



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

October 31, 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. Resolution No. 849 – A Resolution Authorizing Investment of District Monies in the Local Government Investment Pool
 - B. Resolution No. 850 – A Resolution Updating the District's Credit Card Usage Policy
 - C. Resolution No. 851 – A Resolution Updating District Polity Regarding Award of Public Works Contracts
 - D. Draft 2019 Budget Presentation/Discussion
 - E. District 50 Year Anniversary Update
 - F. Summary of Existing District Projects
 - G. Monthly Budget Summary
6. OTHER BUSINESS
7. GENERAL MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. EXECUTIVE SESSION
Executive Session Per RCW 42.30.140 (4)(a): Considering issues related to collective bargaining with a labor union – 30 minutes
10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 4

DATE SUBMITTED:	October 24, 2018	MEETING DATE:	October 31, 2018
SUBJECT:	Consent Agenda		
TO: BOARD OF COMMISSIONERS		FROM: Staff	
GENERAL MANAGER APPROVAL			
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"/>

****TO BE UPDATED 10.30.18****

BACKGROUND / EXPLANATION OF IMPACT

- Meeting Notes from the 10/10/2018 Board Meeting
- Payroll for Pay Period #22 (10/06/2018 through 10/19/2018) totaling \$43,858.13.
- Payroll Benefits for Pay Period #22 totaling \$47,813.44.
- Accounts Payable Vouchers total to be added 10/30/18.



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

October 10, 2018

Board President Laura Weide called the Regular Session to order at 6:30 p.m.

Attendees: Commissioner Laura Weide
Commissioner John Carter
Commissioner Todd Citron
Commissioner Leslie McRoberts
General Manager Justin Clary
Assistant General Manager/District Engineer Bill Hunter
Finance Manager/Treasurer Debi Denton
Recording Secretary Rachael Hope
Consulting Engineer Melanie Mankamyer

Excused Absence(s): Commissioner Bruce Ford

No public were in attendance.

Changes to Agenda

Clary requested the addition of Item 5E, Memorandum of Understanding with Water & Sewer Risk Management Pool. The Board agreed.

Consent Agenda

Action Taken

Citron moved, McRoberts seconded, approval of:

- Meeting Notes from the 9/26/2018 Board Meeting
- Payroll for Pay Period #20 (09/08/2018 through 09/21/2018) totaling \$40,600.94.
- Payroll Benefits for Pay Period #20 totaling \$43,808.46.
- Payroll for Pay Period #21 (09/22/2018 through 10/05/2018) totaling \$40,234.86.
- Payroll Benefits for Pay Period #21 totaling \$44,132.40.
- Accounts Payable Vouchers totaling \$13,752.38.
- Accounts Payable Vouchers totaling \$1,061,707.82.

Motion passed.

Operations and Maintenance Manager Recruitment Update

Clary reported that after interviewing 5 top candidates, the selection committee offered the Operations & Maintenance Manager position to Brent Winters. He accepted the position with a start date of November 13, 2018.

PEBB Qualification for Commissioners

Denton recounted that the Board of Commissioners had requested that staff research the parameters allowing PEBB medical insurance to be offered to Board members. The parameters per RCW 57.08.100 state that a district with 5000 or more connections may provide insurance to its Commissioners. Staff contacted PEBB to verify this information. Our District does not qualify, with 3833 total connections. Staff will continue to monitor if there is a change to the RCW.

Authorization for Representation at WASWD Meeting

Weide explained that during the annual meeting of the Washington Association of Water & Sewer Districts (WASWD) held on September 21, 2018, a quorum of members was not present, resulting in the inability to adopt the 2019 budget and elect new members to the board of directors. A special meeting is scheduled for October 22, 2018. Member districts may designate a district consultant representative to vote on their behalf by submitting written authorization. The District's consultant engineer, Melanie Mankamyer of Wilson Engineering, is scheduled to attend the October 22 special meeting and has volunteered to serve as the District's representative.

Action Taken

McRoberts moved, Carter seconded, to authorize Todd Citron, Secretary of the Lake Whatcom Water & Sewer District Board of Commissioners, to provide written authorization to the Washington Association of Water & Sewer Districts secretary for the District's consultant engineer, Melanie Mankamyer, to serve as the District's representative during a special meeting of the Washington Association of Water & Sewer Districts scheduled for October 22, 2018. Motion passed.

2018 Asphalt Patching

Hunter communicated that as part of performing routine duties, District crews routinely excavate within paved roadways. District crews usually install a temporary patch until a batch of permanent patches can be done all at once by a paving contractor. In May the District obtained quotes and issued a purchase order to Western Refinery Services, Inc (WRS). The patch list in May 2018 included 36 locations that valued about \$13k including tax. The District and contractor scheduled the work to occur in August 2018.

Due to a high summer workload, District crews were unable to schedule asphalt patch location prep with WRS. The District asked WRS for a price to prepare the patches, leaving only saw cutting to staff and a revised purchase order was issued at the beginning of August. Additionally, several more locations were added in August while the patching work was in progress. A total of 58 locations were patched with a total value of just over \$40k. Though the amount spent for asphalt patching was within the budgeted amount included in the 2018 budget, staff asked the commissioners to authorize payment of the invoice for an amount higher than the original purchase order.

Action Taken

Citron moved, Carter seconded, to authorize District staff to process and pay the invoice from WRS of \$40,842.11 including sales tax for the asphalt patching work approved by the District Engineer or General Manager. Motion passed.

Memorandum of Understanding with Water & Sewer Risk Management Pool

Clary reminded the Board that the Water & Sewer Risk Management Pool is developing a continuity of services plan to be enacted during emergency events that render its offices uninhabitable. WSRMP requested earlier this year that the District consider developing a memorandum of understanding that would allow them to use District facilities in the event that WSRMP offices are unavailable. During its June 13, 2018 meeting, the Board directed staff to develop an MOU for providing WSRMP with the use of our facilities.

Action Taken

Carter moved, McRoberts seconded, to authorize the General Manager to execute the proposed Memorandum of Understanding by and between the Water & Sewer Risk Management Pool and the Lake Whatcom Water & Sewer District for the use of District facilities by the WSRMP during emergency events. Motion passed.

General Manager's Report

Clary thanked the Board for placing its faith in him to lead the District into its next 50 years of serving the Lake Whatcom community and thanked District staff for their tremendous welcome. Citron offered an official welcome to Clary on behalf of the Board.

Other Business

- **Water Comprehensive Plan**

Clary reported that the Department of Health has approved the District's 2018 Water Comprehensive Plan. The next update will be in 2028.

- **State Apprentice Program**

Mankamyer reported that at the WASWD meeting on 10/9, the presentation focused on the rollout of a new state-wide Water & Sewer Apprentice program, and provided a few general details.

Executive Session Per RCW 42.30.140 (4)(a): Collective Bargaining - 30 Minutes

Weide recessed the Special Session to Executive Session at 7:30 p.m. It was estimated that the Executive Session would take about 30 minutes. The purpose of the Executive Session was for considering issues related to collective bargaining with a labor union. Weide recessed the Executive Session and reconvened the Regular Session at 8:00 p.m.

Executive Session Per RCW 42.30.140 (4)(a): Collective Bargaining - 10 Minutes

Weide re-recessed the Special Session to Executive Session at 8:00 p.m. It was estimated that the Executive Session would take about 10 minutes. The purpose of the Executive Session was for considering issues related to collective bargaining with a labor union. Weide recessed the Executive Session and reconvened the Regular Session at 8:10 p.m.

With no further business, Weide adjourned the Regular Session at 8:10 p.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Weide

John Carter

Todd Citron

Bruce Ford

Leslie McRoberts

PAYROLL

CHECK REGISTER

Lake Whatcom W-S District
MCAG #: 2330

10/25/2018 To: 10/25/2018

Time: 11:52:14 Date: 10/23/2018

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3381	10/25/2018	Payroll	5	EFT		217.03	10/06/2018 - 10/19/2018 PR 22
3382	10/25/2018	Payroll	5	EFT		354.00	10/06/2018 - 10/19/2018 PR 22
3383	10/25/2018	Payroll	5	EFT		3,795.30	10/06/2018 - 10/19/2018 PR 22
3384	10/25/2018	Payroll	5	EFT		2,213.45	10/06/2018 - 10/19/2018 PR 22
3385	10/25/2018	Payroll	5	EFT		2,777.60	10/06/2018 - 10/19/2018 PR 22
3386	10/25/2018	Payroll	5	EFT		2,284.06	10/06/2018 - 10/19/2018 PR 22
3387	10/25/2018	Payroll	5	EFT		3,281.29	10/06/2018 - 10/19/2018 PR 22
3389	10/25/2018	Payroll	5	EFT		1,398.51	10/06/2018 - 10/19/2018 PR 22
3391	10/25/2018	Payroll	5	EFT		1,237.21	10/06/2018 - 10/19/2018 PR 22
3392	10/25/2018	Payroll	5	EFT		2,542.47	10/06/2018 - 10/19/2018 PR 22
3393	10/25/2018	Payroll	5	EFT		1,651.23	10/06/2018 - 10/19/2018 PR 22
3394	10/25/2018	Payroll	5	EFT		3,336.79	10/06/2018 - 10/19/2018 PR 22
3395	10/25/2018	Payroll	5	EFT		2,892.79	10/06/2018 - 10/19/2018 PR 22
3396	10/25/2018	Payroll	5	EFT		1,900.84	10/06/2018 - 10/19/2018 PR 22
3397	10/25/2018	Payroll	5	EFT		590.00	10/06/2018 - 10/19/2018 PR 22
3398	10/25/2018	Payroll	5	EFT		1,779.12	10/06/2018 - 10/19/2018 PR 22
3399	10/25/2018	Payroll	5	EFT		2,441.25	10/06/2018 - 10/19/2018 PR 22
3400	10/25/2018	Payroll	5	EFT		1,493.35	10/06/2018 - 10/19/2018 PR 22
3401	10/25/2018	Payroll	5	EFT		1,856.20	10/06/2018 - 10/19/2018 PR 22
3402	10/25/2018	Payroll	5	EFT		640.21	10/06/2018 - 10/19/2018 PR 22
3403	10/25/2018	Payroll	5	EFT		2,960.23	10/06/2018 - 10/19/2018 PR 22
3388	10/25/2018	Payroll	5	8387		917.92	10/06/2018 - 10/19/2018 PR 22
3390	10/25/2018	Payroll	5	8388		1,297.28	10/06/2018 - 10/19/2018 PR 22

401 Operating Fund

43,858.13

43,858.13 Payroll: 43,858.13

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

Sign  Date 10/23/2018

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

Commisioner

Commissioner

Commissioner

Commissioner

BENEFITS**CHECK REGISTER**Lake Whatcom W-S District
MCAG #: 2330

10/25/2018 To: 10/25/2018

Time: 12:00:24 Date: 10/23/2018

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3404	10/25/2018	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	3,017.00	Pay Cycle(s) 10/25/2018 To 10/25/2018 - DCP
3405	10/25/2018	Payroll	5	EFT	UNITED STATES TREASURY	15,300.04	941 Deposit for Pay Cycle(s) 10/25/2018 - 10/25/2018
3406	10/25/2018	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	9,588.84	Pay Cycle(s) 10/25/2018 To 10/25/2018 - PERS 2
3407	10/25/2018	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	2,930.32	Pay Cycle(s) 10/25/2018 To 10/25/2018 - PERS 3
3408	10/25/2018	Payroll	5	8389	AFLAC	354.85	Pay Cycle(s) 10/25/2018 To 10/25/2018 - AFLAC Pre-Tax: Pay Cycle(s) 10/25/2018 To 10/25/2018 - AFLAC Post-Tax
3409	10/25/2018	Payroll	5	8390	AFSCME LOCAL	372.42	Pay Cycle(s) 10/25/2018 To 10/25/2018 - Union Dues: Pay Cycle(s) 10/25/2018 To 10/25/2018 - Union Fund
3410	10/25/2018	Payroll	5	8391	HRA VEBA TRUST (PAYEE)	490.00	Pay Cycle(s) 10/25/2018 To 10/25/2018 - VEBA
3411	10/25/2018	Payroll	5	8392	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 10/25/2018 To 10/25/2018 - ICMA
3412	10/25/2018	Payroll	5	8393	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 10/25/2018 To 10/25/2018 - SUP ENF
3413	10/25/2018	Payroll	5	8394	WASHINGTON STATE HEALTH CARE AUTHORITY	15,451.63	Pay Cycle(s) 10/25/2018 To 10/25/2018 - PEBB Medical: Pay Cycle(s) 10/25/2018 To 10/25/2018 - PEBB ADD LTD: Pay Cycle(s) 10/25/2018 To 10/25/2018 - PEBB SMK Surcharge: Pay Cycle(s) 10/25/2018 To 10/25
401 Operating Fund						47,813.44	
						47,813.44	Payroll: 47,813.44

CHECK REGISTER

Lake Whatcom W-S District
MCAG #: 2330

10/25/2018 To: 10/25/2018

Time: 12:00:24 Date: 10/23/2018

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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 10/23/2018

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



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.A.

DATE SUBMITTED:	October 18, 2018	MEETING DATE:	October 31, 2018
SUBJECT:	Resolution No. 849 – A Resolution Authorizing Investment of District Monies in the Local Government Investment Pool		
TO: BOARD OF COMMISSIONERS	FROM: Debi Denton, Finance Manager		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Resolution No. 849 2. 3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The Board through prior formal action has authorized the investment of District monies in the Local Government Investment Pool (LGIP), which is a public funds investment account administered by the State Treasurer's Office. During communication with the Treasurer's Office associated with name updates specific to the new general manager, it was noted that the finance manager's legal name has changed since the Board provided authorization specifying her as the investment agent for the LGIP. As a result, the Board is required to adopt a resolution authorizing the finance manager, with her current legal name, as the "authorized individual" for management of District monies in the LGIP.

FISCAL IMPACT

No fiscal impact is anticipated.

RECOMMENDED BOARD ACTION

Staff recommends adoption of Resolution No. 849.

PROPOSED MOTION

A recommended motion is "I move to adopt Resolution No. 849 as presented."

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 849

DRAFT

**A Resolution of the Board of Commissioners Authorizing Investment
of Lake Whatcom Water and Sewer District's Monies in the
Local Government Investment Pool**

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the office of the State Treasurer; and,

WHEREAS, time to time it may be advantageous to the authorized governmental entity, Lake Whatcom Water and Sewer District, the "governmental entity", to contribute funds available for investment in the LGIP; and,

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and,

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the Board of Commissioners, the "governing body" or any designee of the governing body pursuant to this resolution or a subsequent resolution; and

WHEREAS, the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS, the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW, THEREFORE, BE IT RESOLVED THAT: the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by Lake Whatcom Water and Sewer District and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates Debra Denton, Finance Manager/Treasurer, the "authorized individual" to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual's instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual's delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual, and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 31st day of October 2018.

Laura Weide, President

Todd Citron, Secretary

Leslie McRoberts, Commissioner

John Carter, Commissioner

Bruce Ford, Commissioner

Approved as to form:

Bob Carmichael, Attorney for District

OFFICE OF THE WASHINGTON STATE TREASURER
LOCAL GOVERNMENT INVESTMENT POOL and/or REVENUE DISTRIBUTION

TREASURY MANAGEMENT SYSTEM (TM\$)
WEB CLIENT LOGON AUTHORIZATION FORM

Name of Entity:

Note: each Full access LGIP person must also be listed on the Transaction Authorization Form. Please fill out this form completely, including any existing information, as this form will **replace** the previous form.

TM\$ LGIP / Revenue Dist. Web access requested for the following

1. ☐ Add ☐ Delete ☐ Update ☐ No Change

LGIP: ☐ Full Access ☐ View only Rev Dist: ☐ View only

2. ☐ Add ☐ Delete ☐ Update ☐ No Change

LGIP: ☐ Full Access ☐ View only Rev Dist: ☐ View only

Name:	Name:
Title:	Title:
E-mail address:	E-mail address:
Phone:	Phone:
OST Appr Date: UserID:	OST Appr Date: UserID:

3. ☐ Add ☐ Delete ☐ Update ☐ No Change

LGIP: ☐ Full Access ☐ View only Rev Dist: ☐ View only

4. ☐ Add ☐ Delete ☐ Update ☐ No Change

LGIP: ☐ Full Access ☐ View only Rev Dist: ☐ View only

Name:	Name:
Title:	Title:
E-mail address:	E-mail address:
Phone:	Phone:
OST Appr Date: UserID:	OST Appr Date: UserID:

=====

By signature below, I certify I am authorized to represent the institution/agency for the purposes of this transaction.

<i>(Authorized Signature)</i>	<i>(Title)</i>	<i>(Date)</i>
<i>(Print Authorized Name)</i>	<i>(E-mail address)</i>	<i>(Phone no.)</i>

Any changes to these instructions must be submitted in writing to the Office of the State Treasurer. Please mail this form to the address listed below:

OFFICE OF THE STATE TREASURER
LOCAL GOVERNMENT INVESTMENT POOL
LEGISLATIVE BUILDING
P. O. BOX 40200
OLYMPIA WA 98504-0200
Fax: 360/902-9044

Date Received: ____ / ____ / ____

Fund Number: _____

OK'd by: _____

(For OST use only)



02/20/12



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.B.

DATE SUBMITTED:	October 17, 2018	MEETING DATE:	October 31, 2018
SUBJECT:	Resolution No. 850 – A Resolution Updating the District's Credit Card Usage Policy		
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton, Finance Manager	
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Resolution No. 850	
		2.	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The Board through prior formal action (Resolution No. 824) has approved the use of credit cards by District staff for District business, which is defined in Section 2.12.3 of the Administrative Code. Since adoption of Resolution No. 824, the credit card-issuing bank has increased the limit per credit card to \$5,000, and the District has replaced the Maintenance Supervisor position with the Operation & Maintenance Manager position. Therefore, Resolution No. 850 revises the Administrative Code to reflect the new credit limit and management positions.

FISCAL IMPACT

No fiscal impact is anticipated.

RECOMMENDED BOARD ACTION

Staff recommends adoption of Resolution No. 850.

PROPOSED MOTION

A recommended motion is "I move to adopt Resolution No. 850 as presented."

DRAFT

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 850

A Resolution of the Board of Commissioners Updating the District's Credit Card Usage Policy and Rescinding Resolution 824

WHEREAS, RCW 43.09.2855, states that "special purpose districts, municipal and quasi-municipal corporations... are authorized to use credit cards for official government purchases and acquisitions;" and,

WHEREAS, RCW 42.24.115, states that "any municipal corporation or political subdivision may provide for the issuance of charge cards to officers and employees for the purpose of covering expenses incident to authorized travel;" and,

WHEREAS, US Bank has agreed to provide Lake Whatcom Water and Sewer District with credit cards for the purpose of purchases and travel expenses; and,

WHEREAS, the Board of Commissioners have previously adopted Resolution No. 824, creating Section 2.12.3 of the Lake Whatcom Water & Sewer District Administrative Code, which defines policy relative to the use of District credit cards;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Lake Whatcom Water and Sewer District as follows:

Section 1:— Section 2.12.3 of the Lake Whatcom Water & Sewer District Administrative Code is revised in its entirety to read as follows:

The District may purchase goods, services, and pay travel expenses using a credit card, subject to the following conditions:

1. The credit limit for each card shall be \$5,000.00
2. The credit card may be used for the purchase of items or travel expenses approved in the current fiscal year budget, and for no other purpose.
3. Cash advances on any District credit card are prohibited.
4. There shall be six credit cards. A credit card user agreement (Exhibit A) shall be kept on file for each of the following:
 - a) ~~For the:~~ General Manager
 - b) ~~For the:~~ Finance Manager/Treasurer
 - c) ~~For the:~~ Assistant General Manager
 - d) ~~For the:~~ Maintenance & Operations Manager

DRAFT

- e) Two credit cards for staff will be dispersed by the Finance Manager/Treasurer for short term use.

Section 2: **BE IT FURTHER RESOLVED THAT** this resolution rescinds and replaces Resolution No. 824.

Section 3: If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Commissioners hereby declare that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution should be declared invalid or unconstitutional, then the original Resolution or Resolutions shall be in full force and effect.

Section 4: This Resolution shall be effective immediately.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 31st day of October, 2018.

Laura Weide, President

Todd Citron, Secretary

John Carter, Commissioner

Leslie McRoberts, Commissioner

Bruce R. Ford, Commissioner

Approved as to form:

Robert A. Carmichael, Attorney for District

DRAFT

EXHIBIT A

CREDIT CARD USER AGREEMENT

I, _____, as an employee of Lake Whatcom Water and Sewer District accept personal responsibility for the safeguard and proper use of the District credit card (ending in the last 4 digits) of #_____ which has been assigned to me for use in the performance of my job, in accordance with the terms outlined below.

Credit cards are to be used solely for travel related business expenses (within and outside the District), and conference/class registrations.

Credit cards may be used for purchasing department supplies up to \$5,000.00 with prior approval by the assigned card holder's Department Head.

I have read and understand the credit card policies and procedures as set out in Resolution 85024 and District Administrative Code Section 2.12.3.

I understand that each time I use, or authorize the use thereof, that I am adhering to the following statement:

"I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment has been received by me on account thereof."

I understand that I will be held personally liable for inappropriate charges I incur to the District credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.

I will safeguard use of the issued credit card and use appropriate security whenever and wherever I use the card. If my card is lost or stolen, I agree to immediately notify the District's Finance Manager/Treasurer who will notify US Bank as soon as practicable.

The undersigned individual has read and understands the above statements.

Employee



Date



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.C.

DATE SUBMITTED:	October 24, 2018	MEETING DATE:	October 31, 2018
SUBJECT:	Resolution No. 851 – A Resolution Updating the Policy Governing Award of Public Works Contracts		
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton, Finance Manager	
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Resolution No. 851	
		2. RCW 39.32.090	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

During the District's 2018 audit by the Washington State Auditor's Office, it was noted that state law (RCW 39.32.090) requires governing bodies to pass a resolution authorizing purchase of goods and equipment through the United States government without calling for bids. District staff have conducted a brief analysis of the costs of specific goods and equipment available through the federal General Services Administration (GSA) relative to costs of those same items through the private market and found that significant cost advantages to the District can be realized through purchase of goods and equipment through the GSA. Therefore, to comply with state law and to allow for cost savings to the benefit of the District, Resolution No. 851 revises Administrative Code Section 2.17.3, Waiver of Competitive Bidding, to enable the utilization of sole source purchase of goods and equipment through the federal government.

FISCAL IMPACT

No fiscal impact is anticipated.

RECOMMENDED BOARD ACTION

Staff recommends adoption of Resolution No. 851.

PROPOSED MOTION

A recommended motion is "I move to adopt Resolution No. 851 as presented."

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**LAKE WHATCOM WATER AND SEWER DISTRICT
RESOLUTION NO. 851**

A Resolution of the Board of Commissioners
Amending Resolution No. 833 and District Administrative Code Section 2.17.3
Updating the Policy Governing Award of Public Works Contracts

WHEREAS, on the 2nd of February, 2017, the Lake Whatcom Water & Sewer District ("District") Board adopted Resolution No. 833, *A Resolution of the Board of Commissioners Updating the Purchasing Policy*; and

WHEREAS, the District Board has reviewed its Public Works Contract Policy and wishes to amend portions of Resolution No. 833; and

WHEREAS, Exhibit A attached hereto is for reference purposes only, and identifies the specific amendments to the District's Administrative Code, Title 2.17.3, with deletions in strikethrough and additions underlined; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington as follows:

Section 1. Section 2.17.3 of the District Administrative Code, is repealed and replaced with the following:

2.17.3 Waiver of Competitive Bidding

The Board of Commissioners may waive competitive bidding requirements pursuant to RCW 39.04.280 if an exemption contained therein applies to the purchase or public work; provided that, any such waiver on the grounds that the contract is for a "sole source" purchase or service must also conform with the requirements of RCW 39.26.140.

The Board of Commissioners may waive competitive bidding requirements pursuant to RCW 39.32.090 which allows the District to purchase through the United States government without calling for bids, notwithstanding any law or charter provision to the contrary. [Resolution 851]

Immediately after a contract award is made pursuant to this section, the contract and the factual basis for the exception must be recorded and open to public inspection; except that, in the case of an emergency, the requirements of RCW 39.04.280 shall be followed. [Resolution 833]

Section 4: BE IT FURTHER RESOLVED that any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this Resolution.

Section 5: If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of

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this Resolution. The Board hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional.

Section 6: This Resolution shall be effective immediately.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Special Meeting thereof, on the 31st day of October, 2018.

John Carter, Commissioner

Leslie McRoberts, Commissioner

Todd Citron, Commissioner

Laura Weide, Commissioner

Bruce R. Ford, Commissioner

Approved as to form, District legal counsel

Amend section 2.17.3 with the following:

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Waiver of Competitive Bidding

The Board of Commissioners may waive competitive bidding requirements pursuant to RCW 39.04.280 if an exemption contained therein applies to the purchase or public work; provided that, any such waiver on the grounds that the contract is for a "sole source" purchase or service must also conform with the requirements of RCW 39.26.140.

The Board of Commissioners may waive competitive bidding requirements pursuant to RCW 39.32.090 which allows the District to purchase through the United States government without calling for bids, notwithstanding any law or charter provision to the contrary. [Resolution No. 851]

Immediately after a contract award is made pursuant to this section, the contract and the factual basis for the exception must be recorded and open to public inspection; except that, in the case of an emergency, the requirements of RCW 39.04.280 shall be followed. [Resolution No. 833]

RCW 39.32.090**Purchases by political subdivisions from or through United States authorized.**

Whenever authorized by ordinance or resolution of its legislative authority any political subdivision of the state shall have power to purchase supplies, materials, electronic data processing and telecommunication equipment, software, services, and/or equipment from or through the United States government without calling for bids, notwithstanding any law or charter provision to the contrary.



[2013 c 132 § 1; 1945 c 88 § 1; Rem. Supp. 1945 § 10322-40. Formerly RCW 39.32.070, part.]



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.D.

DATE SUBMITTED:	October 25, 2018	MEETING DATE:	October 31, 2018
SUBJECT:	Draft 2019 Budget		
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Draft 2019 Budget 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

Through the powers granted under Revised Code of Washington Title 57 (Water-Sewer Districts) and codified under the District's Administrative Code Title 2, Chapter 2.2 (1):

The General Manager shall develop an operating and capital improvement budget annually for both the water and sewer systems. The annual budget shall provide for the forecasting of revenues and expenditures for the following year. The budget shall be presented to the Board of Commissioners for review and approval prior to the end of December in advance of the budget year.

Using projected revenues based upon prior Board-adopted rate increases (4% and 2.5% water and sewer rates, respectively), actual 2018 operating expenses, and projects defined in the District's water and sewer capital improvement plans, District staff have developed the attached draft budget for Board consideration.

FISCAL IMPACT

The draft 2019 budget proposes an operating budget of \$4,740,000, a capital budget of \$2,600,000, and a debt service budget of \$870,000, for a total budget of approximately \$8.2 million.

RECOMMENDED BOARD ACTION

None at this time.

PROPOSED MOTION

None at this time.

REVENUE ASSUMPTIONS: 2.7% increase

- Water rate 4 % increase per Resolution
- Sewer rate 2.5% increase per Resolution
- 15 new connection permits at increased rates
- ULID 18 revenue allocated to Operating Fund
- All investment interest allocated to Operating Fund

EXPENDITURE ASSUMPTIONS: 4.5% increase

- Payroll 3% COLA plus step increases
- Additional staff member budgeted for succession
- Benefits increase 9% (without additional staff would be 4%)
- Cartegraph upgrades
- Records management system upgrade
- Fuel and utility market increases

- Operating reserve maintained per rate study recommendations at \$800,000

Water 60 days \$440,000

Sewer 60 days \$360,000

An operating reserve is designed to provide a liquidity cushion; it protects the utility from the risk of short-term variation in the timing of revenue collection or payment of expenses. Like other types of reserves, operating reserves also serve another purpose; they help smooth rate increases over time. In the 2019 budget our operating reserve goal is \$800,000. This is 60 days of Sewer expenses and 60 days of Water expenses which is within the industry standard of 45-60 days for sewer utilities and 60-90 days for water utilities.

- Contingency funds maintained per rate study recommendations 1% of fixed asset replacement value

Water -	\$460,000
Sewer/Stormwater -	\$785,000

In addition to protecting against variations in the timing of operating costs and revenues, it is prudent to maintain a capital contingency reserve to meet unexpected emergency capital outlays. We have used replacement costs to derive the targeted reserve dollar amount which equates to 1% of the replacement cost of fixed assets. In the 2019 budget we have \$785,000 sewer/stormwater reserve and \$460,000 water reserve.

- System reinvestment funded per rate study recommendations

The District has a policy of setting aside a certain amount of rate revenue each year for system reinvestment. Funding depreciation expense meets several standards for reasonable rates: financial integrity, rate equity, and adequacy of capital funding. For 2019 the district has budgeted system reinvestment at \$1,600,000.

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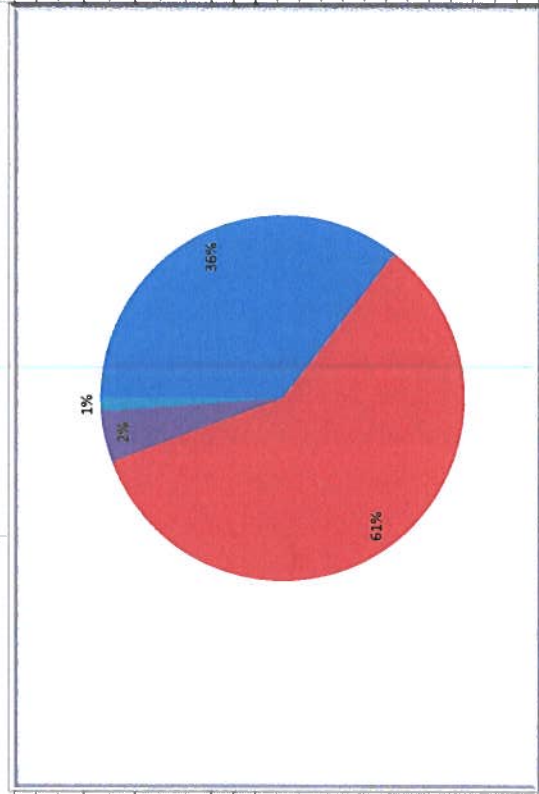


LAKE WHATCOM WATER AND SEWER FUND SUMMARY 2019

	401	420	425	426	450	460	
		SYSTEM	SEWER/ STORM	WATER	DEBT	BOND RESERVE	
		REINVESTMENT	WATER	CONTINGENCY	SERVICE	(RESTRICTED)	
	OPERATING		CONTINGENCY				TOTAL
2019 REVENUES AND TRANSFERS IN	6,872,461	1,600,000	15,000	20,000	867,100	-	9,374,561
2019 EXPENDITURES AND TRANSFERS OUT	(7,242,032)	(2,600,000)	-	-	(867,100)	-	(10,709,132)
CASH/INVESTMENTS 2018 CARRYOVER	1,200,000	1,000,000	770,000	440,000	-	772,334	4,182,334
PROPOSED 2019 YEAR END BALANCE	\$830,429	\$0	\$785,000	\$460,000	\$0	\$772,334	\$2,847,763
ALLOCATED TO OPERATING RESERVE	-\$800,000						
AVAILABLE 2019 YEAR END BALANCE	\$30,429						

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	Description	Actual 2016	Actual 2017	Adopted 2018	9/30/2018	Projected 2018	Budget 2019
OPERATING FUND - 401							
REVENUES							
401-333-66-00-01	North Shore Consolidation Feasibility Study		29,986				
401-333-97-00-00	FEMA Aug 2015 Storm Assistance		14,280				
401-343-40-10	Water Sales Metered (4% base rate increase) *	2,099,344	2,269,645	2,437,545	1,758,697	2,344,929.33	2,438,727
401-343-41-10	Permits (15 new connection permits)	66,580	171,830	143,480	321,114	428,152.00	210,000
401-343-50-11	Sewer Service Residential (2.5% rate increase) *	3,734,240	3,849,280	3,949,323	2,955,903	3,941,204.00	4,039,734
401-343-50-19	Sewer Service Other	4,361	3,961	4,000	3,247	4,329.33	4,000
401-343-50-80	Latecomer's Fees	6,766	6,772		6,772	9,029.33	-
401-343-81-10	Combined Fees	29,564	27,211	30,000	20,475	27,300.00	30,000
401-359-90-00	Late fees	54,573	56,798	50,000	42,846	57,128.00	50,000
401-361-11-00	Investment Interest	1,332	11,163	20,000	46,427	61,902.67	50,000
401-361-40-00-80	ULID 18 Interest/Penalties	20,166	18,631	8,000	7,566	8,000.00	8,000
401-368-10-00-80	ULID 18 Principal Payments	45,368	60,796	50,000	26,299	27,000.00	40,000
401-369-10-00	Sale of scrap metal and surplus	2,641	448	1,000	2,146	2,150.00	2,000
401-369-10-01	Miscellaneous	1,235	2,756	-	4,613	4,700.00	-
401-369-40-00	Judgements and Settlements				47,533	47,533.00	-
401-395-10-00	Sale of Capital Assets	-	-	-	15,600	15,600.00	-
401-395-20-00	Insurance Recoveries		4,083				
	TOTAL REVENUES	6,066,170	6,527,640	6,693,348	5,259,238	6,978,958	6,872,461



* Per Resolution 806 effective 1/1/2015
Scheduled annual rate increase

DRAFT 10/23/2018		Description	Actual 2016	Actual 2017	Budget 2018	9/30/2018	Projected 2018	Budget 2019
OPERATING - 401								
EXPENDITURES								
401-53X-10-10		Admin Payroll (3% cola plus step increases - 2019)	519,076	640,699	652,846	457,337	566,227	674,270
401-53X-10-20		Admin Personnel Benefits (Medical, Retirement etc)	179,628	246,153	274,332	201,360	249,303	284,394
401-53X-10-31		Gen Admin Supplies/Equipment	25,633	27,178	30,000	22,177	28,459	30,000
401-53X-10-31-01		Meetings/Team building	2,540	3,063	3,000	2,327	3,103	3,000
401-53X-10-40		Web pay/Bank Fees	25,422	33,320	30,000	28,931	38,575	40,000
		Interfocal - Lake Whatcom Management Program (City)						
		Interfocal - Invasive Species (City)						
		Interfocal - Lake Whatcom Tributary Monitor (County)						
		Mutt Mts						
401-534-10-41		Water Quality Assurance Programs (TOTAL)	58,181	8,856	55,000	50,000	55,000	55,000
		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						10,000
		Web Check services						5,000
		CPA (Internal audit and Financial statements)						6,000
		WA State Audit						-
		Salary study						-
		Rate Study						-
		Docuware maintenance and upgrade						15,000
		Legal Counsel						60,000
		Prothman recruitment						25,000
		3D - Computer support						15,000
		3D - Firewall renewal						1,000
		3D - Anti virus subscription						2,000
		Building security for offices						10,000
		Building custodial						500
		Pest control						4,000
		Landscaping service						1,000
		South Whatcom Fire (hydrant maintenance)						7,500
		GE Scada System Software Maintenance - Operations						20,000
		Wilson Engineering						1,500
		Camera Van Software						5,000
		SCADA/PLC Support - Engineering/Operations						30,000
		Cartograph - Engineering/Operations						1,000
		Auto Desk - Engineering						1,000
		GIS Partnership (County)						500
		Rockwell - Engineering/Operations						1,500
		IT Pipes						1,500
		ESRI - ARC GIS						2,500
		Innovyze - Engineering						2,000
		Master Meter						

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	Description	Actual 2016	Actual 2017	Budget 2018	9/30/2018	Projected 2018	Budget 2019	
	Cyberlock software						1,000	
	Whatcom County Emergency Management						20,000	
	Misc (Bid notices etc.)						5,000	
401-53X-10-41-01	Professional Services (TOTAL)	300,587	367,846	334,000	424,097	565,463	290,000	-13.17%
401-53X-10-42	Communication	49,276	49,463	50,000	37,651	50,201	50,000	0.00%
401-53X-10-45	Admin Lease (copy/printers now leased)	1,796	1,820	2,000	5,300	7,067	7,000	250.00%
401-53X-10-46	Property Insurance	129,198	135,190	140,000	135,190	136,000	134,000	-4.29%
401-53X-10-49	Admin Misc.	1,867	1,192	1,000	1,012	1,349	1,000	0.00%
401-53X-10-49-01	Memberships/Dues	12,843	14,215	17,000	14,801	19,735	17,000	0.00%
401-53X-10-49-02	WA State Dept of Revenue Taxes/Permits	200,780	202,182	205,000	159,763	213,017	215,000	4.88%
401-53X-40-43	Training & Travel	21,814	20,463	35,000	22,068	29,424	35,000	0.00%
401-53X-40-43-01	Tuition reimbursement	-	286	1,000	-	-	1,000	0.00%
401-53X-50-31	Maintenance Supplies	196,312	147,259	150,000	130,072	173,429	300,000	100.00%
401-53X-50-31-01	Small Assets/tools			-	2,962	3,949	20,000	
401-53X-50-48	Operations Repair/Maint contracted work	111,230	176,712	190,000	85,499	113,999	40,000	-78.95%
401-53X-50-49	Insurance Claims	5,000	-	5,000	2,366	3,155	5,000	0.00%
401-53X-60-41	Operations Contracted (water testing/generator load testing)	7,613	18,979	8,500	4,390	5,853	22,500	164.71%
401-534-60-47	Water City of Bellingham	37,823	40,386	40,000	35,515	47,353	45,000	12.50%
401-535-60-47	Sewer City of Bellingham Treatment Fee	616,004	643,912	640,000	496,517	662,023	650,000	1.56%
401-53X-80-10	Operations Payroll (3% cola plus step increases - 2019)	986,544	926,386	954,742	755,056	934,831	1,046,454	9.61%
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	382,279	402,301	446,472	322,783	399,636	489,814	9.71%
401-53X-80-32	Fuel	15,232	27,422	24,000	21,126	28,168	28,000	16.67%
401-53X-80-35	Safety Supplies	5,557	12,429	10,000	10,298	13,731	10,000	0.00%
401-53X-80-35-01	Safety Supplies Boots	1,158	2,019	2,500	789	1,052	2,500	0.00%
401-53X-80-35-02	Emergency Preparedness	-	428	10,000	720	960	10,000	0.00%
401-53X-80-47	General Utilities (Electric, gas, water, garbage)	203,339	191,704	208,000	169,035	225,380	230,000	10.58%
401-53X-80-49	Laundry	3,544	3,901	4,000	3,062	4,083	4,000	0.00%
401-591-35-77	Post Point Principal Payments	73,213	-	-	-	-	-	
401-592-35-83	Post Point Interest Payments	120,426	-	-	-	-	-	
	OPERATING EXPENDITURES	4,294,015	4,345,764	4,523,392	3,602,204	4,580,524	4,739,932	4.79%

DRAFT 10/23/2018		Description	Actual 2016	Actual 2017	Budget 2018	9/30/2018	Projected 2018	Budget 2019
TRANSFERS								
		Transfers Out to System Reinvestment Fund 420	372,111	1,043,087	1,505,000	1,505,000	1,505,000	1,600,000
		Transfers Out to Sewer/Storm Water Contingency Fund 425		149,000	60,000	25,000	25,000	15,000
		Transfers Out to Water Contingency Fund 426	600,000		120,000	-	-	20,000
		Transfers Out to DWSRF Projects Fund 440	65,334	6,299		-	-	-
		Transfers Out to Debt Service Fund 450	443,050	832,727	649,775	1,128,070	1,128,070	867,100
		Transfers Out to Bond Reserve Fund 460	250,000	-	-	-	-	-
		Transfers Out to Water Loan Debt Service Fund 470	215,470	-	289,110	-	-	-
		TOTAL TRANSFERS	1,945,965	2,031,113	2,623,885	2,658,070	2,658,070	2,502,100
								-4.64%
OPERATING FUND								
		OPERATING REVENUES	6,066,170	6,527,640	6,693,348	5,259,238	6,978,958	6,872,461
		OPERATING EXPENDITURES	(4,294,015)	(4,345,764)	(4,523,392)	(3,602,204)	(4,580,524)	(4,739,932)
		TRANSFERS	(1,945,965)	(2,031,113)	(2,623,885)	(2,658,070)	(2,658,070)	(2,502,100)
		2018 BALANCE CARRYOVER						1,200,000
		2019 ALLOCATED TO OPERATING RESERVES						(800,000)
		PROPOSED AVAILABLE 2019 YEAR END BALANCE						30,429

Active Capital Improvement Projects

(values updated 10/18/2018)

Category	Project #	Project Title / Tasks	Projected Budget to Completion	Projected Spending Thru 2018	Amt Remaining to include in 2019 Budget	Notes
Rate Funded Projects						
Sewer	C1611	Country Club Sewer Pump Station - HDD BHC Design, Permitting, Bidding BHC Services During Construction - Estimate Agency Permitting Fees Construction - Estimate	\$ 206,222.00 \$ 80,000.00 \$ 15,000.00 \$ 450,000.00	\$ 180,000.00 - 7,574.70 -	\$ 26,222.00 \$ 80,000.00 \$ 7,425.30 \$ 450,000.00	Incl Amend #4 BHC estimate \$75k BHC estimate \$435k
Sewer	C1705	Geneva and Par Sewer Pump Stations RH2 Design, Permitting, Bidding Par RH2 Services During Construction Par Construction Contract	\$ 269,288.00 \$ 67,067.00 \$ 438,340.00	\$ 269,288.00 \$ 67,067.00 \$ 438,340.00	\$ - \$ - \$ -	Incl Amend #3 Incl Amend #3
		Geneva RH2 Services During Construction Estimate Geneva Pump Station Construction Estimate Geneva Force Main Construction Estimate	\$ 70,000.00 \$ 500,000.00 \$ 90,622.83	\$ - \$ - \$ -	\$ 70,000.00 \$ 500,000.00 \$ 90,622.83	Estimate RH2 estimate \$493k RH2 estimate range \$65k - \$100k
Sewer	C1716A	Dead End Blowoffs	\$ 20,000.00	\$ 11,158.37	\$ 8,841.63	need to budget for remaining
Sewer	C1716B	Geneva Booster Station - PRV's, Backflow, Roof	\$ 40,000.00	\$ -	\$ 40,000.00	
Water	C1801	Shake Alert Pilot Program	\$ 20,000.00	\$ 15,000.00	\$ 5,000.00	
Sewer	C1802	Dellesta, Edgewater & Euclid Sewer Pump Stations Euclid - RH2 Design, Permitting, Bidding Euclid - RH2 Services During Construction - Estimate Agency Permitting Fees Euclid Construction - Estimate Dellesta, Edgewater - RH2 Predesign, Permitting	\$ 93,512.00 \$ 50,000.00 \$ 5,000.00 \$ 200,000.00 \$ 99,489.00 \$ 10,000.00	\$ 50,000.00 \$ - \$ 875.00 \$ - \$ 40,000.00 \$ 8,000.00	\$ 43,512.00 \$ 50,000.00 \$ 4,125.00 \$ 200,000.00 \$ 59,489.00 \$ 2,000.00	Phase 1A requested budget from RH2 10/17/2018 requested budget from RH2 10/17/2018 Phase 1B Incl PO for ATS & fence matl Order placed with state bid
Sewer	C1803	Camp Firwood ATS	\$ 105,000.00	\$ -	\$ 105,000.00	
General	C1809	Replace Backhoe	\$ 45,000.00	\$ 10,000.00	\$ 35,000.00	
Sewer	C1810	Airport Sewer PS Generator & Lakewood PS Esmt	\$ 19,800.00	\$ 19,800.00	\$ -	Wilson Task Order
Sewer	M1811	North Shore Sewer FM Stream Crossing Protection Wilson Design, Permitting Wilson Services During Construction - Estimate Construction - Estimate	\$ 10,000.00 \$ 15,000.00 \$ 25,000.00 \$ 15,000.00	\$ - \$ 10,147.50 \$ - \$ 10,147.50	\$ - \$ 4,852.50 \$ 25,000.00 \$ 4,852.50	requested budget from Wilson 10/18/2018 requested budget from Wilson 10/18/2018
Sewer	C1813	Div 7 Reservoir - Seismic FEMA Grant Application	\$ 42,046.00	\$ 20,000.00	\$ 22,046.00	Wilson Task Order
Water	C1814	Agate Heights WTP and Opal Booster Upgrades Wilson Predesign, Permitting, DOH Project Report	\$ 42,046.00	\$ 20,000.00	\$ 22,046.00	Wilson Task Order
Grand Total for Rate Funded Projects			\$ 2,986,386.83	\$ 1,147,250.57	\$ 1,839,136.26	

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Program Area / CIP Project # / CIP Project Name	Fund	Total	2019	2020	2021	2022	2023	2024
Maintenance - General								
0195 VEH42 5-yard Dump Truck - Replace Tires		3,600	3,600					
Subtotal		3,600	3,600					
Maintenance - Water								
W0005 Reservoirs - Inspection & Maintenance		30,900						30,900
Subtotal		30,900						30,900
System Reinvestment - General								
0198 District Office - Irrigation, Asphalt Patching, Surface Drainage, Front Door Concrete Steps		60,000	60,000					
A0005 Accounting & Administration Server - Replace/Update Hardware, Network Security, & OS		51,500		25,750			25,750	
E0002 Replace 5-yard Dump Truck		127,308						127,308
E0008 Replace Flush and Vac Truck		432,600			432,600			
V0001 Replace Tool Truck (7 tool trucks in fleet)		200,850		66,950		66,950		66,950
V0002 Replace Administrative Staff Vehicle (4 cars in fleet)		26,780			26,780			
Subtotal		899,038	60,000	92,700	459,380	66,950	25,750	194,258
System Reinvestment - Sewer								
0032a Agate Bay Sewer Pump Station - Predesign and Shorelines Permitting		100,000				100,000		
0032b Agate Bay Sewer Pump Station - Design and Bidding		125,000					125,000	
0032c Agate Bay Sewer Pump Station - Construction		525,000						525,000
0044b Edgewater Pump Station - Design and Bidding		100,000	100,000					
0044c Edgewater Pump Station - Construction		500,000		500,000				
0053b Dellesta Pump Station - Design and Bidding		100,000		100,000				
0053c Dellesta Pump Station - Construction		500,000			500,000			
0055a Rocky Ridge Pump Station - Predesign and Shorelines Permitting		100,000		100,000				
0055b Rocky Ridge Pump Station - Design and Bidding		100,000			100,000			
0055c Rocky Ridge Pump Station - Construction		555,000				555,000		
0056a Lakewood Pump Station - Predesign and Shorelines Permitting		100,000			100,000			
0056b Lakewood Pump Station - Design and Bidding		100,000				100,000		
0056c Lakewood Pump Station - Construction		595,000					595,000	
0155 Lake Whatcom Boulevard - Replace ~200LF at Gravity Outlet		54,636		54,636				
0157 Install Ball Check Valves at Cable, Ranch House, Flat Car, Beaver		109,273				109,273		
0161 Stationary Generator Closed Loop Cooling Retrofit - North Point, SV, Flat Car, Beaver		218,545					218,545	
0171 Sudden Valley Sewer Pump Station - Recondition Electrical Controls		163,909						163,909
0190 Flat Car Sewer Pump Station - Replace Volute, Impeller, Wear Rings (for pumps #1 and #3)		28,000	28,000					
0192 SLCS/OS PLC Replacements, UPS Improvements - Design, Bid, Install, Programming		100,000	100,000					
0193 COB Post Point WWTP Biosolids Handling (LWWSD Cost Share 4.8%)		1					1	
A0010 Update Sewer Comprehensive Plan (Current Plan Dated 6-14-2014)		85,000	85,000					

Program Area / CIP Project # / CIP Project Name	Fund	Total	2019	2020	2021	2022	2023	2024
E0003 Replace Sewer Camera Vehicle		79,942				79,942		
E0004 Replace Camera Equipment		40,314				40,314		
S0001a Sewer System Rehab and Replacement Projects		40,000	40,000					
S0001b Sewer System Rehab and Replacement Projects		60,000		60,000				
S0001c Sewer System Rehab and Replacement Projects		330,000					165,000	165,000
Subtotal		4,809,621	353,000	814,636	700,000	984,529	1,103,546	853,909
System Reinvestment - Water								
0084a Agate Heights Water System - Phase 1 WTP Upgrade 1/3 capacity (from 30gpm to 60gpm) - Design, Bid, SDC		55,000		55,000				
0084b Agate Heights Water System - Phase 1 WTP Upgrade 1/3 capacity (from 30gpm to 60gpm) - Construction		85,000		85,000				
0144 South Shore Water System - 1992 SVWTP 0.235MG Chlorine Contact Tank Seismic Retrofit - Priority 2		170,465						170,465
0164 Demolish Old Concrete Reservoir at 1010 Lakeview Street		35,000		35,000				
0165 South Shore Water System - SVWTP - Spare Transfer Pump		12,000	12,000					
0166 South Shore Water System - SVWTP - Convert from Chlorine Gas to Liquid		100,000			100,000			
0177 Water Meters (40) and Replacement Registers (200)		45,000	45,000					
0187 Fire Flow Improvements - Remove Deficient Fire Hydrant ID 22-112 (Low flow and pressure) at top of Kinglet Ct		2,000	2,000					
0188 Fire Flow Improvements - Hydraulic Model Calibration of Assumed Pipe Friction Loss Factor (C-Factor) in Areas of Fire Flow Deficiencies		15,000	15,000					
0189 Fire Flow & Seismic Improvements - Replace Division 7 Reservoir (Applied for \$1.5M Grant + \$215k matching District Funds = \$1.7M Total Project Cost)		215,000		215,000				
0191 Little Strawberry Bridge Water Main Replacement - Preliminary Design & Cost Estimate		20,000	20,000					
0194 SVWTP & AHWTP Misc Component Replacements		60,000	60,000					
0196 Field Chlorine Injection System for Water Main Disinfection after Depressurization		5,000	5,000					
0197 Reservoir Cage/Railing Improvements at Top of Fixed Ladders (Div 7, Div 22, & Geneva)		25,000	25,000					
0199 SVWTP 20-year Facility Improvement Plan		50,000	50,000					
0200 Division 30 Reservoir Safety Railing Around Perimeter		30,000		30,000				
0201 Convert Eageridge Booster to Metering Station		30,000		30,000				
W0002a Water System Rehab and Replacement Projects		50,000	25,000	25,000				
W0002b Water System Rehab and Replacement Projects		70,000			70,000			
W0002c Water System Rehab and Replacement Projects		660,000				220,000	220,000	220,000
Subtotal		1,734,465	259,000	475,000	170,000	220,000	220,000	390,465
Grand Total		7,477,624	675,600	1,382,336	1,329,380	1,271,479	1,380,196	1,438,632

* Note: Cost Estimates in 2019 Dollars



DRAFT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.E.

DATE SUBMITTED:	October 24, 2018	MEETING DATE:	October 31, 2018
SUBJECT:	District 50 th Anniversary		
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope, Administrative Assistant		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Whatcom County Board of Commissioners Resolution Authorizing the Formation of Whatcom County Water District No. 10		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

District staff have identified the original resolution by the Whatcom County Board of Commissioners authorizing the formation of Water District No. 10 (now the Lake Whatcom Water & Sewer District), which is dated November 21, 1968. Staff is working on graphics to be added to the website banner and new employee email signatures signifying this service milestone, as well as researching vinyl banners available in Bellingham. A press release is also in the works to be sent out in early November.

FISCAL IMPACT

Fiscal impacts associated with materials/memorabilia celebrating the District's 50-year anniversary are anticipated to be minimal relative to the District's overall budget. Staff is currently in the process of requesting quotes for outdoor vinyl signs from several local vendors.

RECOMMENDED BOARD ACTION

Not applicable.

PROPOSED MOTION

None required.

RESOLUTION RE: FORMATION OF)
WHATCOM COUNTY WATER DISTRICT)
NO.10

R E S O L U T I O N

WHEREAS, the returns of the election for the formation of a Water District at Lake Whatcom have been duly canvassed, and

WHEREAS, of the votes cast on the proposition for the formation of the Water District, 451 votes were cast in favor of the organization of said District and 30 votes were cast against the same; that of the votes cast on the proposition authorizing the Water District to levy a general tax of five mills for one year for general preliminary expenses of the District, 432 votes were cast in favor of the levy and 45 votes were cast against the levy, said vote being a majority of three-fifths of the electors thereof voting on the proposition and being not less than forty percent of the total number of votes cast in the District at the last preceding general State election held therein, as provided in R.C.W. 57.04 050.

NOW, THEREFORE, BE IT RESOLVED that Whatcom County Water District No. 10, is now a duly organized water district under the laws of the State of Washington, with boundaries established and defined in "EXHIBIT A" attached hereto and made a part of this Resolution.

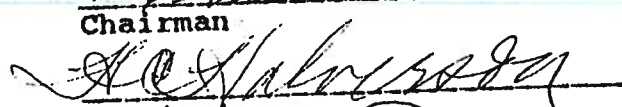
BE IT FURTHER RESOLVED that the following are the duly elected Commissioners of Whatcom County Water District No 10:

Harold B. Vaughn	District No. 1	6 year term
B. J. Gilshannon	District No. 2	4 year term
Faye J. Dixon	District No. 3	2 year term

Approved by the Board of County Commissioners of Whatcom County, Washington, this 21st day of November, 1968.

BOARD OF COUNTY COMMISSIONERS
OF WHATCOM COUNTY, WASHINGTON


Chairman


Commissioner


Commissioner

Attest: Wel la Hansen
County Auditor & Ex-officio
Clerk of the Board

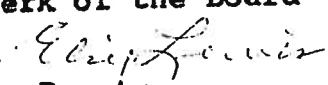
By 
Deputy

EXHIBIT A

Beginning at the meander corner on the Section line between Sections 26 and 27, Township 38 North, Range 3 East, Willamette Meridian, said corner being also the city limits of the City of Bellingham. Thence Northerly along the West line of Sections 26 and 23, Township 38 North, Range 3 East to the Southwest corner of Blackburn's 1st Addition to Sehome; thence Easterly to the center of the Southeast quarter of the Southwest quarter of Section 23, said Township and Range; thence Northerly to the center of the Northeast quarter of the Southwest quarter of said Section 23; thence Easterly to the Southeast corner of the Northeast quarter of the Northeast quarter of the Southwest quarter of said Section 23; thence Northerly to the center of said Section 23; thence Easterly along the East-West quarter section line to the quarter corner between Sections 23 and 24, said Township and Range; thence continuing Easterly through Section 24, said Township and Range, and Section 19, Township 38 North, Range 4 East to the quarter corner between Sections 19 and 20; Township 38 North, Range 4 East. Thence Southerly along the East section lines of Sections 19 and 30 to the quarter corner between Sections 29 and 30, said Township and Range; thence Easterly along the East-west quarter line of Section 29 to the center of Section 29, said Township and Range; thence Southerly along the North-south quarter section line of said Section 29 to the South East-west 1/16 line of said Section 29; thence Easterly on said South 1/16 line to the South 1/16 corner between Sections 28 and 29, said Township and Range; thence Southerly along the West Section lines of Section 28 and 33 to the South 1/16 corner between Sections 32 and 33, said Township and Range; thence Easterly along the South East-west 1/16 line of said Section 33 to the West 1/16 line of said Section 33; thence Southerly along the West North-south 1/16 line of said Section 33 to the Township line of Township 38 and 37 North; thence Easterly along said Township line to the Northeast Section corner of Section 4, Township 37 North, Range 4 East; thence Southerly along the East section lines of Sections 4, 9 and 16 to the quarter corner between Sections 15 and 16; said Township and Range; thence Easterly along the East-west quarter line of said Section 15 to the center of said Section 15; thence Southerly along the North-south quarter line of said Section 15 to the quarter corner between Sections 15 and 22; said Township and Range; thence Easterly along the North Section line of said Section 22 to the Northeast section corner of said Section; thence Southerly on the Section line between Sections 22 and 23, said Township and Range to the quarter corner between said Sections; thence Easterly on the East-west quarter line of Section 23 to the center of Section; thence Southerly on North-south quarter line of Section 23 to the quarter corner between Sections 23


and 26, said Township and Range; thence Easterly on the North section lines of Sections 26 and 25 to the Range line between Ranges 4 and 5 East; thence Southerly along said Range line to the quarter corner between Section 25, said Township and Range and Section 30, Township 37 North, Range 5 East, Willamette Meridian; thence Easterly along East-west quarter line of said Section 30 to the center of said Section; thence Southerly along the North-south quarter line to the South quarter corner of said Section 30; thence Westerly along the South Section line of said Section 30 to the Range line between Ranges 4 and 5 East; thence Northerly along said Range line to the South 1/16 corner between said Section 30 and Section 25, Township 37 North, Range 4 East; thence Westerly along the South East-west 1/16 line to the North-south quarter line of said Section 25, thence Northerly along the North-south quarter line to the center of said Section 25; thence Westerly along the East-west quarter lines of Sections 25, 26, 27 and 28 and 29 to the center of Section 29, said Township and Range; thence Northerly along the North-south quarter line of Sections 29 and 20 to the center of Section 20, said Township and Range; thence Easterly along the East-west quarter line of Section 20 to the East North-south 1/16 line of said Section 20; thence Northerly along the East North-south 1/16 lines of Sections 20 and 17 to the North East-west 1/16 line of Section 17, said Township and Range; thence Westerly on said North East-west 1/16 line to the North-south quarter line of said Section 17; thence Northerly along the North-south quarter line to the quarter corner between Sections 17 and 8, said Township and Range; thence Westerly along the North Section lines of Sections 17 and 18 to the Range line of Ranges 3 and 4 East; thence Northerly along said Range line to the Southeast Section corner of Section 1, Township 37 North, Range 3 East, Willamette Meridian; thence Westerly along the South Section line of said Section 1 to the Southwest Section corner of Section 1; thence Northerly along the Section line between Sections 1 and 2 to the quarter corner between said Sections 1 and 2; thence Westerly on the East-west quarter lines of Sections 2 and 3 to the center of Section 3; thence Northerly along the North-south quarter line of said Section 3 to the quarter corner between said Section 3 and Section 34, Township 38 North, Range 3 East; thence Westerly along the South Section line of said Section 34 to the Southwest section corner of said Section 34; thence Northerly along the West section lines of Sections 34 and 27 to the quarter corner between Sections 27 and 28, said Township and Range; thence Easterly along the East-west quarter line of said Section 27 to the harbor line of Lake Whatcom; thence Northeasterly along Bellingham City Limit line across Lake Whatcom to the point of beginning.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.F.

DATE SUBMITTED:	October 24, 2018	MEETING DATE:	October 31, 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. October 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 October 31, 2018 Board Meeting
Data Compiled 10/24/18 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	**	85	54	2
Connected ERUs	3832	70	44	2
Remaining Capacity (ERUs)	**	15	10	0
Permitted ERUs Under Construction	32	0	0	0
Pre-paid Connection Certificates & Expired Permits	17	0	5	0
Water Availabilities (trailing 12 months)	33	0	0	0
Subtotal - Commitments not yet connected	82	0	5	0
Available ERUs	**	15	5	0

** Per DOH, water system capacity is sufficient for buildout. Oct 2018

Completed Capital Projects in 2018	
Proj #	Project Name
C1407	Lowe Sewer Pump Station VFDs
C1605	Water System Plan Update
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
C1805	Water Meter Registers
M1806	Water Facilities Inspection & Maintenance
C1807	Replace Light Duty Truck
C1808	Replace Tool Truck
A1815	Compulsory Sewer Connections
A1816	Salary Survey
A1817	Web Site Update
M1819	2018 Asphalt Patching

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	
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	
Department of Revenue Prepared by: Debi	Due end of following month		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
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	191	93%
Office - Managers	19	19	100%
Office - Staff	52	52	100%
Overall	338	323	96%

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	Tuesday, October 9, 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	0	1	0	1	1
• Significant injury or illness diagnosed by a licensed health care professional					
• Days away from work (off work)					
• Restricted work or job transfer					
Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)	0	13	0	0	
Total Number of Days Away from Work (at home, in hospital, not at work)	0	4	0	0	
Near Misses	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

10/23/2018

C1504 Reservoir Site Security

Install site security system at 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.
- 10/23/2018 Staff obtaining updated quote from electrical contractor with option to route conduit on outside of building.

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 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.
- 10/18/2018 All additional information requested by County critical areas has been submitted. Waiting for shorelines 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)
- 10/23/2018 Majority of electrical panels, controls and wiring installed. Restoration site work and landscaping is nearing completion. Late arrival of pump bases delayed pump installation and startup.

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.
- 10/23/2018 Check valve position switches have been ordered that were needed. Valves will be installed and in service by end of 2018.

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.
- 10/23/2018 Staff asking Wilson for Task Order proposal to submit DOH design report for approval and to assist in coordination with COB.

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.
- 9/27/2018 Order placed 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.
- 10/24/2018 Dellesta & Edgewater PS. Design criteria review with District staff and RH2.

03 Permitting

10/25/2018 Euclid PS. Pre-application meeting scheduled with County, District staff, and RH2.

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.
- 10/23/2018 District staff begin rebuilding security fence around station.

05 Design

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

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 PS Stationary Generator & Lakewood PS Access Easement

Install stationary generator at Airport Sewer Pump Station. Record easements for both stationary generator at Airport and new access easement to Lakewood 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.

10/17/2018 Wilson Task Order issued to assist in preparing and recording new easements on WWU property.

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 Heights 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.

10/18/2018 Pilot testing of ATEC treatment system finished.

M1811 North Shore Sewer Force Main Stream Crossing Protection

Ductile iron sewer force main pipe is exposed in stream bed on North Shore. 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.

7/27/2018 District staff repaired 15 locations of I&I (manholes and covers).


10/18/2018 District issued purchase order to have 3 pump station wet wells pressure grouted, camera 3 force mains (Par, Edgewater, & Dellesta), and slip line an abandoned side sewer tee. Work to occur soon.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 5.G.

DATE SUBMITTED:	October 24, 2018	MEETING DATE:	October 31, 2018	
SUBJECT:	Monthly Budget Summary			
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton		
GENERAL MANAGER APPROVAL				
DISTRICT ENGINEER/ASST MGR APPROVAL				
FINANCE MANAGER APPROVAL				
ATTACHED DOCUMENTS		1. Monthly Budget Through 9/30/2018		
		2.		
		3.		
TYPE OF ACTION REQUESTED		RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Information only.

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

N/A

PROPOSED MOTION

N/A



LAKE WHATCOM WATER AND SEWER FUND SUMMARY 2018

401	420	425	426	431	450	460	
OPERATING	SYSTEM REINVESTMENT	SEWER/ STORM WATER CONTINGENCY	WATER CONTINGENCY	2016 BOND FUND	DEBT SERVICE	BOND RESERVE (RESTRICTED)	TOTAL
2018 REVENUES AND TRANSFERS IN	5,260,534	1,515,391	-	183,450	1,128,070	-	8,112,445
2018 EXPENDITURES AND TRANSFERS OUT	(6,122,656)	(805,934)	-	(158,575)	(362,069)	-	(7,472,253)
CASH/INVESTMENTS 2017 CARRYOVER	2,131,222	520,357	440,000	396,681	-	772,334	5,030,823
	\$1,229,814	\$772,210	\$440,000	\$421,556	\$766,001	\$772,334	\$5,671,015
ALLOCATED TO OPERATING RESERVES	\$1,269,100						
	-\$850,000						
	\$419,100						

INVESTMENTS/CASH AS OF 09/30/2018

058

LAKE WHATCOM WATER AND SEWER REVENUE

	Description	Budget 2018	ACTUAL 9/30/2018 75%
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	1,758,697
401-343-41-10	Permits (10 new connection permits)	143,480	319,390
401-343-50-11	Sewer Service Residential (2.5% rate increase) *	3,949,323	2,955,903
401-343-50-19	Sewer Service Other	4,000	3,247
401-343-50-80	Latecomer's Fees	-	6,772
401-343-81-10	Combined Fees	30,000	20,475
401-359-90-00	Late fees	50,000	42,846
401-361-11-00	Investment Interest	20,000	49,197
401-361-40-00-80	ULID 18 Interest/Penalties	8,000	7,566
401-368-10-00-80	ULID 18 Principal Payments	50,000	26,299
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	-	15,600
401-398-20-00-01	Insurance recovery	-	0
	TOTAL REVENUES	6,693,348	5,260,534 79%

	LAKE WHATCOM WATER AND SEWER EXPENDITURES		
	Description	BUDGET 2018	9/30/2018 75%
OPERATING FUND - 401			
EXPENDITURES			
401-53X-10-10	Admin Payroll (3% cola plus step increases - 2018)	652,846	457,337 70%
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	274,332	201,360 73%
401-53X-10-31	Gen Admin Supplies/Equipment	30,000	17,554
401-53X-10-31-01	Meetings/Team building	3,000	2,327
401-53X-10-40	Web pay/Bank Fees	30,000	28,931
	Interlocal - Lake Whatcom Management Program (City)		
	Interlocal - Invasive Species (City)		
	Interlocal - Lake Whatcom Tributary Monitor (County)		
401-534-10-41	Water Quality Assurance Programs (TOTAL)	55,000	50,000
	Simplifile (County Auditor Filing Fees)	6,500	
	Data Bar (Statement processing)	25,000	
	Answering Service	2,000	
	Data Pro (Time clock system)	2,000	
	BIAS Financial Software Maintenance	8,000	
	Web Check services	5,000	
	CPA (Internal audit and Financial statements)	6,000	
	WA State Audit	9,000	
	Salary study	15,000	
	Docuware/Web site maintenance and upgrade	5,000	
	Legal Counsel	100,000	
	3D - Computer support	25,000	
	3D - Firewall renewal	15,000	
	3D - Anti virus subscription	1,000	
	Building security for offices	1,500	
	Building custodial	9,500	
	Pest control	500	
	Landscaping service	4,500	
	South Whatcom Fire (hydrant maintenance)	3,500	
	GE Scada System Software Maintenance - Operations	7,500	
	Wilson Engineering	20,000	
	Camera Van Software	1,500	
	SCADA/PLC Support - Engineering/Operations	5,000	
	Cartograph - Engineering/Operations	6,000	
	Auto Desk - Engineering	1,000	
	GIS Partnership	1,000	
	Rockwell - Engineering/Operations	500	
	IT Pipes	1,500	


LAKE WHATCOM WATER AND SEWER EXPENDITURES			
	Description	BUDGET 2018	9/30/2018
	ESRI - ARC GIS	1,500	
	Innovyze - Engineering	2,500	
	Master Meter	2,000	
	Generator Load Testing	15,000	
	Cyberlock software	-	
	Whatcom County Emergency Management	20,000	
	Misc (Bid notices etc.)	5,000	
401-53X-10-41-01	Professional Services (TOTAL)	334,000	424,339
401-53X-10-42	Communication	50,000	37,651
401-53X-10-45	Admin Lease	2,000	5,300
401-53X-10-46	Property Insurance	140,000	-
401-53X-10-49	Admin Misc.	1,000	2,966
401-53X-10-49-01	Memberships/Dues	17,000	14,801
401-53X-10-49-02	WA State Dept of Revenue Taxes/Permits	205,000	159,763
401-53X-40-43	Training & Travel	35,000	22,068
401-53X-40-43-01	Tuition reimbursement	1,000	-
401-53X-50-31	Maintenance Supplies	150,000	130,072
401-53X-50-31-01	Small assets		2,962
401-53X-50-48	Operations Repair/Maint	190,000	85,499
401-53X-50-49	Insurance Claims	5,000	2,366
401-53X-60-41	Operations Contracted	8,500	4,390
401-534-60-47	Water City of Bellingham	40,000	35,515 89%
401-535-60-47	Sewer City of Bellingham Treatment Fee	640,000	496,517 78%
401-53X-80-10	Operations Payroll (3% cola plus step increases - 2018)	954,742	755,055 79%
401-53x-80-10-01	Operations Capital Projects Payroll	-	-
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	446,472	322,783 72%
401-53X-80-32	Fuel	24,000	21,126
401-53X-80-35	Safety Supplies	10,000	10,298
401-53X-80-35-01	Safety Supplies Boots	2,500	789
401-53X-80-35-02	Emergency Preparedness	10,000	720
401-53X-80-47	General Utilities	208,000	169,035 81%
401-53X-80-49	Laundry	4,000	3,062
	OPERATING EXPENDITURES	4,523,392	3,464,586 77%



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 7

DATE SUBMITTED:	October 24, 2018	MEETING DATE:	October 31, 2018
SUBJECT:	General Manager's Report		
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary	
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Manager's Report	
		2.	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Updated information from the General Manager in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



LAKE WHATCOM WATER AND SEWER DISTRICT

General Manager's Report

Upcoming Dates & Announcements

Regular Meeting – Wednesday, October 31 , 2018 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Next Regular Board Meeting	Wed Nov 14, 2018	6:30 p.m.	Board Room
Next Employee Staff Meeting	Thu Nov 15, 2018	8:00 a.m.	Board Room Scheduled to Attend: Commissioner Carter
Finance Committee Meeting	January 2019	TBD	Small Conference Room
Safety Committee Meeting	Tue Nov 20, 2018	7:30 a.m.	Maintenance Facility
Lake Whatcom Management Program			
Data Group Meeting	Thu Nov 15, 2018	9:00 a.m.	City of Bellingham PW Offices 2221 Pacific Street
Policy Group Meeting	Mon Oct 29, 2018	3:00 p.m.	City of Bellingham's Fireplace Room 625 Halleck Street <i>Enter through the Halleck St entrance</i>
Management Meeting	None Planned		Last meeting – March 28, 2018
Other Meetings			
Whatcom Water Districts Caucus Meeting	Wed Nov 21, 2018	1:00 p.m.	Board Room
WASWD Section 3 Meeting	Tue Nov 13, 2018	6:15 p.m.	Bob's Burgers, 8822 Quil Ceda Pkwy, Tulalip, WA

Other Announcements & Reminders

Committee Meeting Reports

Safety Committee – last meeting was held on October 9, 2018

Upcoming Important Agenda Topics and Meetings

- November 14, 2018 Board Meeting – a refined draft of the 2019 budget (based upon Board comments provided during the October 31 meeting) will be presented by staff
- December 2018 Board Meeting – anticipate collective bargaining agreement with AFSCME Local 114 WD for Board consideration

General Manager Updates

Operation & Maintenance Manager

- Brent Winters is scheduled to start on November 13

Water & Sewer Risk Management Pool

- Justin Clary and Rich Munson attended the semi-annual meeting on October 18

Fiscal/Administrative Health

- Under contract with the District, VSH Certified Public Accounts recently completed in independent audit focused on District internal controls over recordkeeping

Emergency Preparedness

- District staff participated in an emergency response tabletop exercise facilitated by Whatcom County emergency management personnel (with Sudden Valley Community Association personnel) on October 25

Post Point Wastewater Treatment Plant Solids Disposal Upgrades

- Justin Clary and Bill Hunter met with Eric Johnston, City of Bellingham assistant public works director, on October 23

Lake Whatcom Management Program

- Justin Clary and Bill Hunter attended the data group meeting on October 11
- Justin Clary met with Ted Carlson, City of Bellingham public works director, and John Hutchings, Whatcom County public works director, October 18
- Justin Clary scheduled to attend the policy group meeting on October 29

Community/Public Relations


- Justin Clary attended the Whatcom Land Trust conservation leaders breakfast on October 10
- Press release associated the Department of Health's approval of the Water System Comprehensive Plan issued on October 25
- District scheduled to participate in the Sudden Valley Trunk or Treat event on October 27
- Justin Clary scheduled to attend the Recreation Northwest breakfast of champions event on November 14
- Justin Clary scheduled to meet with Chief Ralston and Assistant Chief Topel of South Whatcom Fire Authority on November 19



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

Item 9

DATE SUBMITTED:	October 24, 2018	MEETING DATE:	October 31, 2018
SUBJECT:	Executive Session		
TO: BOARD OF COMMISSIONERS		FROM: Rachael Hope	
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS		1.	
		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

Executive Session for the purpose of considering issues related to collective bargaining with a labor union, under RCW 42.30.140 section 4(a).

The Executive Session is expected to last 30 minutes.

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

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

N/A

PROPOSED MOTION

N/A



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL FYI

DATE SUBMITTED:	October 24, 2018	MEETING DATE:	October 31, 2018
SUBJECT:	Revised Agenda Bill Format		

At the October 10, 2018 Board meeting, Commissioner Citron requested a revision to the District's Agenda Bill template in order to make subject lines more easily recognizable at a glance. Attached is the proposed new template to begin use in November. Please provide any feedback to Rachael.



**AGENDA
BILL
Item 5X**

XX SUBJECT XX

DATE SUBMITTED:		MEETING DATE:	
TO: BOARD OF COMMISSIONERS	FROM:		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

FISCAL IMPACT

RECOMMENDED BOARD ACTION

PROPOSED MOTION