



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

January 30, 2019


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. 854—Adoption of Administrative Code Section 3.8.1, Board of Commissioner Meetings—Time and Place
 - B. Revision of District Mission and Goals
 - C. Disposal of Surplus Property
 - D. Engineering Department Report
 - E. Finance Department Report
 - F. 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:	January 23, 2019	MEETING DATE:	January 30, 2019
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 1/29/19 ****

BACKGROUND / EXPLANATION OF IMPACT

- Meeting Notes from the January 9, 2019 Board Meeting
- Payroll for Pay Period #02 (12/29/2018 through 01/11/2019) totaling \$43,091.67
- Payroll Benefits for Pay Period #02 totaling \$45,599.83
- 4th Quarter 2018 Payroll Taxes totaling \$5,862.85
- Summary of Significant Expenditures – To be added January 29, 2019
- Accounts Payable Vouchers – To be added January 29, 2019



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS Minutes

January 09, 2019

Board Secretary Todd Citron called the Regular Session to order at 6:34 p.m.

Attendees: Commissioner Todd Citron
Commissioner John Carter
Commissioner Leslie McRoberts
General Manager Justin Clary
Assistant General Manager/District Engineer Bill Hunter
Finance Manager/Treasurer Debi Denton
Operations & Maintenance Manager Brent Winters
Recording Secretary Rachael Hope
District Legal Counsel Bob Carmichael

Excused Absences: Commissioner Laura Abele
Commissioner Bruce Ford

No public were in attendance.

Consent Agenda

Denton informed the Board of an addition to the Consent Agenda packet going forward, a summary of significant expenses to give them an at-a-glance view of the largest expenditures included in each Accounts Payable voucher.

Action Taken

McRoberts moved, Carter seconded, approval of:

- Meeting Notes from the 12/26/2018 Board Meeting
- Payroll for Pay Period #01 (12/15/2018 through 12/28/2018) totaling \$40,906.63.
- Payroll Benefits for Pay Period #01 totaling \$46,660.07.
- Accounts Payable Vouchers totaling \$125,993.74.

Motion passed.

Election of Board Officers

Clary reminded the Board that under RCW 57.12.10, the Board shall annually elect one of its members as president and another as secretary.

Action Taken

McRoberts moved, Carter seconded, to appoint Commissioner Abele to serve as District president for the 2019 calendar year. Motion passed.

Action Taken

McRoberts moved, Carter seconded, to appoint Commissioner Citron to serve as District secretary for the 2019 calendar year. Motion passed.

Appointment of Board Representatives to the District's Investment Committee

Clary recalled that chapter 2.14 of the District's administrative code establishes an Investment Committee (sometimes called the Finance Committee), which is comprised of the finance manager/treasurer, general manager, and two commissioners. Duties of the committee include, at a minimum, quarterly review of the District's investment portfolio and rate structure and annual review of the District's investment policy.

Action Taken

McRoberts moved, Carter seconded, to appoint Commissioner Citron and Commissioner Carter to serve as the Board's representatives on the District's Investment Committee for the 2019 calendar year. Motion passed.

Appointment of Board Representatives to the Whatcom County Council of Governments and the Lake Whatcom Management Program Policy Group

Clary recounted that the District annually appoints a representative to serve on the Whatcom County Council of Governments and a representative to serve on the Lake Whatcom Management Program Policy Group.

Action Taken

McRoberts moved, Citron seconded, to appoint Commissioner Carter to serve as the District's representative on the Whatcom County Council of Governments for the 2019 calendar year. Motion passed.

Action Taken

Carter moved, McRoberts seconded, to appoint Commissioner Ford to serve as the District's representative on the Lake Whatcom Management Program Policy Group for the 2019 calendar year. Motion passed.

Interlocal Agreement with the City of Bellingham for Aquatic Invasive Species Program Coordination

Clary explained that in 1990 the District formed a partnership with the City of Bellingham (City) and Whatcom County (County) to develop a joint management strategy for the Lake Whatcom watershed. As part of this program, an aquatic invasive species (AIS) program was implemented, which provides for education of watercraft users on AIS and inspection of watercraft prior to launching into Lake Whatcom and nearby Lake Samish. Historically, the AIS program has been administered by the City, with funding provided by all three parties and supplemented by permit fee revenues.

To offset growing costs due to annual growth in educational efforts and the number of watercraft inspected, the City is working with the County to refine the AIS watercraft inspection permit fee structure, as well as requesting an increase in funding participation from the County and the District. As a result, the proposed interlocal agreement between the City and the District defines District funding participation at a maximum of \$50,000 for 2019, with an 8 percent escalation factor each year for 2020-2022, and a 5 percent annual escalation factor for 2023 and beyond. Discussion followed.

Action Taken

McRoberts moved, Carter seconded, to approve the interlocal agreement with the City of Bellingham for coordination of the aquatic invasive species program as presented.

Carter moved, Citron seconded, to amend the motion to approve subject to confirmation that the county has agreed to the 8% increase for the same 5 year period. Motion passed.

Original motion passed as amended.

General Manager's Report

Clary highlighted several items, including the upcoming staff recognition banquet. He also shared a recent employee spotlight on District Utility Systems Support Specialist Miguel Gillis in the Washington Association of Sewer and Water Districts newsletter. Staff were recognized and commended on having 0 recordable safety incidents in 2018. Discussion followed.

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

Citron recessed the Regular Session to Executive Session at 7:03 p.m. It was estimated that the Executive Session would take about 30 minutes. The purpose of the Executive Session was for considering issues related to collective bargaining with a labor union. Citron recessed the Executive Session and reconvened the Regular Session at 7:33 p.m.

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

Citron re-recessed the Regular Session to Executive Session at 7:33 p.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. Citron recessed the Executive Session and reconvened the Regular Session at 7:48 p.m.

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

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Abele

Todd Citron

Bruce R. Ford

Leslie McRoberts

John Carter

PAYROLL

CHECK REGISTER

Lake Whatcom W-S District

MCAG #: 2330

01/17/2019 To: 01/17/2019

Time: 11:37:15 Date: 01/15/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
165	01/17/2019	Payroll	5	EFT		329.25	12/29/2018 - 01/11/2019 PR2
166	01/17/2019	Payroll	5	EFT		216.40	12/29/2018 - 01/11/2019 PR2
167	01/17/2019	Payroll	5	EFT		235.37	12/29/2018 - 01/11/2019 PR2
168	01/17/2019	Payroll	5	EFT		3,599.16	12/29/2018 - 01/11/2019 PR2
169	01/17/2019	Payroll	5	EFT		3,550.52	12/29/2018 - 01/11/2019 PR2
170	01/17/2019	Payroll	5	EFT		2,279.13	12/29/2018 - 01/11/2019 PR2
171	01/17/2019	Payroll	5	EFT		3,346.26	12/29/2018 - 01/11/2019 PR2
173	01/17/2019	Payroll	5	EFT		1,430.80	12/29/2018 - 01/11/2019 PR2
175	01/17/2019	Payroll	5	EFT		1,206.31	12/29/2018 - 01/11/2019 PR2
176	01/17/2019	Payroll	5	EFT		2,530.31	12/29/2018 - 01/11/2019 PR2
177	01/17/2019	Payroll	5	EFT		1,866.64	12/29/2018 - 01/11/2019 PR2
178	01/17/2019	Payroll	5	EFT		3,411.33	12/29/2018 - 01/11/2019 PR2
179	01/17/2019	Payroll	5	EFT		1,844.22	12/29/2018 - 01/11/2019 PR2
180	01/17/2019	Payroll	5	EFT		1,885.00	12/29/2018 - 01/11/2019 PR2
181	01/17/2019	Payroll	5	EFT		117.68	12/29/2018 - 01/11/2019 PR2
182	01/17/2019	Payroll	5	EFT		2,721.05	12/29/2018 - 01/11/2019 PR2
183	01/17/2019	Payroll	5	EFT		2,334.30	12/29/2018 - 01/11/2019 PR2
184	01/17/2019	Payroll	5	EFT		1,482.76	12/29/2018 - 01/11/2019 PR2
185	01/17/2019	Payroll	5	EFT		1,846.55	12/29/2018 - 01/11/2019 PR2
186	01/17/2019	Payroll	5	EFT		2,621.18	12/29/2018 - 01/11/2019 PR2
187	01/17/2019	Payroll	5	EFT		2,360.09	12/29/2018 - 01/11/2019 PR2
172	01/17/2019	Payroll	5	8672		588.42	12/29/2018 - 01/11/2019 PR2
174	01/17/2019	Payroll	5	8673		1,288.94	12/29/2018 - 01/11/2019 PR2

401 Operating Fund

43,091.67

43,091.67 Payroll:

43,091.67

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 1/15/2019

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

01/17/2019 To: 01/17/2019

Time: 11:45:46 Date: 01/15/2019
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
188	01/17/2019	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	3,443.96	Pay Cycle(s) 01/17/2019 To 01/17/2019 - DCP
189	01/17/2019	Payroll	5	EFT	UNITED STATES TREASURY	15,622.11	941 Deposit for Pay Cycle(s) 01/17/2019 - 01/17/2019
190	01/17/2019	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	9,922.60	Pay Cycle(s) 01/17/2019 To 01/17/2019 - PERS 2
191	01/17/2019	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	2,961.24	Pay Cycle(s) 01/17/2019 To 01/17/2019 - PERS 3
192	01/17/2019	Payroll	5	8674	AFLAC	354.85	Pay Cycle(s) 01/17/2019 To 01/17/2019 - AFLAC Pre-Tax; Pay Cycle(s) 01/17/2019 To 01/17/2019 - AFLAC Post-Tax
193	01/17/2019	Payroll	5	8675	AFSCME LOCAL	382.95	Pay Cycle(s) 01/17/2019 To 01/17/2019 - Union Dues; Pay Cycle(s) 01/17/2019 To 01/17/2019 - Union Fund
194	01/17/2019	Payroll	5	8676	HRA VEBA TRUST (PAYEE)	515.00	Pay Cycle(s) 01/17/2019 To 01/17/2019 - VEBA
195	01/17/2019	Payroll	5	8677	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 01/17/2019 To 01/17/2019 - ICMA
196	01/17/2019	Payroll	5	8678	WA ST DEPT OF ES/PFMLA	314.20	Pay Cycle(s) 01/17/2019 To 01/17/2019 - PFMLA
197	01/17/2019	Payroll	5	8679	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 01/17/2019 To 01/17/2019 - SUP ENF
198	01/17/2019	Payroll	5	8680	WASHINGTON STATE HEALTH CARE AUTHORITY	14,774.58	Pay Cycle(s) 01/17/2019 To 01/17/2019 - PEBB Medical; Pay Cycle(s) 01/17/2019 To 01/17/2019 - PEBB ADD LTD; Pay Cycle(s) 01/17/2019 To 01/17/2019 - PEBB SMK Surcharge; Pay Cycle(s) 01/17/2019 To 01/17

401 Operating Fund

48,599.83

48,599.83 Payroll: 48,599.83

CHECK REGISTER

Lake Whatcom W-S District

MCAG #: 2330

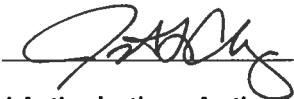
01/17/2019 To: 01/17/2019

Time: 11:45:46 Date: 01/15/2019

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 aithorized to certify this claim.

Sign  Date 1/15/2019

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

CHECK REGISTER

Lake Whatcom W-S District
MCAG #: 2330

01/04/2019 To: 01/04/2019

4TH QTR 2018
Payroll Taxes
Time: 15:06:54 Date: 01/04/2019
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
41	01/04/2019	Payroll	5	8620	WA ST DEPT OF EMPLOYMENT SECUR	452.34	4TH Quarter 10/01/2018 - 12/31/2018
42	01/04/2019	Payroll	5	8621	WA ST DEPT OF LABOR AND IND	5,410.51	4TH Quarter 10/01/2018 - 12/31/2018
401 Operating Fund						5,862.85	
						5,862.85	Payroll: 5,862.85

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 1/7/2019

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. 854
Creating Administrative Code
Section 3.8.1, Board of
Commissioner Meetings—Time and Place**

DATE SUBMITTED:	January 23, 2019	MEETING DATE:	January 30, 2019
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. 854	
		2.	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Historically, 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. During its deliberation regarding adoption of Resolution No. 852 on December 12, 2018, which set the meeting dates and times for 2019, the Board was supportive of codifying the schedule for its regular meetings to mitigate the legislative effort of annual resolution adoption. Attached Resolution No. 854 would create a set schedule for regular Board meetings. In the instances where a conflict might arise (e.g., regularly scheduled meeting falling on a District-observed holiday), the meeting date would be revised through standard public notice requirements.

FISCAL IMPACT

None anticipated.

RECOMMENDED BOARD ACTION

Staff recommends that the Board approve Resolution No. 854.

PROPOSED MOTION

A recommended motion is:

"I move to adopt Resolution No. 854 as presented."

**LAKE WHATCOM WATER AND SEWER DISTRICT
RESOLUTION NO. 854**

**A Resolution of the Board of Commissioners Establishing
Regular Meeting Dates and Times**

WHEREAS, Revised Code of Washington 42.30.070 requires that the governing body of a public agency, including special purpose districts, shall provide the time for holding regular meetings by resolution; and

WHEREAS, historically the Lake Whatcom Water and Sewer District Board of Commissioners has set the dates and times of its regular meetings on an annual basis; and

WHEREAS, the dates and times of Board of Commissioner meetings have not changed for several years; and

WHEREAS, the Board of Commissioners desires to streamline its legislative process by removing the need to annually adopt a resolution setting meeting dates and times for the coming year;

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

Section 1. Chapter 3.8 of the District Administrative Code is created with the following:

3.8 Administration

3.8.1 Board of Commissioner Meetings—Time and Place

The Board of Commissioners of the Lake Whatcom Water and Sewer District shall regularly meet at 6:30 p.m. on the second Wednesday of each month and at 8:00 a.m. on the last Wednesday of each month, at the District's offices located at 1220 Lakeway Drive, Bellingham, Washington.

Section 2: BE IT FURTHER RESOLVED that any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this Resolution.

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

Section 4: This Resolution shall be effective immediately.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District,
Whatcom County, Washington, at a regular meeting thereof, on the 30th day of January, 2019.

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**

**District Mission and Goals
Revision**

DATE SUBMITTED:	January 23, 2019	MEETING DATE:	January 30, 2019
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary, General Manager	
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Proposed Revision to District Mission & Goals	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

On assuming the position of General Manager of the District this past October, one of the initial tasks that I undertook was to assess how current District operations and objectives align with the District's stated mission and goals. In conversations with commissioners and staff, no one could identify the last time that the District's mission and goals had been revised. That said, those conversations also indicated that the District's mission and goals remain consistent. In preparing for our recent employee appreciation banquet, Accounts Receivable Technician Roxanne Shaw came across a Board presentation from 1996 that presented the mission and goals consistent with today.

To start off the new year, I presented the District's mission and goals statement, as well as introduced a set of operating norms, to District staff during the January staff meeting. Discussion that followed included a recommendation to include in the operating norms a statement pertaining to the District's commitment to safety (which has since been added). With that comment, it was noticed that the District's mission and goals are silent in regards to safety. Therefore, staff recommends that the Board considered a revision to address this staff-identified deficiency.

FISCAL IMPACT

None anticipated.

RECOMMENDED BOARD ACTION

Staff recommends that the Board approve the revised Mission and Goals.

PROPOSED MOTION

A recommended motion is:

"I move to approve the Mission and Goals statement, as presented."



Lake Whatcom Water & Sewer District Mission & Goals

Our mission is to provide the best possible water and sewer services to District customers at an affordable cost, and in a way that contributes to protecting Lake Whatcom's water quality.


We strive:

- To provide safe and reliable drinking water and sewage collection to District customers.
- To establish connection charges and utility rates necessary to maintain the District's financial viability.
- To protect the natural resources within the Lake Whatcom watershed through cooperative efforts with other community and governmental organizations.
- To be recognized as an outstanding public utility that is responsive to the diverse expectations of its customers.
- To maintain the District's facilities through effective planning, prevention, and corrective maintenance practices.
- To provide sewer and water service to those portions of the District as may reasonably be served.
- To have an organization environment that is responsive to customer needs, promotes teamwork and a safe work environment, and allows all people to achieve their full potential.



**AGENDA
BILL
Item 5.C**

**Disposal of
Surplus Property**

DATE SUBMITTED:	January 23, 2019	MEETING DATE:	January 30, 2019
TO: BOARD OF COMMISSIONERS	FROM: Brent Winters, O&M Manager		
GENERAL MANAGER APPROVAL			
DISTRICT ENGINEER/ASST MGR APPROVAL			
FINANCE MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. List of Surplus Property dated January 2019		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Attached is a list of miscellaneous surplus items that the District no longer needs.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

Staff recommends the Board declare the property presented in the attached list as surplus and authorize staff to dispose of each.

PROPOSED MOTION

A recommended motion is:

"I move to declare the property defined in the list dated January 2019, 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."

Jan 2019


LWWSD Surplus Property List

Item	Asset ID	Model / Serial Number	Condition	Value
(2) Studded Tires		225/65/R16	Good	\$100.00
(2) Studded Tires		235/60/16	Good	\$100.00
2 Ton Jack			Failed	Scrap
Pneumatic Grease Gun			End of Life	\$20.00
2012 Chevy Silverado Bed Only Removed From VEH47			Good	\$300.00
Thule Roof Rack			Good	\$50.00
50 Ton Shop Press			Failed	\$100.00
Dell Optiplex 780		CVJSGM1	Failed	Recycle
Dell Optiplex 780		7HB5JM1	Failed	Recycle
Dell Optiplex 780		8HB5JM1	Failed	Recycle
Toshiba Laptop		56053483Q	End of Life	Recycle
(2) Delta Truck Mount Tool Box			Good	\$200.00
RKI Air Monitor		Model GX-2009	Failed	Recycle



**AGENDA
BILL
Item 5.D**

**Engineering Department
Report**

DATE SUBMITTED:	January 23, 2019	MEETING DATE:	January 30, 2019
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	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<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.

State Required Report Status														
Monthly Reports														
Name Of Report			Completed											
Chlorination Report Agate Heights Prepared by: Kevin	Postmarked by the 10th of month		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Department of Revenue Prepared by: Debi	Due end of following month		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Community Right to Know (Hazardous Materials) Prepared by: Rich	March 31													
Annual Reports														
Name Of Report	Deadline		Completed											
WA State Cross Connection Report Prepared by: Rich	May													
OSHA 300 Log Prepared by: Rich	February 1													
Water Use Efficiency Performance Report Prepared by: Kevin	July 1													
Consumer Confidence Reports Prepared by: Kevin	May		Geneva		SV		EagleR		Agate Ht					
Report Number of Sewer ERUs to City of Bellingham Prepared by:	January 15													
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													
Flagging Card Training Coordinated by: Rich	Due Triennially Next Due 2019													

Safety Program Summary Completed by Rich Munson			
Summary of Annual Safety Training 2019 Testing Period - Jan 1, 2019 to May 30, 2019			
	Enrollments	Completions	% Complete
Engineering - Managers	52	0	0%
Engineering - Staff	23	0	0%
Field Crew	224	0	0%
Office - Managers	16	0	0%
Office - Staff	48	26	54%
Overall	363	26	7%

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

Dates of Completed Safety Committee Meetings					
Wednesday, January 19, 2019					
Summary of Work-Related Injuries & Illnesses					
	2019	2018	2017	2016	2015
Total Number of Work Related Injuries Defined as a work related injury or illness that results in: <ul style="list-style-type: none"> • 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	0	1	0	1
Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)	0	0	13	0	0
Total Number of Days Away from Work (at home, in hospital, not at work)	0	0	4	0	0
Near Misses	0	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 checked="" 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. 12/17/2018 Deposit of \$5,329.66 received 1/23/2019 Meeting with SVCA to review revised plans received 1/9/2019 			



District Projects

Staff Report

1/23/2019

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.
- 1/23/2019 District crews mounting equipment and making final wiring connections.

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.
- 1/11/2019 Received shoreline substantial development permit from hearing examiner's office.

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.

06 Bidding

- 2/4/2019 Advertisement for Bids published in Bellingham Herald and Seattle Daily Journal of Commerce.
- 2/21/2019 Non-mandatory prebid meeting at 1pm.
- 3/5/2019 Bid opening at 105pm.

C1705-G Geneva Sewer Pump Station - Construction

Construction of Geneva Sewer Pump Station Improvements project.

06 Bidding

- 1/29/2019 Advertisement for Bids published in Bellingham Herald and Seattle Daily Journal of Commerce.
- 2/12/2019 Non-mandatory prebid meeting at 2pm.
- 2/27/2019 Bid opening at 205pm.

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.
 1/23/2019 Final device configuration delayed due to federal government shutdown - University of Washington has a skeleton crew operating the seismic department.

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 include predesign and shorelines permitting in 2018.
- 2/10/2018 Request for Proposals published Bellingham Herald.
- 3/7/2018 RFP submittals due at 1pm. Distribute RFP's to selection committee by end of week.
- 3/22/2018 Consultant selection committee meets to review and rank consultant proposals.
- 3/29/2018 Board selects RH2 as the most qualified consultant for projects to board. Staff will begin scope/fee negotiations with the consultant.
- 5/21/2018 Staff working with RH2 on initial scope of work. Intent is to have board authorize scope/fee at 5/30/2018 board meeting.
- 6/14/2018 Agreement executed with RH2.

02 Predesign

- 6/18/2018 Surveyors beginning site survey at Euclid.
- 7/17/2018 Survey of Euclid 80-percent complete. Flow testing of Dellesta and Edgewater complete.
- 8/20/2018 RH2 prepared 3 alternatives for generator and pump station control panel placement. Engineering staff is reviewing with District field crews.
- 9/19/2018 Staff reviewed conceptual design layouts for Edgewater and Dellesta stations. RH2 making a few minor revisions before preparing pre-application meeting packet for County. RH2 finalizing permit application package for Euclid sewer pump station.
- 10/24/2018 Dellesta & Edgewater PS. Design criteria review with District staff and RH2.

03 Permitting

- 10/25/2018 Euclid PS. Pre-application meeting scheduled with County, District staff, and RH2.
- 11/20/2018 RH2 preparing permit applications based on information from pre-application meeting with County.
- 1/3/2019 Whatcom County pre-application meeting for both Dellesta and Edgewater pump stations.

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.

02 Predesign

- 1/15/2019 District staff met with Wilson Engineering to review several different package treatment plant and package booster station vendors. Preliminary layouts indicate the existing building footprint is sufficient to install the larger capacity equipment - this significantly reduces the permitting requirements and overall project costs. Wilson will develop a pre-selection criteria to advertise, evaluate, and select specific equipment to be used to complete the design and reports to be submitted to DOH for review and approval. Selection criteria will be presented to the board for input prior to advertisement.

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.

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.E**

**Finance Department
Report**

DATE SUBMITTED:	January 23, 2019	MEETING DATE:	January 30, 2019	
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton		
GENERAL MANAGER APPROVAL				
DISTRICT ENGINEER/ASST MGR APPROVAL				
FINANCE MANAGER APPROVAL				
ATTACHED DOCUMENTS		1. Annual Budget Summary ending 12/31/18		
		2. Revenue & Expenditure Graphs		
		3.		
TYPE OF ACTION REQUESTED		RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Information only.

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

N/A

PROPOSED MOTION

N/A



LAKE WHATCOM WATER AND SEWER FUND SUMMARY 2018

	401	420	425	426	431	450	460	
	OPERATING	SYSTEM REINVESTMENT	SEWER/ STORM WATER CONTINGENCY	WATER CONTINGENCY	2016 BOND FUND	DEBT SERVICE	BOND RESERVE (RESTRICTED)	TOTAL
2018 REVENUES AND TRANSFERS IN	7,035,842	1,520,720	25,000	-	183,450	1,128,070	-	9,893,082
2018 EXPENDITURES AND TRANSFERS OUT	(7,298,179)	(948,272)	(23,019)	-	(466,038)	(1,126,689)	-	(9,862,197)
CASH/INVESTMENTS 2017 CARRYOVER	2,131,222	520,357	770,229	440,000	396,681	-	772,334	5,030,823
	\$1,868,885	\$1,092,805	\$772,210	\$440,000	\$114,093	\$1,381	\$772,334	\$5,061,708
ALLOCATED TO OPERATING RESERVES	-\$850,000							
	\$1,018,885							

LAKE WHATCOM WATER AND SEWER REVENUE

	Description	Budget 2018	ACTUAL 12/31/2018 100%
OPERATING FUND - 401			
REVENUES			
401-333-97-00	FEMA 2015 Storm Grant		250
401-343-40-10	Water Sales Metered (8.5% base rate increase) *	2,437,545	2,468,445
401-343-41-10	Permits (10 new connection permits)	143,480	324,047
401-343-50-11	Sewer Service Residential (2.5% rate increase) *	3,949,323	3,964,760
401-343-50-19	Sewer Service Other	4,000	4,586
401-343-50-80	Latecomer's Fees	-	6,772
401-343-81-10	Combined Fees	30,000	27,616
401-359-90-00	Late fees	50,000	58,691
401-361-11-00	Investment Interest	20,000	70,582
401-361-40-00-80	ULID 18 Interest/Penalties	8,000	8,889
401-368-10-00-80	ULID 18 Principal Payments	50,000	30,534
401-369-10-00	Sale of scrap metal and surplus	1,000	2,503
401-369-10-01	Miscellaneous	-	5,034
401-369-40-00	Judgements and Settlements		47,533
401-395-10-00	Sale of Capital Assets		15,600
401-398-20-00-01	Insurance recovery	-	0
	TOTAL REVENUES	6,693,348	7,035,842
			105.1%

LAKE WHATCOM WATER AND SEWER EXPENDITURES			
	Description	BUDGET 2018	12/31/2018
OPERATING FUND - 401			100%
EXPENDITURES			
401-53X-10-10	Admin Payroll (3% cola plus step increases - 2018)	652,846	603,545 92%
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	274,332	265,545 97%
401-53X-10-31	Gen Admin Supplies/Equipment	30,000	23,705 79%
401-53X-10-31-01	Meetings/Team building	3,000	2,871 96%
401-53X-10-40	Web pay/Bank Fees	30,000	40,394 135%
	Interlocal - Lake Whatcom Management Program (City)		
	Interlocal - Invasive Species (City)		
	Interlocal - Lake Whatcom Tributary Monitor (County)		
401-534-10-41	Water Quality Assurance Programs (TOTAL)	55,000	55,119
	Simplifile (County Auditor Filing Fees)	6,500	
	Data Bar (Statement processing)	25,000	
	Answering Service	2,000	
	Data Pro (Time clock system)	2,000	
	BIAS Financial Software Maintenance	8,000	
	Web Check services	5,000	
	CPA (Internal audit and Financial statements)	6,000	
	WA State Audit	9,000	
	Salary study	15,000	
	Docuware/Web site maintenance and upgrade	5,000	
	Legal Counsel	100,000	
	3D - Computer support	25,000	
	3D - Firewall renewal	15,000	
	3D - Anti virus subscription	1,000	
	Building security for offices	1,500	
	Building custodial	9,500	
	Pest control	500	
	Landscaping service	4,500	
	South Whatcom Fire (hydrant maintenance)	3,500	
	GE Scada System Software Maintenance - Operations	7,500	
	Wilson Engineering	20,000	
	Camera Van Software	1,500	
	SCADA/PLC Support - Engineering/Operations	5,000	
	Cartograph - Engineering/Operations	6,000	
	Auto Desk - Engineering	1,000	
	GIS Partnership	1,000	
	Rockwell - Engineering/Operations	500	
	IT Pipes	1,500	

LAKE WHATCOM WATER AND SEWER EXPENDITURES			
	Description	BUDGET 2018	12/31/2018
	ESRI - ARC GIS	1,500	
	Innovyze - Engineering	2,500	
	Master Meter	2,000	
	Generator Load Testing	15,000	
	Cyberlock software	-	
	Whatcom County Emergency Management	20,000	
	Misc (Bid notices etc.)	5,000	
401-53X-10-41-01	Professional Services (TOTAL)	334,000	521,567
401-53X-10-42	Communication	50,000	51,201
401-53X-10-45	Admin Lease (new copy machines now leased)	2,000	8,398
401-53X-10-46	Property Insurance	140,000	132,807
401-53X-10-49	Admin Misc.	1,000	1,148
401-53X-10-49-01	Memberships/Dues	17,000	15,988
401-53X-10-49-02	WA State Dept of Revenue Taxes/Permits	205,000	222,057
401-53X-40-43	Training & Travel	35,000	26,292
401-53X-40-43-01	Tuition reimbursement	1,000	-
401-53X-50-31	Maintenance Supplies	150,000	170,047
401-53X-50-31-01	Small assets		4,702
401-53X-50-48	Operations Repair/Maint	190,000	149,776
401-53X-50-49	Insurance Claims	5,000	2,366
401-53X-60-41	Operations Contracted	8,500	5,418
401-534-60-47	Water City of Bellingham	40,000	61,592
401-535-60-47	Sewer City of Bellingham Treatment Fee	640,000	589,377
401-53X-80-10	Operations Payroll (3% cola plus step increases - 2018)	954,742	989,331
401-53X-80-10-01	Operations Capital Projects Payroll	-	-
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	446,472	429,817
401-53X-80-32	Fuel	24,000	29,584
401-53X-80-35	Safety Supplies	10,000	17,354
401-53X-80-35-01	Safety Supplies Boots	2,500	1,815
401-53X-80-35-02	Emergency Preparedness	10,000	1,083
401-53X-80-47	General Utilities	208,000	213,105
401-53X-80-49	Laundry	4,000	4,105
	OPERATING EXPENDITURES	4,523,392	4,640,109
			102.6%

	LAKE WHATCOM WATER AND SEWER EXPENDITURES	BUDGET 2018	12/31/2018
TRANSFERS	Description		
	Transfers Out to System Reinvestment Fund 420	1,505,000	1,505,000
	Transfers Out to Sewer/Storm Water Contingency Fund 425	60,000	25,000
	Transfers Out to Water Contingency Fund 426	120,000	-
	Transfers Out to Debt Service Fund 450	938,885	1,128,070
	TOTAL EXPENDITURES	7,147,277	7,298,179
OPERATING FUND	OPERATING REVENUES	6,693,348	7,035,842
	EXPENDITURES	(7,147,277)	(7,298,179)
	2017 BALANCE CARRYOVER	1,750,000	2,131,222
	ALLOCATED TO OPERATING RESERVES	(850,000)	(850,000)
		446,071	1,018,885

	LAKE WHATCOM WATER AND SEWER EXPENDITURES		
	Description	BUDGET 2018	12/31/2018
SYSTEM REINVESTMENT FUND - 420			
420-343-40-19	DEA Permits	-	15,720
	WA State Emergency Mgmt Grant	-	
420-397-10-00	Transfers in from Operating Fund 401	1,505,000	1,505,000
	Matching for WA St Emergency Mgmt Grant	-	
	TOTAL REVENUES	1,505,000	1,520,720
420-534-10-41	DEA Contracted Services	-	6,898
420-534-90-61	DEA Refunds	-	-
	Active Projects to be completed in 2018		
C14-07	Low Sewer Pump Station VFD	3,450	10,881
C15-04	Reservoir Site Security	1,950	
C16-05	Water System Plan Update	16,775	25,648
C16-10	Little Strawberry Water Leak on Bridge	10,000	15,718
C16-11	Country Club Pump Station - BHC	230,448	123,368
C17-01	Tool Truck		364
C17-03	Utility Specialist Vehicle		34,977
C17-04	Server Hardware Replacement		17,556
C17-05	Geneva and Par Sewer Pump Stations (Design)	631,225	175,931
C17-06	Strawberry Canyon Generator		24
C17-07	Beaver, Flat Car Level Transmitter Replacement	47,500	50,779
C17-09	CMOM	25,000	3,648
C17-10	Eagleridge Booster Station - Fire Pump Controls	10,000	
C17-13	Eagleridge Booster Station Decommission Pumps	45,000	
C17-16A	Dead End Blowoffs		10,455
C17-16B	Geneva Booster Station PRVs, Backflow, Roof	34,550	
	New 2018 Capital Projects		
1801C	Shake Alert (Div 22)	15,000	5,898
1802C	Edgewater/Dellesta Pump Station Predesign and Permitting	231,825	77,834
1803C	Camp Firwood ATS and Replace Fence	20,000	6,144
C18-04	SVWTP Turbimeter And Chlorine Analyzer	38,000	34,699
C18-05	Radio Read Registers	284,000	169,087
1806M	Reservoir Inspection/Maintenance	30,000	23,155
1807C	Light Duty Truck	35,000	39,670
1808C	Tool Truck	65,000	60,126
1809C	Backhoe/Trailer	87,550	

LAKE WHATCOM WATER AND SEWER EXPENDITURES			
	Description	BUDGET 2018	12/31/2018
	1810C Airport Pump Station Stationary Generator	55,000	5,618
	1811M North Shore FM Stream Crossing Protection	20,000	16,866
	1812M CMOM	10,000	
	1813C WA State Emergency Mgmt (Div 7 Shake Alert and Retrofits)	-	10,148
	1814C Agate Heights Water System Upgrade	51,500	9,028
	1818M 2018 Tree removal		13,752
		-	941,374
	TOTAL EXPENDITURES	1,998,773	948,272
SYSTEM REINVESTMENT FUND			
	REVENUES	1,505,000	1,520,720
	EXPENDITURES	(1,998,773)	(948,272)
	CASH/INVESTMENTS 2017 BALANCE CARRYOVER	500,000	520,357
			1,092,805

	LAKE WHATCOM WATER AND SEWER EXPENDITURES		
	Description	BUDGET 2018	12/31/2018
SEWER/STORM WATER CONTINGENCY FUND - 425			
425-361-11-00-25	Investment Interest (to Operating Fund)	-	
425-397-10-00-10	Transfers In from Operating Fund 401	60,000	25,000
	TOTAL REVENUES	60,000	25,000
425-535-10-42-25	Investment Service Charges	-	
425-594-38-63-25	North Shore Sampling C 16-07	60,000	23,019
425-594-38-64-25	Machinery/Equipment	-	
	TOTAL EXPENDITURES	60,000	23,019
SEWER/STORM WATER CONTINGENCY FUND			
	REVENUES	60,000	25,000
	EXPENDITURES	(60,000)	(23,019)
	CASH/INVESTMENTS BALANCE CARRYOVER	770,000	770,229
			772,210
WATER CONTINGENCY FUND 426			
426-361-11-00-26	Investment Interest (to Operating Fund)	-	
426-397-10-00-26	Transfers In from Operating Fund 401	120,000	
	TOTAL REVENUES	120,000	-
426-594-38-63-26	Water Tank Stabilization Grant Matching	120,000	
426-597-10-00-26	Transfer Out to Operating Fund 401		
	TOTAL EXPENDITURES	120,000	-
WATER CONTINGENCY FUND			
	REVENUES	120,000	-
	EXPENDITURES	(120,000)	-
	CASH/INVESTMENTS BALANCE CARRYOVER	440,000	440,000
			440,000

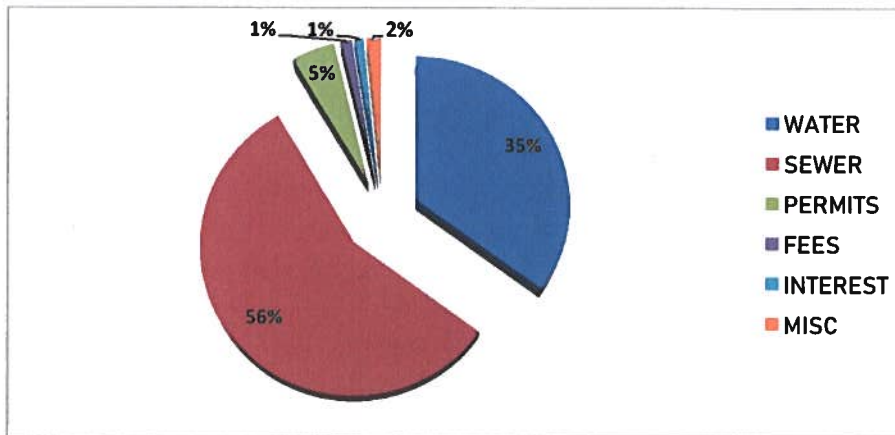
	LAKE WHATCOM WATER AND SEWER EXPENDITURES		
	Description	BUDGET 2018	12/31/2018
2016 BOND CAPITAL PROJECTS FUND 431			
431-397-10-00-43	Fund 430 balance		183,450
	TOTAL REVENUES	-	183,450
431-594-38-63-31	Geneva and Par Pump Station (Construction) C 17-05 Division 22 Reservoir	590,000	465,135
	TOTAL EXPENDITURES	590,000	466,038
2016 BOND CAPITAL PROJECTS FUND			
	REVENUES	-	183,450
	EXPENDITURES	(590,000)	(466,038)
	CASH/INVESTMENTS BALANCE CARRYOVER	590,000	396,681
			114,093

LAKE WHATCOM WATER AND SEWER EXPENDITURES			
	Description	BUDGET 2018	12/31/2018
DEBT SERVICE FUND - 450			
450-397-10-00-70	Transfers In from Operating Fund 401 - Water loan projects	289,110	478,094
450-397-10-00-50	Transfers In from Operating Fund 401 - Bond payments	649,775	649,976
	TOTAL REVENUES	938,885	1,128,070
450-535-10-41-50	Bond Admin Fee	-	
450-591-34-77-41	Redemption of Long Term Debt Geneva AC Mains	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	236,260
450-592-34-83-41	Debt Service Interest Geneva AC Mains	32,383	32,383
450-592-34-83-42	Debt Service Interest Div 22 Reservoir	30,982	30,982
450-592-34-83-73	Debt Service Interest Loan 064	4,725	3,321
450-591-35-72-50	2009 Bond Principal Payments	275,000	275,000
450-591-35-72-51	2016 Bond Principal Payments	130,000	130,000
450-592-35-83-50	2009 Bond Interest Payments	20,300	20,300
450-592-35-83-51	2016 Bond Interest Payments	224,475	224,675
	TOTAL EXPENDITURES	938,885	1,126,689
DEBT SERVICE FUND			
	REVENUES	938,885	1,128,070
	EXPENDITURES	(938,885)	(1,126,689)
	CASH/INVESTMENTS BALANCE CARRYOVER	-	-
			1,381

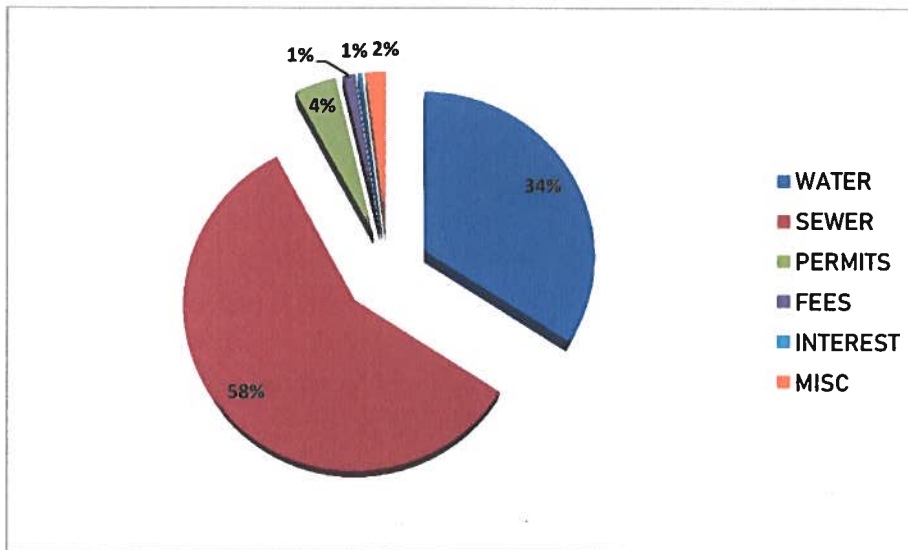
	LAKE WHATCOM WATER AND SEWER EXPENDITURES	BUDGET 2018	12/31/2018
	Description		
	BOND RESERVE FUND (RESTRICTED) - 460		
460-397-10-00-60	Transfers In from Operating Fund 401		
	TOTAL REVENUES	-	-
460-535-10-41	Investment Service Charges	-	
	TOTAL EXPENDITURES	-	-
BOND RESERVE FUND (RESTRICTED)	REVENUES	-	-
	EXPENDITURES	-	-
	CASH/INVESTMENTS BALANCE CARRYOVER	772,350	772,334
			772,334

LAKE WHATCOM WATER SEWER DISTRICT REVENUES

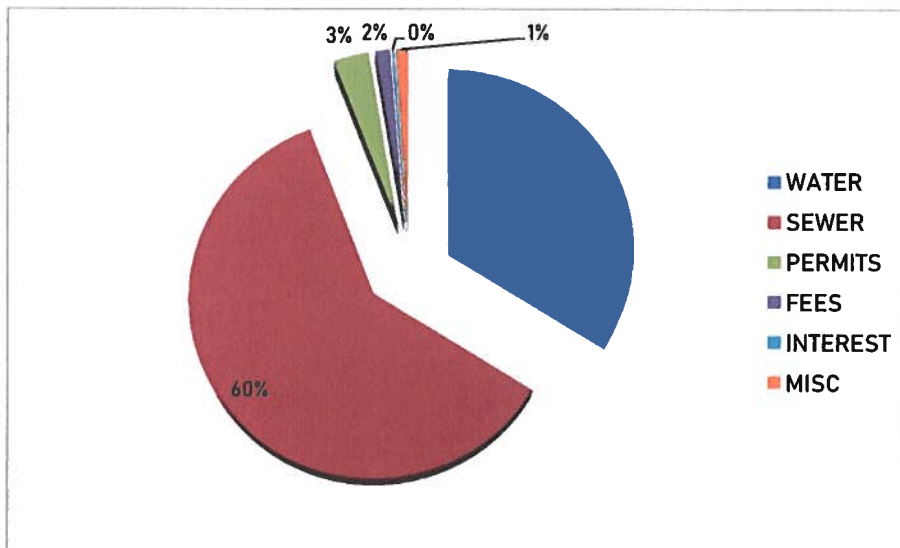
2018



2017

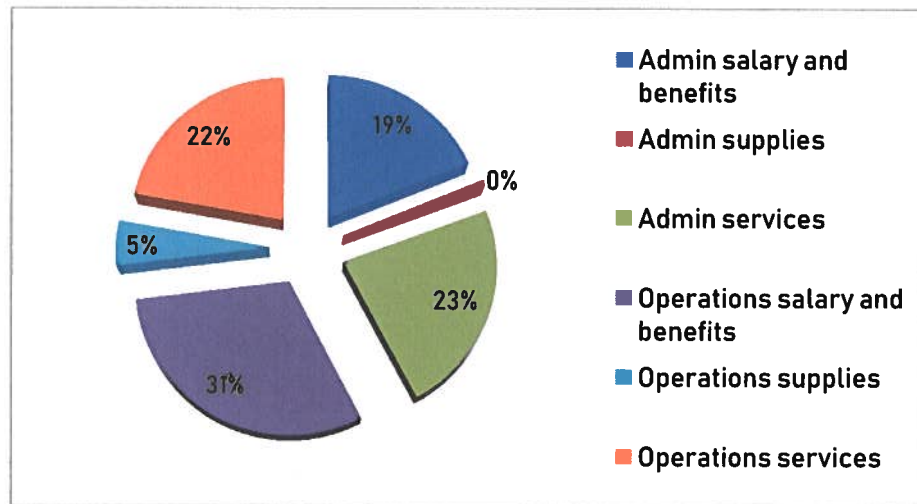


2016

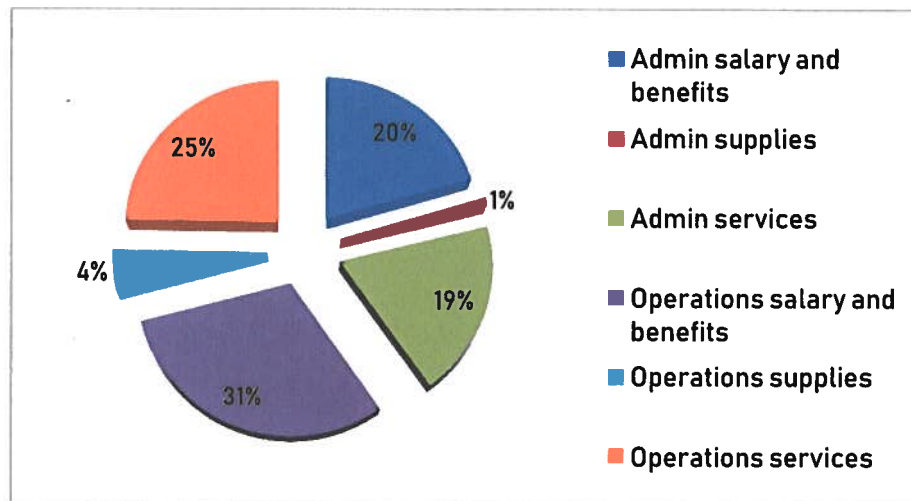


LAKE WHATCOM WATER AND SEWER DISTRICT EXPENDITURES

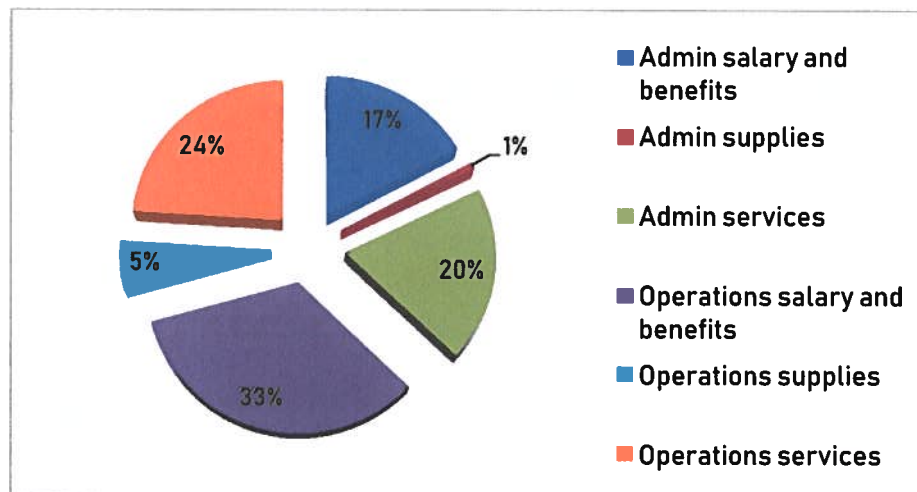
2018



2017




2016





**AGENDA
BILL
Item 5.F**

**Operations Department
Report**

DATE SUBMITTED:	January 23, 2019	MEETING DATE:	January 30, 2019
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	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<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:	January 23, 2019	MEETING DATE:	January 30, 2019
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, January 30, 2019 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Next Regular Board Meeting	Wed Feb 13, 2019	6:30 p.m.	Board Room
Next Employee Staff Meeting	Thu Feb 14, 2019	8:00 a.m.	Board Room Commissioner Abele to Attend
Investment Comm Meeting	Wed Apr 10, 2019	6:00 p.m.	Small Conference Room
Safety Committee Meeting	Tue Feb 12, 2019	8:00 a.m.	Small Conference Room
Lake Whatcom Management Program			
Data Group Meeting	Thu Feb 14, 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 Feb 12, 2019	6:15 p.m.	Bob's Burgers, 8822 Quil Ceda Pkwy, Tulalip, WA
Water Utility Coordinating Committee	Fri Feb 8, 2019	2:00 p.m.	Whatcom County Health Offices 509 Girard Street
Whatcom Water Districts Caucus Meeting	Wed Feb 20, 2019	1:00 p.m.	Board Room
Lake Whatcom Stormwater Utility Advisory Com Meeting	Wed Jan 30, 2019 (tentative)	5:00 p.m.	Geneva Fire Station 4518 Cable Street
Whatcom County Council of Governments Board Meeting	Wed May 8, 2019	3:00 p.m.	Council of Governments Offices 314 E Champion Street

Committee Meeting Reports

Safety Committee January Meeting

- Reviewed status of ongoing business items
- Discussed measures to take to address information gained by staff attendance at an office safety and security training
- Confirmed training schedule of various safety-related programs

Investment Committee January Meeting

- Reviewed District investment policy
- Reviewed District-adopted 2019-2021 rate structure
- Reviewed investment portfolio and debt summary

Upcoming Important Agenda Topics and Meetings

- Collective bargaining agreement with AFSCME Local 114 WD anticipated for Board consideration in early 2019
- Resolution revising fixed assets management policy scheduled for February 13 meeting
- Resolution revising purchasing policies scheduled for February 13 meeting
- Construction contract award for lift station-related projects anticipated for Board consideration in March

2019 Initiatives Status

Administration and Organizational Document Review/Revision

Personnel Policies Manual

- Workplace Violence Policy Update
Addition drafted and review by Safety Committee legal counsel complete. Anticipate Board consideration during February 13 meeting.
- Drug Testing Policy Update
Addition drafted and review by Safety Committee legal counsel complete. Anticipate Board consideration during February 13 meeting.
- Paid Family & Medical Leave Act Policy Addition
Addition drafted and review by Safety Committee legal counsel complete. Anticipate Board consideration during February 13 meeting.
- Other revisions as identified/needed

Administrative Code

- Board Meeting Dates/Times
Addition to administrative code scheduled for Board consideration during January 30 meeting.
- Purchasing Policy
Revisions/clarifications to administrative code scheduled for Board consideration during February 13 meeting.
- Other revisions as identified/needed

Commissioner Protocol Manual

- Work session to review/revise
Scheduled for completion first quarter 2019.

Health & Safety Program

- Review program
Scheduled for completion second quarter 2019.

File Management System

- Electronic file management structure revision
Revised structure has been developed by R. Hope. Management team reviewing/revising. Implementation anticipated by February 1.
- Digitize applicable hard copies and file in DocuWare
To be initiated. Anticipate completion by September 30.

Community/Public Relations Enhancement

Website

- Reconfigured the layout of the *About* dropdown menu to make more user friendly.

- Developing content for the *Board of Commissioners* page (commissioner bios).

Intergovernmental Relations

- J. Clary attended Whatcom Council of Governments meeting on January 16.
- J. Clary and B. Hunter met with Mark Personius and Ryan Ericson of Whatcom County Planning and Development Services on January 17 to discuss development of a programmatic approach to county permitting of sanitary sewer lift station renovation projects.
- J. Clary scheduled to attend Sudden Valley Community Association board meeting on January 24.
- J. Clary scheduled to attend Bellingham city council meeting on January 28 (wastewater treatment plant biosolids handling facility to be discussed).

Social Media Program

- Develop/implement social media program
Program has been drafted and is undergoing internal review. Anticipate completion by January 30.
- Create/manage District LinkedIn account
- *LinkedIn account is live (www.linkedin.com/company/lake-whatcom-water-and-sewer-district)*
- Create/manage District Facebook account
Account will be created by March 1.
- Create/manage District NextDoor account
Account will be created by March 1.

Press Releases

- District staff recognition press release issued on January 14.

50-Year Anniversary

- Press release/logo
Release issued November 21, 2018; logo developed November 20, 2018.
- Banner
Installed January 10.
- Commissioner/employee jackets with 50th anniversary logo
50th anniversary logos are currently being embroidered on the jackets.
- Celebration
Completed during the annual employee banquet on January 11.

Fact Sheets

- Develop District fact sheets
To be initiated; complete second quarter 2019.

Lake Whatcom Water Quality

Management Program

- Attend organized meetings; initiate additional meetings/discussions outside of program
J. Clary attended Data Group meeting on January 10; group agreed to develop an interlocal agreement between the District, city of Bellingham, and Whatcom County specific to assessment of septic impacts along the north shore of Lake Whatcom.
J. Clary attended the Interjurisdictional Coordinating Team meeting on January 18; group began development of the 2019 Policy Group meeting agendas and the 2020-2023 work plan.
Whatcom County scheduled to consider interlocal agreement with city of Bellingham associated with the aquatic invasive species program on January 29.

Onsite Septic System Impact Assessment

- North shore monitoring
J. Clary held conference call with Valerie Fuchs and Mike Milne of Brown and Caldwell (County's tributary monitoring consultant) on January 10 regarding their experience in septic impact assessment of Spanaway Lake and other surface water bodies.

Onsite Septic System Conversion Program

- Identify applicable lots
Staff have initiated; complete by February 1.
- Implement conversion notification process
To be initiated; complete by April 1.
- Complete conversion
To be initiated; complete by December 31.

Watershed Stormwater Utility

- Participate in utility development process
J. Clary attended January 8 meeting of the stormwater utility advisory committee.

Board Technology Upgrades

Board-issued Tablets

- Identify/implement appropriate systems to board
Staff met with IT provider January 15 to discuss options; anticipate issuance of tablets first quarter 2019.

Electronic Board Packets

- Implement electronic-only packet production process
Implement following issuance of tablets to Board.

Asset Management

Asset Location

- GPS District infrastructure in Sudden Valley
Scheduled for summer 2019; complete by October 31.

Preventative Maintenance

- Develop/refine automatic work order notification process in Cartegraph
To be initiated once budgeted once Cartegraph modules are purchased.

O&M Workload Capacity Analysis

- Implement process in Cartegraph for tracking resource use
Engineering and operations staff have begun tracking resources specific to utilities.
- Analyze resource allocation data
To be conducted as data becomes available.


New Development Process Refinement

- Revise/implement new development permit/inspection/approval process
Initial meeting with Sudden Valley Community Association staff held in 2018; process to be finalized/implemented prior to start of construction season (June 1).



**AGENDA
BILL
Item 9**

Executive Session

DATE SUBMITTED:	January 22, 2019	MEETING DATE:	January 30, 2019
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	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

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

The Executive Session is expected to last 30 minutes.

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

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

N/A

PROPOSED MOTION

N/A