

LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS AGENDA

November 14, 2018 6:30 p.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. Septic Systems Conversion Project Closeout
 - B. Draft 2019 Budget Presentation/Discussion
 - C. District 50 Year Anniversary Update
- 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**

AG	iENDA BILL em 4	Consent Ag	genda	
DATE SUBMITTED:	November 7, 2018	MEETING DAT	E: Novemb	er 14, 2018
TO: BOARD OF COMM	ISSIONERS	FROM: Rachael	Норе	
GENERAL MANAGER APF	PROVAL		100	
DISTRICT ENGINEER/ASS	T MGR APPROVAL			48.5
FINANCE MANAGER APP	ROVAL			
ATTACHED DOCUMEN	TS	1.		4 19 19 19 19 19 19 19 19 19 19 19 19 19
		2.		
		3.		
TYPE OF ACTION REQU	IESTED		FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER

TO BE UPDATED 11.14.18

BACKGROUND / EXPLANATION OF IMPACT

- Meeting Notes from the 10/31/2018 Board Meeting
- Payroll for Pay Period #23 (10/20/2018 through 11/02/2018) totaling \$41,302.53.
- Payroll Benefits for Pay Period #23 totaling \$46,286.57.
- Accounts Payable Vouchers total to be added 11/14/18.



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

October 31, 2018

Board President Laura Weide called the Regular Session to order at 8:00 a.m.

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

Also in attendance were District Construction Engineer Kristin Hemenway and Maintenance Workers Jonathan Lydiard and Cyrus Gates. No public were in attendance.

Changes to Agenda

Hunter requested that the presentation portion of Item 5F be moved to the top of the Agenda to allow staff to return to work afterwards. The Board agreed.

Staff Presentation – Little Strawberry Bridge Pipe Repair

Construction Engineer Kristin Hemenway presented the Board with an overview of one of the District's summer projects, a bridge pipe repair on the Little Strawberry Bridge in Sudden Valley. The repair included use of specialized Bridgewalker equipment to allow access to the underside of the bridge.

Consent Agenda

Action Taken

McRoberts moved, Citron seconded, approval of:

- 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.
- 3rd Quarter Payroll Taxes totaling \$6,636.70.
- Accounts Payable Vouchers totaling \$302,381.16.

Motion passed.

<u>Resolution No. 849 – A Resolution Authorizing Investment of District Monies in the Local Government</u> <u>Investment Pool</u>

Denton summarized that the District invests money in the Local Government Investment Pool (LGIP), which is a public funds investment account administered by the State Treasurer's Office. During recent communication with the Treasurer's Office, 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 as the "authorized individual" for management of District monies in the LGIP. District legal counsel recommended changing the authorization to match a position title rather than an individual name.

Action Taken

Carter moved, Citron seconded, to adopt Resolution No. 849 as presented. Motion passed.

Resolution No. 850 – A Resolution Updating the District's Credit Card Usage Policy

Denton explained that updates to the Administrative Code are required to reflect two recent changes in regards to the District's credit card usage. The first is that the credit card-issuing bank has increased the limit per credit card to \$5,000. The second is the replacement of the Maintenance Supervisor position with the Operation & Maintenance Manager position. Resolution No. 850 revises the Administrative Code to reflect the new credit limit and management position.

Action Taken

McRoberts moved, Ford seconded, to adopt Resolution No. 850 as presented. Motion passed.

Resolution No. 851 – A Resolution Updating the Policy Governing Award of Public Works Contracts

Denton advised the Board that during the District's 2018 audit by the Washington State Auditor's Office, it was noted that state law requires governing bodies to pass a resolution allowing purchase of goods and equipment through the United States government without calling for bids. 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.

Action Taken

Carter moved, Citron seconded, to adopt Resolution No. 851 as presented. Motion passed.

Draft 2019 Budget

Clary introduced the draft 2019 budget to the Board. Denton then gave a brief explanation of the budget development process and overview of its contents. 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. Discussion followed.

District 50th Anniversary

Clary briefed the Board on ongoing preparations for recognition of the District's upcoming 50th anniversary milestone. 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 special graphics, a press release, and is in contact with local vendors regarding ideas.

Monthly Budget Summary

Denton reported that the 2018 budget is still on course with the end of September numbers.

Summary of Existing District Projects

Hunter highlighted completed staff projects and number of permits and new services this year, and gave general updates on ongoing projects.

General Manager's Report

Clary updated the Board on several topics including the recent Lake Whatcom Management Program meeting, a recent meeting with Eric Johnston from the City of Bellingham regarding the Post Point Wastewater Treatment Plant Solids Disposal Upgrades, and district Community/Public Relations. Discussion followed.

After participation in a recent emergency response tabletop exercise facilitated by Whatcom County emergency management personnel (with Sudden Valley Community Association personnel), Clary recognized District Safety Officer & Engineering Technician Rich Munson for his hard work and positive interactions and outcomes in working with other agencies.

Clary also recognized Commissioner Citron, who became a Board member in October 1998, for reaching the milestone of 20 years of service to the District. Staff also offered Thanks to Commissioner Citron.

Executive Session Per RCW 42.30.140 (4)(a): Collective Bargaining - 15 Minutes

Weide recessed the Special Session to Executive Session at 10:00 a.m. It was estimated that the Executive Session would take about 15 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 10:11 a.m.

With no further business, Weide adjourned the Regular Session at 10:11 a.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Weide

Todd Citron

Bruce R. Ford

Leslie McRoberts

John Carter

Lake Whatcom W-S District MCAG #: 2330

CHECK REGISTER

11/08/2018 To: 11/08/2018

PAYROLL

Time: 15:56:34 Date: 11/06/2018 Page: 1

Trans	Date	Туре	Acct #	Chk #	Claimant	Amount Memo
3540	11/08/2018	Payroll	5	EFT	JUSTIN L CLARY	3,795.30 10/20/2018 - 11/02/2018 PR 23
3541	11/08/2018	Payroll	5	EFT	KEVIN F. COOK	3,389.28 10/20/2018 - 11/02/2018 PR 23
3542	11/08/2018	Payroll	5	EFT	RANDY S. CRAKER	2,777.60 10/20/2018 - 11/02/2018 PR 23
3543	11/08/2018	Payroll	5	EFT	JASON C. DAHLSTROM	2,303.21 10/20/2018 - 11/02/2018 PR 23
3544	11/08/2018	Payroll	5	EFT	DEBRAA. DENTON	3,285.36 10/20/2018 - 11/02/2018 PR 23
3545	11/08/2018	Payroll	5	EFT	CYRUS R GATES	1,392.26 10/20/2018 - 11/02/2018 PR 23
3547	11/08/2018	Payroll	5	EFT	PATRICIA A GILMORE	975.45 10/20/2018 - 11/02/2018 PR 23
3548	11/08/2018	Payroll	5	EFT	KRISTIN D HEMENWAY	2,542.66 10/20/2018 - 11/02/2018 PR 23
3549	11/08/2018	Payroll	5	EFT	RACHAEL L HOPE	1,643.45 10/20/2018 - 11/02/2018 PR 23
3550	11/08/2018	Payroll	5	EFT	WILLIAM A. HUNTER	3,334.71 10/20/2018 - 11/02/2018 PR 23
3551	11/08/2018	Payroll	5	EFT	TIMOTHY D. KEENER	1,940.48 10/20/2018 - 11/02/2018 PR 23
3552	11/08/2018	Payroll	5	EFT	JONATHAN B. LYDIARD	1,890.61 10/20/2018 - 11/02/2018 PR 23
3553	11/08/2018	Payroll	5	EFT	MICHAEL A. MORITZ	2,559.97 10/20/2018 - 11/02/2018 PR 23
3554	11/08/2018	Payroll	5	EFT	RICHARD D. MUNSON	2,456.36 10/20/2018 - 11/02/2018 PR 23
3555	11/08/2018	Payroll	5	EFT	ROXANNE T. PETERSON	1,492.51 10/20/2018 - 11/02/2018 PR 23
3556	11/08/2018	Payroll	5	EFT	NORMA J. ROWLAND	1,855.83 10/20/2018 - 11/02/2018 PR 23
3557	11/08/2018	Payroll	5	EFT	KENNETH C. ZANGARI	2,370.11 10/20/2018 - 11/02/2018 PR 23
3546	11/08/2018	Payroll	5	8448	MICHAEL J. GILLIS	1,297.38 10/20/2018 - 11/02/2018 PR 23
	8	401 Oper	ating Fund			41,302.53

41,302.53 Payroll: 41,302.53

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

Sign

Date 11/7/2018

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

Commisioner

Commisioner

Commisioner

Commisioner

Commisioner

Lake Whatcom W-S District

CHECK REGISTER

BENEFITS

Lake MCA	Whatcom V G #: 2330	W-S Distr	ict	1	1/08/2018 To: 11/08/2018	Time: 16:0	02:12 Date: 11/06/2018 Page: 1
Trans	Date	Туре	Acct #	Chk #	Claimant	Amount	Memo
3558	11/08/2018	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	3,012.00	Pay Cycle(s) 11/08/2018 To 11/08/2018 - DCP
3559	11/08/2018	Payroll	5	EFT	UNITED STATES TREASURY	14,782.24	941 Deposit for Pay Cycle(s) 11/08/2018 - 11/08/2018
3560	11/08/2018	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	9,653.40	Pay Cycle(s) 11/08/2018 To 11/08/2018 - PERS 2
3561	11/08/2018	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	2,864.47	Pay Cycle(s) 11/08/2018 To 11/08/2018 - PERS 3
3562	11/08/2018	Payroll	5	8449	AFLAC	354.85	Pay Cycle(s) 11/08/2018 To 11/08/2018 - AFLAC Pre-Tax: Pay Cycle(s) 11/08/2018 To 11/08/2018 - AFLAC Post-Tax
3563	11/08/2018	Payroll	5	8450	AFSCME LOCAL	367.35	Pay Cycle(s) 11/08/2018 To 11/08/2018 - Union Dues: Pay Cycle(s) 11/08/2018 To 11/08/2018 - Union Fund
3564	11/08/2018	Payroll	5	8451	HRA VEBA TRUST (PAYEE)	490.00	Pay Cycle(s) 11/08/2018 To 11/08/2018 - VEBA
3565	11/08/2018	Payroll	5	8452	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 11/08/2018 To 11/08/2018 - ICMA
3566	11/08/2018	Payroll	5	8453	WA ST SUPPORT ENFORCEMENT REGISTERY	208.34	Pay Cycle(s) 11/08/2018 To 11/08/2018 - SUP ENF
3567	11/08/2018	Payroll	5	8454	WASHINGTON STATE HEALTH CARE AUTHORITY	14,453.92	Pay Cycle(s) 11/08/2018 To 11/08/2018 - PEBB Medical; Pay Cycle(s) 11/08/2018 To 11/08/2018 - PEBB ADD LTD; Pay Cycle(s) 11/08/2018 To 11/08/2018 - PEBB SMK Surcharge; Pay Cycle(s) 11/08/2018 To 11/08

401 Operating Fund

46,286.57

46,286.57 Payroll:

46,286.57

				CHECK I	REGISTER	1	BEINE	r113	
Lake Whatcom	n W-S Dist	rict				Time:	16:02:12	Date:	11/06/2018
MCAG #: 233	0			11/08/2018	То: 11/08/2018			Page:	2
Trans Date	Туре	Acct #	Chk #	Claimant		Ar	mount Memo)	

NERITO

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

Sign

Date 11/7/2018

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

Commisioner

Commisioner

Commisioner

Commisioner

Commisioner

AG Whatcom Whatcom Sewer Unit Ite	ENDA BILL Septi m <u>5A</u>	ic Systems C Project Clos	onversions seout	
DATE SUBMITTED:	November 5, 2018	MEETING DATE:	November 14	4, 2018
TO: BOARD OF COMM	SSIONERS	FROM: Bill Hunte	er	
GENERAL MANA	GER APPROVAL	Costa	4	
DISTRICT ENGINEER/A	SST MGR APPROVAL	B.H.	0	
FINANCE MANA	GER APPROVAL			
ATTACHED DOCUMEN	TS	1. Wilson Lette	r Dated 10/12/201	8
		2.		
		3.		
TYPE OF ACTION REQU	ESTED		FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER

BACKGROUND / EXPLANATION OF IMPACT

The Septic System Conversion Project connected 3 properties that were on septic systems to public sewer. Those properties were: 975 Geneva Street, 1213 Lakeview Street, and 4354 Lakehill Lane.

Two of the owners qualify as low-income persons pursuant to RCW 57.08.014 and District Administrative Code 3.5.13, thereby allowing a delay in the collection of District costs by means of agreement and recorded Deed of Trust. The District will be reimbursed when the properties are sold, transferred, or change ownership. Interest will accrue on the debt at a rate equal to the arithmetic mean of the District's current bond issue in place on the date the agreement is executed (currently 3.23%).

The third owner will reimburse the District by making 15 equal annual payments, the first of which is due July 1, 2019 in accordance with District Administrative Code 3.5.12. An agreement and recorded Deed of Trust will secure this debt. Each installment will include principal, plus interest at a rate equal to the arithmetic mean of the District's current bond issue in place on the date the agreement is executed (currently 3.23%).

An Advertisement for Bids was published in the Bellingham Herald on May 30, 2018. A non-mandatory pre-construction meeting was held on June 12, 2018. Two addenda were issued. Two bids were received June 19, 2018. On June 27, 2018 the Board of Commissioners awarded the Septic System Conversions Project to Len Honcoop Gravel, Inc. for a contract amount of \$71,708.32 including 8.5% sales tax.

The contractor has completed all work.

FISCAL IMPACT

The original contract award amount was \$71,708.32 including 8.5% sales tax.

The project was completed for \$71,708.32 including 8.5% sales tax.

RECOMMENDED BOARD ACTION

Staff recommends the Board accept the project as complete.

PROPOSED MOTION

A recommended motion is:

"I move to accept the Septic System Conversions Project as complete and authorize staff to close out the public works project."



October 12, 2018

Bill Hunter District Engineer / Assistant General Manager Lake Whatcom Water and Sewer District 1220 Lakeway Drive Bellingham, WA 98229

Re: Final Physical Completion of Septic System Conversions Project (#A1815)

Dear Bill:

The Contractor has finished the punch list items shown in the Notice of Substantial Completion, dated September 25, 2018. We recommend that the Board accept the Septic System Conversions Project as complete.

The final invoice is submitted in conjunction with this letter.

Very Truly Yours,

WILSON ENGINEERING, L.L.C.

Brim M. Smith

Brian Smith, P.E.

cc: Tyler Bosman, Len Honcoop Gravel, Inc.

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AG	iENDA BILL m 5.B	Draft 2019 E	Budget	
DATE SUBMITTED:	November 5, 2018	MEETING DATE:	November 1	4, 2018
TO: BOARD OF COMM	ISSIONERS	FROM: Justin Cla	ry, General Manag	ger
GENERAL MANA DISTRICT ENGINEER/A	GER APPROVAL SST MGR APPROVAL	gate	CZ	
FINANCE MANA	GER APPROVAL		178.199 	
ATTACHED DOCUMEN	TS	1. Draft 2019 B	udget	
		2.		
		3.		
TYPE OF ACTION REQU	ESTED		FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER

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 \$4,780,000, 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: 4.06% 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: 5.85% increase

- Payroll 3% COLA plus step increases
- Benefits 4% increase
- Additional staff member budgeted for succession
- Cartegraph upgrades
- Records management system upgrade
- Fuel and utility market increases
- City of Bellingham treatment cost increase
- Dept of Revenue tax increase

• 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 within the industry standard of 45-60 days for sewer utilities and 60-90 days for water utilities. In any year where operating reserves exceed the maximum day of O&M expenses at year-end, the excess cash is "swept" into the capital account to help pay for capital projects.

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 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.



OPERATING FUND SUMMARY 401

This fund is maintained as the primary operating fund of the District. The majority of the revenue is derived from rates charged to water and sewer customers. Other revenue sources are interest income, late payment fees, recording fees, permit fees, ULID payments and miscellaneous charges and fees. All fees and charges are set by the Board of Commissioners. Funds collected are used to pay for operating and maintenance expenditures in accordance with the annual operating budget.



SYSTEM REINVESTMENT FUND SUMMARY 420

The System Reinvestment Fund is a special fund intended to receive and disburse funds for capital construction projects. This fund is primarily funded through interfund income from the General Fund. This amount is established through our rate study. The System Reinvestment Fund expenses are derived from the "Capital Improvement and Maintenance Plan" attached to the fiscal year 2019 budget.



SEWER/STORM WATER CONTINGENCY FUND SUMMARY 425

The Sewer/Storm Water Contingency Fund was created to ensure that unforeseen projects related to sewer system and storm water system expenses will have funding, as approved by the Board. The funding level is established at 1% of utility plant replacement cost.

WATER CONTINGENCY FUND SUMMARY 426

The Water Contingency Fund was created to ensure that unforeseen projects related to the water system will have funding, as approved by the Board. The funding level is established at 1% of utility plant replacement cost.



DEBT SERVICE FUND SUMMARY 450

The Debt Service Fund serves to provide redemption of outstanding debt incurred. The 2016 Bond issue interest is paid semi-annually, and the principal is paid annually from General Fund revenues. This fund also serves to provide redemption of long term water project loans. Principal and interest are paid entirely from General Fund revenues. A " Revenue Bonds and Loan Funds Summary" is included in the budget document.

BOND RESERVE FUND SUMMARY 460

This fund was established by the covenants of the 2016 bond sale and is restricted by definition. A reserve limitation is required to be held in the Reserve Fund until the outstanding 2016 bonds are paid in full. The bond reserve is fully funded.

DRAFT 11/01/2018



LAKE WHATCOM WATER AND SEWER FUND SUMMARY 2019

A Seven US	401	420	425	426	450	460	
	OPERATING	SYSTEM REINVESTMENT	SEWER/ STORM WATER CONTINGENCY	WATER CONTINGENCY	DEBT SERVICE	BOND RESERVE (RESTRICTED)	TOTAL
2019 REVENUES AND TRANSFERS IN	6,965,145	1,600,000	15,000	20,000	867,100	,	9,467,245
2019 EXPENDITURES AND TRANSFERS OUT	(7,290,140)	(2,600,000)	¢.	ŝ	(867,100)		(10,757,240)
CASH/INVESTMENTS 2018 CARRYOVER	1,200,000	1,000,000	770,000	440,000	•	772,334	4,182,334
PROPOSED 2019 YEAR END BALANCE ALLOCATED TO OPERATING RESERVE AVAILABLE 2019 YEAR END BALANCE	\$875,005 \$800,000 \$75,005	\$	\$785,000	\$460,000	\$0	\$772,334	\$2,892,339

	DRAFT 11/01/2018				
	Description	Actual	Actual	Adopted	Budget
OPERATING FUND - 401		2016	2017	2018	2019
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	2,526,043
401-343-41-10	Permits (15 new connection permits)	66,580	171,830	143,480	210,000
401-343-50-11	Sewer Service Residential (2.5% rate increase) *	3,734,240	3,849,280	3,949,323	4,058,102
401-343-50-19	Sewer Service Other	4,361	3,961	4,000	4,000
401-343-50-80	Latecomer's Fees	6,766	6,772	•	•
401-343-81-10	Combined Fees	29,564	27,211	30,000	30,000
401-359-90-00	Late fees	54,573	56,798	50,000	50,000
401-361-11-00	Investment Interest	1,332	11,163	20,000	50,000
401-361-40-00-80	ULID 18 Interest/Penalties	20,166	18,631	8,000	5,000
401-368-10-00-80	ULID 18 Principal Payments	45,368	60,796	50,000	30,000
401-369-10-00	Sale of scrap metal and surplus	2,641	448	1,000	2,000
401-369-10-01	Miscellaneous	1,235	2,756	1	
401-369-40-00	Judgements and Settlements	•	·		•
401-395-10-00	Sale of Capital Assets		•	•	
401-395-20-00	Insurance Recoveries		4,083	1	•
	TOTAL REVENUES	6,066,170	6,527,640	6,693,348	6,965,145
					egend:
	1%	to a second s			
	120			9	31% Sewer Service
					36% Water Sales
					1% Fees/Charges
				0	2% Permits, Other
	a de				
		de trata (
	61%				
	Per Resolution 806 effective 1/1/2015				
	Scheduled annual rate increase				

OPERATING - 401 COMPANTING - 401 EXPENDITIVES Admin Payrol (3% oda plus step increases - 219) 519.075 640.699 622.346 77427 001 55X+10-00 Admin Payrol (3% oda plus step increases - 219) 519.075 640.699 622.346 77427 001 55X+10-00 Admin Payrol (3% oda plus step increases - 219) 519.075 640.699 622.346 77427 001 55X+10-00 Markin Payrol (3% oda plus step increases - 219) 519.075 543.3 20.000 3000 <th>udget 2018 Budget 2019</th> <th></th>	udget 2018 Budget 2019	
EXPENDITURES Admin Fayroll (% cola plus step increases - 2013) 519,076 640,669 652,946 674,270 401-55X+10-40 Admin Fayroll (% cola plus step increases - 2013) 519,076 640,669 652,946 674,270 401-55X+10-40 Admin Fayroll (% cola plus step increases - 2013) 519,076 640,669 652,946 674,270 401-55X+10-40 Admin Fayroll (% cola plus step increases - 2013) 519,076 5403 23,053 23,003 3000 401-55X+10-40 Interioral - Invasive Species (70) 2,540 3,053 3,000 <t< th=""><th></th><th></th></t<>		
401:33X:10-10 Admin Psyrol (3% cola plus step increases - 2019) 519,076 640,699 652,846 574,372 234,300 3000 4000 401:53X:10-20 Gam Admin Psyronel Benelis (Medical, Felierment etc) 25,653 3,053 3,053 3,000 4000 401:53X:10-40 Weengar Faan building 25,653 3,000 3,000 4000 401:53X:10-40 Weengar Faan building 2,540 3,053 3,000 4000 401:53X:10-40 Weengar Faan building 2,540 3,050 3,000 4000 401:53X:10-40 Weengar Faan building 2,540 3,050 3,000 4000 401:53X:10-41 Weengar Faan building 2,540 3,050 3,000 4000 401:53X:10-41 Water Claithy Assumance Programs (TOTAL) 58,161 8,856 56,000 4000 401:53X:10-41 Water Claithy Assumance Programs (TOTAL) 58,161 8,856 56,000 5000 401:53X:10-54 Water Claithy Assumance Programs (TOTAL) 58,161 8,856 56,000 5000 <t< td=""><td></td><td>CHAN</td></t<>		CHAN
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GIS Partnership (County) Rockwell - Engineering/Operations 17 Pipes 1,500 1,50	1,000	
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IT Pipes	500	
	1,500	
ESRI - ARC GIS 1,500	1,500	

DRAFT 11/01/2018	Description	Actual 2016	Actual 2017	Budget 2018	Budget 2019		
	Innovyze - Engineering				2,500		
	Master Meter				2,000		
	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	290,000	-13.17%	(44,000)
401-53X-10-42	Communication	49,276	49,463	50,000	50,000	0.00%	
401-53X-10-45	Admin Lease (copy/printers now leased)	1,796	1,820	2,000	7,000	250.00%	5,000
401-53X-10-46	Property Insurance	129,198	135,190	140,000	134,000	-4.29%	(000)
401-53X-10-49	Admin Misc.	1,867	1,192	1,000	1,000	0.00%	•
401-53X-10-49-01	Memberships/Dues	12,843	14,215	17,000	17,000	0.00%	•
401-53X-10-49-02	WA State Dept of RevenueTaxes/Permits	200,780	202,182	205,000	215,000	4.88%	10,000
401-53X-40-43	Training & Travel	21,814	20,463	35,000	35,000	0.00%	•
401-53X-40-43-01	Tuition reimbursement	•	286	1,000	1,000	0.00%	•
401-53X-50-31	Operations/Maintenance Supplies	196,312	147,259	150,000	280,000	86.67%	130,000
401-53X-50-31-01	Small Assets/tools	•	•	•	20,000	100.00%	20,000
401-53X-50-48	Operations Repair/Maint contracted work	111,230	176,712	190,000	40,000	-78.95%	(150,000)
401-53X-50-49	Insurance Claims	5,000	•	5,000	5,000	0.00%	•
401-53X-60-41	Operations Contracted (water testing/generator load testing)	7,613	18,979	8,500	22,500	164.71%	14,000
401-534-60-47	Water City of Bellingham	37,823	40,386	40,000	45,000	12.50%	5,000
401-535-60-47	Sewer City of Bellingham Treatment Fee	616,004	643,912	640,000	650,000	1.56%	10,000
401-53X-80-10	Operations Payroll (3% cola plus step increases - 2019)	986,544	926,386	954,742	1,066,380	11.69%	111,638
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	382,279	402,301	446,472	503,000	12.66%	56,528
401-53X-80-32	Fuel	15,232	27,422	24,000	28,000	16.67%	4,000
401-53X-80-35	Safety Supplies	5,657	12,429	10,000	10,000	0.00%	•
401-53X-80-35-01	Safety Supplies Boots	1,158	2,019	2,500	2,500	0.00%	•
401-53X-80-35-02	Emergency Preparedness	•	428	10,000	10,000	0.00%	•
401-53X-80-47	General Utilities (Electric, gas, water, garbage)	203,339	191,704	208,000	230,000	10.58%	22,000
401-53X-80-49	Laundry	3,544	3,901	4,000	4,000	0.00%	•
401-591-35-77	Post Point Principal Payments	73,213	•	•	•		
401-592-35-83	Post Point Interest Payments	120,426	Ð	Ð	₽		
	OBEDATING EVDENDITIBES	4 204 015	A 945 764	A 503 300	A 700 040	020	
		7,537,010	1,010,01	100,020,4	4,1 00,070	0/00.0	

FRANSFERS Transfers Out to System Reinvestment Fund 420 372,111 1,043,087 1,505,000 1,600,000 Transfers Out to Sewer/Storm Water Contingency Fund 425 372,111 1,043,087 1,505,000 1,600,000 Transfers Out to Sewer/Storm Water Contingency Fund 426 600,000 6,000 6,000 20,000 Transfers Out to DWSRF Projects Fund 420 643,305 832,727 649,775 887,1 Transfers Out to DWSRF Projects Fund 460 250,000 713,050 832,727 649,775 887,1 Transfers Out to DWSRF Projects Fund 460 250,000 215,470 2,031,113 2,623,885 2,602,110 Transfers Out to Water Loan Debt Service Fund 470 215,470 2,631,113 2,623,385 2,602,110 1,945,965 2,602,110 1,965,100 1,500,00 2,602,110 2,602,110 2,602,110 2,602,110 2,602,110 2,602,110 2,602,110 2,602,110 2,602,110 2,602,110 2,602,110 2,602,110 1,200,00 2,602,110 2,602,110 2,602,110 2,602,110 2,602,110 2,602,110 2,602,110 2,602,110	DRAFT 11/01/2018	Description	Actual 2016	Actual 2017	Budget 2018	Budget 2019		
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Transfers Out to Water Contingency Fund 426 600,000 120,000 20,000 Transfers Out to DWSRF Projects Fund 450 65,334 6,299 120,000 20,000 Transfers Out to DWSRF Projects Fund 450 65,334 6,299 649,775 867,1 Transfers Out to Debt Service Fund 450 250,000 250,000 250,000 264,775 867,1 Transfers Out to Bond Reserve Fund 460 250,000 215,470 250,110 289,110 264,775 867,1 Transfers Out to Water Loan Debt Service Fund 470 215,470 232,727 649,713 2,623,105 867,1 Transfers Out to Water Loan Debt Service Fund 470 215,470 232,113 2,623,105 2,502,1 DFRATING FUND OPERATING REVENUES 1,945,965 2,031,113 2,623,385 2,502,1 OPERATING FUND OPERATING REVENUES (1,945,965) (2,504,16 6,965,17 2,502,1 TRANSFERS 2016 6,066,170 6,527,640 6,965,12 2,502,1 2,502,1 2018 2016 (4,294,015) (4,294,015) (4,293,392) (4,786,016) 2,502,1 2,502,1 2019		Transfers Out to Sewer/Storm Water Contingency Fund 425	5	149.000	60.000	15.000		
Transfers Out to DWSRF Projects Fund 440 65,334 6,299 67,175 867,1 Transfers Out to Debt Service Fund 450 250,000 832,727 649,775 867,1 Transfers Out to Debt Service Fund 450 250,000 250,000 - 289,110 Transfers Out to Water Loan Debt Service Fund 470 215,470 - 289,110 - Transfers Out to Water Loan Debt Service Fund 470 215,470 - 289,110 - - OPERATING FUND OPERATING REVENUES 1,945,965 2,031,113 2,623,885 2,502,1 OPERATING FUND OPERATING EXPENDITURES (4,294,015) (4,357,64) (4,523,392) (4,788,0 TRANSFERS 2018 BALANCE CARRYOVER (1,945,965) (2,031,113) (2,623,885) (2,502,1) 2019 ALLOCATED TO OPERATING RESERVES 013,011 (2,623,885) (2,502,1) (2,000,00) (2,000,00) (2,000,00) (2,000,00) (2,000,00) (2,000,00) (2,000,00) (2,000,00) (2,000,00) (2,000,00) (2,000,00) (2,000,00) (2,000,00) (2,000,00) (2,000,00) (2,000,00) (2,000,00) (2,000,00) (2,000,00) (2,000		Transfers Out to Water Contingency Fund 426	600,000		120,000	20,000		
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Transfers Out to Bond Reserve Fund 460 250,000 - 289,110 Transfers Out to Water Loan Debt Service Fund 470 215,470 - 289,110 ToTAL TRANSFERS 1,945,965 2,031,113 2,623,885 2,502,1 OPERATING FUND OPERATING REVENUES 1,945,965 2,031,113 2,623,348 6,965,1 OPERATING FUND OPERATING REVENUES (4,294,015) (4,345,764) (4,788,0 (2,502,1 TRANSFERS 2018 BALANCE CARRYOVER (1,945,965) (2,031,113) (2,623,3885) (2,502,1 2019 ALLOCATED TO OPERATING RESERVES 2019 ALLOCATED TO OPERATING RESERVES (1,945,965) (2,031,113) (2,623,885) (2,001,000,000,000,000,000,000,000,000,00		Transfers Out to Debt Service Fund 450	443,050	832,727	649,775	867,100		
Transfers Out to Water Loan Debt Service Fund 470 215,470 - 289,110 TOTAL TRANSFERS 1,945,965 2,031,113 2,623,885 2,502,1 DPERATING FUND OPERATING REVENUES 1,945,965 2,031,113 2,623,885 2,502,1 OPERATING FUND OPERATING REVENUES (1,945,965) 2,031,113 2,623,348 6,965,1 OPERATING FUND OPERATING EXPENDITURES (1,945,965) (2,031,113) (2,623,3855) (2,502,11200,100,100,100,100,100,100,100,100		Transfers Out to Bond Reserve Fund 460	250,000	•		1		
TOTAL TRANSFERS 1,945,965 2,031,113 2,623,885 2,502,1 OPERATING FUND OPERATING REVENUES 6,066,170 6,527,640 6,965,1 OPERATING FUND OPERATING EXPENDITURES (1,945,965) (2,031,113) (2,623,885) (2,502,1) TRANSFERS 2019 ALLOCATED TO OPERATING RESERVES (1,945,965) (2,031,113) (2,623,885) (2,502,1) DATING EXPLOYER 2019 ALLOCATED TO OPERATING RESERVES (1,945,965) (2,031,113) (2,623,885) (2,502,1)		Transfers Out to Water Loan Debt Service Fund 470	215,470	•	289,110	1		
DFERATING FUND OPERATING REVENUES 6,066,170 6,527,640 6,693,348 6,965,1 OPERATING EXPENDITURES (4,294,015) (4,345,764) (4,523,392) (4,788,0 TRANSFERS (1,945,965) (2,031,113) (2,623,885) (2,502,1 2019 ALLOCATED TO OPERATING RESERVES (1,945,965) (2,031,113) (2,623,885) (2,500,0		TOTAL TRANSFERS	1,945,965	2,031,113	2,623,885	2,502,100	-4.64%	
OPERATING EXPENDITURES (4,294,015) (4,345,764) (4,523,392) (4,788,0 TRANSFERS (1,945,965) (2,031,113) (2,623,885) (2,502,1 2019 BALANCE CARRYOVER (1,945,965) (2,031,113) (2,623,885) (2,502,1 2019 ALLOCATED TO OPERATING RESERVES (1,945,965) (2,031,113) (2,623,885) (2,502,1 2019 ALLOCATED TO OPERATING RESERVES (1,945,965) (2,031,113) (2,623,885) (2,000,0	DPERATING FUND	OPERATING REVENUES	6,066,170	6,527,640	6,693,348	6,965,145	4.06%	
TRANSFERS (1,945,965) (2,031,113) (2,502,1 2018 BALANCE CARRYOVER 1,200,0 2019 ALLOCATED TO OPERATING RESERVES (1,945,965) (2,031,113) (2,623,885) (2,502,1 2019 ALLOCATED TO OPERATING RESERVES (1,945,965) (2,031,113) (2,623,885) (2,502,1		OPERATING EXPENDITURES	(4,294,015)	(4,345,764)	(4,523,392)	(4,788,040)	5.85%	
2019 ALLOCATED TO OPERATING RESERVES 2019 ALLOCATED TO OPERATING RESERVES 2019 ALLOCATED AVAILABLE DATA AVAILABLE AV	-	TRANSFERS	(1,945,965)	(2,031,113)	(2,623,885)	(2,502,100)	-4.64%	
2019 ALLOCATED TO OPERATING RESERVES 2019 ALLOCATED TO OPERATING RESERVES 2019 ALLOCATED AVAIL ADI E 2010 VEAD FUID BALANDE		2018 BALANCE CARRYOVER				1,200,000		
		2019 ALLOCATED TO OPERATING RESERVES				(800,000)		
FROPOSED AVAILABLE 2019 TEAK END BALANCE		PROPOSED AVAILABLE 2019 YEAR END BALANCE				75,005		

DRAFT 11/01/2018	Description	Actual 2016	Actual 2017	Budget 2018	Budget 2019	
SYSTEM REINVESTMENT - 420						
420-343-40-19	DFA Permits	7,100	84.570	•		
420-379-10-30	Permits Capital Portion (moved to General Fund 2018)	123,443	97,223	•	•	
420-379-10-40	Latecomer Fees (Moved to General Fund 2017)	4,102	529		•	
420-397-10-00	Transfers In from Operating Fund 401	372,111	1,043,087	1,505,000	1,600,000	
	TOTAL REVENUES	506,756	1,225,409	1,505,000	1,600,000	
420-534-10-41	DEA Contracted Services		30,460	•	•	
420-534-90-61	DEA Refunds	2,866	•	4	t	
	Capital Outlay - Budget only			2,005,000	1	
420-594-38-62	Capital Outlay - Structures	185,766	223,899		• •	
420-594-38-63	Capital Outlay - Water/Sewer Systems	268,752	295,815	•	1	
420-594-38-64	Capital Outlay - Machinery/Equipment	50,094	154,878	•		
	Active Projects to be completed (See CIP detail - 2019)			3	1,925,000	
	New Capital Projects (see CIP detail - 2019)			•	675,000	
	TOTAL EXPENDITURES	507,478	705,052	2,005,000	2,600,000	
SYSTEM REINVESTMENT FUND	REVENUES	506,756	1,225,409	1,505,000	1,600,000	
	EXPENDITURES	(507,478)	(705,052)	(2,005,000)	(2,600,000)	
	CASH/INVESTMENTS BALANCE CARRYOVER			500,000	1,000,000	
	PROPOSED 2019 YEAR END BALANCE					
		A DATE OF THE OWNER OF THE OWNER OF	122			

Description Investment Interest (to O Transfers In from Operatii TOTAL REVENUES TOTAL REVENUES Investment Service Charg SV Sewer Pump Station E North Shore Sampling C 1 Water/Sewer Systems Nater/Sewer Systems TOTAL EXPENDITURES EXPENDITURES CASHINVESTMENTS B PROPOSED 2019 YEAR PROPOSED 2019 YEAR Transfers In from Operatin Transfers In from Operatin	Actus	perating Fund) 7,955	ng Fund 401 -	7,955	les 199	Emergency Repairs 55,876	16-07		56,075 265	7,955 156	(56,075) (265	ALANCE CARRYOVER	END BALANCE	10 Fund 401 600.000	600,000	Fund 401 160.000	160,000	600,000	160,000
	Description	Investment Interest (to Or	Transfers In from Operatin	TOTAL REVENUES	Investment Service Charg	SV Sewer Pump Station E	North Shore Sampling C 1	Water/Sewer Systems	TOTAL EXPENDITURES	REVENUES	EXPENDITURES	CASH/INVESTMENTS BA	PROPOSED 2019 YEAR I	Transfers In from Operatin	TOTAL REVENUES	Transfer Out to Operating	TOTAL EXPENDITURES	REVENUES	EXPENDITURES

DRAFT 11/01/2018	Description	Actual 2016	Actual 2017	Budget 2018 I	3udget 2019	
DEBT SERVICE - 450						
450-391-20-00-50	2016 Bond Proceeds	5,508	I	•	•	
450-397-10-00-70	Transfers In from Operating Fund 401 - Water loan projects	215,470	184,652	289,110	219,694	
450-397-10-00-50	Transfers In from Operating Fund 401 - Bond payments	443,050	648,075	649,775	647,406	
	TOTAL REVENUES	664,028	832,727	938,885	867,100	
450-535-10-41-50	Bond Admin Fee	•	600	•		
450-591-34-77-41	Redemption of Long Term Debt Geneva AC Mains	119,938	119,938	119,937	119,937	
450-591-34-77-42	Redemption of Long Term Debt Div 22 Reservoir	•	•	53,831	53,831	
450-591-34-77-73	Redemption of Long Term Debt Loan 064	47,252	47,252	47,252	1	
450-592-34-83-41	Debt Service Interest Geneva AC Mains	41,624	34,182	32,383	30,584	
450-592-34-83-42	Debt Service Interest Div 22 Reservoir	•	•	30,982	15,342	
450-592-34-83-73	Debt Service Interest Loan 064	6,615	5,670	4,725		
450-591-35-72-50	2009 Bond Principal Payments	250,000	265,000	275,000	285,000	
450-591-35-72-51	2016 Bond Principal Payments	•	125,000	130,000	130,000	
450-592-35-83-50	2009 Bond Interest Payments	116,925	30,900	20,300	10,332	
450-592-35-83-51	2016 Bond Interest Payments	58,687	227,175	224,475	222,074	
	TOTAL EXPENDITURES	641,041	855,717	938,885	867,100	
DEBT SERVICE FUND	REVENUES	664,028	832,727	938,885	867,100	
	EXPENDITURES	(641,041)	(855,717)	(938,885)	(867,100)	
	CASH/INVESTMENTS BALANCE CARRYOVER					
	PROPOSED 2019 YEAR END BALANCE					

	Description	Actual 2016	Actual 2017	Budget 2018 [3udget 2019	
BOND RESERVE - 460 RESTRICTED						
460-361-11-00	Investment Interest (to Operating Fund)		9.870	•	•	
460-397-10-00-60	Transfers In from Operating Fund 401	250,000	•	•	•	
	TOTAL REVENUES	250,000	9,870	0	0	
460-535-10-41	Investment Service Charges	199	765	•	ı	
	TOTAL EXPENDITURES	199	765	0	0	
BOND RESERVE FUND (RESTRICTED)	REVENUES	250,000	9,870	•	0	
	EXPENDITURES	(199)	(765)		0	
	CASH/INVESTMENTS BALANCE CARRYOVER				772,334	
	PROPOSED 2019 YEAR END BALANCE				772,334	

LAKE WHATCOM WATER AND SEWER DISTRICT YEAR 2019 TRANSFERS

DESCRIPTION	FROM FUND	AMOUNT	TO FUND	AMOUNT
For System Reinvestment	401	1,600,000	420	1,600,000
For Sewer/Storm Water Contingency	401	15,000	425	15,000
For Water Contingency	401	20,000	426	20,000
For Debt Service	401	867,100	450	867,100

TOTAL TRANSFERS

\$ 2,502,100 \$ 2,502,100

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The District has obtained publicly funded loans to construct projects. The project title, loan remaining, funding source, agency and interest rates are noted as follows:

Project Title	Balance l 1/1/	Remaining /2019	Funding Source	Agency	End Date	Rate
Geneva AC Mains	Ŷ	2,038,938	Rates	Drinking Water State Revolving Fund	2035	1.5%
Division 22 Reservoir	Ŷ	1,022,780	Rates	Drinking Water State Revolving Fund	2037	1.5%
2016 Revenue Bonds Outstanding	Ŷ	6,160,000	Rates		2035	2.25%
2009 Revenue Bonds Outstanding	Ŷ	285,000	Rates		2019	4.0%
Total Debt Outstanding - 1/1/2019	\$	9,506,718				

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LAKE WHATCOM WATER AND SEWER DISTRICT

PERSONNEL SUMMARY 2019 BUDGET DATA

POSITION	NO. OF	ANNUAL	ADMINISTRATION	OPERATIONS
	EMPLOYEES	GROSS		
General Manager	1	\$ 144,200	\$ 144,200	
Asst. Manager/Engineer	1	136,707	136,707	
Finance Manager/Treasurer	1	120,703	120,703	
Administrative Assistant	1	60,287	60,287	
Accounts Receivable	1	67,228	67,228	
Accounts Payable/Payroll	1	70,528	70,528	
Accounting Clerk	1	49,618	49,618	
Commissioners		25,000	25,000	
Construction Engineer	1	104,292		\$ 104,292
Engineering Tech/Safety Officer	1	81,711		81,711
Utility Systems Specialist	1	74,127		74,127
Water Treatment Plant Operator	1	86,340		86,340
Maintenance/Operations Mgr	1	110,568		110,568
Lead Maintenance Worker	1	81,711		81,711
Maintenance Worker 2	4	299,958		299,958
Maintenance Worker 1	1	53,088		53,088
Maintenance Electrician	1	94,587		94,587
Overtime		40,000		40,000
Stand-By		40,000		40,000
Sub-Totals	19	<u>\$ 1,740,653</u>	\$ 674,271	<u>\$ 1,066,382</u>
Social Security		\$ 133,160	\$ 51,582	\$ 81,578
PERS		220,014	83,301	136,713
Unemployment		6,175	2,275	3,900
Worker's Comp (L&I)		29,644	6,758	22,886
Medical/Dental Benefits		367,129	129,983	237,146
Family Leave				
Def Comp Match		20,020	6,265	13,755
Sick Leave Buy Out		3,149	1,980	1,169
Longevity		2,400		2,400
HRA VEBA		5,700	2,250	3,450
Sub-Totals		<u>\$ 787,391</u>	<u>\$ 284,394</u>	<u>\$ </u>
GRAND TOTALS		\$ 2,528,045	\$ 958,665	\$ 1,569,380

				oculory	10/18/01	(a	
	a hole for the second second a			(values	upuated 10/10/201	o) Amt Remaing	
Category	Project #	Project Title / Tasks	Projecte to Cor	d Budget Pr	ojected Spending Thru 2018	to include in 2019 Budget	Notes
	3	Rate	e Fund	ed Projec	হ		
Sewer	C1611	Country Club Sewer Pump Station - HDD					
		BHC Design, Permitting, Bidding	ی ۲	6,222.00 \$	180,000.00	\$ 26,222.00	Incl Amend #4
		BHC Services During Construction - Estimate	ŝ	\$ 00.000,00		\$ 80,000.00	BHC estimate \$75k
		Agency Permitting Fees	ŝ	5,000.00 \$	7,574.70	\$ 7,425.30	1. A set of second s Second second s Second second se
and a state of a state and an an and an and a state and a state of	ية مركبة والمركبة	Construction - Estimate	\$	\$ 00.000,00		\$ 450,000.00	BHC estimate \$435k
Sewer	C1705	Geneva and Par Sewer Pump Stations					
	and the second sec	RH2 Design, Permitting, Bidding	\$ 26	9,288.00 \$	269,288.00	י ھ	Incl Amend #3
	When the second second second second second second	Par RH2 Services During Construction	\$	37,067.00 \$	67,067.00	י دە	Incl Amend #3
		Par Construction Contract	\$	8,340.00 \$	438,340.00	، ج	
	in logicity white a state of the density of	Geneva RH2 Services During Construction Estimate	\$	0,000.00 \$	(a) a sum of a state of manual state states were stated as a state of manual state state state.	\$ 70,000.00	Estimate
		Geneva Pump Station Construction Estimate	\$ 2(00'000'00 \$	1	\$ 500,000.00	RH2 estimate \$493k
a design of the second se	property of straining by the state of the state of the straining states.	Geneva Force Main Construction Estimate	69	0,622.83 \$		\$ 90,622.83	RH2 estimate range \$65k - \$100k
Water	C1716A	Dead End Blowoffs	69	\$ 00.000.00	11,158.37	\$ 8,841.63	need to budget for remaining
Water	C1716B	Geneva Booster Station - PRV's, Backflow, Roof	۷ ج	\$ 00.000,01	1	\$ 40,000.00	
Water	C1801	Shake Alert Pilot Program	69	\$ 00.000.00	15,000.00	\$ 5,000.00	
Sewer	C1802	Dellesta, Edgewater & Euclid Sewer Pump Stations					
		Euclid - RH2 Design, Permitting, Bidding	6) 69	3,512.00 \$	50,000.00	\$ 43,512.00	Phase 1A
	manual states and the second states and	Euclid - RH2 Services During Construction - Estimate	ŝ	\$ 00.000,00	1	\$ 50,000.00	requested budget from RH2 10/17/2018
	And the state of the state of the state of the state	Agency Permitting Fees	θ	5,000.00 \$	875.00	\$ 4,125.00	
formula tase for the second	to be any make there in the stand	Euclid Construction - Estimate	\$	\$ 00.000,00		\$ 200,000.00	requested budget from RH2 10/17/2018
		Dellesta, Edgewater - RH2 Predesign, Permitting	ω,	9,489.00 \$	40,000.00	\$ 59,489.00	Phase 1B
Sewer	C1803	Camp Firwood ATS	φ	\$ 00.000,0	8,000.00	\$ 2,000.00	Incl PO for ATS & fence mati
General	C1809	Replace Backhoe	\$	5,000.00 \$	ı	\$ 105,000.00	Order placed with state bid
Sewer	C1810	Airport Sewer PS Generator & Lakewood PS Esmt	Ś	15,000.00 \$	10,000.00	\$ 35,000.00	
Sewer	M1811	North Shore Sewer FM Stream Crossing Protection				' ہ	
	AND A REPORT OF A	Wilson Design, Permitting	G	9,800.00 \$	19,800.00	۰ ه	Wilson Task Order
- Marine and a second s	NAME AND ADDRESS OF A DATA	Wilson Services During Construction - Estimate	ج	\$ 00.000,01		\$ 10,000.00	requested budget from Wilson 10/18/2018
and the second s	An Article Strength S	Construction - Estimate	Ś	25,000.00 \$	1	\$ 25,000.00	requested budget from Wilson 10/18/2018
Water	C1813	Div 7 Reservoir - Seismic FEMA Grant Application	\$	15,000.00 \$	10,147.50	\$ 4,852.50	
Water	C1814	Agate Heights WTP and Opal Booster Upgrades			a and a set and a set of the set		
		Wilson Predesign, Permitting, DOH Project Report	\$	12,046.00 \$	20,000.00	\$ 22,046.00	Wilson Task Order
	a maximum di manana di secondo di		T T				
		Grand Total for Rate Funded Projects	\$ 2,98	36,386.83 \$	1,147,250.57	\$ 1,839,136.26	

11/7/2018

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	- Sewer								
0190	Flat Car Sewer Pump Station - Replace Volute, Impeller, Wear Rings (for pumps #1 and #3)		28,000	28,000					
0192	AB PLC-5 Replacements, UPS Improvements		100,000	100,000					
	Subtotal		128,000	128,000					
Maintenance	- Water								
W0005	Reservoirs - Inspection & Maintenance		30,900					30,900	
	Subtotal		30,900					30,900	
System Reinv	sstment - General								
0198	District Office - Irrigation, Aphalt 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	1					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		850,038	60,000	92,700	459,380	66,950	25,750	194,258
System Reinvo	estment - 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		S00,000				
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	

Lake Whatcom Water and Sewer District - Capital Improvement Plan 2019 thru 2024

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11/7/2018

Program Area /	CIP Project # / CIP Project Name	Fund	Total	2019	2020	2021	2022	2023	2024
0171	Sudden Valley Sewer Pump Station - Recondition Electrical Controls		163,909						163,909
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					
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		4,681,621	225,000	814,636	700,000	984,529	1,103,546	853,909
System Reinve	stment - Water								
0084a	Agate Heights Water System - Phase 1 WTP Upgrade 1/3 capacity (from 30gpm to 60gpm) -		55,000		55,000				
	Design, Bid, SDC								
0084b	Agate Heights Water System - Phase 1 WTP Upgrade 1/3 capacity (from 30gpm to 60gpm) -		85,000		85,000				
									170 405
0144	South Shore Water System - 1992 SVWTP 0.235MIG Chlorine Contact Tank Seismic Retrofit - Priority 2		1/0,465						1/0,405
0164	Demolish Old Concrete Reservoir at 1010 Lakeview Street		35,000		35,000				
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)		2,000	2,000					
	at top of Kinglet Ct								
0188	Fire Flow Improvements - Hydraulic Model Calibration of Assumed Pipe Friction Loss Factor		15,000	15,000					
	(L-Factor) in Areas of Fire Flow Dericiencies								
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 - Phase 1 Pre-Design & Cost Estimate		20,000	20,000					
0194	SVWTP & AHWTP Misc Component Replacements		72,000	72,000					
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
* Note: Cost E	stimates in 2019 Dollars		7,477,624	675,600	1,382,336	1,329,380	1,271,479	1,380,196	1,438,632

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11/7/2018

Project Name:	Update Sewer Comprehensive Plan	
CIP #:	A0010	

Asset Register:	LWWSD 🗲 Sev	ver					
Failure Mode:	Capacity	Level of Service Mortality Efficiency					
Business Risk Exposure:	NA	= 1 x 1 x 1 (PoF x CoF x Redundancy)					
Remaining Life:	1	Consumed Life:	5	Effective Life:	6		

PURPOSE and DESCRIPTION OF THE PROJECT

The current plan was approved by Washington State Department of Ecology on June 6, 2014. The District updates the plan every 6-years.

The purpose of the sewer comprehensive plan is to provide an overview of the existing sewage installations and treatment facilities operated and maintained by Lake Whatcom Water and Sewer District. In addition, it addresses potential future facilities development and projected population growth. The plan covers the following topics:

- system owner/operator information,
- sewer system layout including a description of the existing system boundaries, description of existing collection facilities including recently completed improvements,
- discussion of development trends within sewer district boundaries,
- discussion of existing and future collection and treatment issues such as existing and future sewer flows, and infiltration/inflow (I&I),
- discussion of sewer rate structure and revenue planning,
- · discussion of present and future development alternatives within the district boundaries,
- outline of future improvement projects within the District.

Additional guidance is provided in Title 57 RCW Water-Sewer Districts:

RCW 57.16.010 - Before ordering any improvements or submitting to vote any proposition for incurring any indebtedness, the district commissioners shall adopt a general comprehensive plan for the type or types of facilities the district proposes to provide. A district may prepare a separate general comprehensive plan for each of these services and other services that districts are permitted to provide, or the district may combine any or all of its comprehensive plans into a single general comprehensive plan.

RCW 57.16.010 (2) - For a general comprehensive plan for a sewer system, the commissioners shall investigate all portions and sections of the district and select a general comprehensive plan for a sewer system for the district suitable and adequate for present and reasonably foreseeable future needs thereof. The general comprehensive plan shall provide for treatment plants and other methods and services, if any, for the prevention, control, and reduction of water pollution and for the treatment and disposal of sewage and industrial and other liquid wastes now produced or which may reasonably

be expected to be produced within the district and shall, for such portions of the district as may then reasonably be served, provide for the acquisition or construction and installation of laterals, trunk sewers, intercepting sewers, syphons, pumping stations or other sewage collection facilities, septic tanks, septic tank systems or drainfields, and systems for the transmission and treatment of wastewater. The general comprehensive plan shall provide a long-term plan for financing the planned projects and the method of distributing the cost and expense of the sewer system and services, including the creation of local improvement districts or utility local improvement districts; and provide whether the whole or some part of the cost and expenses shall be paid from revenue or general obligation bonds.

The estimated budget to update the plan is \$85,000.

Cost estimates in 2019 dollars.

For further information about this project call Bill Hunter.

Revision History

• Created 11/5/2018.

Project Name:	Edgewater Pump Station Retrofit
CIP #:	0044

Asset Register:	LWWSD → Sewer → Pump Stations → Edgewater						
Failure Mode:	Capacity	y Level of Service <u>Mortality</u> Efficiency					
Business Risk Exposure:	30	= 10 x 3 x 1 (PoF x CoF x Redundancy)					
Remaining Life:	-4 years	Consumed Life: 44 years Effec Life			ctive fe:	40 years	

PURPOSE and DESCRIPTION OF THE PROJECT

Project includes retrofitting existing Smith & Loveless wet well mounted pump station with new single speed pumps, controls, telemetry, pressure transducers for monitoring the wet well level, backup high and low floats and a pole mounted work light manually switched at control panel. The retrofit is part of a District wide pump station plan to replace all 30+ year old equipment.

The existing pump station was installed in the 1974 and is located adjacent to Lake Whatcom. The station has two existing 1.5 HP pumps; each have a design point of 100 GPM at 20-feet TDH. The wet well diameter is 6-feet and the power service is currently 3-phase / 230V. Check valves are inaccessible for maintenance and cleaning. If a check valve ever jams it would be a major project to access the check valves for service.

Budget Estimate (Based on Boulevard, Strawberry Pt., Country Club and Geneva/Par Costs)

Phase A – begin 2 years before construction (<u>Budgeted Active Project #C1802</u>) Predesign, Shoreline Permit:	\$100,000
Phase B – begin 1 year before construction (<u>Included in 2019 CIP Budget</u>) Design, Bidding:	\$100,000
Phase C – construction year (<u>Scheduled for 2020 CIP Budget</u>) Services During Construction: Construction:	\$ 75,000 \$425,000
Grand Project Total:	\$700,000

Cost estimate in 2017 dollars.

Lake Whatcom Water & Sewer District Capital Improvement Plan Page 1 of 2

Historical Pump Station Replacement Cost Data

Boulevard (2014)	
Predesign and Permitting	\$90k
Design and Bidding	\$100k
Services During Construction	\$9 0k
Construction	\$353k
Total	\$633k
Strawberry Pt (2016)	
Predesign and Permitting	\$103k
Design and Bidding	\$9 5k
Services During Construction	\$50k
Construction	\$400k
Total	\$648k
Country Club (2016)	
Predesign, Permitting, Design, Bidding	\$153k
Geneva (with Stationary Generator) & Par (2017)	
Predesign and Permitting	\$102k
Desian Bidding and Services During Construction	\$146k
Geneva Construction Engineer's Estimate	\$650k
Par Construction Engineer's Estimate	\$477k
Total	

For further information about this project contact Bill Hunter.

Revision History

- Created 8/2/2006.
- Revised 8/2/2006 by MMM: Revised project scope, added budget.
- Revised 8/3/2006 by BH: Added to purpose.
- Revised 12/6/2007 by BH: Adjusted budget up slightly.
- Revised 8/6/2009 by BH: Adjusted budget to reflect recent Tomb PS project.
- Revised 10/4/2011 by BH: Updated budget numbers to be a bit more conservative.
- Revised 12/5/2016 by BH: Updated budget numbers base on recent pump station projects.
- Revised 10/24/2017 by KH. Updated narrative and updated budget numbers based on recent pump station projects.
- Updated 11/5/2018 by BH. Added notes on budget scheduling for each phase.

Project Name:	Water Meter Registers
CIP #:	0177

Asset Register:	LWWSD → Water → Distribution System → Services						
Failure Mode:	Capacity	Level of Service <u>Mortality</u> Efficiency					
Business Risk Exposure:	10	= 10 x 1 x 1 (PoF x CoF x Redundancy)					
Remaining Life:	0	Consumed Life:	ed 10 Effective Life:			10	

PURPOSE and DESCRIPTION OF THE PROJECT

It has been more than a decade since the District completed rebuilding customer water services and installing radio-read water meters. These original radio-read meters had a 10 year battery life. Over the last several years the District has been replacing an ever increasing number of meter registers as they fail.

In 2017 and 2018 a large number of these older models to reached the end of their service life and were replaced. It appears that these were the peak replacement years.

In 2019 staff is projecting about 200 older generation (10-year life) registers will need to be replaced which is starting to taper off compared to the previous years. Staff is also estimating about 40 new meters should be stocked for new development.

The newer generation meters have an improved expected service life of 20 years.

Budget Estimate

200 New Registers x \$165/ea	\$33,000
40 New Meters x \$216/ea	\$8,640
Subtotal	\$41,640
8.7% Sales Tax	\$3,623
Total	\$45k

Cost estimate in 2019 dollars.

For further information about this project call Bill Hunter.

Revision History

- Created 8/2/2006.
- Revised 1/5/2010 by BH: Adjusted materials cost to closer match recent brass bids. Deleted labor since it is already in the general budget.
- Revised 10/26/2011 by BH: Reduced annual budget from \$30k (85 rebuilds/year) to 15k (40-50 rebuilds/year) to better match available District labor resources.
- Revised 11/20/2013 by BH. Updated number of remaining rebuilds and annual budget.
- Revised 10/25/2017 by RM: Updated purpose, description and budget estimate
- Revised 11/6/2018 by BH. Updated description and budget estimate.

Project Name:	Fire Flow Improvements – Remove Deficient Fire Hydrant #22-122
CIP #:	0187

Asset Register:	LWWSD → Water → Distribution System						
Failure Mode:	Capacity	Capacity Level of Service Mortality Efficiency					
Business Risk Exposure:	NA	NA = _ x _ x 1 (PoF x CoF x Redundancy)					
Remaining Life:	NA	ConsumedNAEffectiveLife:Life:		NA			

PURPOSE and DESCRIPTION OF THE PROJECT

This project removes a fire hydrant identified in the 2018 Water System Plan as having deficient fire flow.

It is the only hydrant where sufficient fire flow cannot be reasonably achieved, and it is not needed. The District standard spacing for hydrants is 600 feet, and all parcels in this vicinity are within 600 feet of other hydrants.

Hydrant #22-112 is located at the upper end of Kinglet Court.

An amount of \$2k is included in the 2019 budget to remove the hydrant and install a blow-off assembly used for flushing the main.

Cost estimate in 2019 dollars.

For further information about this project call Bill Hunter.

Revision History

Project Name:	Fire Flow Improvements – Hydraulic Model Calibration of Assumed Pipe Friction Loss Factor in Areas of Fire Flow Deficiencies
CIP #:	0188

Asset Register:	LWWSD → Water → Distribution System						
Failure Mode:	Capacity	apacity Level of Service Mortality Efficiency					
Business Risk Exposure:	NA	NA = x x 1 (PoF x CoF x Redundancy)					
Remaining Life:	NA	Consumed Life:	NA	Effective Life:		NA	

PURPOSE and DESCRIPTION OF THE PROJECT

This project was identified in the 2018 Water System Plan.

Project includes additional field testing for hydraulic model calibration to determine the appropriate friction factor (C factor) to use in the model. The C factor was reduced globally based on limited field tests which had a significant negative impact on available fire flow in the higher elevation areas. If the current C factor is correct and these are "real" (not modeling) deficiencies, the District will explore options to eliminate the deficiencies.

A budget amount of \$15k is included for 2019 for analyzing 4 to 8 areas in the water system. District staff will work with the consulting engineer to flow hydrants as needed for data collection. The estimate includes data reduction, updating the hydraulic model if warranted by the data, and updating the fire flow tech memo as needed.

Cost estimate in 2019 dollars.

For further information about this project call Bill Hunter.

Revision History

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Project Name:	Flat Car Sewer Pump Station – Replace Volute, Impeller, Wear Rings (for Pumps #1 and #3)
CIP #:	0190

Asset Register:	LWWSD → Sewer → Pump Stations → Flat Car							
Failure Mode:	Capacity	Level of Service <u>Mortality</u> <u>Efficiency</u>						
Business Risk Exposure:	10	= 10 x 2 x 0.5 (PoF x CoF x Redundancy)						
Remaining Life:	0 years	Consumed Life:	sumed15 yearsEffective15.ife:15 yearsLife:15			15 years		

PURPOSE and DESCRIPTION OF THE PROJECT

Replace worn volute, impeller, and wear rings on pumps #1 and #3 at Flat Car Sewer Pump Station.

Flat Car Sewer Pump Station was constructed in 2003. The liquid end of the pumps lasted 15 years with uncoated parts. Pump #2 parts were replaced in 2018 for \$14k and were ordered with a ceramic coating that should extend part service life compared to the original parts.

Estimate is \$28k in 2019 dollars.

Revision History

Project Name:	Little Strawberry Bridge Water Main Replacement
CIP #:	0191

Asset Register:	LWWSD → Water → Distribution System							
Failure Mode:	Capacity	Level of Service <u>Mortality</u> Efficiency						
Business Risk Exposure:	NA	= x x 1 (PoF x CoF x Redundancy)						
Remaining Life:	NA	Consumed Life: NA Effective Life: I						

PURPOSE and DESCRIPTION OF THE PROJECT

Multiple leaks were repaired in 2018 on a short section of water main hung from the concrete bridge on Little Strawberry Lane in Sudden Valley. The main is coated steel that has reached the end of its serviceable life.

This project is split into 2 phases:

Phase 1 (2019) - Includes preliminary engineering and development of a construction cost estimated to replace the main. 2019 Budget includes \$20k for Phase 1.

Phase 2 (future) - A future CIP project will be scheduled using preliminary engineering and cost estimate information developed in Phase 1.

Cost estimate in 2019 dollars.

For further information about this project call Bill Hunter.

Revision History

Project Name:	AB PLC-5 Replacements and UPS Improvements
CIP #:	0192

Asset Register:	LWWSD → Sewer → Pump Stations LWWSD → Water → Booster Pump Stations							
Failure Mode:	Capacity	Level of Serv	Level of Service <u>Mortality</u> Efficiency					
Business Risk Exposure:	27	= 9 >	= 9 x 3 x 1 (PoF x CoF x Redundancy)					
Remaining Life:	5 years	Consumed Life: 15 years Effective Life: 20 yea						

PURPOSE and DESCRIPTION OF THE PROJECT

In June of 2017, the Allen Bradley PLC-5 Control System was discontinued by Rockwell Automation and is no longer available or supported. Since Rockwell is no longer supplying replacement parts for these systems, many users are looking for used or surplus parts for replacement parts that can be hard to find, expensive, and have no guaranty. Rockwell is encouraging customers to migrate from the PLC-5 Control System to the ControlLogix PLC platform, for which, hardware component and support is readily available.

The District has several sites that use these older style PLC's:

- Sudden Valley Sewer Pump Station
- Flat Car Sewer Pump Station
- Beaver Sewer Pump Station
- Division 30 Booster Station

This project is intended to begin the replacement process of discontinued PLC's as well as make uninterruptable power supply (UPS) improvements for better facility reliability.

The scope of work and budget to complete the project is not known at this time. A **budget amount of \$100k** is recommended by staff to:

- Select a general electrical/control engineering consultant through the Request for Qualifications (RFQ) selection process. This consultant would be retained with an Architectural/Engineering (AE) Agreement for a 5-year term. Individual project Task Orders will developed and authorized as needed for all types of general electrical/controls engineering services needed by the District.
- Develop a Task Order scope to figure out the best way to migrate each site to the new PLC's and what UPS improvements can be made to increase facility reliability.
- With the remaining 2019 budget, prepare bid documents, bid the work, and contract with a contractor to begin the migration.
- Develop future CIP budgets to finish the work.

Revision History

• Created 11/6/2018 by BH.

Lake Whatcom Water & Sewer District Capital Improvement Plan

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Project Name:	SVWTP & AHWTP Misc Component Replacements
CIP #:	0194

Asset Register:	LWWSD → Water → Water Treatment Plants							
Failure Mode:	Capacity	Level of Service <u>Mortality</u> Efficiency						
Business Risk Exposure:	18	= 9 x 2 x 1 (PoF x CoF x Redundancy)						
Remaining Life:	4	Consumed Life:26Effective Life:30						

PURPOSE and DESCRIPTION OF THE PROJECT

Replace worn out components at Sudden Valley Water Treatment Plant (SVWTP) and Agate Height Water Treatment Plant (AHWTP). Replacements include:

- \$1.5k SVWTP Raw Water pH Probe
- \$36k SVWTP Transmission Pump Control Valves (4 valves)
- \$12k SVWTP Transmission Pipeline Surge Valves (2 valves)
- \$4.5k SVWTP Raw Water Flow Meter
- \$1.5k SVWTP CL2 Contact Tank Pressure Transmitter (used to measure tank level)
- \$12k SVWTP Spare Transfer Pump
- \$4.5 AHWTP Finish Water Flow Meter
- \$72k Total Budget

Cost estimate in 2019 dollars.

For further information about this project call Kevin Cook.

Revision History

Project Name:	VEH42 5-Yard Dump Truck – Replace Tires
CIP #:	0195

Asset Register:	LWWSD -> General Facilities							
Failure Mode:	Capacity	Level of Service <u>Mortality</u> Efficiency						
Business Risk Exposure:	NA	= x x 1 (PoF x CoF x Redundancy)						
Remaining Life:	NA	Consumed Life:	e: NA Effective Life:		NA			

PURPOSE and DESCRIPTION OF THE PROJECT

Replace worn out tires on VEH42 5-yard dump truck. (Note that all the other large equipment tires were checked for wear and only VEH42 needed replacements.)

Estimate is \$3,600

Cost estimate in 2019 dollars.

For further information about this project call Bill Hunter.

Revision History

Project Name:	Field Chlorine Injection System for Water Main Disinfection after Depressurization
CIP #:	0196

Asset Register:	LWWSD → Water → Distribution System							
Failure Mode:	Capacity	y <u>Level of Service</u> Mortality Efficiency						
Business Risk Exposure:	NA	= x x 1 (PoF x CoF x Redundancy)						
Remaining Life:	NA	Consumed NA Effective Life: NA Life:			NA			

PURPOSE and DESCRIPTION OF THE PROJECT

Procure chlorine injection system for use in the field to chlorinate water mains after depressurization.

Estimate is \$5,000

Cost estimate in 2019 dollars.

For further information about this project call Bill Hunter.

Revision History

Project Name:	Reservoir Cage/Railing Improvements at Top of Fix Ladders
CIP #:	0197

Asset Register:	LWWSD → Water → Reservoirs				
Failure Mode:	Capacity Level of Service Mortality Efficiency				fficiency
Business Risk Exposure:	NA	= x x 1 (PoF x CoF x Redundancy)			
Remaining Life:	NA	Consumed Life:NAEffective Life:NA			

PURPOSE and DESCRIPTION OF THE PROJECT

Field staff has requested that safety cage / railing improvements be installed at the top of fixed ladders on several reservoirs (Division 7, Old Division 22, and Geneva). The project will improve fall protection safety for District staff as they routinely inspect and maintain the reservoirs.

The 2019 budget includes \$25k to begin making these improvements.

Cost estimate in 2019 dollars.

For further information about this project call Bill Hunter.

Revision History

Project Name:	District Office Minor Facility Repairs and Improvements
CIP #:	0198

Asset Register:	LWWSD -> General Facilities					
Failure Mode:	Capacity <u>Level of Service</u> <u>Mortality</u> Efficiency				ficiency	
Business Risk Exposure:	NA	= x x 1 (PoF x CoF x Redundancy)				
Remaining Life:	NA	Consumed Life:NAEffective Life:N				NA

PURPOSE and DESCRIPTION OF THE PROJECT

District administrative office facility repairs and improvements located at 1220 Lakeway Drive. Work includes:

- \$5k Install irrigation system
- \$25k Upper parking lot asphalt patching (approx. 16-ft x 75-ft = 1,200 sf area)
- \$25k Front entrance parking lot surface drainage grading / asphalt patching (approx. 40-ft x 30-ft = 1,200 sf area)
- <u>\$5k</u> Replace front entrance garden stepping pavers with concrete steps/walkway
- \$60k Total Budget

Cost estimate in 2019 dollars.

Asphalt patching estimate based on 2018 Asphalt Patching project which was about \$20 per square foot (including tax) for excavation and disposal of asphalt, prep with crushed rock and compaction, 2" of asphalt and hot asphalt seal at edges. Unit price cost does not include saw cutting of asphalt.

For further information about this project call Bill Hunter.

Revision History

Project Name:	SVWTP 20-Year Facility Improvement Plan
CIP #:	0199

Asset Register:	LWWSD → Water → Treatment Plant → Sudden Valley				
Failure Mode:	Capacity Level of Service Mortality Efficiency				
Business Risk Exposure:	NA = _ x _ x _ (PoF x CoF x Redundancy)				
Remaining Life:	NA	Consumed Effective Life: Life:			

PURPOSE and DESCRIPTION OF THE PROJECT

Background:

The Sudden Valley Treatment Plant was upgraded in 1992 to increase raw water and transmission pumping capacities to match the capacity of the filtration system. Additional objectives included increasing the reliability of the plant and complying with the EPA's Surface Water Treatment Rules (SWTR). The plant treats, disinfects, and delivers water to the distribution system, with 100% backup capacity of all pumping systems, and diesel standby generator capable of operating the plant at full capacity. The treatment plant is a direct filtration treatment plant with disinfection provided by chlorine gas.

The disinfection contact time provided by the tank was investigated in detail in a study by the Department of Health in 2016. This study concluded that the baffling efficiency (T10/T) used to calculate contact time in the tank should be adjusted from 0.7 to 0.3. This change resulted in a requirement to increase chlorine concentration to meet the required chlorine contact time (CT).

The plant is typically operated at half its capacity, approximately 700 gpm. Because the transfer pump that pumps into the CT reservoir is a constant speed pump that pumps at 1400 gpm and is operates on and off while the plant is operating based on a float, the Department of Health has set a minimum contact tank depth of 16.5 ft (155,000 gallons) based on a flow rate of **1,000 gpm on a 60-minute basis**. Options could be investigated to utilize additional water system components for the calculation of contact time.

Purpose:

The purpose of this project is to:

- Identify and document specific operational, maintenance, renewal, and replacement needs for the next 20-years which includes everything (concrete building structure, underground vaults, motors, pumps, piping, valves, electrical, controls, heating and ventilation, chemical handling, lab space, etc.)
- Prioritize the improvements
- Analyze physical space requirements for identified improvements.
- Develop several conceptual plans that could accommodate all the components (it is likely that additional floor space is needed).

- Sequence improvements into logical phases such that each phase can build upon previous phases.
- For each phase, develop conceptual cost estimates along with a written narrative which describes the scope of work and assumptions.

Some of the needs/goals identified to date include:

- Switch from chlorine gas to liquid chlorine
- Variable frequency drives for transfer and transmission pumps (as part of motor control center panel replacements)
- Lab workspace improvements
- Replace Alum tank (front windows will need to be removed, possible replace with rollup door)
- Complete fiber circuit from Afternoon Beach Sewer Pump Station to Sudden Valley Sewer Pump Station (this completes District owned fiber communication from Operations Facility to SVWTP)

The amount to complete such a facility plan is not known. An amount of \$50k is included in the 2019 to begin the process. Staff recommends soliciting for a specialized engineering consultant team (civil, mechanical, electrical, controls) through the Request for Qualifications (RFQ) process. Once a consultant is selected staff will work with the consultant to develop an initial scope of work to try fit within the 2019 budget amount.

For further information about this project contact Bill Hunter.

Revision History

Project Name:	Sewer System Rehabilitation and Replacement Projects
CIP #:	S0001

Asset Register:	LWWSD → Sewer → Collection System				
Failure Mode:	Capacity Level of Service Mortality Efficiency				
Business Risk Exposure:	15	= 3 x 5 x 1 (PoF x CoF x Redundancy)			
Remaining Life:		Consumed Effective Life: Life:			

PURPOSE and DESCRIPTION OF THE PROJECT

Combines several separate District projects into one annual project. The goal is to find and repair inflow and infiltration (I&I) sources. District crews camera sewer mains during wet season months searching for I&I.

The annual project scope and focus will vary based on the type of high priority items discovered during the previous wet season. Types of work include: sewer main slip lining (spot repairs and full lengths), pressure grouting service tees, pressure grouting manhole leaks/voids, rebuild/seal manholes, smoke testing, and other efforts to reduce I&I.

Engineering (Plans, Specs & Est.):	District Staff
Bid & Contract Administration:	District Staff
Construction:	\$165,000 (annual target)

2019 budget includes \$40,000 for minor sewer system rehab and replacement projects that are not identified as specific CIP projects. Some of the work identified to date includes:

- Lake Louise Sewer Pump Station Protection from Stormwater Surface Runoff
- Misc repairs and I&I

Cost estimate in 2019 dollars.

For further information about this project call Bill Hunter.

Revision History

- 10/26/2011. Combined separate I&I related projects into one annual project budget. Bill Hunter. Footnote: October 2011 Pro-Vac Estimate (Hank) for Smoke Testing: \$0.65/LF and can test approximately 10,000 LF per day.
- 11/18/2013. Minor budget updates. Bill Hunter.
- 12/6/2016. Updated budget for year 2017. BH.
- 11/6/2018. Updated budget for year 2019. BH.

Project Name:	Water System Rehabilitation and Replacement Projects
CIP #:	W0002

Asset Register:	LWWSD → Water → Distribution System				
Failure Mode:	Capacity Level of Service Mortality Efficiency				
Business Risk Exposure:	18	= 9 x 2 x 1 (PoF x CoF x Redundancy)			
Remaining Life:		Consumed Effective Life: Life:			

PURPOSE and DESCRIPTION OF THE PROJECT

Combines several separate District projects into one recurring annual project. The intent is to rehabilitate or replace aging water distribution system mains, service lines, hydrants, and valves.

As infrastructure is assessed and found nearing end of useful life, it will be scheduled for renewal using this annual project budget. The annual project scope and focus will vary based on the type of high priority items discovered during the previous year.

Target Water System Reinvestment (per 2016 Water & Sewer Rate Update dated 1/24/2017)

- 2017 \$200k
 2018 \$210k
 2019 \$220k **Note that the 2019 budget includes \$259k of capital water projects, of which \$25k is set aside for the miscellaneous water system rehab and replacement projects (CIP #W0002a) identified below
 2020 \$230k
- 2021 \$240k
- 2022 \$250k

Miscellaneous water system rehab and replacement projects identified for 2019 include:

• Installing PRV vault drains at 5 PRV sites (Cascade, Rock Ridge, Hillside, Dutch Harbor, & Frement

Cost estimates in 2019 dollars.

For further information about this project call Bill Hunter.

Revision History

- Created 8/2/2006.
- 11/20/2013. Combined separate water related projects into one recurring annual project budget. Bill Hunter.
- Updated 12/5/2016 by BH. Revised target amounts and updated scope for 2017.
- Updated 11/17/2017 by BH.
- Updated 11/5/2018 by BH.

Lake Whatcom Water & Sewer District Capital Improvement Plan

AGENDA BILL District 50 th Anniversary Item 5.C					
DATE SUBMITTED:	November 6, 2018	MEETING DATE:	November 1	4, 2018	
TO: BOARD OF COMM	ISSIONERS	FROM: Rachael H	ope, Administrative	Assistant	
GENERAL MANAGER APPROVAL		CARCY			
DISTRICT ENGINEER/ASST MGR APPROVAL			0		
FINANCE MANA	GER APPROVAL				
ATTACHED DOCUMEN	TS	1.			
		2.			
		3.			
TYPE OF ACTION REQUESTED			FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER	

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 with Sole Graphics, our web designer, on concepts for a special milestone graphic to be added to the website banner. This graphic will also be used for new employee email signatures signifying this service milestone, as well as a vinyl banner displayed under the reader board outside, and on our 2019 due date reminder magnets. A press release is also in the works to be sent out on November 21.

Staff is also in the initial planning of the District's annual Recognition and State of the District Banquet to be held in January, which will include recognition of the 50-year anniversary.

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 has received quotes for a vinyl banner and graphic design, with a combined total of under \$500.

RECOMMENDED BOARD ACTION

Not applicable.

PROPOSED MOTION

None required.

AGENDA BILL General Manager's Report Item 7								
DATE SUBMITTED:	November 8, 2018	MEETING DATE: November 14		4, 2018				
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary						
GENERAL MANAGER APPROVAL		Ostoch						
DISTRICT ENGINEER/ASST MGR APPROVAL								
FINANCE MANAGER APPROVAL								
ATTACHED DOCUMENTS		1. General Manager's Report						
		2.						
		3.						
TYPE OF ACTION REQUESTED			FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER				

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, November 14, 2018 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District							
Next Regular Board Meeting	Wed Nov 28, 2018	8:00 a.m.	Board Room				
Next Employee Staff Meeting	Thu Nov 15, 2018	8:00 a.m.	Board Room Commissioner Carter to Attend				
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 Jan 10, 2019	9:00 a.m.	City of Bellingham PW Offices 2221 Pacific Street				
Policy Group Meeting	тво	TBD	City of Bellingham's Fireplace Room 625 Halleck Street Enter through the Halleck St entrance				
Management Meeting	None Planned		Last meeting – March 28, 2018				
Other Meetings							
WASWD Section III Meeting	Tue Dec 11, 2018	6:15 p.m.	Bob's Burgers, 8822 Quil Ceda Pkwy, Tulalip, WA				
Water Utility Coordinating Committee	Thu Nov 15, 2018	4:00 p.m.	Whatcom Co. Health Offices 509 Girard Street				
Whatcom Water Districts Caucus Meeting	Wed Nov 21, 2018	1:00 p.m.	Board Room				

Other Announcements & Reminders

Committee Meeting Reports

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

Upcoming Important Agenda Topics and Meetings

- December 2018 Board Meeting a refined final revision of the 2019 budget (based upon Board comments provided during prior meetings) will be presented for Board consideration
- December 2018 Board Meeting anticipate collective bargaining agreement with AFSCME Local 114 WD for Board consideration

General Manager Updates

Operation & Maintenance Manager

> Welcome Brent Winters

Emergency Preparedness

> District staff working with Whatcom County on improving public notice processes

Post Point Wastewater Treatment Plant Solids Disposal Upgrades

City of Bellingham staff to present project cost and schedule to City Council during it regularly scheduled meeting on November 19

Whatcom County Planning and Development Services

Justin Clary met with Mark Personius, Planning and Development Services Director, on November 6 to discuss development of a programmatic permitting process to streamline permitting of future sewer lift station renovation projects

Lake Whatcom Management Program

- Justin Clary and Todd Citron attended the policy group meeting on October 29
- Justin Clary and Bruce Ford attended the data group meeting on November 8
- Herrera has provided a draft scope and budget for additional monitoring; staff is working with the Management Program partners on its incorporation into the Brown & Caldwell monitoring program

Community/Public Relations

- District staff developing a social media program to increase public relations
- Press release associated hiring of Brent Winters scheduled for release November 13
- > Justin Clary scheduled to attend the Recreation Northwest breakfast event on November 14
- Justin Clary scheduled to meet with Chief Ralston and Assistant Chief Topel of South Whatcom Fire Authority on November 19
- > Press release associated with the District's 50th Anniversary scheduled for release November 21

AGENDA BILL Executive Session Item 9						
DATE SUBMITTED:	November 7, 2018	MEETING DATE: November 14, 2018				
TO: BOARD OF COMMISSIONERS		FROM: Rachael Hope				
GENERAL MANAGER APPROVAL		mores				
DISTRICT ENGINEER/ASST MGR APPROVAL			D			
FINANCE MANAGER APPROVAL						
ATTACHED DOCUMENTS		1.				
		2.				
		3.				
TYPE OF ACTION REQUESTED			FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER		

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

PROPOSED MOTION N/A