



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

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

September 26, 2018

8:00 a.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Operations and Maintenance Manager Recruitment Update
 - B. Monthly Budget Analysis
 - C. Summary of Existing District Projects
6. OTHER BUSINESS
7. UPCOMING DATES & ANNOUNCEMENTS
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5A

DATE SUBMITTED:	Sept 20, 2018	MEETING DATE:	September 26, 2018
SUBJECT:	O&M Manager Recruitment Update		
TO: BOARD OF COMMISSIONERS		FROM: Bill Hunter	
MANAGER APPROVAL			
ATTACHED DOCUMENTS			
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Recruitment of the Operations & Maintenance Manager is proceeding. Five finalists were chosen, and some candidates were interviewed on Monday, September 10.

Operation & Maintenance Manager Recruitment Schedule

Date	Topic	Notes
May 9, 2018	Prothman meets with LWWSD Board	Completed.
May 14, 2018	Post profile and start advertising	Completed. Profile was posted on Prothman website 5/17/2018.
June 17, 2018	Application Close Date	21 applications received as of 7/5/2018.
June 18-29, 2018	Prothman screens applications & interviews top 8-12 candidates	Completed. 10 semifinalists have been selected by Prothman.
August 29, 2018	Work session with LWWSD staff to review semifinalists and pick finalists	Completed. 5 Finalists selected for interviews.
September 10, 2018	Final Interview Process	First round of final interviews completed.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None.

PROPOSED MOTION

None.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.B.

DATE SUBMITTED:	Sept 20, 2018	MEETING DATE:	Sept 26, 2018
SUBJECT:	Summary of Existing District Projects		
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter & Staff		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. September 2018 Summary of Existing District Projects		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Staff presentation of Summary of Existing District Projects and priorities

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Review and discuss.

PROPOSED MOTION

Not applicable at this time.



Lake Whatcom Water & Sewer District Summary of Existing District Projects

Prepared for the September 26, 2018 Board Meeting
Data Compiled 09/19/18 by RH, BH, RM

Status of Water and System Capacities				
	South Shore ID# 95910	Eagleridge ID# 08118	Agate Heights ID# 52957	Johnson Well ID# 04782
DOH Approved ERUs	3935	85	54	2
Connected ERUs	3830	70	44	2
Remaining Capacity (ERUs)	105	15	10	0
Permitted ERUs Under Construction	23	0	0	0
Pre-paid Connection Certificates & Expired Permits	11	0	5	0
Water Availabilities (trailing 12 months)	46	0	0	0
Subtotal - Commitments not yet connected	80	0	5	0
Available ERUs	25	15	5	0

Completed Capital Projects in 2018	
Proj #	Project Name
C1407	Lowe sewer Pump Station VFDs
C1607	North Shore Water Quality Sampling
C1610	Little Strawberry Water Leak on Bridge
C1703	Utility System Support Specialist Vehicle
C1704	Business Server Hardware Replacement
C1707	Level Transmitter Replacement at Beaver & Flatcar Pump Stations
C1709	2017 Sewer Capacity Management Operation Maintenance
C1804	SVWTP Turbidimeters and Chlorine Analyzers
M1806	Water Facilities Inspection & Maintenance
C1807	Replace Light Duty Truck
C1808	Replace Tool Truck
A1817	Web Site Update

State Required Report Status													
Monthly Reports													
Name Of Report		Completed											
Chlorination Report Agate Heights Prepared by: Kevin	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		x	x	x	x	x	x	x	x	x			
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		x	x	x	x	x	x	x	x	x			

State Required Report Status (cont'd)														
Annual Reports														
Name Of Report	Deadline	Completed												
Department of Revenue Prepared by: Debi	Due end of following month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
		x	x	x	x	x	x	x	x					
Community Right to Know (Hazardous Materials) Prepared by: Rich	March 31	February 14, 2018												
Annual Reports														
Name Of Report	Deadline	Completed												
WA State Cross Connection Report Prepared by: Rich	May	March 15, 2018												
OSHA 300 Log Prepared by: Rich	February 1	January 23, 2018												
Water Use Efficiency Performance Report Prepared by: Kevin	July 1	March 20, 2018												
Consumer Confidence Reports Prepared by: Kevin	May	Geneva 6/19/18		SV 6/19/18		EagleR 6/19/18		Agate Ht 6/19/18						
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
Engineering - Managers	40	40	100%
Engineering - Staff	21	21	100%
Field Crew	206	190	92%
Office - Managers	19	19	100%
Office - Staff	52	52	100%
Overall	338	322	95%

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

Dates of Completed Safety Committee Meetings

Wednesday, January 17, 2018	Wednesday, June 14, 2018	
Thursday, February 15, 2018	Tuesday, July 24, 2018	
Thursday, April 12, 2018	Monday, August 27, 2018	
Thursday, May 17, 2018	Thursday, September 13, 2018	

Summary of Work-Related Injuries & Illnesses

	2018	2017	2016	2015	2014
Total Number of Work Related Injuries Defined as a work related injury or illness that results in:					
• Death					
• Medical treatment beyond first aid					
• Loss of consciousness					
• Significant injury or illness diagnosed by a licensed health care professional					
• Days away from work (off work)					
• Restricted work or job transfer	0	1	0	1	1
Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)	0	13	0	0	
Total Number of Days Away from Work (at home, in hospital, not at work)	0	4	0	0	
Near Misses	2	1			

Developer Extension Agreements			
D1801	Sudden Valley Community Association - Area Z Fire Hydrant		
Scope	Installation of Fire Hydrant		
Sign Date	8/16/2018	Expiration Date	8/16/2021 (3 years)
Prior to Commencing Construction		Prior to Final Acceptance	
<input type="checkbox"/> 1. District Engineer approves design <input type="checkbox"/> 2. Reimbursement of District Engineer review costs <input checked="" type="checkbox"/> 3. Copy of insurance policy <input type="checkbox"/> 4. Copies of recorded easement <i>n/a: to be recorded prior to final acceptance, property owned by Sudden Valley Community Association</i> <input type="checkbox"/> 5. Copies of permits <input checked="" type="checkbox"/> 6. Pay Developer Conformance Deposit <i>Receipt #16291 8/14/18</i> <input checked="" type="checkbox"/> 7. Developer delivers performance bond <i>Assignment of savings account received in the amount of \$135,798 and dated 8/14/2018. This will cover up to \$90,532 of constructed facilities</i> <input type="checkbox"/> 8. Pays 25% of total amount of general facilities connection fees due to District <i>n/a: no new connection</i> <input checked="" type="checkbox"/> 9. Pays District Administration, Legal Services, and Inspection Deposit <i>Receipt #16291 8/14/18</i> <input type="checkbox"/> 10. District Issues Notice to Proceed w/Construction		<input type="checkbox"/> 1. District inspects & approves facilities as complete <input type="checkbox"/> 2. District receives water meters for each service <input type="checkbox"/> 3. District accepts record drawings <input type="checkbox"/> 4. District accepts easements & title insurance <input type="checkbox"/> 5. District receives warranty bond or like security <input type="checkbox"/> 6. District receives maintenance bond <input type="checkbox"/> 7. District receives and approves Bill of Sale <input type="checkbox"/> 8. District receives a copy of recorded plat or legal description <input type="checkbox"/> 9. District receives legal description of property <input type="checkbox"/> 10. District receives Latecomers Reimbursement fees due to other Developers (if applicable) <input type="checkbox"/> 11. Developer pays any applicable Supplemental DEA Processing/General Administrative fees <input type="checkbox"/> 12. District receives signed and notarized Latecomers Reimbursement Agreement (when applicable) <input type="checkbox"/> 13. Developer has reimbursed the District for all incurred costs associated with DEA <input type="checkbox"/> 14. Developer has met and completed all local, state, and federal permit requirements <input type="checkbox"/> 15. Copies of recorded easement on file with District	
Tasks/Notes			
<ul style="list-style-type: none"> 7/3/2018 DEA Application Received 7/25/2018 Board Authorizes DEA with Conditions 8/7/2018 SVCA Submits Hydraulic Analysis 8/14/2018 SVCA submits drawings, DEA, assignment of savings, insurance certificate, check for \$6,750 (\$5,000 deposit for review & inspection, \$1,000 conformance deposit, and \$750 for processing fee), and shallow pipe depth memo. 9/5/2018 District completes review of hydraulic analysis. 1,250 GPM for 90 minutes is available. 9/5/2018 SVCA submits revised plans. Review on hold until SVCA makes another deposit of \$5,329.66 to cover legal and engineering review. 			



District Projects

Staff Report

9/19/2018

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.
- 6/6/2018 Final draft agreements sent to customers along with letter with project status and tentatively construction schedule.
- 7/12/2018 Agreement have been executed and deeds of trust recorded for the 3 properties.

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.

06 Bidding

- 5/30/2018 Advertisement for Bids published Bellingham Herald.
- 6/12/2018 Non-mandatory pre-bid meeting.
- 6/19/2018 Bid opening.
- 6/27/2018 Board awards contract to Len Honcoop Gravel, Inc. and authorizes staff to execute contract once the property owners have signed the required documents.

10 Construction

- 7/12/2018 Wilson and District staff working to execute construction contract.
- 8/2/2018 Notice to Proceed issued to contractor. Contract duration is 60 days. Completion date is 10/1/2018.
- 8/9/2018 Pre-construction meeting with with District, and individually onsite with each property owner.
- 8/9/2018 Pre-construction meeting.
- 8/20/2018 Contractor working at 975 Geneva St site.
- 9/19/2018 All 3 residences are now connected to District sewer. Contractor is working on site restoration and decommissioning septic systems.

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.
- 6/13/2018 Ross Ardrey of NW Managment Consulting LLC presented preliminary draft results and details to board. Union is concurrently reviewing the preliminary draft.
- 6/21/2018 Management and union reps met to discuss preliminary draft and information needed to continue process.
- 8/29/2018 Management and union reps to met with Ross Ardrey to discuss preliminary draft comments.
- 9/27/2018 Management and union reps to meet with Ross and discuss most recent draft.

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.
- 5/17/2018 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.
- 6/27/2018 Board re-adopts comp plan with revisions. The last two approvals required are from the County and DOH. The revised plan will be submitted to those agencies for approval.
- 7/17/2018 Revised comp plan is posted on District web site.
- 9/11/2018 County council approved water comp plan. Wilson working with COB to obtain letter regarding Eagleridge storage - once that is done State DOH should be able to approve the plan.

C1611 Country Club Sewer Pump Station

Rehabilitation of Country Club Sewer Pump Station.

01 Administration

- 4/6/2016 Selection of consultant is in conjunction with general engineering services RFQ.
- 8/9/2016 Staff working with BHC to develop scope of work
- 9/8/2016 AE agreement finalized and being routed for execution. Scope/fee was approved by board on 8/31/2016. Work to begin as soon as agreement is executed.
- 11/2/2016 District attended Center Condo Owner's Association board meeting to present and coordinate the project. Association gave District needed letter of authorization to pursue Whatcom County permits for construction - of either option (pump station or directional drill).
- 12/21/2016 AE Agreement Amendment being routed for execution that includes scope for geotech test borings to determine directional drilling feasibility. BHC and GeoEngineers are scheduling work and preparing permit applications.
- 8/30/2017 Board authorizes Amendment 2 to AE Agreement. This work includes detailed geotechnical design for horizontal directional drilling.
- 9/13/2017 Board authorizes Amendment 3 to AE Agreement. This work include additional permitting and detailed design thru bidding.
- 11/8/2017 Staff attended Center Condo Owner's Association board meeting to brief board of progress and to coordinate future work.

02 Predesign

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

- 7/12/2017 Consultants presented horizontal direction drilling and conventional auger bore alternates to Board. Staff will make a recommendation a next Board meeting on the preferred alternative.

03 Permitting

- 10/20/2016 Pre-Application meeting with Whatcom County to review anticipated permitting requirements.
- 11/7/2016 District and GeoEngineers met with Whatcom County Critical Areas Biologist to review potential critical areas.
- 12/22/2016 GeoEngineers submitted shoreline exemption permit application for test borings to Whatcom County.
- 11/16/2017 Held 2nd pre-application meeting with County staff. 2nd meeting was necessary due to scope change from replacement of pump station to horizontal directional drilling. Consultants are preparing permit applications for project to be submitted early December.
- 1/25/2018 Consultants are still preparing permit applications. Draft applications are expected any day for District review. Staff has rescheduled construction from summer 2018 to summer 2019. A revised CIP plan will be presented to board for approval on 1/31/2018.
- 2/12/2018 Staff have reviewed draft permit application package and is coordinating with consultant to address minor comments.
- 3/8/2018 District received permit application materials from consultant. Staff working to obtain Center Condo and SVCA notarized signatures.
- 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 Permit 12 (Utility Line Activities) from Army Corps of Engineers.
- 6/10/2018 Written SEPA comments to County due.
- 6/18/2018 As of today the shorelines administrator said he is still waiting on comments from critical areas staff, and that he'd check-in with those staff tomorrow.
- 7/5/2018 County in process of reviewing permit applications.
- 9/19/2018 County critical areas staff still reviewing details proposed plan. BHC and GeoEngineers are in contact with County staff to make sure they have everything they need to complete application processing and to schedule a shoreline hearing date.

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.

C1705 Geneva and Par Sewer Pump Station Improvements

Sewer pump station improvements for Geneva and Par stations.

01 Administration

- 1/19/2017 Staff developing Request for Proposal.
- 1/28/2017 Request for Proposals published in Bellingham Herald.
- 2/17/2017 Proposals are due.
- 2/21/2017 Selection committee meets to review proposals.
- 2/23/2017 RH2 was selected and approved by the Board for the project. Staff and consultant working to execute an AE Agreement.
- 4/10/2017 AE Agreement executed.

- 6/22/2017 Staff working with RH2 to execute amendment to survey an alternate alignment for a possible gravity main from Par Sewer Pump Station to a manhole at the Sudden Valley Marina. This alternate alignment is longer, but does not have to cross Austin Creek. Alignment feasibility will be discussed in the predesign report.
- 10/11/2017 Board approved Amendment 2 to AE Agreement that includes detailed design through bidding for both Geneva and Par Sewer Pump Stations.
- 11/14/2017 Staff met with neighbor onsite to discuss project concerns. Neighbor may attend 11/29/2017 board meeting to voice concerns.

02 Predesign

- 4/18/2017 RH2 performed pump tests at both stations to collect hydraulic operating parameters for design.
- 7/20/2017 Staff reviewing draft predesign report. Presentation to Board tentatively scheduled for August 9th.
- 8/9/2017 RH2 presents Geneva Pump Station alternatives to Board. District select submersible pump alternative with exterior permanent generator.
- 9/26/2017 RH2 presents Par Sewer Pump Station alternative, including eliminating the pump station and installing gravity mains.

03 Permitting

- 9/14/2017 RH2 and District meet with County staff for pre-application meeting. RH2 gathering application information and will submit to County as soon as possible.
- 10/13/2017 RH2 submitted shorelines permit application to County for Geneva Sewer Pump Station.
- 12/13/2017 Neighbors had discussion with Board regarding placement of generator and control panels for the Geneva Sewer Pump Station. Staff will explore the possibility of locating the Generator on the east side of the right-of-way. RH2 and staff will contact County and east neighbor to get their input. Staff will keep Board informed with progress to address neighbor's concerns.
- 1/25/2018 County permitting is progressing. Still no public hearing date scheduled.
- 6/20/2018 Geneva Sewer Pump Station Shorelines Substantial Development Public Hearing at 130pm in County Council Chambers.
- 6/26/2018 Consultant and County working on final shorelines staff report following the substantial shoreline development hearing.
- 9/19/2018 County staff coordinating with DOE to issue shoreline permit.

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.
- 6/11/2018 Pre-construction meeting with contractor, District, SV, and County. Contractor is planning to mobilize onto site July 2, 2018.

- 7/17/2018 Contractor onsite. Tasks include vegetation removal, site clearing, excavation around underground piping, and installation of temporary bypass pump system.
- 8/20/2018 Construction work in progress. Approximately 25% done.
- 9/19/2018 Site work just about done. Next up is pump installation, hatches, electrical, and controls.
- 10/11/2018 Substantial Completion Date of original contract. (150 calendar days from Notice to Proceed)

C1708 - - Ball Check Valves at Airport and Beaver Sewer Pump Stations.

Install 2 ball check valves at Airport and 1 ball check valve at Beaver.

- 1/18/2017 District crew verified measurements of existing swing check valves. Proposed ball check valves will fit. Staff will order new ball check valves.

01 Administration

- 6/22/2017 District solicited quotes from 3 vendors. A purchase order has been issued for the ball check valves. They should arrive soon.
- 7/20/2017 District received ball check valves. District crews to install valves.

C1710 - - Eagleridge Fire Pump Controls

Develop scope of work and cost estimate to update fire pump controls to meet current electrical codes.

01 Administration

- 6/22/2017 The City has made some water system improvements in this vicinity. Wilson confirmed that City's normal water system pressure at Eagleridge is now 78 PSI. This is sufficient to decommission some or all of the pumps and fire pumps at Eagleridge. Hydraulic modeling shows that available fire flows would be above the required 750 GPM minimum without the fire pumps. District will be re-scoping this project to de-commission booster and fire pumps.

C1713 - - Eagleridge Booster Pump Station - Decommission Pumps

City's normal operating pressure was increased to about 78 psi. This is sufficient to decommission booster pumps. Project includes design report, obtaining DOH approval, and work performed by District crew.

01 Administration

- 6/22/2017 Staff investigating City water pressure. Booster station may no longer be needed.
- 7/20/2017 The City has made some water system improvements in this vicinity. Wilson confirmed that City's normal water system pressure at Eagleridge is now 78 PSI. This is sufficient to decommission some or all of the pumps and fire pumps at Eagleridge. Hydraulic modeling shows that available fire flows would be above the required 750 GPM minimum without the fire pumps. District will be re-scoping this project to de-commission booster and fire pumps. We will need to get DOH project approval to modify the booster station before any changes are made. Staff will begin preparing a project report and design for submittal to DOH.

C1716A Dead End Blowoffs

- -

Installing new blowoffs on dead end mains

01 Administration

- 1/19/2017 Staff researching each site to determine detailed scope of work for each location.
- 5/25/2017 Crews continue to pick away at blow-off installation. 8 of 41 done.
- 6/22/2017 Crews installed a few more. 12 of 41 done.

7/20/2017 14 done.
 11/20/2017 15 of 41 done.
 12/18/2017 16 done.
 3/21/2018 19 done.
 4/19/2018 22 done.
 5/21/2018 25 done.
 6/19/2018 32 done.
 7/17/2018 32 done.
 9/19/2018 33 done.

C1716B Geneva Booster Station - PRV's and Backflow Assembly

- -

Replace pumps at Geneva Booster Station at Scenic Ave with pressure reducing valves following hydraulic modeling verification. Replace old backflow assembly at City intertie.

01 Administration

2/27/2017 Wilson prepared engineer's brief sheet that includes details PRV sizing and configuration. Staff will begin preparing a bill of materials and order parts. It is anticipated District crews will perform the work.
 6/22/2017 Staff coordinating with City on what they need for a backflow assembly.
 7/20/2017 Staff considering COB suggestion to move intertie to top of ridge on Parkstone at COB/District boundary.
 9/20/2017 District considered moving PRV station per City suggestion. There are more benefits to the District to keep the Geneva Booster building and infrastructure. District staff is preparing the design report and construction drawings for submittal to DOH for installation of a PRV. Project will be coordinated with the water comp plan update in progress. We still need to coordinate with the City before going too much further in design/planning.

C1801 Shake Alert Pilot Program

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

01 Administration

1/25/2018 Staff reviewing USGS ShakeAlert License Agreement and Terms of Service and RH2 ShakeAlert Pilot Application scope of work.
 5/14/2018 Staff reviewed scope of work and is working with RH2 to execute agreement.
 5/30/2018 Agreement with RH2 executed.
 6/18/2018 ShakeAlert application completed and submitted to USGS.
 8/17/2018 USGS approved application. Staff coordinating with RH2 on installation and programming details.
 9/19/2018 Staff putting together purchase order for ShakeAlert device.

C1802 Edgewater, Dellesta, Euclid Sewer Pump Station Improvements

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

01 Administration

1/25/2018 Staff developing RFP for selection of engineering consultant. 1st phase will include predesign and shorelines permitting in 2018.
 2/10/2018 Request for Proposals published Bellingham Herald.

- 3/7/2018 RFP submittals due at 1pm. Distribute RFP's to selection committee by end of week.
- 3/22/2018 Consultant selection committee meets to review and rank consultant proposals.
- 3/29/2018 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.
- 6/14/2018 Agreement executed with RH2.

02 Predesign

- 6/18/2018 Surveyors beginning site survey at Euclid.
- 7/17/2018 Survey of Euclid 80-percent complete. Flow testing of Dellesta and Edgewater complete.
- 8/20/2018 RH2 prepared 3 alternatives for generator and pump station control panel placement. Engineering staff is reviewing with District field crews.
- 9/19/2018 Staff reviewed conceptual design layouts for Edgewater and Dellesta stations. RH2 making a few minor revisions before preparing pre-application meeting packet for County. RH2 finalizing permit application package for Euclid sewer pump station.

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.
- 9/12/2018 Staff obtained 3 quotes for transfer switch. GSA quote was low quote. Staff ordered switch through GSA. Staff ordered materials to replace wooden fence around pump station. Fence work will occur after camp season this fall.

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.

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.
- 9/13/2018 Staff issued purchase order for new backhoe using Washington State bid.

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.
- 7/17/2018 Staff coordinating with WWU to obtain easement to place stationary generator.
- 8/1/2018 Staff met with WWU to discuss easement. Wilson is preparing easement documents for review and routing. We also brought up that the District need an access route/easement to get to the Lakewood pump station. WWU suggested to try and resolve both easements at once. Staff needs to meet with Wilson onsite to figure out the best access route to Lakewood pump station. Then, Wilson can prepare that easement document as well before routing the total package to WWU.

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.
- 7/25/2018 Wilson task order reviewed and authorized by board.
- 7/26/2018 Task order executed. Wilson is beginning work.

04 Predesign and Permitting

- 9/19/2018 ATEC treatment system pilot testing scheduled for October 2018.

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.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.C.

DATE SUBMITTED:	Sept 20, 2018	MEETING DATE:	Sept 26, 2018
SUBJECT:	Monthly Budget Analysis		
TO: BOARD OF COMMISSIONERS	FROM: Debi Denton		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Monthly Budget Through 8/31/2018 2. 3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Information only.

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

N/A

PROPOSED MOTION

N/A



LAKE WHATCOM WATER AND SEWER FUND SUMMARY 2018

	401	420	425	426	431	450	460	TOTAL
	OPERATING	SYSTEM REINVESTMENT	SEWER/STORM WATER CONTINGENCY	WATER CONTINGENCY	2016 BOND FUND	DEBT SERVICE	BOND RESERVE (RESTRICTED)	
2018 REVENUES AND TRANSFERS IN	4,375,617	510,391	-	-	183,450	362,070	-	5,431,528
2018 EXPENDITURES AND TRANSFERS OUT	(3,943,034)	(762,242)	(23,019)	-	-	(362,069)	-	(5,090,364)
CASH/INVESTMENTS 2017 CARRYOVER	2,131,222	520,357	770,229	440,000	396,681	-	772,334	5,030,823
ALLOCATED TO OPERATING RESERVES	\$2,563,805	\$268,506	\$747,210	\$440,000	\$580,131	\$1	\$772,334	\$5,371,987
	-\$850,000							
	\$1,713,805							

LAKE WHATCOM WATER AND SEWER REVENUE

Description	Budget		ACTUAL	
	2018		8/31/2018	
OPERATING FUND - 401				
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	1,510,363	
401-343-41-10	Permits (10 new connection permits)	143,480	22,086	
401-343-50-11	Sewer Service Residential (2.5% rate increase) *	3,949,323	2,630,871	
401-343-50-19	Sewer Service Other	4,000	3,019	
401-343-50-80	Latecomer's Fees	-	6,772	
401-343-81-10	Combined Fees	30,000	17,996	
401-359-90-00	Late fees	50,000	39,370	
401-361-11-00	Investment Interest	20,000	46,427	
401-361-40-00-80	ULID 18 Interest/Penalties	8,000	6,403	
401-368-10-00-80	ULID 18 Principal Payments	50,000	22,668	
401-369-10-00	Sale of scrap metal and surplus	1,000	2,146	
401-369-10-01	Miscellaneous	-	4,613	
401-369-40-00	Judgements and Settlements		47,533	
401-395-10-00	Sale of Capital Assets		15,100	
401-398-20-00-01	Insurance recovery	-	0	
TOTAL REVENUES	6,693,348		4,375,617	65%

LAKE WHATCOM WATER AND SEWER EXPENDITURES		BUDGET	
Description		2018	8/31/2018
OPERATING FUND - 401			67%
EXPENDITURES			
401-53X-10-10	Admin Payroll (3% cola plus step increases - 2018)	652,846	417,747 64%
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	274,332	183,996 67%
401-53X-10-31	Gen Admin Supplies/Equipment	30,000	14,822
401-53X-10-31-01	Meetings/Team building	3,000	2,145
401-53X-10-40	Web pay/Bank Fees	30,000	25,027
	Interlocal - Lake Whatcom Management Program (City)		
	Interlocal - Invasive Species (City)		
	Interlocal - Lake Whatcom Tributary Monitor (County)		
401-534-10-41	Water Quality Assurance Programs (TOTAL)	55,000	50,000
	Simplify (County Auditor Filing Fees)	6,500	
	Data Bar (Statement processing)	25,000	
	Answering Service	2,000	
	Data Pro (Time clock system)	2,000	
	BIAS Financial Software Maintenance	8,000	
	Web Check services	5,000	
	CPA (Internal audit and Financial statements)	6,000	
	WA State Audit	9,000	
	Salary study	15,000	
	Docuware/Web site maintenance and upgrade	5,000	
	Legal Counsel	100,000	
	3D - Computer support	25,000	
	3D - Firewall renewal	15,000	
	3D - Anti virus subscription	1,000	
	Building security for offices	1,500	
	Building custodial	9,500	
	Pest control	500	
	Landscaping service	4,500	
	South Whatcom Fire (hydrant maintenance)	3,500	
	GE Scada System Software Maintenance - Operations	7,500	
	Wilson Engineering	20,000	
	Camera Van Software	1,500	
	SCADA/PLC Support - Engineering/Operations	5,000	
	Cartograph - Engineering/Operations	6,000	
	Auto Desk - Engineering	1,000	
	GIS Partnership	1,000	
	Rockwell - Engineering/Operations	500	
	IT Pipes	1,500	

LAKE WHATCOM WATER AND SEWER EXPENDITURES		BUDGET 2018	8/31/2018	
Description				
401-53X-10-41-01	ESRI - ARC GIS	1,500		
401-53X-10-42	Innovyze - Engineering	2,500		
401-53X-10-45	Master Meter	2,000		
401-53X-10-46	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	344,278	
401-53X-10-42	Communication	50,000	35,020	
401-53X-10-45	Admin Lease	2,000	3,964	
401-53X-10-46	Property Insurance	140,000	-	
401-53X-10-49	Admin Misc.	1,000	2,854	
401-53X-10-49-01	Memberships/Dues	17,000	14,089	
401-53X-10-49-02	WA State Dept of Revenue Taxes/Permits	205,000	140,973	
401-53X-40-43	Training & Travel	35,000	18,731	
401-53X-40-43-01	Tuition reimbursement	1,000	-	
401-53X-50-31	Maintenance Supplies	150,000	110,427	
40153X-50-31-01	Small assets		2,962	
401-53X-50-48	Operations Repair/Maint	190,000	71,671	
401-53X-50-49	Insurance Claims	5,000	2,366	
401-53X-60-41	Operations Contracted	8,500	4,070	
401-534-60-47	Water City of Bellingham	40,000	24,485	61%
401-535-60-47	Sewer City of Bellingham Treatment Fee	640,000	459,053	72%
401-53X-80-10	Operations Payroll (3% cola plus step increases - 2018)	954,742	679,653	71%
401-53X-80-10-01	Operations Capital Projects Payroll	-	-	
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	446,472	289,431	65%
401-53X-80-32	Fuel	24,000	17,701	
401-53X-80-35	Safety Supplies	10,000	7,731	
401-53X-80-35-01	Safety Supplies Boots	2,500	704	
401-53X-80-35-02	Emergency Preparedness	10,000	720	
401-53X-80-47	General Utilities	208,000	153,618	74%
401-53X-80-49	Laundry	4,000	2,726	
OPERATING EXPENDITURES		4,523,392	3,080,964	68%



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 7

DATE SUBMITTED:	Sept 20, 2018	MEETING DATE:	September 26, 2018
SUBJECT:	Upcoming Events and Announcements		
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Upcoming Events & Announcements		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

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

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



LAKE WHATCOM WATER AND SEWER DISTRICT

Upcoming Dates & Announcements

Regular Meeting – Wed. September 12, 2018 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Next Regular Board Meeting	Wed Oct 10, 2018	6:30 p.m.	Board Room
Next Employee Staff Meeting	Thu Oct 11, 2018	8:00 a.m.	Board Room Scheduled to Attend: Commissioner John Carter
Safety Committee Meeting	TBD	7:30 a.m.	Small Conference Room
Lake Whatcom Management Program			
Policy Group Meeting	Mon Oct 29, 2018	3:00 p.m.	City of Bellingham's Fireplace Room 625 Halleck St <i>Enter through the Halleck St entrance</i>
Management Meeting	None Planned		Last meeting – March 28, 2018
Other Meetings			
Whatcom Water District's Caucus Meeting	Wed Oct 17, 2018	1:00 p.m.	Board Room

Other Announcements & Reminders

- **Committee Meeting Reports as Needed:** This is a place holder for Board and staff members to report on recent committee meetings, such as the Lake Whatcom Policy Group.
- **Upcoming Important Agenda Topics & Meetings:**
 - Justin's first full day in the office will be Monday, October 1.
 - District 50th Anniversary Recognition – After discussion with staff and taking timing and staff availability into account, the following options are at the top of the list for recognizing/celebrating the District's milestone:
 - Bill stuffer (sent in Sept 1 and Oct 1 bills)
 - Banner/sign on 1220 Lakeway readerboard sign
 - Banner/special graphic on website
 - Press Release