple weeks. Tentatively, the memo will be presented by Herrera at the Data Team meeting in May.

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.

5/21/2018 CIP Staff Report

- 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.
- 4/19/2018 There is a rental slot open in June. Staff is working to confirm the June slot and will start preparing to perform the work.
- 5/21/2018 Staff is actively pursuing rental company to schedule bridge walker. Nothing scheduled

C1611 **Country Club Sewer Pump Station**

Rehabilitation of Country Club Sewer Pump Station.

01 Administration

- 4/6/2016 Selection of consultant is in conjuction 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
- 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 Predesian

- 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
- 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. 3/21/2017
- 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.
- Geotechnical subconsultant addressing District and BHC review comments and will be 6/22/2017 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

5/21/2018 **CIP Staff Report**

- 10/20/2016 Pre-Application meeting with Whatcom County to review anticipated permitting requirements. 11/7/2016 District and GeoEngineers met wet Whatcom County Critical Areas Biologist to review potential critical areas. 12/22/2016 GeoEngineers submitted shoreline exemption permit application for test borings to Whatcom County. 11/16/2017 Held 2nd pre-application meeting with County staff. 2nd meeting was necessary due to scope change from replacement of pump station to horizontal directional drilling. Consultants are preparing permit applications for project to be submitted early 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. 4/13/2018 Permit applications submitted to Whatcom County. 4/17/2018 Corps and JARPA documents sent to agencies.
- 5/10/2018 County issued SEPA notice to agencies and property owners within 1000-feet of project for comment period. Written comments are due by June 10, 2018.
- 5/11/2018 District received Nationwide Permit12 (Utility Line Activities) from Army Corps of Engineers.
- 6/10/2018 Written SEPA comments to County due.

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.
- 5/21/2018 Internal bins, shelving, etc have been installed by vendor. Radio and light bar will be installed next.

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 Predesian

- 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.
- 6/20/2018 Geneva Sewer Pump Station Shorelines Substantial Development Public Hearing at 130pm in County Council Chambers.

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. 3 bids received.
- 4/25/2018 Tentative award contract at Board meeting.

10 Construction

- 5/10/2018 Construction contract executed.
- 5/14/2018 Notice to proceed issued.
- 10/11/2018 Substantial Completion Date of original contract. (150 calendar days from Notice to Proceed)

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.
- 3/28/2018 Purchase order sent to QCC to build and install electrical panels and equipment.
- 4/19/2018 Staff finalizing the bid package which will advertise in the next week or two. The construction contract scope is to modify electrical equipment, install conduit runs, wiring, installation, and configuration of new equipment.
- 5/21/2018 Panel fabrication done and in testing phase at panel shop. Staff scheduling supplier to deliver and install equipment.

06 Bidding

- 4/29/2018 Advertisement for bids published in Bellingham Herald.
- 5/8/2018 Non-mandatory pre-bid meeting held.
- 5/15/2018 Bid opening. 1 bid received.
- 5/30/2018 Contract award by board.

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

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.

preparing a project report and design for submittal to DOH.

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.

4/19/2018 22 done.

5/21/2018 25 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.

5/21/2018 CIP Staff Report

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.

5/14/2018 Staff reviewed scope of work and is working with RH2 to execute agreement.

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.

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

3/29/2018 Board selects RH2 as the most qualified consultant for projects to board. Staff will begin scope/fee negotiations with the consultant.

5/21/2018 Staff working with RH2 on initial scope of work. Intent is to have board authorize scope/fee at 5/30/2018 board meeting.

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.

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.

5/21/2018

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5/21/2018 CIP Staff Report

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.

5/21/2018 Truck as been received. New radio, spot light, and safety lights are being installed.

C1809 - - Replace Backhoe

Replace backhoe

01 Administration

2/12/2018 Staff looking into equipment available on Washington State bid. 5/21/2018 Staff working with vendor on state bid to put together order.

C1810 Airport Sewer Pump Station Stationary Generator

Install stationary generator at Airport Sewer Pump Station.

01 Administration

4/19/2018 Staff review GSA quote and will be placing order soon. This will also include the ATS for Camp Firwood.

5/21/2018 Staff reviewed potential generator locations on site. The best place for installation is next to the control/electrical panels. This location, however, is not in the County road right-of-way, but on WWU Lakewood Facility land. Staff plans to try working with WWU to obtain an easement for the generator. This will require survey and engineering support from Wilson. A task order will be developed for Wilson to assist District staff in this process. An access easement to the District's Lakewood Sewer Pump Station serving WWU will also be part of the discussions.

05 Design

2/27/2018 Generator sizing completed by electrical engineer. Staff now working on 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.

4/19/2018 Staff heard that state level emergency management accepted the application and forwarded it on to the federal level.

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.

3/28/2018 Staff and Wilson toured two treatment plants that have "Atec" iron/manganese removal package treatment plant systems at Pole Road Water Association. Tour facilitated project scope development with staff and Wilson.

4/19/2018 Task order scope of work is being developed by staff and Wilson. Once a draft is complete it will be presented to the Board for authorization.

5/21/2018

Lake Whatcom Water and Sewer District - CIP Staff Report

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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 o H2O Solutions LLC.

10 Construction

4/9/2018 Divers arrive and begin reservoir maintenance. They are going to inspect and clean the reservoir interiors, then come back another week to perform welding and misc repairs.

4/12/2018 Divers finish inspection and cleaning.

4/25/2018 Contractor scheduled to complete welding and misc repairs.

5/21/2018 Contractor has completed their scope of work. There is one minor punch-list item (site restoration) that needs to be finished prior to contract close-out.

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.

01 Administration

4/19/2018 Crews working to identify and list structures that require pressure grouting that have infiltration problems.



AGENDA BILL Item 7

	T	,					
DATE SUBMITTED:	May 21, 2018	MEETING DATE:	May 30, 201	8			
SUBJECT:	Upcoming Events an	nd Announcements					
TO: BOARD OF COMM	ISSIONERS	FROM: Rachael Hope					
GENERAL MANA	GER APPROVAL	See See					
DISTRICT ENGINEER/A	ASST MGR APPROVAL						
FINANCE MANA	GER APPROVAL						
ATTACHED DOCUMEN	TS	1. Upcoming Events & Announcements					
		2.					
		3.					
TYPE OF ACTION REQUESTED		RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER			

BACKGROUND / EXPLANATION OF IMPACT

Updated information from the Recording Secretary in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



Upcoming Dates & Announcements

Regular Meeting - Wed. May 30, 2018 - 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer	District		
Next Regular Board Meeting	Wed June 13, 2018	6:30 p.m.	Board Room
Next Employee Staff Meeting	Thu June 14, 2018	8:00 a.m.	Board Room Scheduled to Attend: Commissioner John Carter
Safety Committee Meeting	Wed June 13, 2018	8:00 a.m.	Small Conference Room
Lake Whatcom Management P	rogram	" " "	The state of the
Policy Group Meeting	Mon Sept 17, 2018	3:00 p.m.	City of Bellingham's Fireplace Room 625 Halleck St Enter through the Halleck St entrance
Management Meeting	None Planned		Last meeting – March 28, 2018
Other Meetings	a Catally 10	3 3 36	"" "一" " " " "
Whatcom Water District's Caucus Meeting	Wed June 20, 2018	1:00 p.m.	Board Room

Other Announcements & Reminders

- <u>Committee Meeting Reports as Needed</u>: This is a place holder for Board and staff members to report on recent committee meetings, such as the Lake Whatcom Policy Group.
- Upcoming Important Agenda Topics & Meetings:
 - City Public Works staff will attend the June 13 meeting to address proposed bio solid treatment changes at the Post Point WWTP.



AGENDA BILL Item 9

DATE SUBMITTED:	May 22, 2018	MEETING DATE:	May 30, 201	8			
SUBJECT:	Executive Session						
TO: BOARD OF COMM	ISSIONERS	FROM: Rachael Hope					
GENERAL MANA	GER APPROVAL	toolbi V	for				
DISTRICT ENGINEER/A	SST MGR APPROVAL						
FINANCE MANA	GER APPROVAL						
ATTACHED DOCUMEN	TS	1.					
		2.					
		3.					
TYPE OF ACTION REQU	ESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER			

BACKGROUND / EXPLANATION OF IMPACT

Executive Session for the purpose of considering a personnel matter, under RCW 42.30.110 section 1(g).

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