



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

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

August 29, 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. General Manager & 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 4

DATE SUBMITTED:	August 23, 2018	MEETING DATE:	August 29, 2018
SUBJECT:	Consent Agenda		
TO: BOARD OF COMMISSIONERS		FROM: Staff	
GENERAL MANAGER APPROVAL		<i>B.H.</i>	
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. See list below	
		2.	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

****TO BE UPDATED 8.28.18****

- Meeting Notes from the 8/8/2018 Board Meeting
- Meeting Notes from the 8/22/2018 Special Meeting
- Accounts Payable Vouchers totaling \$XX,XXX.XX.
- Payroll for Pay Period #17 (07/28/2018 through 08/10/2018) totaling \$42,675.94.
- Payroll Benefits for Pay Period #17 totaling \$44,970.28.



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

August 08, 2018

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

Attendees: Commissioner John Carter
Commissioner Todd Citron
Commissioner Bruce Ford
Commissioner Leslie McRoberts
Acting General Manager/District Engineer Bill Hunter
Finance Manager/Treasurer Debi Denton
Recording Secretary Rachael Hope
Consulting Engineer Melanie Mankamyer
District Legal Counsel Bob Carmichael

Excused Absence(s): Commissioner Laura Weide

Also in attendance were Justin Clary, General Manager Finalist, and Ken Zangari, District Engineer.

Consent Agenda

Action Taken

Ford moved, McRoberts seconded, approval of:

- Meeting Notes from the 7/25/2018 Board Meeting
- Meeting Notes from the 7/30/2018 Board Meeting
- Meeting Notes from the 8/06/2018 Board Meeting
- Accounts Payable Vouchers totaling \$2,010.00.
- Accounts Payable Vouchers totaling \$170,217.46.
- Payroll for Pay Period #16 (07/14/2018 through 07/27/2018) totaling \$38,543.56.
- Payroll Benefits for Pay Period #16 totaling \$61,014.96.

Motion passed.

Agate Heights Water System Overview

Hunter presented aerial and site photographs of the water treatment plant, booster station, and reservoirs in Agate Heights. The purpose of this agenda item was to give a broad overview of the Agate Heights Water System and current site conditions, as well as acting as a placeholder for discussion about upcoming improvements to the system. Discussion followed.

North Shore On-Site Septic System Study Discussion

Hunter recalled that at the June 27 Board Meeting, Herrera's final technical memorandum that addresses comments received from the Board and various agencies was presented. Discussion followed regarding the Board's response and Commissioner Ford subsequently prepared a draft outline to begin discussion on the Board's official position and desires for next steps in this process. This agenda item was a placeholder for further discussion.

Other Business

- **Sewage Spill**
Hunter reported that on the morning of August 5 there was a small sewer spill due to a corroded pipe. The spill was contained easily, and the air release valves were already scheduled for maintenance this summer so parts are on their way.
- **Finance Committee**
Meeting has tentatively been scheduled for 6:00 p.m. on September 12 before the regular board meeting.
- **Outreach Request**
The District received a request from the City of Bellingham regarding supporting a Resident Stewardship Survey to be sent to Lake Whatcom residents every 5 years. The Board agreed to support the city's efforts and list the District on the survey cover letter.

Executive Session – 30 Minutes

Citron recessed the Special Session to Executive Session at 8:04 p.m. It was estimated that the Executive Session would take about 30 minutes. There were multiple purposes for this Executive Session:

- *Executive Session Per RCW 42.30.110 (1)(c): Considering a potential sale of property*
- *Executive Session Per RCW 42.30.110 (1)(i): Discussion of potential litigation*
- *Executive Session Per RCW 42.30.110 (1)(g): Considering a personnel matter/evaluating an application for employment*

Citron recessed the Executive Session and reconvened the Regular Session at 8:30 p.m.

Executive Session – 30 Minutes

Citron re-recessed the Special Session to Executive Session at 8:30 p.m. It was estimated that the Executive Session would take about 30 minutes. There were multiple purposes for this Executive Session:

- *Executive Session Per RCW 42.30.110 (1)(c): Considering a potential sale of property*
- *Executive Session Per RCW 42.30.110 (1)(i): Discussion of potential litigation*
- *Executive Session Per RCW 42.30.110 (1)(g): Considering a personnel matter/evaluating an application for employment*

Citron recessed the Executive Session and reconvened the Regular Session at 9:00 p.m.

General Manager Candidate Selection

The District has been working with The Prothman Company to fill the vacant General Manager position. After interviews with four finalist candidates on Monday, July 30, the Board made a decision on the finalist to be offered the General Manager position.

Action Taken

McRoberts moved, Ford seconded, to approve selection of Kari Chennault as General Manager for Lake Whatcom Water & Sewer District, subject to execution of an Employment Agreement under terms agreed upon by the Board of Commissioners and Kari Chennault. Motion passed.

McRoberts moved, Ford seconded, to appoint John Carter to negotiate terms of an Employment Agreement with Kari Chennault for the position of General Manager, with the assistance of legal counsel, and subject to approval of the Board of Commissioners. Motion passed.

With no further business, Citron adjourned the Regular Session at 9:12.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Weide

Todd Citron

Bruce R. Ford

Leslie McRoberts

John Carter



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

SPECIAL SESSION OF THE BOARD OF COMMISSIONERS Minutes

August 22, 2018

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

Attendees: Commissioners Todd Citron, John Carter, and Bruce Ford; Acting General Manager/District Engineer Bill Hunter

Executive Session Per RCW 42.30.110 (1)(g): Considering a Personnel Matter – 30 Minutes

Citron recessed the Special Session to Executive Session at 6:31 p.m. It was estimated that the Executive Session would take about 60 minutes. The purpose of the Executive Session was for considering a personnel matter/evaluating an application for employment. Citron recessed the Executive Session and reconvened the Special Session at 7:01 p.m.

General Manager and Operations & Maintenance Manager Candidate Selections

The District has been working with The Prothman Company to fill the vacant General Manager position. The Board discussed the remaining candidates for the position. In addition, the Board agreed to move forward in forming a selection committee and beginning the interview process with the top applicants for the open Operations and Maintenance Manager position.

Action Taken

Ford moved, Carter seconded, to approve selection of Justin Clary as General Manager for Lake Whatcom Water & Sewer District, subject to execution of an Employment Agreement under terms agreed upon by the Board of Commissioners and Justin Clary. Motion passed.

Carter moved, Citron seconded, to appoint Bruce Ford to negotiate terms of an Employment Agreement with Justin Clary for the position of General Manager, with the assistance of legal counsel, and subject to approval of the Board of Commissioners. Motion passed.

With no further business, Citron adjourned the Special Session at 7:10 p.m.

Laura Weide

Date Minutes Approved

Todd Citron

John Carter

Bruce R. Ford

Leslie McRoberts

CHECK REGISTER

Lake Whatcom W-S District

MCAG #: 2330

08/16/2018 To: 08/16/2018

Time: 15:15:09 Date: 08/14/2018

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount Memo
2593	08/16/2018	Payroll	5	EFT		325.66 07/28/2018 - 08/10/2018 PR 17
2594	08/16/2018	Payroll	5	EFT		892.28 07/28/2018 - 08/10/2018 PR 17
2595	08/16/2018	Payroll	5	EFT		2,205.73 07/28/2018 - 08/10/2018 PR 17
2596	08/16/2018	Payroll	5	EFT		4,004.43 07/28/2018 - 08/10/2018 PR 17
2597	08/16/2018	Payroll	5	EFT		3,311.67 07/28/2018 - 08/10/2018 PR 17
2598	08/16/2018	Payroll	5	EFT		3,308.44 07/28/2018 - 08/10/2018 PR 17
2600	08/16/2018	Payroll	5	EFT		1,390.73 07/28/2018 - 08/10/2018 PR 17
2602	08/16/2018	Payroll	5	EFT		1,172.14 07/28/2018 - 08/10/2018 PR 17
2603	08/16/2018	Payroll	5	EFT		2,702.41 07/28/2018 - 08/10/2018 PR 17
2604	08/16/2018	Payroll	5	EFT		1,722.59 07/28/2018 - 08/10/2018 PR 17
2605	08/16/2018	Payroll	5	EFT		3,485.66 07/28/2018 - 08/10/2018 PR 17
2606	08/16/2018	Payroll	5	EFT		2,953.80 07/28/2018 - 08/10/2018 PR 17
2607	08/16/2018	Payroll	5	EFT		1,890.06 07/28/2018 - 08/10/2018 PR 17
2608	08/16/2018	Payroll	5	EFT		459.07 07/28/2018 - 08/10/2018 PR 17
2609	08/16/2018	Payroll	5	EFT		1,771.46 07/28/2018 - 08/10/2018 PR 17
2610	08/16/2018	Payroll	5	EFT		2,473.33 07/28/2018 - 08/10/2018 PR 17
2611	08/16/2018	Payroll	5	EFT		1,492.99 07/28/2018 - 08/10/2018 PR 17
2612	08/16/2018	Payroll	5	EFT		1,856.07 07/28/2018 - 08/10/2018 PR 17
2613	08/16/2018	Payroll	5	EFT		434.95 07/28/2018 - 08/10/2018 PR 17
2614	08/16/2018	Payroll	5	EFT		2,371.71 07/28/2018 - 08/10/2018 PR 17
2599	08/16/2018	Payroll	5	8186		1,152.82 07/28/2018 - 08/10/2018 PR 17
2601	08/16/2018	Payroll	5	8187		1,297.94 07/28/2018 - 08/10/2018 PR 17

401 Operating Fund

42,675.94

42,675.94 Payroll: 42,675.94

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

Sign  Date 8-16-2018

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

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

BENEFITS**CHECK REGISTER**

Lake Whatcom W-S District

Time: 15:24:19 Date: 08/14/2018

MCAG #: 2330

08/16/2018 To: 08/16/2018

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2615	08/16/2018	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	3,167.00	Pay Cycle(s) 08/16/2018 To 08/16/2018 - DCP
2616	08/16/2018	Payroll	5	EFT	UNITED STATES TREASURY	15,246.27	941 Deposit for Pay Cycle(s) 08/16/2018 - 08/16/2018
2617	08/16/2018	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	10,156.47	Pay Cycle(s) 08/16/2018 To 08/16/2018 - PERS 2
2618	08/16/2018	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	1,445.57	Pay Cycle(s) 08/16/2018 To 08/16/2018 - PERS 3
2619	08/16/2018	Payroll	5	8188	AFLAC	354.85	Pay Cycle(s) 08/16/2018 To 08/16/2018 - AFLAC Pre-Tax; Pay Cycle(s) 08/16/2018 To 08/16/2018 - AFLAC Post-Tax
2620	08/16/2018	Payroll	5	8189	AFSCME LOCAL	370.99	Pay Cycle(s) 08/16/2018 To 08/16/2018 - Union Dues; Pay Cycle(s) 08/16/2018 To 08/16/2018 - Union Fund
2621	08/16/2018	Payroll	5	8190	HRA VEBA TRUST (PAYEE)	490.00	Pay Cycle(s) 08/16/2018 To 08/16/2018 - VEBA
2622	08/16/2018	Payroll	5	8191	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 08/16/2018 To 08/16/2018 - ICMA
2623	08/16/2018	Payroll	5	8192	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 08/16/2018 To 08/16/2018 - SUP ENF
2624	08/16/2018	Payroll	5	8193	WASHINGTON STATE HEALTH CARE AUTHORITY	13,430.79	Pay Cycle(s) 08/16/2018 To 08/16/2018 - PEBB Medical; Pay Cycle(s) 08/16/2018 To 08/16/2018 - PEBB ADD LTD; Pay Cycle(s) 08/16/2018 To 08/16/2018 - PEBB SMK Surcharge
401 Operating Fund						44,970.28	
						44,970.28	Payroll: 44,970.28

CHECK REGISTER

Lake Whatcom W-S District

Time: 15:24:19 Date: 08/14/2018


MCAG #: 2330

08/16/2018 To: 08/16/2018

Page: 2

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 authorized to certify this claim.

Sign  Date 8-16-2018

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



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5A

DATE SUBMITTED:	August 22, 2018	MEETING DATE:	August 29, 2018
SUBJECT:	GM and O&M Manager Recruitment Update		
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter		
MANAGER APPROVAL	<i>BH</i>		
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 GM is proceeding. The board and staff, along with The Prothman Company, are working through planned steps following successful interviews in July.

General Manager Recruitment Schedule

Date	Topic	Notes
May 9, 2018	Prothman meets with LWWSD Board	<i>Completed.</i>
May 14, 2018	Post profile and start advertising	<i>Completed. Profile was posted on Prothman website 5/17/2018.</i>
June 17, 2018	Application Close Date	<i>31 applications received as of 7/5/2018.</i>
June 18-29, 2018	Prothman screens applications & interviews top 8-12 candidates	<i>Completed. Semi-finalists will be presented as scheduled.</i>
July 11, 2018	Work session with LWWSD Board to review semifinalists and pick finalists	<i>Completed. There are 4 finalists as of 7/17/2018.</i>
July 30, 2018	Final Interview Process	<i>Completed.</i>
August 8, 2018	Board of Commissioners motions to begin negotiations with first choice candidate.	<i>Completed.</i>
August 22, 2018	Board of Commissioners Work Session.	<i>Completed.</i>

Recruitment of Operation & Maintenance Manager is on hold until new GM is selected. Prothman has screened Operation & Maintenance Manager applications down to 10 semifinalists.

Operation & Maintenance Manager Recruitment Schedule

Date	Topic	Notes
May 9, 2018	Prothman meets with LWWSD Board	<i>Completed.</i>
May 14, 2018	Post profile and start advertising	<i>Completed. Profile was posted on Prothman website 5/17/2018.</i>
June 17, 2018	Application Close Date	<i>21 applications received as of 7/5/2018.</i>
June 18-29, 2018	Prothman screens applications & interviews top 8-12 candidates	<i>Completed. 10 semifinalists have been selected by Prothman.</i>
On hold until GM selected	Work session with LWWSD staff to review semifinalists and pick finalists	<i>Board directed staff to wait until new GM is contracted prior to reviewing semifinalists.</i>
On hold until GM selected	Final Interview Process	<i>Board directed staff to wait until new GM is contracted prior to interviews.</i>

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None.

PROPOSED MOTION

None.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.B.

DATE SUBMITTED:	August 20, 2018	MEETING DATE:	August 29, 2018
SUBJECT:	Monthly Budget Analysis		
TO: BOARD OF COMMISSIONERS	FROM: Debi Denton		
GENERAL MANAGER APPROVAL	BH		
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Monthly Budget Through 7/31/2018		
	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	
		SYSTEM	SEWER/STORM	WATER	WATER	2016 BOND	DEBT	BOND RESERVE
	OPERATING	REINVESTMENT	WATER	CONTINGENCY	CONTINGENCY	FUND	SERVICE	(RESTRICTED)
								TOTAL
2018 REVENUES AND TRANSFERS IN	3,867,356	503,641	-	-	183,450	362,070	-	4,916,517
2018 EXPENDITURES AND TRANSFERS OUT	(3,486,732)	(591,843)	(20,793)	-	-	(362,069)	-	(4,461,437)
CASH/INVESTMENTS 2017 CARRYOVER	2,131,222	520,357	770,229	440,000	396,681	-	772,334	5,030,823
ALLOCATED TO OPERATING RESERVES	\$2,511,846	\$432,155	\$749,436	\$440,000	\$580,131	\$1	\$772,334	\$5,485,903
	-\$850,000							
	\$1,661,846							

LAKE WHATCOM WATER AND SEWER REVENUE

Description		Budget 2018	ACTUAL 7/31/2018	
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	1,311,557	
401-343-41-10	Permits (10 new connection permits)	143,480	112,539	
401-343-50-11	Sewer Service Residential (2.5% rate increase) *	3,949,323	2,308,890	
401-343-50-19	Sewer Service Other	4,000	2,508	
401-343-50-80	Latecomer's Fees	-	6,772	
401-343-81-10	Combined Fees	30,000	16,791	
401-359-90-00	Late fees	50,000	33,932	
401-361-11-00	Investment Interest	20,000	27,158	
401-361-40-00-80	ULID 18 Interest/Penalties	8,000	6,260	
401-368-10-00-80	ULID 18 Principal Payments	50,000	22,528	
401-369-10-00	Sale of scrap metal and surplus	1,000	1,887	
401-369-10-01	Miscellaneous	-	4,284	
401-395-10-00	Sale of Capital Assets		12,000	
401-395-20-00	Insurance recovery	-	0	
TOTAL REVENUES		6,693,348	3,867,356	58%

LAKE WHATCOM WATER AND SEWER EXPENDITURES		BUDGET	
Description		2018	7/31/2018
OPERATING FUND - 401			58%
EXPENDITURES			
401-53X-10-10	Admin Payroll (3% cola plus step increases - 2018)	652,846	358,130 55%
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	274,332	162,784 59%
401-53X-10-31	Gen Admin Supplies/Equipment	30,000	13,974
401-53X-10-31-01	Meetings/Team building	3,000	2,034
401-53X-10-40	Web pay/Bank Fees	30,000	21,137
	Interlocal - Lake Whatcom Management Program (City)		
	Interlocal - Invasive Species (City)		
401-534-10-41	Interlocal - Lake Whatcom Tributary Monitor (County)		
	Water Quality Assurance Programs (TOTAL)	55,000	50,000
	Simplifile (County Auditor Filing Fees)	6,500	
	Data Bar (Statement processing)	25,000	
	Answering Service	2,000	
	Data Pro (Time clock system)	2,000	
	BIAS Financial Software Maintenance	8,000	
	Web Check services	5,000	
	CPA (Internal audit and Financial statements)	6,000	
	WA State Audit	9,000	
	Salary study	15,000	
	Docuware/Web site maintenance and upgrade	5,000	
	Legal Counsel	100,000	
	3D - Computer support	25,000	
	3D - Firewall renewal	15,000	
	3D - Anti virus subscription	1,000	
	Building security for offices	1,500	
	Building custodial	9,500	
	Pest control	500	
	Landscaping service	4,500	
	South Whatcom Fire (hydrant maintenance)	3,500	
	GE Scada System Software Maintenance - Operations	7,500	
	Wilson Engineering	20,000	
	Camera Van Software	1,500	
	SCADA/PLC Support - Engineering/Operations	5,000	
	Cartograph - Engineering/Operations	6,000	
	Auto Desk - Engineering	1,000	
	GIS Partnership	1,000	
	Rockwell - Engineering/Operations	500	
	IT Pipes	1,500	

LAKE WHATCOM WATER AND SEWER EXPENDITURES		BUDGET		
	Description	2018	7/31/2018	
	ESRI - ARC GIS	1,500		
	Innovyze - Engineering	2,500		
	Master Meter	2,000		
	Generator Load Testing	15,000		
	Cyberlock software	-		
	Whatcom County Emergency Management	20,000		
	Misc (Bid notices etc.)	5,000		
401-53X-10-41-01	Professional Services (TOTAL)	334,000	307,168	
401-53X-10-42	Communication	50,000	28,307	
401-53X-10-45	Admin Lease	2,000	2,180	
401-53X-10-46	Property Insurance	140,000	-	
401-53X-10-49	Admin Misc.	1,000	2,824	
401-53X-10-49-01	Memberships/Dues	17,000	13,314	
401-53X-10-49-02	WA State Dept of RevenueTaxes/Permits	205,000	121,753	
401-53X-40-43	Training & Travel	35,000	17,110	
401-53X-40-43-01	Tuition reimbursement	1,000	-	
401-53X-50-31	Maintenance Supplies	150,000	99,211	
401-53X-50-48	Operations Repair/Maint	190,000	49,459	
401-53X-50-49	Insurance Claims	5,000	2,366	
401-53X-60-41	Operations Contracted	8,500	2,714	
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	405,594	63%
401-53X-80-10	Operations Payroll (3% cola plus step increases - 2018)	954,742	536,441	56%
401-53X-80-10-01	Operations Capital Projects Payroll	-	-	
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	446,472	242,355	54%
401-53X-80-32	Fuel	24,000	15,174	
401-53X-80-35	Safety Supplies	10,000	2,474	
401-53X-80-35-01	Safety Supplies Boots	2,500	866	
401-53X-80-35-02	Emergency Preparedness	10,000	720	
401-53X-80-47	General Utilities	208,000	139,697	67%
401-53X-80-49	Laundry	4,000	2,391	
	OPERATING EXPENDITURES	4,523,392	2,624,662	58%

	LAKE WHATCOM WATER AND SEWER EXPENDITURES			
	Description	BUDGET 2018	7/31/2018	
TRANSFERS	Transfers Out to System Reinvestment Fund 420	1,505,000	500,000	
	Transfers Out to Sewer/Storm Water Contingency Fund 425	60,000	-	
	Transfers Out to Water Contingency Fund 426	120,000	-	
	Transfers Out to Debt Service Fund 450	938,885	362,070	
	Transfers Out for Matching to Grant	200,000		
	TOTAL EXPENDITURES	7,347,277	3,486,732	
OPERATING FUND	OPERATING REVENUES	6,693,348	3,867,356	
	EXPENDITURES	(7,347,277)	(3,486,732)	
	2017 BALANCE CARRYOVER	1,750,000	2,131,222	
	ALLOCATED TO OPERATING RESERVES	(850,000)	(850,000)	
		246,071	1,661,846	



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.C.

DATE SUBMITTED:	August 21, 2018	MEETING DATE:	August 29, 2018
SUBJECT:	Summary of Existing District Projects		
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter & Staff		
GENERAL MANAGER APPROVAL	BH		
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. August 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 August 29, 2018 Board Meeting
Data Compiled 08/21/18 by RH, BH, RM & KH

Status of Water and System Capacities				
	South Shore ID# 95910	Eagleridge ID# 08118	Agate Heights ID# 52957	Johnson Well ID# 04782
DOH Approved ERUs	3935	85	54	2
Connected ERUs	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
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				
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				

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						
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		SV		EagleR		Agate Ht						
		6/19/18		6/19/18		6/19/18		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	188	91%
Office - Managers	19	19	100%
Office - Staff	52	52	100%
Overall	338	320	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					
Thursday, May 17, 2018					
Summary of Work-Related Injuries & Illnesses					
	2018	2017	2016	2015	2014
Total Number of Work Related Injuries					
Defined as a work related injury or illness that results in:					
• Death					
• Medical treatment beyond first aid					
• Loss of consciousness					
• Significant injury or illness diagnosed by a licensed health care professional					
• Days away from work (off work)					
• Restricted work or job transfer					
Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)	0	13	0	0	
Total Number of Days Away from Work (at home, in hospital, not at work)	0	4	0	0	
Near Misses	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 type="checkbox"/> 7. Developer delivers performance bond <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. 			



District Projects

Staff Report

8/20/2018

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.

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 Management 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 meet with Ross Ardrey to discuss preliminary draft comments.

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.

C1611 Country Club Sewer Pump Station

Rehabilitation of Country Club Sewer Pump Station.

01 Administration

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

02 Predesign

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

03 Permitting

- 10/20/2016 Pre-Application meeting with Whatcom County to review anticipated permitting requirements.
- 11/7/2016 District and GeoEngineers met with Whatcom County Critical Areas Biologist to review potential critical areas.

- 12/22/2016 GeoEngineers submitted shoreline exemption permit application for test borings to Whatcom County.
- 11/16/2017 Held 2nd pre-application meeting with County staff. 2nd meeting was necessary due to scope change from replacement of pump station to horizontal directional drilling. Consultants are preparing permit applications for project to be submitted early December.
- 1/25/2018 Consultants are still preparing permit applications. Draft applications are expected any day for District review. Staff has rescheduled construction from summer 2018 to summer 2019. A revised CIP plan will be presented to board for approval on 1/31/2018.
- 2/12/2018 Staff have reviewed draft permit application package and is coordinating with consultant to address minor comments.
- 3/8/2018 District received permit application materials from consultant. Staff working to obtain Center Condo and SVCA notarized signatures.
- 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.
- 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.

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.

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.
- 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.

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.

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.

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.

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.
7/17/2018 Vendor is in process of installing truck body on truck bed.

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.
- 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.

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 7

DATE SUBMITTED:	August 22, 2018	MEETING DATE:	August 29, 2018
SUBJECT:	Upcoming Events and Announcements		
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL	BH		
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. August 29, 2018 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Next Regular Board Meeting	Wed Sep 12, 2018	6:30 p.m.	Board Room
Next Employee Staff Meeting	Thu Sep 13, 2018	8:00 a.m.	Board Room Scheduled to Attend: Commissioner Laura Weide
Safety Committee Meeting	TBD	8:00 a.m.	Small Conference Room
Finance Committee Meeting	Wed Sep 12, 2018	6:00 p.m.	Board Room – Before regular Board Meeting
All Staff Harassment & Discrimination Training	Thu Sept 6, 2018	8:00 a.m.	Board Room
Lake Whatcom Management Program			
Policy Group Meeting	Mon Sept 17, 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 Sept 19, 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:**
 - The Fall 2018 WASWD Conference is coming up in Spokane. The dates are September 19-21. If anyone wants to attend, please let Rachael know so she can register you. We have hotel rooms booked. Currently, Leslie is registered.