



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

REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
**AGENDA**

*May 8, 2019*


6:30 p.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY  
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
  - A. Presentation on the Status of the Lake Whatcom Stormwater Utility
  - B. Resolution No. 859—Policy for Remote Attendance of Board Meetings
  - C. Geneva Lift Station Construction Engineering Services Contract Approval
  - D. Country Club HDD Gravity Sewer Main Construction Engineering Services Contract Approval
  - E. Disposal of Surplus Property
6. OTHER BUSINESS
7. STAFF REPORTS
  - A. General Manager
8. PUBLIC COMMENT OPPORTUNITY
9. EXECUTIVE SESSION  
*Executive Session per RCW 42.30.110(1)(f): to evaluate complaints brought against a public employee; and per RCW 42.30.110(1)(i)(i): to discuss potential litigation with legal counsel*
10. ADJOURNMENT



**AGENDA  
BILL  
Item 4**

**Consent Agenda**

DATE SUBMITTED:	May 2, 2019	MEETING DATE:	May 8, 2019
TO: BOARD OF COMMISSIONERS		FROM: Rachael Hope	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. See below	
		2.	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**\*\* TO BE UPDATED 5/8/19 \*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Meeting Notes from the April 24, 2019 Board Meeting
- Payroll for Pay Period #09 (04/06/2019 through 04/19/2019) totaling \$42,718.00
- Payroll Benefits for Pay Period #09 totaling \$45,433.92
- Payroll Taxes for Q1 2019 totaling \$9,076.46
- Accounts Payable Vouchers total to be added 5/8



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS  
**Minutes**  
*April 24 2019*

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

**Attendees:** Commissioner Laura Abele  
Commissioner Todd Citron  
Commissioner John Carter  
Commissioner Bruce Ford  
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  
Consulting Engineer Melanie Mankamy

No members of the public were in attendance.

**Changes to Agenda**

Clary requested the following additions to the agenda:

- Deletion of Agenda Item 5.A. Presentation on the Findings of Cathodic Protection Inspection of District Reservoirs
- Addition of new Agenda Item 5.A. Declaration of Emergency and Waiver of Competitive Bidding Requirements associated with Repair of the Sewer Lateral at 10 Sunnyside Lane
- Addition of Item 6.A. Discussion pertaining to Assessment of the District's Cyber Security
- Addition of Executive Session following Item 8

The Board agreed.

**Consent Agenda**

**Action Taken**

Citron moved, Ford seconded, approval of:

- Meeting Notes from the 04/10/2018 Board Meeting
- Accounts Payable Vouchers totaling \$69,644.80.

Motion passed.

**Declaration of Emergency and Waiver of Competitive Bidding Requirements associated with Repair of the Sewer Lateral at 10 Sunnyside Lane**

Clary recalled that at the March 27 meeting, staff presented options for repair of a sewer lateral failure at 10 Sunnyside Lane. At that meeting, staff recommended attempting repair using cast-in-place pipe as a cost-effective fix that would replace traditional excavation and repair methods, which were on hold until safer excavating conditions existed (drier summer months). An emergency situation now exists at this location due to failure of the trenchless sewer lateral repair on April 18, 2019 where the insertion tool was permanently stuck in the pipe causing a permanent full pipe blockage. An excavated repair is now required and beyond the capabilities of the District owned equipment. Clary declared an emergency as authorized under RCW 39.04.280 and authorized staff to award contracts as necessary to address the emergency. Discussion followed.

**Resolution No. 858 – Cross Connection Control Program Revision Approval**

Clary explained that as a purveyor of drinking water to the public, the District is required to follow rules and regulations that meet Washington State drinking water standards and prevent contamination of the public water system. One such requirement is the adoption and implementation of a cross-connection control program that meets Washington State Department of Health (DOH) requirements. The District has a longstanding policy related to cross-connection control, with original policy created via adoption of Resolution No. 227 in 1978. As the last revision to the District’s cross-connection control program was completed via adoption of Resolution No. 784 in 2011. District staff recently completed a revision to District’s program that aligns with current DOH requirements. Discussion followed.

**Action Taken**

**McRoberts moved, Citron seconded, to adopt Resolution Number 858 as presented. Motion passed.**

**Comprehensive Sewer Plan Engineering Services Contract Approval**

Hunter informed the Board that the District’s current comprehensive sewer plan was completed in May 2014, and per District Administrative Code, it is to be reviewed and updated every six years. The purpose of the comprehensive sewer plan is to provide a thorough overview of the existing sewage installations and treatment facilities operated and maintained by the District as well as address potential future facilities development and projected population growth. Staff presented the Board with a Task Order proposal prepared by Wilson Engineering to update the comprehensive sewer plan. Discussion followed.

**Action Taken**

**Citron moved, Ford seconded, to authorize the General Manager to execute Task Order #2019-001 with Wilson Engineering, LLC for the Comprehensive Sewer Plan Update not to exceed \$69,950. Motion passed.**

**Other Business**

**Discussion pertaining to Assessment of the District’s Cyber Security**

Clary apprised the Board of a recent cybersecurity issue in which one of the District’s vendor’s email accounts was compromised. The vendor’s account then sent a message to a District employee that looked similar to other recent emails which targeted our staff’s computers. The District’s anti-malware software stopped any damage from occurring, however given that the topic was highlighted at both the recent WASWD Conference and in the WASWD newsletter, Clary wished to inform the Board and open the topic for further review. Discussion followed.

**General Manager’s Report**

Clary updated the Board on several topics, including his planned attendance at an upcoming Sudden Valley Community Association Board Meeting, an upcoming tour opportunity at the Post Point Wastewater Treatment Plant, and recent meetings he has attended. Discussion followed.

**Engineering Department Report**

Hunter briefed the Board on the progress of several projects, including the Area Z DEA Fire Hydrant installation, movement on the Country Club and Geneva Pump Station projects, and expected construction activity this summer. Discussion followed.

**Finance Department Report**

Denton presented the Board with quarterly reports showing budget and spending as well as comparison to numbers from the last several years. Discussion followed.

**Operations Department Report**

Winters reported that staff completed 129 tasks last month, the water treatment plants are running well, and gave updates on the Maintenance Worker 1 position hiring process, upcoming water main flushing, and the crew’s weekly safety meetings. Discussion followed.

**Executive Session Per RCW 42.30.110(1)(i)(i): Potential Litigation - 25 Minutes**

Abele recessed the Regular Session to Executive Session at 9:31 a.m. It was estimated that the Executive Session would take about 25 minutes. The purpose of the Executive Session was discussing with legal counsel “potential litigation”. Abele recessed the Executive Session, reconvened the Regular Session at 9:55 a.m.,

Abele transferred presiding officer duties to Citron, and left the meeting due to other obligations.

**Executive Session Per RCW 42.30.110(1)(i)(i): Potential Litigation - 10 Minutes**

Citron recessed the Regular Session to Executive Session at 9:55 a.m. It was estimated that the Executive Session would take about 10 minutes. The purpose of the Executive Session was discussing with legal counsel “potential litigation”. Citron recessed the Executive Session and reconvened the Regular Session at 10:05 a.m.

With no further business, Citron adjourned the Regular Session at 10:05 a.m.

\_\_\_\_\_  
Recording Secretary, Rachael Hope

\_\_\_\_\_  
Date Minutes Approved

\_\_\_\_\_  
Laura Abele

\_\_\_\_\_  
Todd Citron

\_\_\_\_\_  
Bruce R. Ford

\_\_\_\_\_  
Leslie McRoberts

\_\_\_\_\_  
John Carter

# CHECK REGISTER

# PAYROLL

Lake Whatcom W-S District  
MCAG #: 2330

04/25/2019 To: 04/25/2019

Time: 09:50:18 Date: 04/24/2019  
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1276	04/25/2019	Payroll	5	EFT		224.37	04/06/2019 - 04/19/2019 PR9
1277	04/25/2019	Payroll	5	EFT		216.40	04/06/2019 - 04/19/2019 PR9
1278	04/25/2019	Payroll	5	EFT		353.05	04/06/2019 - 04/19/2019 PR9
1279	04/25/2019	Payroll	5	EFT		3,629.59	04/06/2019 - 04/19/2019 PR9
1280	04/25/2019	Payroll	5	EFT		2,385.04	04/06/2019 - 04/19/2019 PR9
1281	04/25/2019	Payroll	5	EFT		2,354.05	04/06/2019 - 04/19/2019 PR9
1282	04/25/2019	Payroll	5	EFT		3,535.59	04/06/2019 - 04/19/2019 PR9
1283	04/25/2019	Payroll	5	EFT		2,246.72	04/06/2019 - 04/19/2019 PR9
1285	04/25/2019	Payroll	5	EFT		1,255.16	04/06/2019 - 04/19/2019 PR9
1286	04/25/2019	Payroll	5	EFT		2,688.29	04/06/2019 - 04/19/2019 PR9
1287	04/25/2019	Payroll	5	EFT		1,825.59	04/06/2019 - 04/19/2019 PR9
1288	04/25/2019	Payroll	5	EFT		3,048.99	04/06/2019 - 04/19/2019 PR9
1289	04/25/2019	Payroll	5	EFT		2,020.80	04/06/2019 - 04/19/2019 PR9
1290	04/25/2019	Payroll	5	EFT		2,529.49	04/06/2019 - 04/19/2019 PR9
1291	04/25/2019	Payroll	5	EFT		235.37	04/06/2019 - 04/19/2019 PR9
1292	04/25/2019	Payroll	5	EFT		1,907.57	04/06/2019 - 04/19/2019 PR9
1293	04/25/2019	Payroll	5	EFT		2,403.69	04/06/2019 - 04/19/2019 PR9
1294	04/25/2019	Payroll	5	EFT		1,469.43	04/06/2019 - 04/19/2019 PR9
1295	04/25/2019	Payroll	5	EFT		1,994.81	04/06/2019 - 04/19/2019 PR9
1296	04/25/2019	Payroll	5	EFT		2,616.95	04/06/2019 - 04/19/2019 PR9
1297	04/25/2019	Payroll	5	EFT		2,431.40	04/06/2019 - 04/19/2019 PR9
1284	04/25/2019	Payroll	5	8999		1,345.65	04/06/2019 - 04/19/2019 PR9

401 Operating Fund

42,718.00

42,718.00 Payroll: 42,718.00

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 4/24/2019

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

# CHECK REGISTER BENEFITS

Lake Whatcom W-S District  
MCAG #: 2330

04/25/2019 To: 04/25/2019

Time: 09:58:56 Date: 04/24/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1299	04/25/2019	Payroll	5	EFT	UNITED STATES TREASURY	15,795.16	941 Deposit for Pay Cycle(s) 04/25/2019 - 04/25/2019
1300	04/25/2019	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	10,011.73	Pay Cycle(s) 04/25/2019 To 04/25/2019 - PERS 2
1301	04/25/2019	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,069.78	Pay Cycle(s) 04/25/2019 To 04/25/2019 - PERS 3
1302	04/25/2019	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 04/25/2019 To 04/25/2019 - SUP ENF
1303	04/25/2019	Payroll	5	9000	AFLAC	354.85	Pay Cycle(s) 04/25/2019 To 04/25/2019 - AFLAC Pre-Tax; Pay Cycle(s) 04/25/2019 To 04/25/2019 - AFLAC Post-Tax
1304	04/25/2019	Payroll	5	9001	AFSCME LOCAL	387.01	Pay Cycle(s) 04/25/2019 To 04/25/2019 - Union Dues; Pay Cycle(s) 04/25/2019 To 04/25/2019 - Union Fund
1305	04/25/2019	Payroll	5	9002	HRA VEBA TRUST (PAYEE)	515.00	Pay Cycle(s) 04/25/2019 To 04/25/2019 - VEBA
1306	04/25/2019	Payroll	5	9003	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 04/25/2019 To 04/25/2019 - ICMA
1307	04/25/2019	Payroll	5	9004	WA ST DEPT OF ES/PFMLA	162.87	Pay Cycle(s) 04/25/2019 To 04/25/2019 - PFMLA
1308	04/25/2019	Payroll	5	9005	WASHINGTON STATE HEALTH CARE AUTHORITY	14,829.18	Pay Cycle(s) 04/25/2019 To 04/25/2019 - PEBB Medical; Pay Cycle(s) 04/25/2019 To 04/25/2019 - PEBB ADD LTD; Pay Cycle(s) 04/25/2019 To 04/25/2019 - PEBB SMK Surcharge; Pay Cycle(s) 04/25/2019 To 04/25

401 Operating Fund

45,433.92

45,433.92 Payroll: 45,433.92

# BENEFITS

## CHECK REGISTER

Lake Whatcom W-S District  
MCAG #: 2330

04/25/2019 To: 04/25/2019

Time: 09:58:56 Date: 04/24/2019  
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 authorized to certify this claim.

Sign  Date 4/24/2019

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



1ST QTR 2019 PK taxes

# CHECK REGISTER

Lake Whatcom W-S District  
MCAG #: 2330

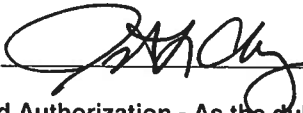
04/29/2019 To: 04/29/2019

Time: 11:36:03 Date: 04/29/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1332	04/29/2019	Payroll	5	9006	WA ST DEPT OF EMPLOYMENT SECUR	3,058.35	1ST Quarter 01/01/2019 - 03/31/2019
1333	04/29/2019	Payroll	5	9007	WA ST DEPT OF LABOR AND IND	6,018.11	1ST Quarter 01/01/2019 - 03/31/2019
401 Operating Fund						9,076.46	
						9,076.46	Payroll: 9,076.46

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 4/29/2019

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**

**Lake Whatcom Stormwater  
Utility Update**

DATE SUBMITTED:	May 1, 2019	MEETING DATE:	May 8, 2019
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. March 25, 2019 Memorandum		
	2.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

In December 2017, the Whatcom County Council established the Lake Whatcom Stormwater Utility Service Area under the authority of RCW 36.89. The Service Area includes the entire unincorporated (outside Bellingham city limits) portion of the Lake Whatcom Watershed (i.e., overlaps the entirety of the Lake Whatcom Water and Sewer District’s service area). The purpose of the new stormwater utility is to provide additional funding for efforts to clean up and protect Lake Whatcom water quality.

A citizen advisory committee was created by the County Council in May 2018 to represent rate payers in the Service Area and advise the County on recommended rate structure options and a funding mechanism. The advisory committee held a number of meetings, which culminated during their March 20 meeting in a series of recommendations to the County Council. A public meeting presenting the recommendations was held on April 30 at the Geneva Elementary School. The next steps in the utility creation process will be County Council deliberation and adoption of the utility (codification) via work sessions/committee meetings (May 14 and 21), introduction of the ordinance during the June 4 council meeting, and public hearing and consideration of ordinance adoption during the June 18 council meeting. Stormwater utility fee collection is currently anticipated to begin in January 2020.

District staff previously presented a memorandum to the Board summarizing the anticipated impacts to the District and potential policy considerations (see attached March 25, 2019 memorandum). Since that time, staff continue to work with County staff to gain a better understanding of anticipated utility structure and fees that will be applied to District-owned impervious surfaces. That information will be presented during the May 8 Board meeting.

**FISCAL IMPACT**

The fiscal impacts of the stormwater utility to the District are still being ascertained. Annual fees charged to the District are estimated to be approximately \$5,000.

**RECOMMENDED BOARD ACTION**

No action is recommended at this time.

**PROPOSED MOTION**

Not applicable.



## LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA, 98229

(360) 734-9224  
Fax 738-8250

# MEMORANDUM

To: Board of Commissioners Date: March 25, 2019  
From: Justin Clary, General Manager  
RE: Lake Whatcom Stormwater Utility Development Status

In December 2017, the Whatcom County Council established the Lake Whatcom Stormwater Utility Service Area under the authority of RCW 36.89. The Service Area includes the entire unincorporated (outside Bellingham city limits) portion of the Lake Whatcom Watershed (i.e., overlaps the entirety of the Lake Whatcom Water and Sewer District's service area). The purpose of the new stormwater utility is to provide additional funding for efforts to clean up and protect Lake Whatcom water quality (all stormwater capital improvements and maintenance of existing systems is currently funded by the County's general and streets funds). Of note, most municipalities, including the city of Bellingham, already have stormwater utilities in-place. The Lake Whatcom Stormwater Utility will be the second stormwater utility in unincorporated Whatcom County (a utility is already in-place in the Birch Bay area).

A citizen advisory committee was created by the County Council in May 2018 to represent rate payers in the Service Area and advise the County on recommended rate structure options and a funding mechanism (Commissioner Citron has served on the advisory committee as a representative of Geneva). The advisory committee has held a number of meetings since its creation, which culminated during their March 20 meeting in a series of recommendations to the County Council. The next steps in the utility creation process will be a public meeting in April or May, followed by County Council deliberation and adoption of the utility (codification). Stormwater utility fee collection is currently anticipated to begin in January 2020.

The purpose of this memorandum is to apprise the Board of Commissioners of the advisory committee's recommendations, and any anticipated impacts to the District.

### Advisory Committee Recommendations

Following summarizes the advisory committee's recommendations:

- 1) Capital Facility Charge for new development of \$1,730 per equivalent service unit (1 ESU equals 4,200 square feet of impervious surface)
- 2) Utility Rate Structure
  - Tiered Impervious Surface Component

- Residential
    - 0 – 2,500 sq. ft. = 0.75 ESU
    - 2,501 – 8,400 sq. ft. = 1.0 ESU
    - 8,400 sq. ft. and greater = 2.0 ESU
  - Non-residential
    - 1.0 ESU per 4,200 sq. ft.
  - Rate recommended to be \$11.78 per ESU/month
  - No Base (per parcel or gross acreage) Rate Component
  - Develop a Reserve Fund (\$800,000)
    - Equivalent to 33% of the annual operating program budget
    - Fully fund over a ten-year period
    - Rate recommended to be approximately \$1.20 per ESU/month
- 3) Phase-in of Utility Charges
- 50% of actual rate will be charged in Year 1, 100% of rate thereafter
- 4) Rate Exemptions
- Forestland and timberland, as defined by RCW 36.89.080
  - Senior/disabled low-income parcel owners
  - Parcels protected from development
  - Public and private roads

Anticipated Impacts to the District

It should be noted that the discussion presented in this section is based upon the advisory committee recommendations, which may ultimately vary from what is adopted by the County Council. Under the current proposed structure, utility rates will be charged to property owners. County staff have identified four parcels within the watershed owned by the District (note that much of our infrastructure is located within public road right-of-way or an easement on property owned by others):

Parcel No.	Address	Use	Impervious Area (sq. ft.)	ESU (per 4,200 sq. ft.)	Utility Rate (annual)
3704080844720000	2018 Lake Whatcom Blvd	pump station	8,072	2	\$311.52
3803242170720000	3363 Agate Heights Road	reservoir/bldg	1,696	1	\$155.76
3803244980520000	3349 Agate Bay Lane	storage bldg	18,520	5	\$778.80
3803344113340000	1010 Lakeview Street	main. facility	36,856	9	\$1,401.84

Based upon the identified impervious surfaces on District-owned property, the District will incur fees of approximately \$1,325 in 2020 (50% phase in), and \$2,650 in 2021 and beyond (not including any rate increases).

As is noted above, there is a significant amount of District-owned infrastructure (reservoirs, lift stations, pump stations, Sudden Valley and Agate Heights water treatment plants, etc.) with impervious surfaces that are located within easements on properties owned by others (e.g.,

Sudden Valley Community Association). Impervious surfaces and their areas have been identified/calculated by County staff based upon aerial photographs. In many cases, smaller surfaces (e.g., lift stations) will not incur fees because they are either too small to identify, obscured by tree cover, or located within public road right-of-way. That said, much of this infrastructure (buildings, reservoirs, etc.) will likely be assessed a fee, which will be issued to the property owner. As a result, the District will likely need to determine a mechanism (either with the County or through agreement with each property owner) as to how those fees will be paid. While the impervious surfaces on non-District-owned property have not been provided to the District to-date, it is probably conservative to assume District stormwater fees will double those associated with District-owned property (specified above).

### Policy Considerations

The intent of the Lake Whatcom Stormwater Utility is to provide a dedicated funding mechanism for improvement of stormwater quality that ultimately enters Lake Whatcom. Therefore, payment of stormwater fees by the District would directly align with the District's mission to *contribute to protecting Lake Whatcom*. In addition, an anticipated annual fee of approximately \$6,000 would have minimal impact to the District's overall annual budget.


However, it could also be argued that, because the District's revenues rely primarily upon our customers, which will now be responsible for paying their own stormwater utility charges, our customers will, in essence, be paying additional stormwater fees (i.e., the District's). In addition, precedent has been set elsewhere in the County for exempting a utility district from stormwater fees (the Birch Bay Water and Sewer District has been exempted from stormwater fees through execution of an interlocal agreement with the County).

With County Council consideration of adoption of the Lake Whatcom Stormwater Utility rapidly approaching, the Board should determine whether or not it wishes to accept the utility structure as currently recommended, or provide comment to the County Council and/or staff regarding revisions to the fee structure to mitigate any fiscal and/or administrative impacts to the District.



**AGENDA  
BILL  
Item 5.B**

**Resolution No. 859  
Policy for Remote Participation  
in Board Meetings**

DATE SUBMITTED:	May 1, 2019	MEETING DATE:	May 8, 2019
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary, General Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Resolution No. 859	
		2.	
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

During its regularly scheduled meeting on March 27, 2019, the Board of Commissioners approved a revision to the District’s Commissioner Protocol Manual, which documents accepted practices and clarifies expectations of the Board. During its deliberation on the revisions to the manual, the Board included a provision for attendance of board meetings remotely. To ensure compliance with state statute, including compensation of commissioners for meeting attendance regardless of whether it is in person or remotely, District counsel recommends adoption of a formal policy via resolution.

**FISCAL IMPACT**

Limited fiscal impact is anticipated associated with the adoption of this resolution as it will allow for compensation of commissioners for remote attendance of Board meetings, which rarely occurs.

**RECOMMENDED BOARD ACTION**

District counsel recommends creation of a formal policy relative remote board meeting attendance by commissioners via adoption of Resolution No. 859.

**PROPOSED MOTION**

A recommended motion is:

“I move to adopt Resolution No. 859, as presented.”

**LAKE WHATCOM WATER AND SEWER DISTRICT  
RESOLUTION NO. 859**

**A Resolution of the Board of Commissioners Establishing Policy  
for Remote Participation in Board Meetings**

**WHEREAS**, the Lake Whatcom Water and Sewer District (District) Board of Commissioners (Board) shall by resolution adopt rules governing the transaction of its business; and

**WHEREAS**, the District complies with the Open Public Meetings Act, Revised Code of Washington (RCW) 42.30; and

**WHEREAS**, video and audio conference connections are becoming more accepted as a form of attendance at Board meetings; and

**WHEREAS**, pursuant to RCW 57.12.010, each Commissioner shall receive compensation for each day or portion thereof spent in actual attendance at official meetings of the District; and

**WHEREAS**, the District desires to allow for Commissioners to attend Board meetings remotely and to receive compensation for such attendance; and

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

**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.** For purposes of attendance at an open public meeting of the District, Commissioners may attend and participate in such meeting(s) from a remote location and vote via any communication platform including videoconference or teleconference, so long as each of the following conditions are met:

- 1) the meeting is properly noticed; and
- 2) the meeting is accessible to the public; and
- 3) the communication platform utilized shall allow the Commissioner attending remotely to clearly hear everything said in the meeting, including by members of the general public; and
- 4) the communication platform utilized shall allow everyone at the meeting, including members of the general public, to clearly hear everything said by the Commissioner attending remotely; and



- 5) the Commissioner attending remotely shall have available to him or her all meeting related documents available to Commissioners physically present at the meeting.

**Section 2.** If the President attends by remote means, then the Secretary, if physically present at the meeting, shall be the presiding officer to best facilitate an orderly and efficient process. If both the President and Secretary attend the same meeting by remote means, the most senior Commissioner physically present shall be the presiding officer for the meeting.

**Section 3. Protocol and Procedures.** In all meetings involving remote attendance, the presiding officer shall inform all present at the meeting of the intent to initiate a remote communication.

- 1) The presiding officer shall confirm and announce to all that all present in the meeting room and in the remote location(s) can clearly hear all other parties and (as appropriate) clearly see visual content as will be presented. Such confirmation shall be recorded in the minutes of the meeting.
- 2) Commissioners who attend a meeting from a remote location may attend for the entirety of the meeting or for a specified portion thereof.
- 3) The presiding officer shall announce the close of the remote attendance if attendance is less than the entirety of the meeting or in the event that the remote communication link is broken or significantly degraded such that it no longer meets the full requirements of this policy. The time of such closure of remote attendance shall be recorded in the minutes of the meeting.

**Section 4. Compensation.** Commissioners are entitled to receive compensation for remote attendance at open public meetings of the District which meet the requirements of this policy resolution, at the regular meeting rate for Commissioner attendance at public meetings; the same rate as for physical attendance at such a meeting.

**Section 5.** Any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this Resolution.

**Section 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.

**Section 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 8th day of May, 2019.

\_\_\_\_\_  
Laura Abele, Commissioner

\_\_\_\_\_  
Todd Citron, Commissioner

\_\_\_\_\_  
Bruce Ford, Commissioner

\_\_\_\_\_  
Leslie McRoberts, Commissioner

\_\_\_\_\_  
John Carter, Commissioner

\_\_\_\_\_  
Approved as to form, District legal counsel



**AGENDA  
BILL  
Item 5.C**

**Country Club Horizontal Directional  
Drill Gravity Sewer Main  
Architectural/Engineering Agreement  
Amendment for Services During  
Construction**

DATE SUBMITTED:	April 30, 2019	MEETING DATE:	May 8, 2019
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Scope of Work		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

This capital improvement project installs approximately of 700 lineal feet of 8-inch diameter gravity sewer main by horizontal directional drilling (HDD) methods and permanently removes the existing Country Club sanitary sewer lift station (with the installation of the gravity sewer main, the lift station is no longer needed).

The construction contract has been executed. Staff requested the design engineer, BHC Consultants, prepare a scope of work and fee for Services During Construction to assist District staff with inspection, submittal review, evaluating requests for information, change order support, biweekly meetings, record drawings, geotechnical engineering observation and support, and construction surveying as described in the attached scope of work.

District staff will perform contract administration tasks with support from the consultant. Staff will also coordinate on-site observations with the consultant to ensure inspections performed throughout construction.

**FISCAL IMPACT**

The 2019 budget allocates \$80,000 for Services during Construction. Proposed Amendment 5 – Services during Construction for \$79,738 is within District budget.

**BHC Consultants Architectural/Engineering (A/E) Agreement Summary**

Original Agreement - Permitting, Design, Bidding	\$153,093
Amendment 1 – Delete Pump Station Design and Add HDD Exploratory Drilling	( \$53,109 )
Amendment 2 – HDD Geotech Design	\$19,694
Amendment 3 – HDD Plans, Specs, Permitting	\$86,544
Amendment 4 – No Cost Time Extension	\$0
<u>Proposed Amendment 5 – Services during Construction</u>	<u>\$79,738</u>
Proposed Total Price	\$285,960

Note the agreement is time and materials not to exceed the Total Price.

**RECOMMENDED BOARD ACTION**

Staff recommends authorizing the General Manager to execute the proposed amendment for services during construction.

**PROPOSED MOTION**

A recommended motion is:

“I move to authorize the General Manager to execute A/E Agreement Amendment #5 for Services during Construction with BHC Consultants for time and materials not to exceed \$79,938 as presented.”

## Exhibit A

### Amendment No. 5 to Contract #C1611 Scope of Work

#### Lake Whatcom Water & Sewer District Country Club Sewer Pump Station Improvements Services During Construction

#### Statement of Understanding

The Lake Whatcom Water & Sewer District (District) has requested that BHC provide engineering services during construction, including limited on site observations to supplement the District for critical activities, for the construction of the Country Club Horizontal Direction Drill (HDD) 8" Gravity Main Sewer project. The critical activities are the bypassing, HDD installation work, dewatering, mitigation, and tie-ins to the existing sewer system. BHC, and its sub-consultants, will perform the following tasks to assist the District:

1. Project Management
2. HDD Geotechnical bid period assistance
3. Engineering Services During Construction
4. Geotechnical consulting and HDD review

BHC will subcontract with (see Exhibit C for sub-consultant Scopes of Work):

- GeoEngineers for HDD engineering services during the bid period and construction support
- Larry Steele & Associates, Inc. for land surveying services

A detailed Scope of Work and project budget is provided herein. No work shall be accomplished on any conditional task(s) until a detailed Scope of Work and fee estimate for these tasks are developed by BHC and approved by the District pursuant to the Agreement for Services.

#### Estimated Fee

The estimated fee for this Scope of Work, including BHC labor and direct costs and sub-consultant costs, is \$79,738. Details of the estimated fee broken down by task are included as Exhibit B – Project Budget.

#### Construction Period

The Scope of Services described below, and the level of effort shown in attachment B – Project Budget, are based on the following assumptions for the construction of the Country Club HDD 8" Gravity Main Sewer project:

- Soft Notice to Proceed (Submittals only) – May 1, 2019
- Pre-construction Meeting – May 2019
- Notice to Proceed with Construction – June 1, 2019
- Construction – June 1, 2019 through September 30, 2019
- Construction contract closeout – October 2019

#### Exclusions

Activities excluded from this scope of work include but are not limited to the following:

- Only the Special Inspections listed in this Scope of Work or attached sub-consultants Scopes of Work are included.

## Scope of Work

### Task 1 – Project Management

#### Receivables:

- None

#### Work Tasks:

- 10.1 Provide monthly status reports, meet with staff to review progress, and coordinate with District staff by phone or email at a minimum of once every two (2) weeks.
- 10.2 Manage and coordinate the project team, including sub-consultants.

#### Deliverables:

- Monthly status reports
- Invoices

### Task 9 – Services During Construction

#### Receivables:

- None

#### Work Tasks:

- 9.1 Construction Observation Services: Supplement District observations of construction, up to an average of 8 hours per day BHC's services are requested. It is assumed that the construction observer will not be required to work outside of typical working hours (i.e. non holiday 8-hour shifts Monday through Friday between the hours of 7:00 am and 6:00 pm). The onsite construction representative's activities to include the following:
  - a. Observe and document that the Contractor's activities, operations, and work is in general compliance with the requirements of the Contract Documents.
  - b. Monitor the Contractor's progress with respect to planned/scheduled work.
  - c. Document the Contractor's construction activities (preparation of weekly reports, photographs, etc.).
  - d. Attend pre-construction conference and construction progress meeting(s)
  - e. Coordinate quality assurance activities, including materials or soils testing and earthworks inspection (provided by others, unless specifically included in this Scope of Work).
  - f. Observe, document, and review the contractor's QC testing.
  - g. Review the Contractor's record drawings (monthly basis).
  - h. Review the District's response to the Contractor's monthly pay request(s).
  - i. Assist in the resolution of property owner or other citizen complaints, limited to 8 total hours.
  - j. Observe testing.
  - k. Assist in conducting final inspection and prepare punch list.
- 9.2 Submittal Reviews: Receive, review, respond and distribute to District for all project submittals specific to the HDD work and up to five (5) additional submittals as requested by the District.
- 9.3 RFI support and responses: Coordinate responses for RFIs. Provide support for responding to an estimated ten (10) contractor requests for information (RFIs), and provide clarification concerning Contract Document interpretations and clarifications.
- 9.4 Change Order Support: Provide support for development, verification, negotiation, preparation, and supporting documentation for up to three (3) Change Orders, including Bid Item No. 8 "Miscellaneous Owner Directed Work". Provide support to the District's Inspector for verifying records for all field changes and Change Orders.
- 9.5 Biweekly Construction Meetings: Prepare for and lead biweekly construction progress meetings; including pre-construction meetings with Contractor, District, and Whatcom County; and prepare meeting minutes.

- 9.6 Site visits: We have estimated thirteen (13) site visits are estimated by Design Team members in addition to the Construction Observer varying from 2 hours to 12 hours in length including minutes and documentation to support District observation efforts within critical areas and golf course locations in the project area:
- a. Ten (10) site visits by GeoEngineers during the construction related to the horizontal directional drilling activities.
  - b. Three (3) additional site visits for the punchlist, project coordination, and unanticipated events.
- 9.7 Record Drawings: Incorporate redline drawings provided by Contractor into the final construction drawings and as-built surveying information. Prepare a set of final record drawings and accompanying electronic files for submittal to District.

Deliverables:

- Construction observation documentation, e.g. daily reports, photographs, conversation summaries.
- HDD and five (5) additional submittal review comments
- Ten (10) RFI responses
- Three (3) Change Orders
- Biweekly construction meeting minutes
- One (1) set of full-size draft record drawings to the District for review
- Final set of record drawings to the District consisting of CAD files on a CD and one (1) full-size paper copy

**Exhibit B - Amendment No. 5 Project Budget  
Lake Whatcom Water & Sewer District  
Country Club HDD Gravity 8" Main Sewer Services During Construction**

Task	Description	Principal in Charge - QA/QC		Project Manager		Project/Field Engineer		CAD Manager/Support		Clerical Support		TOTAL	
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
<b>1 Project Management</b>													
1.1	Monthly status reports and coordination	1	\$ 238	12	\$ 1,966		\$ -		\$ -	6	\$ 756	19	\$ 2,960
1.2	Manage and coordinate the project team	4	\$ 952	32	\$ 5,242		\$ -		\$ -		\$ -	36	\$ 6,194
	<b>Sub-Total</b>	<b>5</b>	<b>\$ 1,190</b>	<b>44</b>	<b>\$ 7,207</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>6</b>	<b>\$ 756</b>	<b>55</b>	<b>\$ 9,153</b>
<b>9 Services During Construction</b>													
9.1	Construction observation services		\$ -	27	\$ 4,423	40	\$ 5,544		\$ -		\$ -	67	\$ 9,967
9.2	Submittal reviews	1	\$ 238	20	\$ 3,276		\$ -		\$ -		\$ -	21	\$ 3,514
9.3	RFI support and responses	1	\$ 238	8	\$ 1,310	2	\$ 277		\$ -		\$ -	11	\$ 1,826
9.4	Change order support	3	\$ 714	15	\$ 2,457		\$ -		\$ -		\$ -	18	\$ 3,171
9.5	Biweekly construction meetings		\$ -	12	\$ 1,966		\$ -		\$ -		\$ -	12	\$ 1,966
9.6	Site Visits		\$ -	16	\$ 2,621		\$ -		\$ -		\$ -	16	\$ 2,621
9.7	Record drawings		\$ -	2	\$ 328	8	\$ 1,109	14	\$ 1,914		\$ -	24	\$ 3,350
	<b>Sub-Total</b>	<b>5</b>	<b>\$ 1,190</b>	<b>100</b>	<b>\$ 16,380</b>	<b>50</b>	<b>\$ 6,930</b>	<b>14</b>	<b>\$ 1,914</b>	<b>0</b>	<b>\$ -</b>	<b>169</b>	<b>\$ 26,414</b>
	<b>Total Direct Labor</b>	<b>10</b>	<b>\$ 2,380</b>	<b>144</b>	<b>\$ 23,587</b>	<b>50</b>	<b>\$ 6,930</b>	<b>14</b>	<b>\$ 1,914</b>	<b>6</b>	<b>\$ 756</b>	<b>224</b>	<b>\$ 35,587</b>
<b>Other Direct Costs</b>													
	Geotechnical Consultant - GeoEngineers												\$ 38,280
	Surveying Consultant - Larry Steele & Associates, Inc.												\$ 4,362
	Printing												\$ 259
	Communications (3% of BHC Total Direct Labor)												\$ 1,067
	Travel Costs - 16 trips x 20 miles												\$ 204
	<b>TOTAL ODC</b>												<b>\$ 44,171</b>
	<b>GRAND TOTAL</b>												<b>\$ 79,738</b>





600 Dupont Street  
Bellingham, Washington 98225  
360.647.1510

January 29, 2019

BHC Consultants, LLC  
1155 N State Street, #500  
Bellingham, Washington 98225

Attention: Kenneth Gray, PE

Subject: Scope and Fee Proposal  
HDD Construction Observation Services  
Country Club Sewer Pump Station Improvements -  
Ranch House to Country Club Sewer HDD  
Whatcom County, Washington  
File No. 0430-013-01

## **INTRODUCTION AND PROJECT UNDERSTANDING**

GeoEngineers, Inc. (GeoEngineers) is pleased to submit this scope and fee estimate to provide preconstruction/bid support and construction observation services for the proposed Ranch House to Country Club Sewer horizontal directional drill (HDD) installation. The proposed project consists of installing a section of new 8.625-inch-diameter high density polyethylene (HDPE) pipe using the HDD method of trenchless construction as part of the Country Club Sewer Pump Station Replacement project for the Lake Whatcom Water and Sewer District (LWWSO) in the Sudden Valley area of Whatcom County, Washington.

This proposal is based on GeoEngineers' Issued for Bid (IFB) for Ranch House to Country Club Sewer HDD design drawing dated February 2019. The design horizontal length of the proposed HDD crossing is approximately 754 feet from the entry point to the exit point.

At this time, the construction of the Ranch House to Country Club Sewer HDD has not been awarded to an HDD Contractor (to be issued for bid in early February 2019), and therefore, no construction schedule is available. For the purpose of this scope and fee estimate, we have assumed that GeoEngineers will not observe rig-up or rig-down activities, the contractor can achieve a daily footage rate of approximately 300 feet per day during pilot hole and reaming operations, swabbing and pullback will each take 1 day to complete, and that GeoEngineers will remain on-site to observe grouting abandonment of the entry and exit tangents and curves after pullback of the HDPE gravity sewer is complete. Using these assumptions and our experience with similar trenchless installations, we estimate 10 days of construction observation services for the crossing.

## PURPOSE AND SCOPE OF SERVICES

Based on our current understanding of the project, the services provided by GeoEngineers will consist of the following:

1. **Project Management.** GeoEngineers project management will include invoicing, attending conference calls as necessary and coordination of field staff.
2. **Preconstruction/Bid Support.** GeoEngineers will support the project during the preconstruction phase of operations by:
  - a. Preparing an IFB drawing for the Ranch House to Country Club Sewer HDD (completed).
  - b. Attend a pre-bid meeting at the LWWSD offices.
  - c. Reviewing and responding to HDD related questions submitted by contractors after the bid meeting has been conducted. We have assumed a total of 6 hours of project manager time for this task.
3. **Construction Support.** Provide construction support services after an HDD contractor has been selected by:
  - a. Reviewing the HDD contractor's drill plan and providing comments and/or recommendations to aid BHC Consultants with confirming that the drill plan conforms to the project specifications and needs of the project.
  - b. Preparing an Issued for Construction Drawing for the Ranch House to Country Club Sewer HDD.
  - c. Providing on-site consultation services during HDD construction and post-installation hole abandonment operations, including the following:
    - i. Detailed descriptions of daily activities.
    - ii. Photographic and written documentation of tooling condition before and after its use in each operation.
    - iii. Reporting of downhole fluid pressures if an annular pressure tool is utilized (HDD).
    - iv. Drilling fluid test reports provided by on-site drilling fluid engineers (HDD).
    - v. Comparative analysis of daily progress as compared to the construction schedule.
    - vi. AutoCAD drawing showing pilot hole progress and location relative to the HDD design.
    - vii. Documentation of areas of concern along with recommended actions to address identified concerns.

The above on-site consultation services will be documented in GeoEngineers' standard daily field reports. Our daily field reports will be provided via email to the client-approved distribution list no later than the following morning after the completion of each construction shift. Because of the specialized and technical nature of HDD construction, we are proposing that on-site consultation services will be provided by a professional engineer from GeoEngineers' Pipeline Services Business Unit experienced with trenchless

installation methods. Expenses for GeoEngineers' on-site engineer to travel from the Portland, Oregon or Springfield, Missouri office to the Bellingham, Washington office will be considered interoffice travel, and thus will not be charged to BHC Consultants.

**TERMS, FEE ESTIMATE AND SCHEDULE**

We have prepared this estimate based on a GeoEngineers representative being on site observing the contractor conducting HDD operations on a single shift basis (12 hours per day), 6 days per week.

This estimated fee for the scope of work, as summarized in the following table, should be considered strictly an estimate. The 10-day construction duration may vary depending on the contractor's operations and circumstances encountered during construction.

Please note that for GeoEngineers' personnel involved, only hours expended for the project will be billed as per their associated rate as presented in the attached Schedule of Charges. We will notify you immediately of any conditions that may change the scope of services as outlined above. We will not proceed with additional work until we receive authorization from you.

We will complete the scope of work described above on a time-and-expenses basis in accordance with the attached Schedule of Charges and our Mutual Services Agreement with BHC Consultants dated July 20, 2007. Our estimated fee for the scope of work described herein is \$34,800. A breakdown of this fee by task is outlined in the following table. Due to the uncertainties related to HDD construction schedules, we recommend that BHC Consultants include a contingency of at least 10 percent in the construction consultation services budget.

Description	Estimated Fees
<b>Task 1. Project Management</b>	<b>\$ 2,100</b>
<b>Task 2. Preconstruction Support</b>	
Preparation of an IFB Drawing	\$ 650
Attending the preconstruction meeting	\$ 1,600
Response Support to HDD Contractor Questions	\$ 1,500
<b>Task 2 Subtotal</b>	<b>\$ 3,750</b>
<b>Task 3. Construction Support</b>	
Review of the selected contractor's drill plan	\$ 1,050
Preparation of an IFC drawing	\$ 650
*On-site construction observation services	\$ 27,250
<b>Task 3 Subtotal</b>	<b>\$ 28,950</b>
<b>Project Total</b>	<b>\$ 34,800</b>

Note:

\*Based on an estimated average cost of \$2,725 per day (12-hour days on-site [Engineer 1], 1 additional hour per day to complete field reports, 1 hour senior level field report review, transportation, lodging and per diem).

**ASSUMPTIONS**

Our proposal assumes the following:

1. HDD construction, including hole abandonment activities, will take no longer than 10 days, at 12 hours per day to complete.
2. Observation of HDD rig-up and rig-down activities are not included.

**LIMITATIONS**

We will conduct our services for the exclusive use of LWWSO, BHC Consultants, and their design team on this project. No other party may rely on the product of our services unless we agree in advance to such reliance in writing. This limitation provides our firm with reasonable protection against open-ended liability claims by third parties with whom there would otherwise be no contractual limits to their actions.

Our activities do not include supervision or direction of the actual work performed by the Contractor, the Contractor's employees, or agents. Our professional opinions and conclusions will be made in accordance with generally accepted trenchless construction principles and practices. However, it is not our role to guarantee the results of the Contractor's efforts, nor will our observations relieve the Contractor of his primary responsibility to produce a completed project conforming to the project plans and specifications. In addition, our firm is not responsible for job or site safety on this project other than as related to our staff.


**AUTHORIZATION**

We request that BHC Consultants authorize these services by issuing a purchase order referencing the terms and conditions of this proposal and our Mutual Services Agreement with BHC Consultants.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project. Please call if you have any questions or require any changes to our scope of work or level of effort.

Sincerely,  
GeoEngineers, Inc.

  
Gerard A. Hoffman, PE  
Project Engineer

  
Sean W. Cool, PE  
Associate

JAH:SWC:tlh

Attachments:

Schedule of Charges – Bellingham 2019

Disclaimer: Any electronic form, facsimile or hard copy of the original document (email, text, table, and/or figure), if provided, and any attachments are only a copy of the original document. The original document is stored by GeoEngineers, Inc. and will serve as the official document of record.

Proprietary Notice: The contents of this document are proprietary to GeoEngineers, Inc. and are intended solely for use by our clients and their design teams to evaluate GeoEngineers' capabilities and understanding of project requirements as they relate to performing the services proposed for a specific project. Copies of this document or its contents may not be disclosed to any other parties without the written consent of GeoEngineers.

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## Schedule of Charges – 2019

### COMPENSATION

Our compensation will be determined on the basis of time and expenses in accordance with the following schedule unless a lump sum amount is so indicated in the proposal or services agreement. Current rates are:

#### Professional Staff

Staff 1 Scientist/Analyst	\$	101/hour
Staff 1 Engineer	\$	105/hour
Staff 2 Scientist/Analyst	\$	113/hour
Staff 2 Engineer	\$	117/hour
Staff 3 Scientist/Analyst	\$	132/hour
Staff 3 Engineer	\$	137/hour
Engineer/Scientist/Analyst 1	\$	155/hour
Engineer/Scientist/Analyst 2	\$	160/hour
Senior Engineer/Scientist/Analyst 1	\$	166/hour
Senior Engineer/Scientist/Analyst 2	\$	180/hour
Associate	\$	200/hour
Principal	\$	217/hour

#### Technical Support Staff

Administrator 1	\$	69/hour
Administrator 2	\$	81/hour
CAD Technician	\$	81/hour
CAD Designer	\$	93/hour
CAD Design Coordinator	\$	127/hour
Technician	\$	73/hour
Senior Technician	\$	83/hour

Contracted professional and technical services will be charged at the applicable hourly rates listed above. Staff time spent in depositions, trial preparation and court or hearing testimony will be billed at one and one-half times the above rates. Time spent in either local or inter-city travel, when travel is in the interest of this contract, will be charged in accordance with the foregoing schedule. Rates for data storage and web-based access will be provided on a project-specific basis.

**Equipment**

Air Quality Equipment, per day	\$	158.00
Air Sparging Field Test, per day	\$	525.00
Construction Monitoring Equipment	\$	26.00
Continuous Recording Data Logger, per day	\$	315.00
Environmental Exploration Equipment, per day	\$	158.00
Field Data Acquisition Equipment, per day	\$	50.00
Field water quality testing equipment, per day (1 day min.)	\$	84.00
Gas Detection and Oxygen Meters, per day (1 day min.)	\$	105.00
Generator, per day (1 day min.)	\$	105.00
Geotechnical Exploration Equipment, per day	\$	131.00
Groundwater Development and Sampling Pumps, per day (1 day min.)	\$	105.00
Groundwater Monitoring Equipment, per day	\$	231.00
Nuclear Density Gauge, per hour (4 hour daily min.)	\$	11.00
pH Meter, per day	\$	16.00
Single Channel Data Logger, per logger, per day (1 day min.)	\$	105.00
Slope Indicator, per day (1 day min.)	\$	210.00
Survey equipment, Porter sampling gear and Dynamic cone sounding equipment, per day	\$	37.00
Vapor Extraction Field Test, per day	\$	525.00
Vehicle usage, per mile, or \$50/day, whichever is greater	\$	.65
Vehicle - 4-wheel drive truck, per day (1 day min.)	\$	84.00
Water Disposal Equipment, per use, per day	\$	53.00
Water Quality Equipment, per day	\$	131.00

*Specialized and miscellaneous field equipment, at current rates, list available upon request.*

**OTHER SERVICES, SUPPLIES AND SPECIAL TAXES**

Charges for services, equipment, supplies and facilities not furnished in accordance with the above schedule, and any unusual items of expense not customarily incurred in our normal operations, are charged at cost plus 15 percent. This includes shipping charges, subsistence, transportation, printing and reproduction, miscellaneous supplies and rentals, surveying services, drilling equipment, construction equipment, watercraft, aircraft, and special insurance which may be required. Taxes required by local jurisdictions for projects in specific geographic areas will be charged to projects at direct cost.

Per diem may be charged in lieu of subsistence and lodging.

Routinely used field supplies stocked in-house by GeoEngineers, at current rates, list available upon request.

In-house testing for geotechnical soil characteristics at current rates, list available upon request.

**Associated Project Costs (APC)**

Computer hardware and software, telephone and fax communications, printing and photocopying and routine postage via USPS will be charged at a flat rate of 6 percent of labor charges. These charges are labeled as Associated Project Costs (APC).

All rates are subject to change upon notification.



LAWRENCE W. STEELE, PLS  
BEN C. MORRIS, PLS  
ERICH A. KLEINKNECHT, PLS

## Construction Surveying Proposal

**Date: January 29, 2019**

**Project Reference: Country Club HDD 8" Gravity Main Sewer**

**Location: Sudden Valley, Washington**

Larry Steele & Associates, Inc. (LSA) appreciates the opportunity to propose the following scope of work and associated costs for Construction Surveying on the above referenced project. For customizations to our proposal to meet your specific needs, please feel free to contact us for an expedited response. Thank you!

### Scope of Work

- Construction Surveying Calculations and Staking as requested by Kenneth Gray of BHC Consultants, LLC:
- Re-establish survey control from previous work on this project.
  - Set 2 benchmarks; 1 near each end of the HDD alignment.
  - Stake Construction Limits as detailed on the TESC Plan sht. EC-1. Hubs and lath will be set often enough to be inter-visible and/or clearly define the Construction Limits.

**Estimated fee: \$3,965**

### Terms and Conditions

- All staking will be performed once unless otherwise noted.
- Additional work requests and/or jobsite trips will be charged time and materials.
- Proposal is based upon receipt of an approved set of construction plans including AutoCAD drawings with prior to staking requests.
- Minimum two-days' notice will be provided before staking requests.
- Traffic control and flagging will be provided by contractor, if applicable.

If you have any questions, please feel free to contact Erich Kleinknecht, PLS or Tasha Cornelius, Construction Estimator at (360) 676-9350 or by email at [Erich@LSASurvey.com](mailto:Erich@LSASurvey.com) or [Tasha@LSASurvey.com](mailto:Tasha@LSASurvey.com)


Sincerely,  
*Erich Kleinknecht, PLS*  
Larry Steele & Associates, Inc.





**AGENDA  
BILL  
Item 5.D**

**Geneva Sewer Pump Station  
Architectural/Engineering Agreement  
Amendment for Services During  
Construction**

DATE SUBMITTED:	May 1, 2019	MEETING DATE:	May 8, 2019
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Scope of Work		
	2.		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

This capital improvement project retrofits Geneva sanitary sewer lift station's existing Smith & Loveless wet well-mounted pumps with new submersible pumps, controls, and telemetry. It also includes the replacement of approximately 675 lineal feet of 4-inch diameter sewer force main and the addition of a permanent standby generator.

The construction contract has been executed. Staff requested the design engineer, RH2 Engineering Inc., to prepare a scope of work and fee for Services During Construction to assist District staff with inspection, submittal review, evaluating requests for information, change order support, biweekly meetings, record drawings, testing and startup, and SCADA software development as described in the attached scope of work.

District staff will perform contract administration tasks with support from the consultant. Staff will also coordinate on-site observations with the consultant to ensure inspections are performed throughout construction.

**FISCAL IMPACT**

The 2019 budget allocates \$70,000 for Services during Construction. Proposed Amendment 5 – Services during Construction for \$69,664 is within District budget.

RH2 Engineering Architectural/Engineering (A/E) Agreement Summary

Original Agreement – Par & Geneva Predesign	\$117,603
Amendment 1 – Par Gravity Alignment Study	\$5,740
Amendment 2 – Par & Geneva Design, Permitting, and Bidding	\$145,945
Amendment 3 – Par Services During Construction	\$67,067
Amendment 4 – Geneva Additional Permitting	\$13,000
<u>Proposed Amendment 5 – Services during Construction</u>	<u>\$69,664</u>
Proposed Total Price	\$419,019

Note the agreement is time and materials not to exceed the Total Price.

**RECOMMENDED BOARD ACTION**

Staff recommends authorizing the General Manager to execute the proposed amendment for services during construction.

**PROPOSED MOTION**

A recommended motion is:

“I move to authorize the General Manager to execute A/E Agreement Amendment #5 for Services during Construction with RH2 Engineering, Inc. for time and materials not to exceed \$69,644 as presented.”

**Exhibit A**  
**SCOPE OF WORK**  
**Contract Amendment No. 5**  
**Lake Whatcom Water and Sewer District**  
**Geneva Sewer Pump Station Improvements**  
**Phase 3 – Services During Construction**  
May 2019

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## **BACKGROUND**

RH2 Engineering, Inc., (RH2) has completed the design phase of the Geneva Sewer Pump Station Improvements project for the Lake Whatcom Water and Sewer District (District). The project was bid in February 2019. Construction will occur in the spring and summer months, facilitated by Equity Builders. RH2 will assist District staff with services during construction (SDC) as described below.

## **PHASE 3 – SERVICES DURING CONSTRUCTION**

### **ASSUMPTIONS**

*This Scope of Work for SDC assumes there will be one (1) contractor working on the project. Special inspections will be performed by others via direct contract with the District and are not included in this Scope of Work. District staff will be responsible for scheduling special inspections. RH2 is not responsible for site safety, or for directing the contractor in their work. Work described below will be performed to the amount outlined in the accompanying Fee Estimate.*

### **Task 1 – Construction Contract Administration**

**Objective:** Organize, manage, and coordinate RH2's engineering disciplines. Selectively support the District during the construction phase.

#### **Approach:**

- 1.1 Coordinate and attend a pre-construction meeting that will include the District, RH2, and the contractor. Provide agenda and minutes in electronic format (MS Word).
- 1.2 Attend construction meetings every two (2) weeks with involved parties at the District office or project site. Prepare and distribute meeting minutes. Coordinate with the District's personnel throughout the construction phase, as requested. *Nine (9) hours of RH2's time is assumed for this effort. Additional effort, as needed, will be mutually determined between RH2 and the District.*
- 1.3 Respond to requests for information (RFIs) submitted by the contractor. Respond to technical questions posed by the contractor. *Nine (9) hours of RH2's time is assumed for this effort. Additional effort, as needed, will be mutually determined between RH2 and the District. The District will lead this effort and RH2 will assist.*
- 1.4 Complete project management review including, schedule, budget and monthly invoices.

#### **District Responsibilities and Products:**

- Coordinate delivery of construction plans and specifications to the contractor and District. *It is assumed that production of the plans will be completed by Applied Digital Imaging (ADI) and paid for directly by the District, separate from this Contract Amendment No. 3.*
- Review and prepare monthly invoices and provide ongoing progress and scheduling communication.

**RH2 Products:**

- Meeting agendas and minutes for meetings listed in Task 1 in electronic format (PDF).
- RFI responses in electronic format (PDF).
- Monthly invoices and ongoing correspondence in electronic format (PDF).

**Task 2 – Submittal Review**

**Objective:** Provide submittal review during construction.

**Approach:**

- 2.1 Review and approve or reject, if necessary, shop drawings, equipment submittals, specifications, schedules, and construction sequence regarding pumps, generator, electrical, and control components required for the project.

**District Responsibilities:**

- Review and approve or reject, if necessary, shop drawings, equipment submittals, specifications, schedules, and construction sequence regarding site civil, structural, and mechanical components required for the project.

**RH2 Products:**

- Submittal response forms to the District and contractor in electronic format (PDF).

**Task 3 – On-site Construction Observation**

**Objective:** Assist with on-site construction observation, and review change orders.

**Approach:**

- 3.1 Provide engineer(s) onsite to observe the progress of construction, and observe construction activities, including mechanical, structural, and electrical construction. RH2 and the District will schedule construction observation to occur during certain portions of construction progress. A written report of each visit will be prepared and provided to the District. *The level of involvement required of RH2 will be re-evaluated during construction and may be adjusted based on contractor qualifications and project schedule. For the purposes of estimation and District direction regarding time involvement, RH2 has estimated one (1) site visit every two (2) weeks, at three (3) hours each, to be performed by one (1) RH2 staff person (either Orin Paul, E.I.T., or Mark Braaksma, P.E., with Dan Burwell, P.E., supporting as necessary) for the duration of June 2019 to the end of October 2019 plus up to five (5) additional site visits to fill in during District staff vacations. In addition, on-site construction observation includes bi-weekly electrical reviews that will be completed by RH2 (Kevin Schalk, P.E., and Mark Braaksma, P.E.) for the second half of the project duration.*
- 3.2 Provide mitigation plan observation during construction. *This subtask is assumed to require weekly site visits for the last month of the construction.*
- 3.3 Support the District in reviewing change orders and supporting information, as required. Submit change orders and supporting information to the District for execution.

**Assumptions:** *Special inspection is not included with this Scope of Work. The District will contract separately for this work, specifically for subgrade compaction and concrete inspection. Changes to RH2's level of involvement in construction observation that affect the assumption of hours in the attached Fee Estimate*

*shall be mutually negotiated between RH2 and the District. RH2 is not responsible for site safety, nor for directing the contractor in their work or determining means and methods.*

**District Responsibilities and Products:**

- Lead change order review and coordination of information with RH2 staff.
- Review and process pay requests from the contractor, including ascertaining quantities and percent completion of the work as stated by the contractor, and preparing progress reports, including contract time remaining statements.
- Shared role in construction observation.
- Coordination and payment of special inspections.

**RH2 Products:**

- Construction observation reports to the District at the end of each month in electronic format (PDF).
- Change order forms, as requested, throughout the construction phase in electronic format (PDF).

## Task 4 – Testing and Startup

**Objective:** Assist the District with pump testing and startup.

**Approach:**

- 4.1 Provide on-site review by the project manager and electrical engineer during pump testing and startup. *The site visit is assumed to be one (1) eight (8)-hour day with off-site support as requested by the District.*
- 4.2 Conduct final on-site construction observation. Perform final walkthrough for completion of punchlist items and specified construction by the contractor. *It is anticipated that the contractor will complete the punchlist items prior to the final on-site construction observation.*

**Assumptions:** *The contractor will complete the punchlist review with three (3) meetings lasting two (2) hours per punchlist meeting.*

**RH2 Products:**

- On-site review during testing, startup, and final walkthrough.
- Start-up completion reports and punchlist items for the contractor in electronic format (PDF).

## Task 5 – SCADA Software Development

**Objective:** Develop supervisory control and data acquisition (SCADA) system software and provide testing services and technical assistance with the startup of the updated system.

- 5.1 Provide the District with data point definition for the control components in the design. *This data will be used by RH2 for software development purposes and by the District for integrating the facility controller with the human machine interface (HMI) computer systems.*
- 5.2 Perform programmable logic control (PLC) software development for the sewer pump station. *It is assumed that the Geneva Sewer Pump Station software will be utilized and updated to include variable frequency drive control.*
- 5.3 Perform operator interface software development for the sewer pump station.

- 5.4 Perform control system factory testing of telemetry panel hardware and software, and the pump control panel in the panel shop.
- 5.5 Perform control system field testing of telemetry panel hardware and software, and the pump control panel at the project site.
- 5.6 Provide software training and operations and maintenance (O&M) manual material for the PLC and operator interface software.

**Assumptions:** *The District will be responsible for programming the communications equipment and HMI upgrades at the District offices. Facility data point definitions will be provided by RH2 to the District at least one (1) month in advance of Task 4 – Testing and Startup. If needed, changes in RH2's level of effort that affect the assumption of hours in the attached Fee Estimate shall be mutually negotiated between RH2 and the District.*

**District Responsibilities and Products:**

- Address potential HMI and communications issues.

**RH2 Products:**

- Data point definitions, PLC programming, and operator interface programming at the site; O&M manual materials in electronic format (PDF); and copies of the PLC and operator interface programs.
- Control system factory and field testing of the telemetry panel hardware and software, and pump control panel.

## Task 6 – Construction Records

**Objective:** Prepare construction record drawings.

**Approach:**

- 6.1 Review field records provided by the contractor to compare with RH2's and the District's construction observation reports.
- 6.2 Prepare construction record drawings from the contractor-provided as-built drawings.

**Assumptions:** *Contractor will prepare O&M manuals for the District. Design changes will be minimal with no significant changes to site layout, structural, mechanical, or electrical systems. RH2 will rely on the accuracy and completeness of contractor provided as-built markup records.*

**RH2 Products:**

- One (1) half-size set of construction plans and one (1) CD containing PDFs of the drawings. One (1) half-size set of construction record plans for RH2 records.

## District Responsibilities and Products for Phase 3 – Services During Construction

- Pay for construction plan production by others.
- Pay Puget Sound Energy (PSE) power drop costs and coordinate with PSE regarding construction.
- Provide construction observation personnel to monitor construction progress and respond to questions relating to existing facilities and utilities.
- Provide emergency power generators, as requested, during construction at the site.
- Provide comments during the submittal process.

- Coordinate, contract, and pay for all special inspection services, such as soil compaction, rebar, and concrete testing.
- Attendance at the following:
  - Pre-construction meeting;
  - Lead construction meetings every two (2) weeks;
  - Daily on-site construction observation during active construction;
  - Testing and startup; and
  - Final project punchlist walkthrough.

**RH2 Products for Phase 3 – Services During Construction**

- Meeting agendas for above-listed meetings that RH2 attends.
- Meeting minutes for above-listed meetings that RH2 attends.
- RFI and submittal responses supporting the District Lead.
- Change order forms supporting the District Lead.
- Construction observation reports for days onsite.
- Punchlist.
- SCADA system programming.
- Construction record drawings.

**EXHIBIT B - Preliminary**

**Lake Whatcom Water and Sewer District  
Amendment No. 5  
Geneva Sewer Pump Station Improvements  
Phase 3 - Services During Construction  
Fee Estimate - February 15, 2019**

Description		Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Classification						
Task 1	Construction Contract Administration	40	\$ 7,178	\$ -	\$ 120	\$ 7,298
Task 2	Submittal Review	77	\$ 12,714	\$ -	\$ 417	\$ 13,131
Task 3	On-Site Construction Observation	128	\$ 21,513	\$ -	\$ 813	\$ 22,326
Task 4	Testing and Startup	32	\$ 5,632	\$ -	\$ 253	\$ 5,885
Task 5	SCADA Software Development	84	\$ 17,320	\$ -	\$ 234	\$ 17,554
Task 6	Construction Records	20	\$ 3,234	\$ -	\$ 236	\$ 3,470
<b>PROJECT TOTAL</b>		<b>381</b>	<b>\$ 67,591</b>	<b>\$ -</b>	<b>\$ 2,073</b>	<b>\$ 69,664</b>





**EXHIBIT C**  
**Consultant Fee Determination - Summary Sheet**  
**(Negotiated Hourly Rates of Pay)**  
**Fee Schedule**


Subconsultant:  
RH2 ENGINEERING, INC.

Staff Classification	Negotiated Hourly Rate	Overhead Multiplier	Fee Multiplier	Negotiated Rate Per Hour
		195.57%	10.6%	
Professional I	\$ 43.44	\$ 84.95	\$ 13.61	\$ 142.00
Professional II	\$ 47.41	\$ 92.73	\$ 14.86	\$ 155.00
Professional III	\$ 51.09	\$ 99.91	\$ 16.01	\$ 167.00
Professional IV	\$ 54.14	\$ 105.89	\$ 16.96	\$ 177.00
Professional V	\$ 58.43	\$ 114.27	\$ 18.31	\$ 191.00
Professional VI	\$ 62.10	\$ 121.44	\$ 19.46	\$ 203.00
Professional VII	\$ 67.30	\$ 131.61	\$ 21.08	\$ 220.00
Professional VIII	\$ 70.05	\$ 137.00	\$ 21.95	\$ 229.00
Professional IX	\$ 70.05	\$ 137.00	\$ 21.95	\$ 229.00
Technician I	\$ 30.90	\$ 60.42	\$ 9.68	\$ 101.00
Technician II	\$ 32.73	\$ 64.01	\$ 10.25	\$ 107.00
Technician III	\$ 41.60	\$ 81.36	\$ 13.03	\$ 136.00
Technician IV	\$ 44.36	\$ 86.75	\$ 13.90	\$ 145.00
Administrative I	\$ 21.11	\$ 41.28	\$ 6.61	\$ 69.00
Administrative II	\$ 24.78	\$ 48.46	\$ 7.76	\$ 81.00
Administrative III	\$ 29.67	\$ 58.03	\$ 9.30	\$ 97.00
Administrative IV	\$ 34.87	\$ 68.20	\$ 10.93	\$ 114.00
Administrative V	\$ 41.30	\$ 80.76	\$ 12.94	\$ 135.00



**AGENDA  
BILL  
Item 5.E**

**Disposal of  
Surplus Property**

DATE SUBMITTED:	May 1, 2019	MEETING DATE:	May 8, 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 May 1, 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:

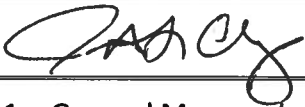
“I move to declare the property defined in the list dated May 1, 2019, as surplus and authorize staff to dispose of each item in a manner that is most beneficial to the District and consistent with state law.”





**AGENDA  
BILL  
Item 7.A.**

**General Manager's Report**

DATE SUBMITTED:	May 2, 2019	MEETING DATE:	May 8, 2019
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. General Manager's Report		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

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

**FISCAL IMPACT**

None.

**RECOMMENDED BOARD ACTION**

None required.

**PROPOSED MOTION**

None.



LAKE WHATCOM WATER AND SEWER DISTRICT  
**General Manager's Report**  
**Upcoming Dates & Announcements**  
 Regular Meeting – Wednesday, May 8, 2019 – 6:30 p.m.

**Important Upcoming Dates**

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed May 29, 2019	8:00 a.m.	Board Room
Employee Staff Meeting	Thu May, 9 2019	8:00 a.m.	Board Room Commissioner McRoberts to Attend
Investment Comm Meeting	Wed May 8, 2019	6:00 p.m.	Small Conference Room
Safety Committee Meeting	Wed May 8, 2019	8:00 a.m.	Small Conference Room
Lake Whatcom Management Program			
Data Group Meeting	Thu May 9, 2019	9:00 a.m.	City of Bellingham PW Offices 2221 Pacific Street
Policy Group Meeting	Mon Jun 24, 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	March 2020	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Tue May 14, 2019	6:15 p.m.	Bob's Burgers, 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed May 15, 2019	1:00 p.m.	Board Room
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:**

- During its April 10 meeting, Committee noted that great progress has been made in completion of outstanding items.
- District is coordinating with South Whatcom Fire Authority for staff CPR/AED/First Aid training.
- Annual employee-specific on-line safety training underway; each employee required to complete training by May 31.

**Investment Committee:**

- No meetings held since last Board meeting

**Upcoming Important Agenda Topics and Meetings**

- Presentation on Agate Heights Water Treatment Plant Expansion Status on May 29
- Approval of revisions the Whatcom County Coordinated Water System Plan on May 29

## 2019 Initiatives Status

### Administration and Organizational Document Review/Revision

#### Personnel Policies Manual

- Workplace Violence Policy Update  
*Approved by the Board during February 27 meeting.*
- Drug Testing Policy Update  
*Approved by the Board during February 27 meeting.*
- Paid Family & Medical Leave Act Policy Addition  
*Approved by the Board during February 27 meeting.*
- Other revisions as identified/needed

#### Administrative Code

- Board Meeting Dates/Times  
*Adopted by the Board during January 30 meeting (Resolution No. 854).*
- Purchasing Policy  
*Adopted by the Board during March 13 meeting (Resolution No. 857).*
- Other revisions as identified/needed

#### Commissioner Protocol Manual

- Work session to review/revise  
*Adopted by the Board during April 10 meeting.*

#### Health & Safety Program

- Review program  
*Ongoing. Safety Committee is currently reviewing the Respirator and Confined Space SOPs.*

#### File Management System

- Electronic file management structure revision  
*File management structure has been revised; migration of documents to the new structure is nearing completion.*
- 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 the Whatcom Water Alliance meeting on April 29 associated with developing a county-wide water conservation program that will initially be funded by the County.
- J. Clary attended Lake Whatcom Stormwater Utility public meeting on April 30.
- J. Clary scheduled to present the status of District projects to the Sudden Valley Community Association board during its regularly scheduled meeting on May 9.
- Tour of Post Point wastewater treatment plant with city of Bellingham staff is scheduled for May 16 (please let J. Clary know if you wish to attend).

#### Social Media Program

- Develop/implement social media program  
*Program implemented February 14.*

- Create/manage District LinkedIn account  
*LinkedIn account is live ([www.linkedin.com/company/lake-whatcom-water-and-sewer-district](http://www.linkedin.com/company/lake-whatcom-water-and-sewer-district)).*
- Create/manage District Facebook account  
*Facebook account is live (<https://www.facebook.com/Lake-Whatcom-Water-Sewer-District-455872278278848>).*
- Create/manage District NextDoor account  
*Working with NextDoor to create an agency account; NextDoor is currently limiting to emergency response agencies.*

#### 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 50<sup>th</sup> anniversary logo  
*Jackets distributed to staff during March 14 staff meeting.*
- Celebration  
*Completed during the annual employee banquet on January 11.*

#### Fact Sheets

- Develop District fact sheets  
*General informational fact sheet on the District created on April 15.*

### **Lake Whatcom Water Quality**

#### Management Program

- Attend organized meetings; initiate additional meetings/discussions outside of program  
*J. Clary in ongoing communication with city of Bellingham and Whatcom County staff regarding development of 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.*

#### Onsite Septic System Impact Assessment

- North shore monitoring  
*See discussion above regarding development of an interlocal agreement for assessment of septic impacts along the north shore of Lake Whatcom.*

#### Onsite Septic System Conversion Program

- Identify applicable lots  
*Staff have identified lots to pursue connection to District collection system.*
- Implement conversion notification process  
*Notice of requirement to connect to District sewer system sent to three property owners on February 21.*
- Complete conversion  
*To be initiated; complete by December 31.*

#### Watershed Stormwater Utility

- Participate in utility development process  
*A public meeting presenting the outcome of the stormwater utility advisory committee's recommendations was held at 6:30 p.m., Tuesday, April 30, at Geneva Elementary School.*

*County staff to present the utility structure and fees at the May 8 board meeting.*

### **Board Technology Upgrades**

#### Board-issued Tablets

- Identify/implement appropriate systems to board  
*Staff received a proposal from our IT provider for tablet configuration; anticipate issuance of tablets second 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  
*Purchase order for Cartegraph modules issued; District staff have been working with Cartegraph on developing the hierarchy of assets for the system; District staff anticipate that this effort will be complete May, and then it will take approximately two months for Cartegraph programmers to implement. Therefore, anticipate project completion by August.*

### **O&M Workload Capacity Analysis**

- Implement process in Cartegraph for tracking resource use  
*Engineering and operations staff continue to track 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  
*COMPLETE – following multiple meetings with Sudden Valley Community Association staff, evidence of obtaining District-required permits will be a condition of SVCA's compliance review process (required at time of making architectural control committee permit meeting appointment).*





**AGENDA  
BILL  
Item 9**

**Executive Session**

DATE SUBMITTED:	May 2, 2019	MEETING DATE:	May 8, 2019
TO: BOARD OF COMMISSIONERS		FROM: Rachael Hope, Administrative Assistant	
GENERAL 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 purposes of evaluating a complaint brought against a public employee per RCW 42.30.110(1)(f) and discussing potential litigation with legal counsel per RCW 42.30.110(1)(i)(i).

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