



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

December 26, 2018

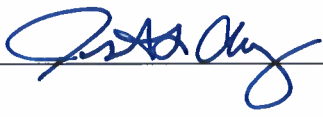
8:00 a.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Resolution No. 853—Designation of Authorized Agent, FEMA Pre-Disaster Mitigation Grant
 - B. Paid Family & Medical Leave Act Program Summary
 - C. Engineering Department Report
 - D. Finance Department Report
 - E. Operations Department Report
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



**AGENDA
BILL
Item 4**

Consent Agenda

DATE SUBMITTED:	December 20, 2018	MEETING DATE:	December 26, 2018
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. See 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 BEFORE 12/26 MEETING****

BACKGROUND / EXPLANATION OF IMPACT

- Meeting Notes from the 12/12/2018 Board Meeting
- Payroll for Pay Period #26 (12/01/2018 through 12/14/2018) totaling \$46,203.21.
- Payroll Benefits for Pay Period #26 totaling \$48,070.67.
- Accounts Payable Vouchers total to be updated before meeting.



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS
Minutes

December 12, 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 Bruce Ford
General Manager Justin Clary
Operations & Maintenance Manager Brent Winters
Recording Secretary Rachael Hope
District Legal Counsel Bob Carmichael
Consulting Engineer Melanie Mankamyer

Excused Absences: Commissioner Leslie McRoberts
Assistant General Manager/District Engineer Bill Hunter
Finance Manager/Treasurer Debi Denton

No public were in attendance.

Consent Agenda

Action Taken

Ford moved, Carter seconded, approval of:

- Meeting Notes from the 11/30/2018 Board Meeting
- Payroll for Pay Period #25 (11/17/2018 through 11/30/2018) totaling \$46,495.56.
- Payroll Benefits for Pay Period #25 totaling \$51,002.51.
- Accounts Payable Vouchers totaling \$131,060.20.

Motion passed.

Resolution No. 852 – 2019 Meeting Schedule

Clary recounted that the Board annually establishes by resolution the dates and times of regular meetings of the Board for the upcoming year. In recent years, regular board meetings have been held at 6:30 p.m. on the second Wednesday and at 8:00 a.m. on the last Wednesday of each month. Discussion followed, including consideration of codifying the regular meeting schedule to the District's Administrative Code.

Action Taken

Citron moved, Carter seconded, to adopt Resolution No. 852 as presented. Motion passed.

2019 Wilson Engineering Rates

Clary summarized that Wilson Engineering provides on-call engineering services to the District through a professional services agreement executed on August 8, 2016. Per Section 7.4 of the agreement, Wilson Engineering may annually request revision to the approved rates to accommodate inflation and market conditions. Staff recommended that the Board approve the Wilson Engineering-proposed 2019 rate and fee schedule. Discussion followed.

Action Taken

Carter moved, Ford seconded, to approve rates and fees to be effective January 1, 2019, for professional services performed by Wilson Engineering under the existing on-call professional services contract with the District, as presented in the November 21, 2018 letter from Wilson Engineering. Motion passed.

Paid Family & Medical Leave Act Program Summary

Clary explained that Washington State's Paid Family & Medical Leave Act (PFMLA) was authorized by the Washington State Legislature in 2017. The program will allow workers to take off up to 12 weeks, as needed, when a qualifying family or medical event occurs. Initial premiums are required to be deducted from employee paychecks beginning January 1, 2019. The employee-required contribution is 0.253% of gross wages. The employer contribution is 0.147% of gross wages, for a total of 0.4%.

Remittance of the employer portion of the premium is optional for employers with fewer than 50 employees. The financial impact to the District of opting in would be approximately \$4,000 in 2019. Staff recommended that the District opt out of paying the 0.147% of the PFMLA premium based on the uncertainty associated with award of grants that may offset the employer-related costs, and because future rates are unknown and subject to an annual adjustment by the Employment Security Department. Discussion followed, and no action was taken.

2019 Non-represented Staff Salary Cost-of-Living Adjustment

Clary communicated that, with exception to the General Manager, District non-represented staff are considered at-will employees with no employment contract with the District. With no employment agreement stipulating annual cost-of-living adjustments (COLAs) to salaries, the Board of Commissioners has historically approved a COLA for non-represented positions consistent with that of represented (union) employees. However, the current contract with represented employees is set to expire on December 31 and does not stipulate a COLA for 2019.

As non-represented employees should not be subject to delays in receiving an annual COLA due to ongoing contract negotiations with the union, staff proposed a temporary 2.5% COLA for non-represented employees. This COLA is equal to 80% of the most recent Consumer Price Index (CPI-U) for the Seattle metropolitan area, the closest region to which the District is located.

To avoid impact to the District's salary matrix, the COLA is proposed as temporary, to be effective from January 1 until a contract is executed with the represented employees that results in a COLA to all positions in the District's salary matrix.

Action Taken

Citron moved, Ford seconded, to approve a temporary salary adjustment for all non-represented District staff that is equal to an increase of 2.5% and effective January 1, 2019, through the District's approval of a contract with represented staff, at which time non-represented staff will be afforded a salary adjustment consistent with that of represented staff. Motion passed.

2019 District Initiatives

Clary recalled that at the November 28, 2018 Board meeting he introduced proposed District Initiatives for 2019 to the Board. He presented the Board with an updated memorandum outlining the proposed Initiatives, including the incorporation of Board comments receiving during that meeting. Clary briefly highlighted the changes and additions since first presented, and the Board noted that Initiatives are listed in no particular order, with none being of higher importance. Discussion followed.

Action Taken

Citron moved, Carter seconded, to approve the 2019 Initiatives, as presented in the general manager's memorandum dated December 4, 2018. Motion passed.

Disposal of Surplus Property

Clary presented to the Board a list of miscellaneous surplus items that the District no longer needs and of which staff recommended the Board authorize disposal.

Action Taken

Citron moved, Ford seconded, to declare the property defined in the list dated December 2018, as surplus and authorize staff to dispose of each item in a manner that is most beneficial to the District and consistent with state law. Motion passed.

Par Sanitary Sewer Lift Station Renovation Project Closeout

Clary informed the Board that Award Construction, Inc. has completed all contract requirements and that Staff recommends accepting the Par Sewer Pump Station Improvement Project as complete.

Action Taken

Citron moved, Carter seconded, to accept the Par Sewer Pump Station Improvement Project as complete and authorize staff to close out the public works project. Motion passed.

General Manager's Report

Clary highlighted the recent voluntary State Department of Labor & Industries consultation visit, crew activity, the upcoming 50th Anniversary celebration and District annual banquet in January, and recent Lake Whatcom Management Program activity. Discussion followed.

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

Weide recessed the Regular Session to Executive Session at 7:41 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 7:50 p.m.

With no further business, Weide adjourned the Regular Session at 7:50 p.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Weide

Todd Citron

John Carter

Bruce Ford

Leslie McRoberts

PAYROLL

CHECK REGISTER


Lake Whatcom W-S District
MCAG #: 2330

12/20/2018 To: 12/20/2018

Time: 14:37:37 Date: 12/18/2018
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3991	12/20/2018	Payroll	5	EFT		527.72	12/01/2018 - 12/14/2018 PR 26
3992	12/20/2018	Payroll	5	EFT		826.00	12/01/2018 - 12/14/2018 PR 26
3993	12/20/2018	Payroll	5	EFT		3,776.05	12/01/2018 - 12/14/2018 PR 26
3994	12/20/2018	Payroll	5	EFT		3,455.53	12/01/2018 - 12/14/2018 PR 26
3995	12/20/2018	Payroll	5	EFT		2,302.94	12/01/2018 - 12/14/2018 PR 26
3996	12/20/2018	Payroll	5	EFT		3,288.01	12/01/2018 - 12/14/2018 PR 26
3997	12/20/2018	Payroll	5	EFT		1,940.11	12/01/2018 - 12/14/2018 PR 26
3999	12/20/2018	Payroll	5	EFT		1,249.98	12/01/2018 - 12/14/2018 PR 26
4000	12/20/2018	Payroll	5	EFT		2,545.12	12/01/2018 - 12/14/2018 PR 26
4001	12/20/2018	Payroll	5	EFT		1,836.71	12/01/2018 - 12/14/2018 PR 26
4002	12/20/2018	Payroll	5	EFT		4,439.80	12/01/2018 - 12/14/2018 PR 26
4003	12/20/2018	Payroll	5	EFT		3,245.97	12/01/2018 - 12/14/2018 PR 26
4004	12/20/2018	Payroll	5	EFT		1,889.73	12/01/2018 - 12/14/2018 PR 26
4005	12/20/2018	Payroll	5	EFT		472.00	12/01/2018 - 12/14/2018 PR 26
4006	12/20/2018	Payroll	5	EFT		1,779.12	12/01/2018 - 12/14/2018 PR 26
4007	12/20/2018	Payroll	5	EFT		2,345.09	12/01/2018 - 12/14/2018 PR 26
4008	12/20/2018	Payroll	5	EFT		1,595.47	12/01/2018 - 12/14/2018 PR 26
4009	12/20/2018	Payroll	5	EFT		1,855.84	12/01/2018 - 12/14/2018 PR 26
4010	12/20/2018	Payroll	5	EFT		537.58	12/01/2018 - 12/14/2018 PR 26
4011	12/20/2018	Payroll	5	EFT		2,609.58	12/01/2018 - 12/14/2018 PR 26
4012	12/20/2018	Payroll	5	EFT		2,384.21	12/01/2018 - 12/14/2018 PR 26
3998	12/20/2018	Payroll	5	8581		1,300.65	12/01/2018 - 12/14/2018 PR 26
401 Operating Fund						46,203.21	
						46,203.21	Payroll: 46,203.21

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 12/18/2018

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

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

BENEFITS

CHECK REGISTER

Lake Whatcom W-S District
MCAG #: 2330

12/20/2018 To: 12/20/2018

Time: 14:43:15 Date: 12/18/2018
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4013	12/20/2018	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	3,012.00	Pay Cycle(s) 12/20/2018 To 12/20/2018 - DCP
4014	12/20/2018	Payroll	5	EFT	UNITED STATES TREASURY	15,948.75	941 Deposit for Pay Cycle(s) 12/20/2018 - 12/20/2018
4015	12/20/2018	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	10,099.93	Pay Cycle(s) 12/20/2018 To 12/20/2018 - PERS 2
4016	12/20/2018	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	2,933.81	Pay Cycle(s) 12/20/2018 To 12/20/2018 - PERS 3
4017	12/20/2018	Payroll	5	8582	AFLAC	354.85	Pay Cycle(s) 12/20/2018 To 12/20/2018 - AFLAC Pre-Tax; Pay Cycle(s) 12/20/2018 To 12/20/2018 - AFLAC Post-Tax
4018	12/20/2018	Payroll	5	8583	AFSCME LOCAL	372.68	Pay Cycle(s) 12/20/2018 To 12/20/2018 - Union Dues; Pay Cycle(s) 12/20/2018 To 12/20/2018 - Union Fund
4019	12/20/2018	Payroll	5	8584	HRA VEBA TRUST (PAYEE)	515.00	Pay Cycle(s) 12/20/2018 To 12/20/2018 - VEBA
4020	12/20/2018	Payroll	5	8585	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 12/20/2018 To 12/20/2018 - ICMA
4021	12/20/2018	Payroll	5	8586	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 12/20/2018 To 12/20/2018 - SUP ENF
4022	12/20/2018	Payroll	5	8587	WASHINGTON STATE HEALTH CARE AUTHORITY	14,525.31	Pay Cycle(s) 12/20/2018 To 12/20/2018 - PEBB Medical; Pay Cycle(s) 12/20/2018 To 12/20/2018 - PEBB ADD LTD; Pay Cycle(s) 12/20/2018 To 12/20/2018 - PEBB SMK Surcharge; Pay Cycle(s) 12/20/2018 To 12/20
401 Operating Fund						48,070.67	
						48,070.67	Payroll: 48,070.67

BENEFITS

CHECK REGISTER

Lake Whatcom W-S District

MCAG #: 2330


12/20/2018 To: 12/20/2018

Time: 14:43:15 Date: 12/18/2018

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 12/18/2018

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

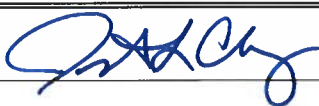
Commissioner

Commissioner



**AGENDA
BILL
Item 5.A**

**Resolution No. 853
Designation of Authorized Agent
FEMA Pre-Disaster Mitigation Grant**

DATE SUBMITTED:	December 19, 2018	MEETING DATE:	December 26, 2018
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Resolution No. 853		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="checked" type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District is applying for a grant from the Federal Emergency Management Agency to make seismic improvements to our existing Geneva, Division 22, Division 30, and Sudden Valley water treatment plant water reservoirs. This application process requires that the District designate an applicant agent and an alternate agent. The District previously adopted Resolution No. 836, which designated Patrick Sorenson and Bill Hunter as the applicant agent and applicant alternate, respectively, for a current FEMA grant (seismic improvements to the Division 7 and 22 reservoirs). The proposed resolution designates Justin Clary as the authorized agent and Bill Hunter as the alternate. The federal process requires that the Board designate these agents via resolution.

FISCAL IMPACT

This action will have no direct fiscal impact on the District. If awarded the grant, the Board would have the option to accept the grant and any associated terms.

RECOMMENDED BOARD ACTION

Staff recommends that the Board designate the general manager and the assistant general manager as the authorized agents associated with application for the FEMA Pre-Disaster Mitigation grant.

PROPOSED MOTION

A recommended motion is:

"I move to adopt Resolution No. 853 as presented."

**LAKE WHATCOM WATER AND SEWER DISTRICT
RESOLUTION NO. 853**

A Resolution of the Board of Commissioners Designating an Authorized Agent as required by the
State of Washington Hazard Mitigation Grant Program

(Rescinds Resolution No. 836)

WHEREAS, the Lake Whatcom Water and Sewer District (District) desires to apply for a grant through the State of Washington Hazard Mitigation Grant Program to cover a portion of the costs for design and construction of seismic improvements to the Geneva, Division 22, Division 7, and Sudden Valley water treatment plant water reservoirs; and

WHEREAS, the District previously adopted Resolution No. 836, which designated Patrick Sorenson as the authorized agent, and Bill Hunter as the alternate agent, associated with the State of Washington Hazard Mitigation Grant Program application and grant administration processes; and

WHEREAS, Mr. Sorenson is no longer employed by the District and his position of general manager is now filled by Justin Clary;

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

1. Resolution No. 836 of the Lake Whatcom Water and Sewer District is hereby rescinded in its entirety.
2. Justin Clary, General Manager, is hereby designated the authorized agent and Bill Hunter, District Engineer/Assistant General Manager, is designated the alternate.
3. These agents are authorized to execute for and on behalf of Lake Whatcom Water and Sewer District, a public agency established under the laws of the state of Washington, the application, grant agreement, and payment requests to be filed with the Military Department, Emergency Management Division, for the purpose of obtaining and administering certain state and federal financial assistance under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Act of 1988, P.L. 93-288, as amended.
4. Lake Whatcom Water and Sewer District hereby authorizes its agent to provide to the Washington Military Department, Emergency Management Division assurances and agreements required for all matters concerning such state disaster mitigation.
5. 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.

6. 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.
7. 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 26th day of December, 2018.

Laura Weide, Commissioner

Todd Citron, Commissioner

Bruce Ford, Commissioner

Leslie McRoberts, Commissioner


John Carter, Commissioner

Approved as to form, District legal counsel



**AGENDA
BILL
Item 5.B**

**Washington Paid Family &
Medical Leave Program**

DATE SUBMITTED:	December 18, 2018	MEETING DATE:	December 26, 2018
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton, Finance Manager/Treasurer	
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

Washington State's Paid Family & Medical Leave Act (PFMLA) was authorized by the Washington State Legislature in 2017 and has been organized as an insurance program which is administered by the Employment Security Department (ESD). The program will allow workers to take off up to 12 weeks, as needed, when they welcome a new child into their family, are struck by a serious injury or illness, need to take care of an ill or ailing relative, and for certain military-related events. The weekly benefit is capped at \$1,000 with a minimum of \$100 and is a calculated percentage of the employee's gross wages.

Beginning on January 1, 2019, employers are required to deduct from employee paychecks Paid Family and Medical Leave premiums for submittal to the ESD. Benefits will be available to eligible employees beginning January 1, 2020.

The initial premium will be 0.4% of gross wages, which is comprised of employee and employer contributions, and can be adjusted annually after 2020 by the ESD, according to rules set by the statute.

The employee-required contribution is 0.253% of gross wages. The employer contribution is 0.147% of gross wages.

For employers with fewer than 50 employees (such as the Lake Whatcom Water & Sewer District), remittance of the employer portion of the premium is optional, but the employee portion is required. The financial impact to the District, should it opt to pay the employer portion of the

premium, would be approximately \$4,000 in 2019 (this cost was not accounted for in the recently adopted 2019 Budget). As noted above, the rates can be adjusted by the ESD annually after 2020. The advantage to the District in remitting the employer portion of the premium is that the District would then be eligible for assistance grants of up to \$3,000 to help cover costs associated with employees on leave under the PFMLA. An employer may apply for up to 10 of these grants each year, with one per employee on PFMLA-covered leave.

The Board discussed the pros and cons of paying the employer-portion of the premium during its regularly scheduled meeting on December 13, 2018. The Board directed staff during that meeting to determine if the District were to initially elect not to pay the employer-portion of the premium, if there are any conditions (e.g., ability to begin paying employer portions at later date). District staff has determined this rate is set annually and all entities participating will pay the current applicable rate regardless of when their participation was initiated. The ruling has not been determined when entities may "opt in" but most likely it will be on an annual basis with a January 1 start date. Speaking to the utilization of the assistance grants offered by this program, during the previous 5 years LWWS D has only had three employees out of work for 7 to 10 days with a qualified situation.

FISCAL IMPACT

The impact for Lake Whatcom Water and Sewer District to participate would be approximately \$4,000 in 2019. However, rates can be adjusted annually after 2020 by the Employment Security Department, according to rules set by the statute.

RECOMMENDED BOARD ACTION

Advise staff on the participation level at the employer level. Staff recommends that the District opt out of paying the 0.147% of the PFMLA premium based on the uncertainty associated with award of grants that may offset the employer-related costs, and because future rates are unknown and subject to an annual adjustment by the Employment Security Department.


PROPOSED MOTION

None



**AGENDA
BILL
Item 5C**

**Engineering Department
Report**

DATE SUBMITTED:	December 19, 2018	MEETING DATE:	December 26, 2018
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Summary of Existing District Projects		
	2. District Projects Staff Report		
	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 December 26, 2018 Board Meeting
Data Compiled 12/20/18 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	3836	70	44	2
Remaining Capacity (ERUs)	**	15	10	0
Permitted ERUs Under Construction	30	0	0	0
Pre-paid Connection Certificates & Expired Permits	17	0	5	0
Water Availabilities (trailing 12 months)	32	0	0	0
Subtotal - Commitments not yet connected	79	0	5	0
Available ERUs	**	15	5	0

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

Completed District 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
M1812	CMOM Manhole, Wet Well, and Vault Pressure Grouting
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 x	Feb x	Mar x	Apr x	May x	June x	July x	Aug x	Sept x	Oct x	Nov x	Dec x
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month		Jan x	Feb x	Mar x	Apr x	May x	June x	July x	Aug x	Sept x	Oct x	Nov x	Dec x
Department of Revenue Prepared by: Debi	Due end of following month		Jan x	Feb x	Mar x	Apr x	May x	June x	July x	Aug x	Sept x	Oct x	Nov x	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	Tuesday, November 20, 2018			
Thursday, April 12, 2018	Monday, August 27, 2018	Thursday, December 13, 2018			
Thursday, May 17, 2018	Thursday, September 13, 2018				
Summary of Work-Related Injuries & Illnesses					
	2018	2017	2016	2015	2014
Total Number of Work Related Injuries Defined as a work related injury or illness that results in: • Death • Medical treatment beyond first aid • Loss of consciousness • Significant injury or illness diagnosed by a licensed health care professional • Days away from work (off work) • Restricted work or job transfer	0	1	0	1	1
Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)	0	13	0	0	
Total Number of Days Away from Work (at home, in hospital, not at work)	0	4	0	0	
Near Misses	2	1			

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



District Projects

Staff Report

12/18/2018

A1901 Whatcom County Region GIS Imagery Partnership 2019 Flight

An inter-local agreement with Whatcom County and a sub-agency license agreement with vendor, Pictometry International Corporation, in order to take receipt of the entire western Whatcom County imagery dataset and issuance of a Pictometry Connect license.

A1902 Compulsory Sewer Connections

Compel property owners on private septic systems to connect to adjacent public sewer mains.

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.
- 11/20/2018 Electrical contractor scheduled to start work on 11/26/2018.
- 12/18/2018 Electrical contractor finished installing conduit. District crews working on installing camera system and integrating with SCADA.

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 wet Whatcom County Critical Areas Biologist to review potential critical areas.
- 12/22/2016 GeoEngineers submitted shoreline exemption permit application for test borings to Whatcom County.
- 11/16/2017 Held 2nd pre-application meeting with County staff. 2nd meeting was necessary due to scope change from replacement of pump station to horizontal directional drilling. Consultants are preparing permit applications for project to be submitted early December.
- 1/25/2018 Consultants are still preparing permit applications. Draft applications are expected any day for District review. Staff has rescheduled construction from summer 2018 to summer 2019. A revised CIP plan will be presented to board for approval on 1/31/2018.
- 2/12/2018 Staff have reviewed draft permit application package and is coordinating with consultant to address minor comments.
- 3/8/2018 District received permit application materials from consultant. Staff working to obtain Center Condo and SVCA notarized signatures.
- 4/13/2018 Permit applications submitted to Whatcom County.
- 4/17/2018 Corps and JARPA documents sent to agencies.
- 5/10/2018 County issued SEPA notice to agencies and property owners within 1000-feet of project for comment period. Written comments are due by June 10, 2018.
- 5/11/2018 District received Nationwide Permit12 (Utility Line Activities) from Army Corps of Engineers.
- 6/10/2018 Written SEPA comments to County due.
- 6/18/2018 As of today the shorelines administrator said he is still waiting on comments from critical areas staff, and that he'd check-in with those staff tomorrow.
- 7/5/2018 County in process of reviewing permit applications.

- 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.
- 11/28/2018 DOE issued conditional approval for Geneva Sewer Pump Station Improvements Project. There is a 21-day public comment period that ends 12/19/2019.
- 1/9/2019 Public Hearing at 125pm in the County Council Chambers for the shoreline substantial development permit.

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.
- 11/14/2018 New station put online. Beginning 10-day test period.

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.
12/18/2018 Device is ready for installation. Staff is working with RH2 to schedule installation and integration.

03 Permitting

12/18/2018 Whatcom County is requiring an Environmental Site Assessment. Staff will be discussion options with RH2.

C1802 Edgewater, Dellesta, Euclid Sewer Pump Station Improvements

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

01 Administration

- 1/25/2018 Staff developing RFP for selection of engineering consultant. 1st phase will includes predesign and shorelines permitting in 2018.
- 2/10/2018 Request for Proposals published Bellingham Herald.
- 3/7/2018 RFP submittals due at 1pm. Distribute RFP's to selection committee by end of week.
- 3/22/2018 Consultant selection committee meets to review and rank consultant proposals.
- 3/29/2018 Board selects RH2 as the most qualified consultant for projects to board. Staff will begin scope/fee negotiations with the consultant.
- 5/21/2018 Staff working with RH2 on initial scope of work. Intent is to have board authorize scope/fee at 5/30/2018 board meeting.
- 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.
- 11/20/2018 RH2 preparing permit applications based on information from pre-application meeting with County.

C1803 Camp Firwood Automatic Transfer Switch

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.
- 12/18/2018 Fence rebuild is finished. The ATS has been delivered to the District. Staff is scheduling ATS installation using District forces this winter.

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.

11/8/2018 Staff met with WWU to review Airport and Lakewood proposed easements. WWU to process Airport easement. WWU requested District contact adjacent property owner to Lakewood Pump Station to open easement discussions with them before WWU will consider giving access easement for that location.

11/16/2018 Staff met with property owner adjacent to Lakewood Sewer Pump Station to discuss proposed access easement.

12/12/2018 Generator purchase order was issued using GSA.

12/18/2018 WWU and staff are in the process of negotiating easement language for the Airport PS site.

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.

C1903 District Office Misc Facility Improvements

District administrative office facility repairs and improvements located at 1220 Lakeway Drive. Work includes: Installing an irrigation system, upper parking lot asphalt patching (approx. 16-ft x 75-ft = 1,200 sf area), front entrance parking lot surface drainage grading / asphalt patching (approx. 40-ft x 30-ft = 1,200 sf area), and replacing front entrance garden stepping pavers with concrete steps/walkway.

C1904 Comprehensive Sewer Plan Update

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.

C1905 Sewer Rehabilitation and Replacement Projects

Annual project to find and reduce inflow and infiltration (I&I) of surface and ground water entering the public sewer system. Work includes: 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.

C1906 Water Meters and Replacement Registers

Procurement of approximately 40 new water meters and 200 meter registers.

C1907 Fire Flow Improvements - Remove FH #22-112

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. Project is to remove the hydrant and install a blow-off assembly used for flushing the main.

C1908 Fire Flow Improvements - Hydraulic Model Calibration

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. 4 to 8 areas will be analyzed in the water system.

C1910 SVWTP and AHWTP Misc Component Replacement

Replace worn out components at Sudden Valley Water Treatment Plant (SVWTP) and Agate Height Water Treatment Plant (AHWTP). Replacements include: SVWTP Raw Water pH Probe, SVWTP Transmission Pump Control Valves (4 valves), SVWTP Transmission Pipeline Surge Valves (2 valves), SVWTP Raw Water Flow Meter, SVWTP CL2 Contact Tank Pressure Transmitter (used to measure tank level), SVWTP Spare Transfer Pump, and AHWTP Finish Water Flow Meter.

C1911 Field CL2 Injection System

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

C1912 Reservoir Ladder Cage and Railing Improvements

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.

C1913 SVWTP 20-Year Facility Plan

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).

C1914 Water Rehabilitation and Replacement Projects

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, & Fremont).

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.

M1915 VEH42 5-Yard Dump Truck Tire Replacement

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.)

M1916 Flat Car Impellers, Volutes, and Wear Rings

Replace worn volute, impeller, and wear rings on pumps #1 and #3 at Flat Car Sewer Pump Station. Parts will have a ceramic coating that should extend their service life compared to the originals. Note pump #2 had these parts replaced in 2018.

M1917 AB PLC-5 Replacements and UPS Improvements


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, and 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 was approved to select a general electrical/control engineering consultant through the Request for Qualifications (RFQ) selection process and to develop an initial scope to plan the migration at each site to the new PLC's and determine what UPS improvements can be made to increase facility reliability. With the remaining 2019 budget, prepare bid documents, bid the work, contract with a contractor to begin the migration, and lastly to develop future CIP budgets to finish the work.



**AGENDA
BILL
Item 5.D**

**Finance Department
Report**

DATE SUBMITTED:	December 19, 2018	MEETING DATE:	December 26, 2018
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton	
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

Information only.

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

N/A


PROPOSED MOTION

N/A



**AGENDA
BILL
Item 5.E**

**Operations Department
Report**

DATE SUBMITTED:	December 19, 2018	MEETING DATE:	December 26, 2018
TO: BOARD OF COMMISSIONERS	FROM: Brent Winters		
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

Placeholder for the Operations & Maintenance manager to give a departmental update.

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Review and discuss.


PROPOSED MOTION

Not applicable at this time.



**AGENDA
BILL
Item 7**

General Manager's Report

DATE SUBMITTED:	December 19, 2018	MEETING DATE:	December 26, 2018
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. General Manager's Report		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<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, December 26, 2018 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Next Regular Board Meeting	Wed Jan 9, 2019	6:30 p.m.	Board Room
Next Employee Staff Meeting	Thu Jan 10, 2019	8:00 a.m.	Board Room Commissioner McRoberts to Attend
Annual Employee Appreciation Banquet	Fri Jan 11, 2019	6:00 p.m.	Giuseppe's, 21 Bellwether Way
Finance Committee Meeting	Wed Jan 9, 2019	6:00 p.m.	Small Conference Room
Safety Committee Meeting	Wed Jan 9, 2019	8:00 a.m.	Board Room
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	Mon Feb 4, 2019	3:00 p.m.	City of Bellingham's Fireplace Room 625 Halleck Street <i>Enter through the Halleck St entrance</i>
Joint Councils Meeting	Wed Mar 27, 2019	6:30 p.m.	Bellingham City Council Chambers 210 Lottie Street
Other Meetings			
WASWD Section III Meeting	Tue Jan 8, 2019	6:15 p.m.	Bob's Burgers, 8822 Quil Ceda Pkwy, Tulalip, WA
Water Utility Coordinating Committee	Fri Jan 11, 2019	2:00 p.m.	Whatcom Co. Health Offices 509 Girard Street
Whatcom Water Districts Caucus Meeting	Wed Dec 19, 2018	1:00 p.m.	Board Room
Lake Whatcom Stormwater Utility Advisory Com Meeting	Tue Jan 8, 2019	3:00 p.m.	Whatcom Co. Civic Center 322 N Commercial Street
Whatcom County Council of Governments Board Meeting	Wed Jan 16, 2019	3:00 p.m.	Council of Governments Offices 314 E Champion Street

Other Announcements & Reminders

Committee Meeting Reports

Safety Committee – last meeting was held on December 13, 2018

- 2019 Positions: Rich Munson appointed chair; Justin Clary appointed secretary

Upcoming Important Agenda Topics and Meetings

- Collective bargaining agreement with AFSCME Local 114 WD anticipated for Board consideration in early 2019

General Manager Updates

Capital Projects

- Country Club Sanitary Sewer Lift Station Renovation Project: shorelines hearing set for January 9
- Geneva Sanitary Sewer Lift Station Renovation Project: public review period ends December 20; anticipate permits will be issued by the County following public review

Lake Whatcom Management Program

- Justin Clary met with Melanie Mankamy (Wilson Engineering) on December 19 regarding development of an approach to water quality assessment
- Justin Clary met with Renee LaCroix (City of Bellingham Assist. PW Director-Natural Resources) on December 20 regarding water quality assessment approach on continued participation in the Aquatic Invasive Species program

Whatcom County Coordinated Water System Plan Revision

- District continues to participate in the Water Utility Coordinating Committee's efforts, as charged by the Whatcom County Council, to revise the Coordinated Water System Plan to address definition of *timely, reasonable, and transparent*, as they relate to determination of water service


Community/Public Relations

- District staff developing a social media program to enhance public relations



**AGENDA
BILL
Item 9**

Executive Session

DATE SUBMITTED:	December 19, 2018	MEETING DATE:	December 26, 2018
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope, Administrative Assistant		
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 10 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