



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

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

May 29, 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. Agate Heights Water Treatment Plant Expansion Update
 - B. Whatcom County Coordinated Water System Plan Revision Approval
 - C. Lake Whatcom Stormwater Utility Discussion
6. OTHER BUSINESS
7. STAFF REPORTS
 - A. General Manager
 - B. Engineering Department
 - C. Finance Department
 - D. Operations Department
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



**AGENDA
BILL
Item 4**

Consent Agenda

DATE SUBMITTED:	May 22, 2019	MEETING DATE:	May 29, 2019
TO: BOARD OF COMMISSIONERS		FROM: Rachael Hope	
GENERAL 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 5/28/19 ****

BACKGROUND / EXPLANATION OF IMPACT

- Meeting Notes from the May 08, 2019 Board Meeting
- Payroll for Pay Period #11 (05/04/2019 through 05/17/2019) totaling \$44,827
- Payroll Benefits for Pay Period #11 totaling \$50,912.44
- Accounts Payable Vouchers totaling \$309.00
- Accounts Payable Vouchers total to be added 5/28/19



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

May 08, 2019

Board President Laura Abele called the Regular Session to order at 6:30 p.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 Mankamyer

Gary Stoyka, Whatcom County Public Works Natural Resources Manager, was also in attendance.

Consent Agenda

Action Taken

McRoberts moved, Citron seconded, approval of:

- 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
- Payroll for Pay Period #10 (04/20/2019 through 05/03/2019) totaling \$41,827.21
- Payroll Benefits for Pay Period #10 totaling \$49,735.36
- Accounts Payable Vouchers totaling \$161,742.26

Motion passed.

Lake Whatcom Stormwater Utility Update

Clary reminded the Board that in December 2017, the Whatcom County Council established the Lake Whatcom Stormwater Utility Service Area. The Service Area includes the entire unincorporated portion of the Lake Whatcom Watershed. The purpose of the new stormwater utility is to provide additional funding for efforts to clean up and protect Lake Whatcom water quality. Gary Stoyka, Natural Resources Program

Manager for Whatcom County gave a presentation to provide a better understanding of anticipated utility structure and fees that will be applied to District-owned impervious surfaces. Discussion followed.

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

Clary recalled that 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 recommended adoption of a formal policy via resolution.

Action Taken

Ford moved, Citron seconded, to adopt Resolution Number 859 as presented. Motion passed.

Country Club Horizontal Directional Drill Gravity Sewer Main AE Agreement Amendment for Services During Construction

Hunter explained that the construction contract for removal of the existing Country Club sanitary sewer lift station and installation of approximately 700 lineal feet of sewer main by horizontal directional drilling 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 tasks as outlined in the amendment. The 2019 budget allocates \$80,000 for services during construction. Proposed Amendment 5 – Services during Construction for \$79,738 - is within District budget.

Action Taken

Citron moved, Ford seconded, 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. Motion passed.

Geneva Sewer Pump Station AE Agreement Amendment for Services During Construction

Hunter stated that the construction contract has been executed for the Geneva Sewer Pump Station improvement project. Staff requested the design engineer, RH2 Engineering Inc., prepare a scope of work and fee for services during construction to assist District staff with tasks as outlined in the amendment. Staff will also coordinate on-site observations with the consultant to ensure inspections are performed throughout construction. The 2019 budget allocates \$70,000 for services during construction. Proposed Amendment 5 – Services during Construction for \$69,664 is within District budget.

Action Taken

Citron moved, Ford seconded, 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. Motion passed.

Disposal of Surplus Property

Winters recommended that the Board declare the property in the presented list as surplus and authorize staff to dispose of each.

Action Taken

Citron moved, Ford seconded, 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. Motion passed.

General Manager's Report

Clary updated the Board on several topics, including the arrival of the District's new backhoe, the completion of the District Investment Committee's quarterly meeting, and an update on the Whatcom Water Alliance. Discussion followed.

Clary also recognized District Maintenance Lead Jason Dahlstrom for his recent work during an on-call shift when there was a system communication failure at one of the District's lift stations. Largely because of recent training Dahlstrom took the initiative to attend, he was able to perform diagnostics and repairs in house to rectify the problem.

Executive Session – 30 Minutes

Abele recessed the Regular Session to Executive Session at 8:25 p.m. It was estimated that the Executive Session would take about 30 minutes. There were multiple purposes for this Executive Session:

- *Executive Session Per RCW 42.30.110(1)(i)(i): Discuss with legal counsel "potential litigation."*
- *Executive Session Per RCW 42.30.110(1)(f): To evaluate complaints brought against a public employee.*

Abele recessed the Executive Session and reconvened the Regular Session at 8:55 p.m.

Executive Session – 10 Minutes

Abele recessed the Regular Session to Executive Session at 8:55 p.m. It was estimated that the Executive Session would take about 10 minutes. There were multiple purposes for this Executive Session:

- *Executive Session Per RCW 42.30.110(1)(i)(i): Discuss with legal counsel "potential litigation."*
- *Executive Session Per RCW 42.30.110(1)(f): To evaluate complaints brought against a public employee.*

Abele recessed the Executive Session and reconvened the Regular Session at 9:05 p.m.

With no further business, Abele adjourned the Regular Session at 9:05 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

05/23/2019 To: 05/23/2019

Time: 12:44:48 Date: 05/21/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1565	05/23/2019	Payroll	5	EFT		434.14	05/04/2019 - 05/17/2019 PR11
1566	05/23/2019	Payroll	5	EFT		235.37	05/04/2019 - 05/17/2019 PR11
1567	05/23/2019	Payroll	5	EFT		3,629.59	05/04/2019 - 05/17/2019 PR11
1568	05/23/2019	Payroll	5	EFT		3,558.17	05/04/2019 - 05/17/2019 PR11
1569	05/23/2019	Payroll	5	EFT		3,762.38	05/04/2019 - 05/17/2019 PR11
1570	05/23/2019	Payroll	5	EFT		3,534.35	05/04/2019 - 05/17/2019 PR11
1571	05/23/2019	Payroll	5	EFT		1,518.25	05/04/2019 - 05/17/2019 PR11
1573	05/23/2019	Payroll	5	EFT		1,195.70	05/04/2019 - 05/17/2019 PR11
1574	05/23/2019	Payroll	5	EFT		2,695.76	05/04/2019 - 05/17/2019 PR11
1575	05/23/2019	Payroll	5	EFT		1,790.58	05/04/2019 - 05/17/2019 PR11
1576	05/23/2019	Payroll	5	EFT		3,050.98	05/04/2019 - 05/17/2019 PR11
1577	05/23/2019	Payroll	5	EFT		1,929.28	05/04/2019 - 05/17/2019 PR11
1578	05/23/2019	Payroll	5	EFT		2,025.83	05/04/2019 - 05/17/2019 PR11
1579	05/23/2019	Payroll	5	EFT		235.37	05/04/2019 - 05/17/2019 PR11
1580	05/23/2019	Payroll	5	EFT		1,907.17	05/04/2019 - 05/17/2019 PR11
1581	05/23/2019	Payroll	5	EFT		2,703.29	05/04/2019 - 05/17/2019 PR11
1582	05/23/2019	Payroll	5	EFT		767.96	05/04/2019 - 05/17/2019 PR11
1583	05/23/2019	Payroll	5	EFT		1,469.34	05/04/2019 - 05/17/2019 PR11
1584	05/23/2019	Payroll	5	EFT		1,995.06	05/04/2019 - 05/17/2019 PR11
1585	05/23/2019	Payroll	5	EFT		2,616.95	05/04/2019 - 05/17/2019 PR11
1586	05/23/2019	Payroll	5	EFT		2,424.96	05/04/2019 - 05/17/2019 PR11
1572	05/23/2019	Payroll	5	9066		1,346.84	05/04/2019 - 05/17/2019 PR11

401 Operating Fund

44,827.32

44,827.32 Payroll:

44,827.32

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

5/21/2019

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

05/23/2019 To: 05/23/2019

Time: 12:55:18 Date: 05/21/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1587	05/23/2019	Payroll	5	EFT	DEPARTMENT OF RETIREMENT SYSTEMS	4,237.31	Pay Cycle(s) 05/23/2019 To 05/23/2019 - DCP
1588	05/23/2019	Payroll	5	EFT	UNITED STATES TREASURY	16,458.55	941 Deposit for Pay Cycle(s) 05/23/2019 - 05/23/2019
1589	05/23/2019	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 2	10,544.07	Pay Cycle(s) 05/23/2019 To 05/23/2019 - PERS 2
1590	05/23/2019	Payroll	5	EFT	WA ST PUBLIC EMP RET PLAN 3	3,078.27	Pay Cycle(s) 05/23/2019 To 05/23/2019 - PERS 3
1591	05/23/2019	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 05/23/2019 To 05/23/2019 - SUP ENF
1592	05/23/2019	Payroll	5	9067	AFLAC	354.85	Pay Cycle(s) 05/23/2019 To 05/23/2019 - AFLAC Pre-Tax; Pay Cycle(s) 05/23/2019 To 05/23/2019 - AFLAC Post-Tax
1593	05/23/2019	Payroll	5	9068	AFSCME LOCAL	401.90	Pay Cycle(s) 05/23/2019 To 05/23/2019 - Union Dues; Pay Cycle(s) 05/23/2019 To 05/23/2019 - Union Fund
1594	05/23/2019	Payroll	5	9069	HRA VEBA TRUST (PAYEE)	530.00	Pay Cycle(s) 05/23/2019 To 05/23/2019 - VEBA
1595	05/23/2019	Payroll	5	9070	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 05/23/2019 To 05/23/2019 - ICMA
1596	05/23/2019	Payroll	5	9071	WA ST DEPT OF ES/PFMLA	169.97	Pay Cycle(s) 05/23/2019 To 05/23/2019 - PFMLA
1597	05/23/2019	Payroll	5	9072	WASHINGTON STATE HEALTH CARE AUTHORITY	14,829.18	Pay Cycle(s) 05/23/2019 To 05/23/2019 - PEBB Medical; Pay Cycle(s) 05/23/2019 To 05/23/2019 - PEBB ADD LTD; Pay Cycle(s) 05/23/2019 To 05/23/2019 - PEBB SMK Surcharge; Pay Cycle(s) 05/23/2019 To 05/23
401 Operating Fund						50,912.44	
						50,912.44	Payroll:
							50,912.44

CHECK REGISTER

Lake Whatcom W-S District

MCAG #: 2330

05/23/2019 To: 05/23/2019

Time: 12:55:18 Date: 05/21/2019

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 5/21/2019

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

ACCOUNTS

Lake Whatcom W-S District
MCAG #: 2330

05/09/2019 To: 05/09/2019

Time: 16:19 Date: 05/09/2019

PAYABLE

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1486	05/09/2019	Claims	5	9065	WHATCOM COUNTY PLANNING & DEVELOPMENT	309.00	
420 System Reinvestment Fund						309.00	
						309.00	Claims: 309.00

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 5/9/2019

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**

**Agate Heights Water Treatment
Plant Expansion Update**

DATE SUBMITTED:	May 21, 2019	MEETING DATE:	May 29, 2019
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer/Assist. GM		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. DRAFT Pre-design Alternatives Analysis		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The Lake Whatcom Water & Sewer District owns and operates the Agate Heights water system on the north shore of Lake Whatcom. The water system source is an artesian groundwater well with treatment provided via a system with a capacity of 30 gallons per minute (gpm). The current system capacity is 57 equivalent residential units (ERU), with available system capacity of 5 additional ERUs. As a result, the District Water Comprehensive Plan and the 2019 Budget include design and permitting associated with expansion of the treatment system capacity (with system expansion scheduled to occur in 2020).

The District's consultant engineer, Wilson Engineering, has completed an analysis of various alternatives associated with expansion of the treatment system capacity (attached). Wilson Engineering staff will provide a presentation of the alternatives analysis, along with the preferred expansion alternative.

FISCAL IMPACT

All work is being completed within the funds allocated under the 2019 Budget.

RECOMMENDED BOARD ACTION

No action is recommended at this time.

PROPOSED MOTION

No motion is required at this time.

TO: LWWSD – Justin Clary, PE and Bill Hunter, PE

FROM: Brian Smith, PE and Melanie Mankamy, PE

SUBJECT: Agate Heights Water System Upgrades: Pre-design Alternatives Analysis
DRAFT

DATE: May 22, 2019

Introduction

Lake Whatcom Water and Sewer District (LWWSD) owns and operates the Agate Heights water system (Public Water System ID #52957B) on the north shore of Lake Whatcom. This system's water supply comes from an artesian well. The water rights for this well total an instantaneous withdrawal rate of 438 gallons per minute (gpm). Further details can be seen in the LWWSD Water System Comprehensive Plan (June 2018).

The well water contains Manganese (Mn) at a concentration that exceeds the Secondary Maximum Contaminant Level (SMCL). The concentration has been measured from 0.11 to 0.14 mg/L Mn, and the SMCL for Mn is 0.05 mg/L. In 2001, treatment equipment was installed to remove Manganese to below the SMCL. Pumping equipment was also installed to pump the water from the well to the lower water storage tank, and a second pump skid was installed to pressurize the upper pressure zone. In 2008, the second pump skid was converted to pump water from the lower water storage tank to the upper water storage tank that was constructed in that year. All this mechanical equipment has functioned and been maintained for 18 years, but the treatment and pumping equipment will soon be in need of a major overhaul or replacement.

The existing equipment is sized for a source flow rate of 30 gpm. This limits system capacity to 57 Equivalent Residential Units (ERUs). The system currently serves (or has commitments to serve) 52 ERUs and therefore has only 5 available ERUs. This alternatives analysis explores options to overhaul/replace the mechanical equipment while simultaneously increasing source capacity and therefore increasing the number of available ERUs so that there are opportunities for expansion of the water system in the area (as discussed in the Northshore Water System Consolidation Study, August 2017).

This report analyzes 4 alternatives: a “maintain existing” alternative, Alternative 1 to keep select system components and operate at 45 gpm, Alternative 2 to replace all equipment and operate at 60 gpm, and Alternative 3 to replace all equipment and operate at 100 gpm. For each alternate, four categories are described and discussed: mechanical equipment, system capacity, costs, and risks.

Maintain Existing System Alternative - 30 gpm Capacity

Maintain Existing System Alternative - Mechanical Equipment

The pumps have all been re-built a number of times and are now due for replacement. Both of the pump skids are duplex pump skids, so there is redundancy - one pump could fail and the other could keep the system in operation until the other was repaired. For this alternative, we would likely recommend having a spare pump and motor on the shelf. We have not researched the cost of this or if these makes and models are still available for purchase. They likely may not, and modifications to the existing skid may need to be made to accommodate a new model of pump/motor.

The Mn treatment equipment contains a number of mechanical components (meter, control valve, actuated valves, pressure switch, gages, and control equipment) that are all original from 2001. These may begin to fail and require replacement. The media in the filter vessel has been periodically inspected and core samples sent to Filtronics for analysis, and the filter vessel has been “topped off” with additional media as needed to maintain full system functionality. This checking of the media would need to continue on a regular basis (perhaps once every 2 years) and there may come a time when all the media needs to be changed out.

The original installation for the building included sodium hypochlorite solution storage within the same space as the treatment and pumping equipment, and this accelerated corrosion of susceptible components of the system. The sodium hypochlorite solution has since been moved to a separate space, but the years that it shared a space likely decreased the life of the equipment.

Maintain Existing System Alternative - System Capacity

This alternative would maintain a system capacity of about 30 gpm. The existing pumps are becoming worn and will likely continue to slowly decrease in capacity if nothing is done. However, there is a pressure sustaining valve downstream of the pumps to control where they

are operating on their curve, and the setting on this could likely be adjusted to maintain 30 gpm with the existing pumps.

The calculated system capacity of 57 ERUs is explained in detail in the Water System Comprehensive Plan (WSCP). This number was based on an assumption that the source should be relied upon to operate 2/3 of the time. Since publication of the WSCP, we found that the Washington Department of Health (WA DOH) Water System Design Manual contains a recommendation that the source capacity should be enough to provide Maximum Day Demand (MDD) in a period of 18 hours or less of pumping (page 42). This means that the source could be relied upon 18/24 (3/4) of the time instead of 2/3 of the time. This is still sufficiently conservative because the time that the treatment system cannot be in operation (which occurs during a backwash) is a small fraction of the operating time. The backwash time for the existing system is approximately 4 minutes for every 12 hours of operation.

The updated calculation of system capacity could increase the current capacity from 57 ERUs to 64 ERUs upon concurrence with WA DOH. This would mean that the system would have 12 available ERUs instead of currently having 5 available ERUs.

Maintain Existing System Alternative - Costs

This alternative would have the lowest capital costs, but the cost of replacing mechanical and electrical components piecemeal as needed may end up costing more than replacing them all at once because it could require multiple mobilizations of a contractor (if LWWSD is not able to self-perform the work). It could also require emergency mobilization of a contractor, which adds cost. Costs for this alternative were not estimated because precise failure rates of each equipment component are not known.

Maintain Existing System Alternative - Risks

This alternative has the highest risk that a critical component of the water system will fail and that water production will cease until it can be fixed. If one of each spare part is not on-hand, there is a risk that the time to obtain that part is excessive and the storage tanks could go empty or the customers could have their water shut off. There is also a risk that a fire could occur during that time and there would be no water to support firefighting efforts.

Alternative 1 - 45 gpm, Replace pumps, Replace Select Treatment Components

Alternative 1 - Mechanical Equipment

Based on a site inspection, discussions with the operator, and discussions with the equipment manufacturer, the biggest components of the existing Mn removal (treatment) equipment likely have substantial service life remaining. This includes the steel reaction vessels, the steel filter vessel, and the steel piping. We also learned that these components are sized such that the system could be operated at a maximum of 45 gpm instead of the current operation point of 30 gpm. Therefore, Alternative 1 includes continuing to use these components of the existing treatment system. All moving parts (valves, meter), filter media, and electronic components (controls) would be replaced to facilitate the increase to 45 gpm and because they are nearing their expected service life (especially with the years of exposure to a corrosive environment). Alternative 1 would include replacing both pumping skids with duplex pump skids with a design point of 45 gpm (for each pump so that there is full redundancy). All pumps would have Variable Frequency Drives (VFDs) so that the speed of the pump and therefore the flow rate could be decreased by the operator. This could be helpful to balance flows between the two water storage tanks or to decrease the treatment plant flow rate if issues arise with operating it at its maximum rated flow.

All mechanical components are anticipated to fit within the existing building spaces. The treatment building may require a temporary construction pump system to be installed on the exterior of the building so that the existing pump skid could be removed and the new pump skid installed in its place and allow the system to continue to operate during this time.

For the pump systems, there are a number of manufacturers that make good quality pumping systems. It is anticipated that the specification for these pieces of equipment would be written to allow a number of pre-approved manufacturers to competitively bid on the equipment.

Alternative 1 - System Capacity

With a source capacity of 45 gpm, Alternative 1 would result in a system capacity of 97 ERUs (Maximum Day Demand = 500 gpd/ERU, source on 75% of the time). Source capacity would remain the limiting factor for system capacity. A capacity of 97 ERUs would increase the available ERUs to 45. This could allow the system to provide water service for much of the Agate Bay area.

As a follow-up to the August 2017 Northshore Water System Consolidation Study, LWWSD mapped the level of interest from the survey responses plus other water system consolidation considerations. This map is shown in Figure 1: North Shore Water System Interest. The map shows that there is some interest in connecting to the public water system in the immediate vicinity, although interest is limited.

Even if no new ERUs are served, increasing the source capacity to more than the bare minimum provides increased resiliency. It allows the water system to refill the storage tanks more quickly after a fire or water main break.

Alternative 1 - Costs

Estimated capital costs and operation and maintenance (O&M) costs are shown in Table 1. Table 1 also includes a Net Present Value of the capital and O&M costs over a 20 year period (useful life of mechanical equipment) assuming an interest rate of 3%.

Operation costs for all alternatives are included in their respective cost estimates because we initially thought there might be differences between the alternatives in the number of operation hours required for the different systems. We thought that the existing system may require more time on-site to confirm proper operation and backwashing. But upon digging deeper in to this, we determined that all of the alternatives will include fully automated treatment systems that will require essentially the same amount of operator hours. This investigation may also find that current operational practices can be modified.

Alternative 1 - Risks

Alternative 1 assumes that the interior condition of the steel reaction vessels, filter vessels, and piping is good and has an additional 20 years of service life. There is a risk that this assumption is not valid. If Alternative 1 is pursued further, this assumption should be investigated by draining these components and assessing the condition of the interior coating systems for these components. If interior coating systems are failing or show beginning signs of failure, this alternative should not be pursued.

Operating the treatment system at its maximum rated flow rate may slightly increase the risk of not removing Mn to below the SMCL, but this is judged to be a fairly low risk because of the low likelihood and the low consequence if the SMCL is exceeded for a short period of time. Mn in

excess of the SMCL does not pose a human health risk - it is solely a nuisance contaminant that causes taste, odor, and color that is not pleasing to the customer.



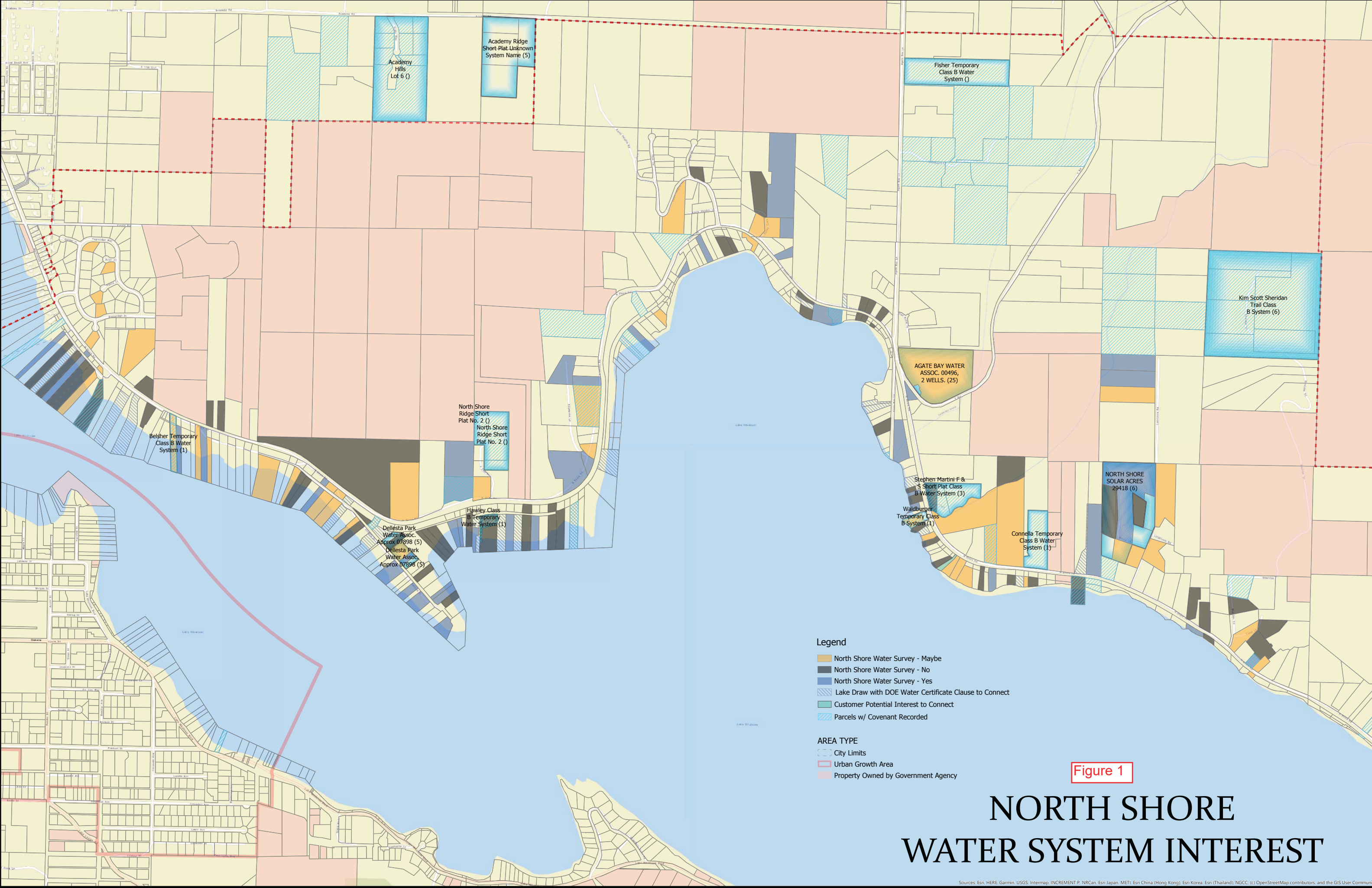


Figure 1

NORTH SHORE WATER SYSTEM INTEREST

Table 1

Preliminary Cost Estimates - Alternative 1: 45 gpm, Replace pumps, Replace Select Treatment Components

Item Description	Quantity	Unit	Unit Price	Amount
CAPITAL COSTS - CONSTRUCTION				
a. Mobilization/Demobilization (10%)	1	LS	\$ 19,475	\$ 19,474.87
b. Treatment System				
Replacement of treatment system mechanical and electrical components (all valves, meter, DP switch, gages, control panel [incl programming], some pipe and fittings, and filter media) - MATERIALS ONLY	1	LS	\$ 37,749	\$ 37,749
Optional - Replace chemical metering pumps, tubing, appurtenances	2	EA	\$ 1,500	\$ 3,000
Optional - Replace chlorine on-line analyzer	1	EA	\$ 5,000	\$ 5,000
Labor to replace above components, disinfect, test, and start-up system	1	LS	\$ 16,000	\$ 16,000
Subtotal				\$ 61,749
c. Pumping System - One at treatment plant, one at lower tank				
New duplex pump skid with VFDs and control panel - 45 gpm per pump - MATERIAL ONLY	2	EA	\$ 38,000	\$ 76,000
Labor to replace pump skid, disinfect, test, and start-up system	2	EA	\$ 16,000	\$ 32,000
SCADA re-programming	1	LS	\$ 15,000	\$ 15,000
Subtotal				\$ 123,000
d. Temporary Facilities				
Temporary pump system - to facilitate removal of old and installation of new in same location	1	LS	\$ 10,000	\$ 10,000
Subtotal				\$ 10,000
SUMMARY				
Subtotal				\$ 214,224
Contingencies	30%			\$ 64,300
Preliminary Estimated Construction Costs				\$ 279,000
Detailed Engineering Design	15%			\$ 41,850
Construction Phase Engineering/Inspection (full time)	10%			\$ 27,900
ALTERNATIVE #1 TOTAL PROJECT ESTIMATED CAPITAL COST				\$ 349,000
OPERATION & MAINTENANCE - ANNUAL COSTS				
a. Operation				
Operator time at facility - assumes two visits per week, 3 hrs per visit (once plant operations have been fine-tuned)	312	Hours	\$ 100	\$ 31,200
Power consumption, chemical usage assumed to be similar across all alternatives - same water demand. So no cost consideration for this.				
Subtotal				\$ 31,200
b. Maintenance				
Maintenance costs assumed to be similar across all alternatives. All alternatives have similar equipment and therefore similar maintenance needs.				
Subtotal				\$ -
Preliminary Annual O&M Costs that are accounted for				\$ 31,200
Net Present Value of accounted for O&M (20 years, 3%)				\$ 464,178
TOTAL NPV - CAPITAL AND O&M				
Total Net Present Value of Alternative #1 capital and accounted for O&M (20 years, 3%)				\$ 813,000

Alternative 2 - 60 gpm, Replace Treatment and Pumping Equipment

Alternative 2 - Mechanical Equipment

Alternative 2 includes replacing all treatment and pumping equipment. Equipment would be sized for a design flow rate of 60 gpm.

The conceptual mechanical layout is shown in Figure 2. This alternative would include temporary pumping (and possibly temporary Mn removal) on the exterior of the building so that the internal treatment and pumping equipment can be removed and the new equipment can be installed in its place.

As described in the Alternative 1 mechanical equipment section, the new pumping equipment would be competitively bid.

For the new treatment equipment, manufacturers of manganese removal treatment systems were investigated. We received proposals from five manufacturers for a system sized for 60 gpm. The manufacturers and budgetary equipment costs are shown below:

Manufacturer	ATEC	WaterSurplus	Filtronics	Evoqua	Tonka
Budgetary Equipment Cost for 60 gpm unit	\$40,000	\$40,000	\$57,000	\$74,000	\$128,000

In checking references, all of these manufacturers provide good quality equipment. It appears as though a significant factor to explain the wide range of prices is the variety in controls systems that operate the backwash for each of these systems. We also found that ATEC is the most well-established equipment manufacturer in our region, with many water system operators that are fully satisfied with the performance of their equipment.

We anticipate that the specifications for the treatment equipment would be written to allow for a competitive bidding process. The ATEC system has already been pilot tested with the Agate Heights water system and been shown to be effective in removing Mn to well below the SMCL. Other manufacturers would be allowed to perform bench scale or pilot scale testing if they were

interested in bidding the project, but any manufacturer would be held to a strict performance specification guaranteeing the effective full-scale performance of the equipment.

Alternative 2 - System Capacity

Alternative 2 provides a source capacity of 60 gpm. This is sufficient source capacity for 129 ERUs (Maximum Day Demand = 500 gpd/ERU, source on 75% of the time). However, this exceeds the capacity of the water storage for the system. Water storage limits the system capacity to 110 ERUs (as detailed in LWWSD Water System Comprehensive Plan, June 2018). A capacity of 110 ERUs would increase the available ERUs to 58 (13 more ERUs than Alternative 1).

In addition to allowing for higher system capacity than Alternative 1, it provides the system with more source capacity, which allows for greater flexibility in operation and provides a greater ability for the system to recover from an event that drains the tanks such as a fire or a water main break.

Alternative 2 - Costs

Estimated capital costs and operation and maintenance (O&M) costs for Alternative 2 are shown in Table 2. Table 2 also includes a Net Present Value of the capital and O&M costs over a 20 year period (useful life of mechanical equipment) assuming an interest rate of 3%.

Operation costs for Alternative 2 are based on expected operational practices with all new equipment. We interviewed a number of water system operators that operate similar systems, and the number of annual operation hours reflects their responses. The new equipment will be fully capable of operating autonomously without an operator present. It will be capable of starting and stopping the source based on reservoir levels and automatically backwashing based on set parameters. Backwash parameters can be set up to include backwashing after a given run time of the treatment plant or cumulative flow through the treatment plant with a backup differential pressure switch that will trigger a backwash prior to the set time or volume if the pressure across the filter media exceeds a certain setpoint. An operator will still be required to periodically check system operation, take samples, and re-fill sodium hypochlorite solution.

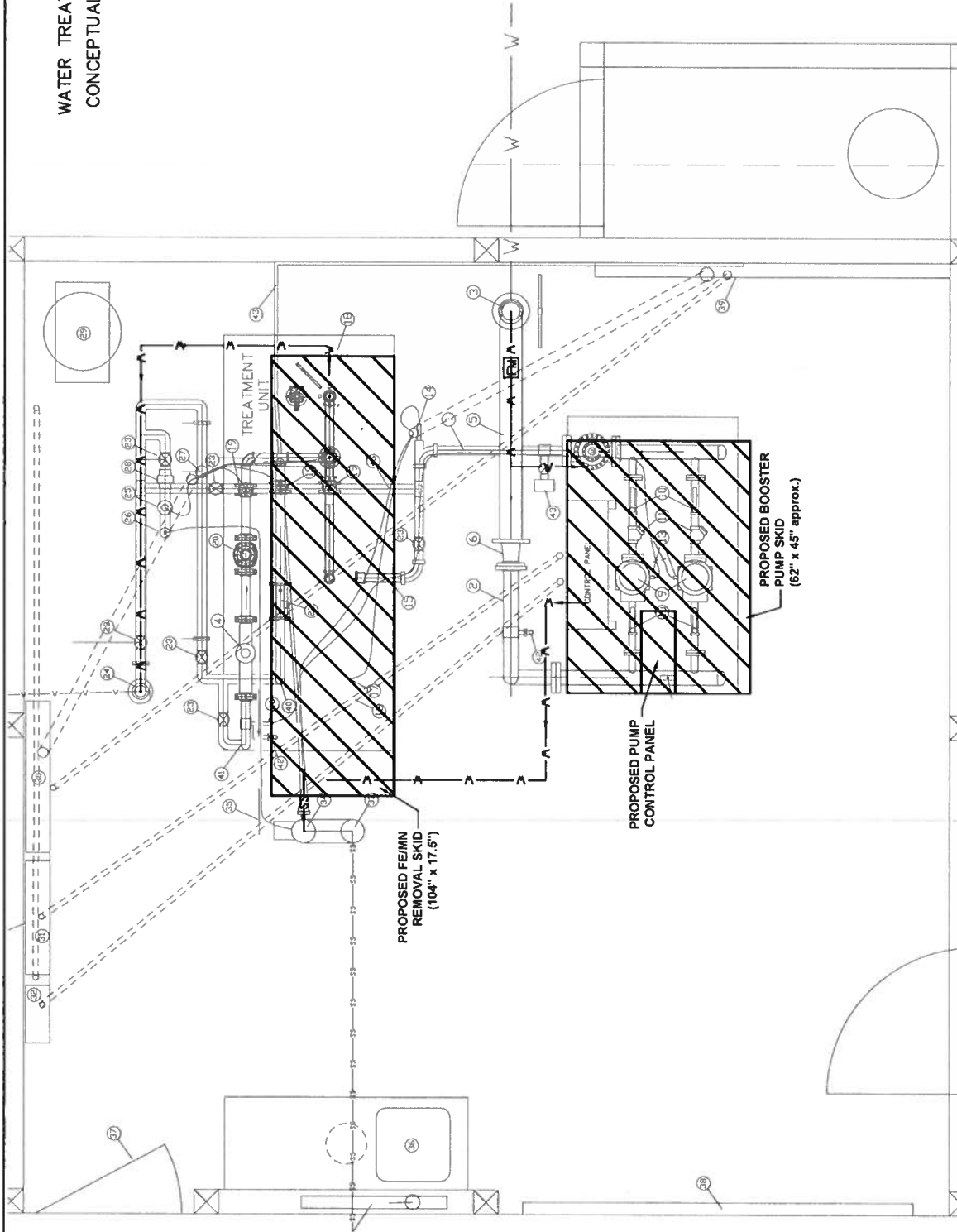
Alternative 2 - Risks

Risks associated with Alternative 2 are negligible. All equipment will be new and in good operating condition for many years. The extra supply capacity beyond Alternative 1 decreases

the risk of system de-pressurization during a fire flow or main break event because it will be able to re-fill the reservoirs more quickly.

Figure 2

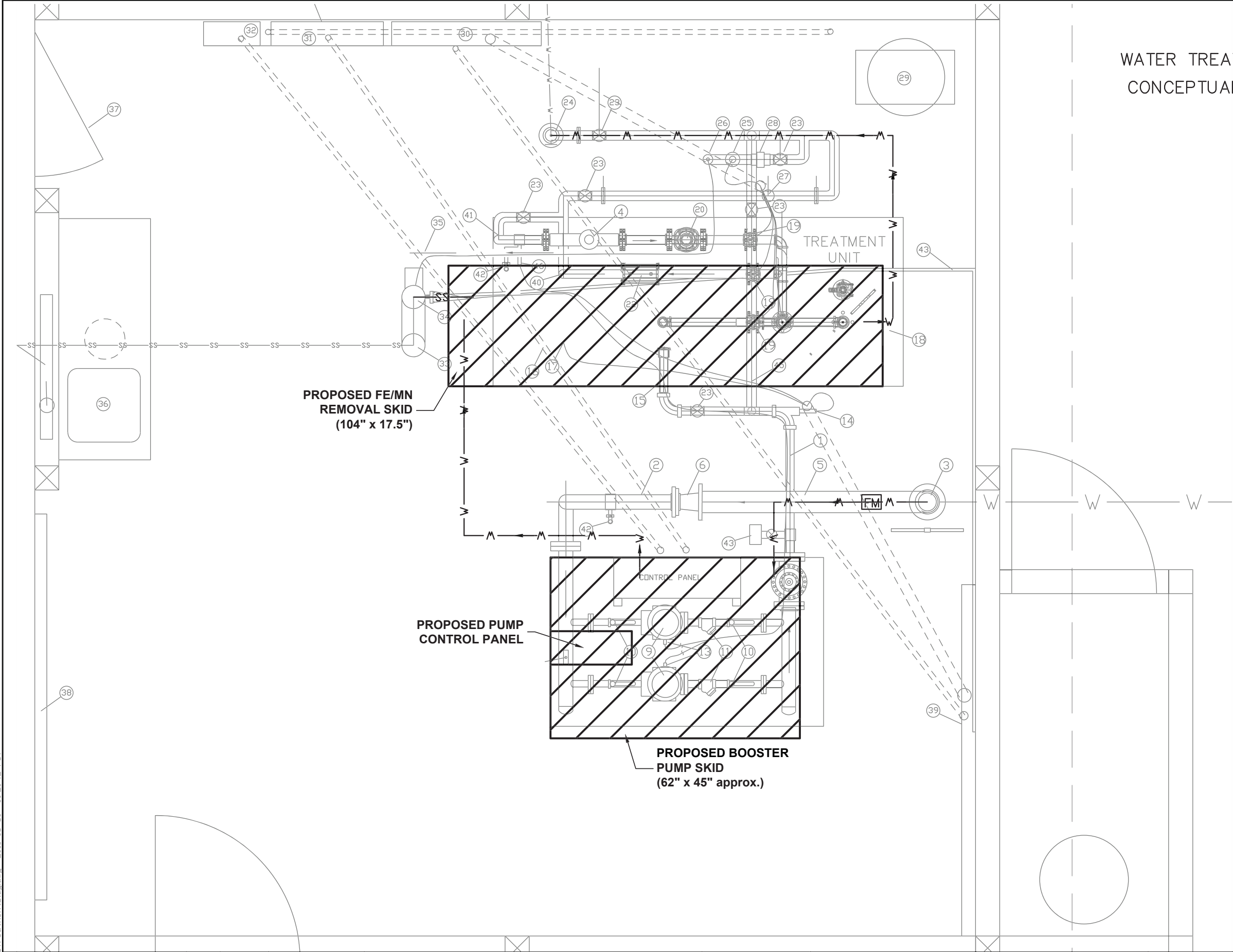
WATER TREATMENT SYSTEM BUILDING FOOTPRINT
CONCEPTUAL LAYOUT FOR ALTERNATES 2 & 3



NO. _____ REVISION _____ BY _____ DATE _____		BEK ENGINEERING & ENVIRONMENTAL, INC. 2135 Harkness Street Bellingham, WA 98225 Ph: (360) 676-6569 Ph: (800) 659-4567 Fax: (360) 676-4625		CIVIL ENGINEERING ENVIRONMENTAL 2135 Harkness Street Bellingham, WA 98225 Ph: (360) 676-6569 Ph: (800) 659-4567 Fax: (360) 676-4625		JOB NO.: 2000A.3 TITLE: WATER TREATMENT DESIGNED BY: MLI DRAWN BY: KMK CHECKED BY: TEB		RICHALOU ESTATES S 1/2, SEC. 24, T 38 N, R 03 E WHATCOM COUNTY, WASHINGTON		AS-BUILT WATER TREATMENT SYSTEM DETAILS PLS89-0009/ VAR93-0017		DRAWING: M-7 SHEET: 28 of 29
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Figure 2

WATER TREATMENT SYSTEM BUILDING FOOTPRINT
CONCEPTUAL LAYOUT FOR ALTERNATES 2 & 3



1	REVISED PER WC & WD#10 REVIEW	TEB	3/22/00	<div><div><div><div></div><div>BEK</div></div><div><div>BEK ENGINEERING & ENVIRONMENTAL, INC.</div></div></div><div><div>CIVIL GEOTECHNICAL ENVIRONMENTAL</div><div>2138 Humboldt Street Bellingham, WA 98225 Ph: (360) 676-9589 Ph: (800) 859-5597 Fax: (360) 676-4625</div></div></div>	JOB NO.: 200043	RICHALOU ESTATES S 1/2, SEC. 24, T 38 N, R 03 E WHATCOM COUNTY, WASHINGTON	AS-BUILT WATER TREATMENT SYSTEM DETAILS PLS89-0009/ VAR93-0017	DRAWING: M-7
2	REVISED PER WC & WD#10 2nd REVIEW	TEB	4/13/00		DWG. NAME: TREATMENTBLDG			
3	AS-BUILT RECORD DRAWINGS	TEB/KRK	APR. 2001		DESIGNED BY: MLI			
4					DRAWN BY: KRK			
5					CHECKED BY: TEB			
NO.	REVISION	BY	DATE		DATE: 12/10/99	SCALE: H: AS SHOWN V: N/A	SHEET: 28 of 29	

Table 2

Preliminary Cost Estimates - Alternative 2: 60 gpm, Replace all treatment equipment and pumps

Item Description	Quantity	Unit	Unit Price	Amount
CAPITAL COSTS - CONSTRUCTION				
a. Mobilization/Demobilization (10%)	1	LS	\$ 19,950	\$ 19,950
b. Treatment System				
New Manganese removal system - 60 gpm - MATERIAL ONLY	1	LS	\$ 40,000	\$ 40,000
Optional - Replace chemical metering pump, tubing, appurtenances	1	EA	\$ 1,500	\$ 1,500
Optional - Replace chlorine on-line analyzer	1	EA	\$ 5,000	\$ 5,000
Labor to remove and dispose of existing equipment, install new equipment, disinfect, test, and start-up system	1	LS	\$ 16,000	\$ 16,000
Subtotal				\$ 62,500
c. Pumping System - One at treatment plant, one at lower tank				
New duplex pump skid with VFDs and control panel - 60 gpm per pump - MATERIAL ONLY	2	EA	\$ 40,000	\$ 80,000
Labor to replace pump skid, disinfect, test, and start-up system	2	EA	\$ 16,000	\$ 32,000
SCADA re-programming	1	LS	\$ 15,000	\$ 15,000
Subtotal				\$ 127,000
d. Temporary Facilities				
Temporary pump system - to facilitate removal of old and installation of new in same location	1	LS	\$ 10,000	\$ 10,000
Subtotal				\$ 10,000
SUMMARY				
Subtotal				\$ 219,450
Contingencies	30%			\$ 65,800
Preliminary Estimated Construction Costs				\$ 286,000
Detailed Engineering Design	15%			\$ 42,900
Construction Phase Engineering/Inspection (full time)	10%			\$ 28,600
ALTERNATIVE #2 TOTAL PROJECT ESTIMATED CAPITAL COST				\$ 358,000
OPERATION & MAINTENANCE - ANNUAL COSTS				
a. Operation				
Operator time at facility - assumes two visits per week, 3 hrs per visit (once plant operations have been fine-tuned)	312	Hours	\$ 100	\$ 31,200
Power consumption, chemical usage assumed to be similar across all alternatives - same water demand. So no cost consideration for this.				
Subtotal				\$ 31,200
b. Maintenance				
Maintenance costs assumed to be similar across all alternatives. All alternatives have similar equipment and therefore similar maintenance needs.				
Subtotal				\$ -
Preliminary Annual O&M Costs that are accounted for				\$ 31,200
Net Present Value of accounted for O&M (20 years, 3%)				\$ 464,178
TOTAL NPV - CAPITAL AND O&M				
Total Net Present Value of Alternative #2 capital and accounted for O&M (20 years, 3%)				\$ 822,000

Alternative 3 - 100 gpm, Replace Treatment and Pumping Equipment

Alternative 3 - Mechanical Equipment

Alternative 3 includes replacing all treatment and pumping equipment. Equipment would be sized for a design flow rate of 100 gpm.

The conceptual mechanical layout is the same as Alternative 2 and is shown in Figure 2. With a design flow rate of 100 gpm instead of 60 gpm, the treatment and pumping skids will be slightly larger, but there will be no problem fitting this equipment in the existing space. This alternative would include temporary pumping (and possibly temporary Mn removal) on the exterior of the building so that the internal treatment and pumping equipment can be removed and the new equipment can be installed in its place.

As described in the Alternative 2 mechanical equipment section, the new pumping and treatment equipment would be competitively bid.

Alternative 3 - System Capacity

Alternative 3 provides a source capacity of 100 gpm. This is sufficient source capacity for 216 ERUs (Maximum Day Demand = 500 gpd/ERU, source on 75% of the time). However, this exceeds the current capacity of the water storage for the system. Water storage would limit the system capacity to 110 ERUs - the same as Alternative 2.

The additional source capacity beyond Alternative 2 offers two main advantages:

1. The source capacity is much better suited to system expansion / water system consolidation if/when additional water storage capacity is constructed. The capacity of 100 gpm is approximately half of the full system capacity for Alt 1 or Alt 2 described in the August 2017 Northshore Water System Consolidation Study. Upon construction of the additional storage, a second treatment skid could likely be installed in the existing building space to achieve 200 gpm source capacity.
2. Additional ability to recover from fire or water main break and re-fill storage reservoirs quickly.

Alternative 3 - Costs

Estimated capital costs and operation and maintenance (O&M) costs for Alternative 3 are shown in Table 3. Table 3 also includes a Net Present Value of the capital and O&M costs over a 20 year period (useful life of mechanical equipment) assuming an interest rate of 3%.

Operation costs for Alternative 3 are the same as shown for Alternative 2. The new equipment would be the same as Alternative 2 except slightly larger.

Alternative 3 - Risks

Risks associated with Alternative 3 are negligible. All equipment will be new and in good operating condition for many years. The extra supply capacity beyond Alternative 2 decreases the risk of system de-pressurization during a fire flow or main break event because it will be able to re-fill the reservoirs even more quickly.

Table 3

Preliminary Cost Estimates - Alternative 3: 100 gpm, Replace all treatment equipment and pumps

Item Description	Quantity	Unit	Unit Price	Amount
CAPITAL COSTS - CONSTRUCTION				
a. Mobilization/Demobilization (10%)	1	LS	\$ 21,800	\$ 21,800
b. Treatment System				
New Manganese removal system - 100 gpm - MATERIAL ONLY	1	LS	\$ 48,500	\$ 48,500
Optional - Replace chemical metering pump, tubing, appurtenances	1	EA	\$ 1,500	\$ 1,500
Optional - Replace chlorine on-line analyzer	1	EA	\$ 5,000	\$ 5,000
Labor to remove and dispose of existing equipment, install new equipment, disinfect, test, and start-up system	1	LS	\$ 16,000	\$ 16,000
Subtotal				\$ 71,000
c. Pumping System - One at treatment plant, one at lower tank				
New duplex pump skid with VFDs and control panel - 60 gpm per pump - MATERIAL ONLY	2	EA	\$ 45,000	\$ 90,000
Labor to replace pump skid, disinfect, test, and start-up system	2	EA	\$ 16,000	\$ 32,000
SCADA re-programming	1	LS	\$ 15,000	\$ 15,000
Subtotal				\$ 137,000
d. Temporary Facilities				
Temporary pump system - to facilitate removal of old and installation of new in same location	1	LS	\$ 10,000	\$ 10,000
Subtotal				\$ 10,000
SUMMARY				
Subtotal				\$ 239,800
Contingencies	30%			\$ 71,900
Preliminary Estimated Construction Costs				\$ 312,000
Detailed Engineering Design	15%			\$ 46,800
Construction Phase Engineering/Inspection (full time)	10%			\$ 31,200
ALTERNATIVE #2 TOTAL PROJECT ESTIMATED CAPITAL COST				\$ 390,000
OPERATION & MAINTENANCE - ANNUAL COSTS				
a. Operation				
Operator time at facility - assumes two visits per week, 3 hrs per visit (once plant operations have been fine-tuned)	312	Hours	\$ 100	\$ 31,200
Power consumption, chemical usage assumed to be similar across all alternatives - same water demand. So no cost consideration for this.				
Subtotal				\$ 31,200
b. Maintenance				
Maintenance costs assumed to be similar across all alternatives. All alternatives have similar equipment and therefore similar maintenance needs.				
Subtotal				\$ -
Preliminary Annual O&M Costs that are accounted for				\$ 31,200
Net Present Value of accounted for O&M (20 years, 3%)				\$ 464,178
TOTAL NPV - CAPITAL AND O&M				
Total Net Present Value of Alternative #2 capital and accounted for O&M (20 years, 3%)				\$ 854,000

Alternative Comparison

Alternative	Estimated Project Capital Cost	Risks	Non-monetary Benefits
"Maintain Existing System" Alternative (30 gpm)	Not estimated	Moderate	<ul style="list-style-type: none"> • Could provide 12 available ERUs with paperwork only
Alternative 1 (45 gpm)	\$349,000	Low to moderate	<ul style="list-style-type: none"> • Maximizes use/value of existing infrastructure • Provides 45 available ERUs
Alternative 2 (60 gpm)	\$358,000	Low	<ul style="list-style-type: none"> • Provides 58 available ERUs • Improved ability to recover from emergency
Alternative 3 (100 gpm)	\$390,000	Low	<ul style="list-style-type: none"> • Provides 58 available ERUs • Better positioned for water system consolidation if/when additional storage is constructed • Additional improved ability to recover from emergency

Recommendations

The “maintain existing” alternative has moderate risk to the water system, and while it may be acceptable in the short term, it is not recommended as a long term strategy.

Alternatives 1, 2, and 3 have anticipated operation and maintenance costs that are, for the purposes of this analysis, equal.

Alternatives 2 and 3 are the lowest risk alternatives. The costs associated with Alternative 2 are only slightly higher than Alternative 1 (3% higher), and Alternative 2 provides improved non-monetary benefits.


Deciding between Alternative 2 and Alternative 3 primarily depends on the likelihood and/or timeline of future water system consolidation and the system serving additional customers. If it is anticipated that water system consolidation will be significant enough to warrant construction of a new water storage reservoir within the next 20 years, Alternative 3 would be the recommended alternative. If construction of a new water storage reservoir to serve additional ERUs within the next 20 years is unlikely, the additional cost of Alternative 3 over Alternative 2 may not be necessary. But Alternative 3 offers the benefit of added resilience in being able to refill the storage reservoirs more quickly after a water main break or fire, so this may justify the additional 9% in estimated capital cost even if future water system consolidation is not likely in the next 20 years.

If budgets allow, Alternative 3 better positions LWWSD for the future and is the recommended option. If budget considerations are a driving constraint, Alternative 2 is an acceptable alternative.



**AGENDA
BILL
Item 5.B**

**Whatcom County Coordinated
Water System Plan Update**

DATE SUBMITTED:	May 16, 2019	MEETING DATE:	May 29, 2019
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Summary of WUCC recommendations		
	2. New CWSP Appendix 6		
	3. Revised water availability-related forms		
	4. Revised CWSP Section 9.2		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The Whatcom County Coordinated Water System Plan (CWSP) is a plan for public water systems within the Critical Water Supply Service Area that was established by Whatcom County Council to include all of Whatcom County west of the Mount Baker-Snoqualmie National Forest boundary, excluding certain portions of the Lummi and Nooksack Indian reservations. The CWSP represents the collective views of the Water Utility Coordinating Committee (WUCC), of which the District is a member, which was established pursuant to the Public Water System Coordination Act of 1977 (Chapter 70.116 Revised Code of Washington). The current CWSP was adopted by Whatcom County in August 2016 and approved by the Washington State Department of Health in September 2016.

In June 2018, the Whatcom County Council directed the County Health Department to convene the WUCC to address and make recommendations to the definitions of "timely" and "reasonable" in the CWSP as they relate to the process by which an applicant may obtain approval or denial of water service from a Group A public water system, and the "transparency" of what that process is. Seventeen WUCC work group meetings were held from late 2018 through April 2019 to review and discuss the existing CWSP, and to develop recommendations for the County Council's consideration. The WUCC work group developed a series of documents to address the Council's request:

- Summary of WUCC work group recommendations
- Appendix to be added to the CWSP containing criteria to consider when addressing timely and reasonable disputes
- Revised County Health Department Public Water, Water Availability form (WAF) and Public System Denial form

- Revision to Section 9.2, Appeal Process, of the CWSP

The next step in the process is to convene the WUCC to vote to accept or reject the work group's recommendations for inclusion into the CWSP. This meeting will be held June 27, 2019. With the District being a member of the WUCC, District Board approval of the WUCC work group's recommendations is necessary for staff to indicate support of the recommendations during the June 19 meeting.

FISCAL IMPACT

No fiscal impacts are anticipated with approval of the revised CWSP.

RECOMMENDED BOARD ACTION

Staff recommends approval of the revisions to the CWSP.

PROPOSED MOTION

A recommended motion is:

"I move to approve the revisions to the Whatcom County Coordinated Water System Plan, as presented, and authorize the General Manager to represent to District's approval of said revisions during the June 29, 2019 meeting of the Whatcom County Water Utility Coordinating Committee."

Introduction

On June 19, 2018, The Whatcom County Council requested the Whatcom County Health Department to convene the Whatcom County Water Utility Coordinating Committee (WUCC) to review and make recommendations regarding “timely,” “reasonable” and “transparency” as it relates to the process of an applicant obtaining approval or denial of water from a Group A public Water System.

WUCC meetings were held from late 2018 through 2019 to review the existing Whatcom County Coordinated Water System Plan (CWSP). The WUCC is providing recommendations to address the council’s request regarding “timely,” “reasonable” and “transparency”.

- “Timely” and “reasonable” definitions have been expanded as it relates to the process of an applicant obtaining new water service.
- “Timely” and “reasonable” criteria for consideration during the appeal and dispute resolution process in a future service area have been added.
- Additionally, the Whatcom County Health Department has added language to the Public Water System Water Availability form (WAF) and Public Water System Denial form to help ensure the applicant, utility and county are aware of applicable conditions of approval or denial of service.

Appendix 6

Criteria for Consideration in Timely and Reasonable Disputes in Future Service Areas

In a public water system's future service area, the following represents a non-exclusive list of criteria that may be considered by Whatcom County Planning and Development Services, the Whatcom County Health Department and the Appeal Resolution Committee (ARC) when responding to the filing of a timely and reasonable service dispute voluntary appeal by an applicant for water service from a Group A Water System as detailed in the Whatcom County Coordinated Water System Plan (CWSP) section 9.2.

A. Status of Water Rights. *What consideration should be given to water rights status?*

Washington State Department of Health (DOH) requires all projects be supported by adequate water rights. It will not be assumed that water rights will eventually be issued. Therefore, waiting for a water right permit to be issued may not be timely or reasonable.

B. Service Area

A utility's service area in its water system plan should be consistent with the CWSP process. The entity requesting service must be located within this service area.

C. A DOH approved Water System Plan (WSP).

A water system that has committed to providing service for new requests in its future service area must have an applicable planning document approved by DOH or a development schedule to prepare a WSP agreed upon with DOH.

D. Current Operating Permit Status of Water System. *How does current DOH operating permit status affect provision of service?*

In accordance with Washington Administrative Code section 246-294-040 (Operating Permit Categories), a system in a "Red" operating permit category is inadequate for existing uses and no additional connections will be allowed. A system in a "Blue" operating permit category is adequate for existing uses, but not adequate for adding new connections. If the system is in the "Yellow" category it is adequate for existing uses and additional connections, up to the approved number, unless otherwise limited by a compliance agreement. A system in the "Green" category is adequate for existing uses and additional connections up to the approved number of connections unless it is already at capacity.

E. Conditions of Service. *What is reasonable?*

Conditions of service shall be found to be reasonable as defined in CWSP section 9.2.2:

Water service delivery is considered reasonable:

Where service costs and conditions of service are consistent with the utility's acknowledged standard practice experienced by other applicants who have requested similar service.

F. Cost of Water Service.

Cost of water service most commonly relates to main extensions or facility upgrades necessary to support requests for new water service. These costs and/or related policies are typically referenced in a utility's WSP. During utility preparation of water system plans in accordance with WAC 246-290-100(8), DOH provides adequate agency review of these elements prior to approval of the WSP. The policies and guidance relating to obtaining water service, via direct connection, extension or facility upgrade should be contained or referenced within a utility's WSP. The cost of service is different for all utilities and can be included as part of an appeal but should not be the sole issue to initiate an appeal.



**WATER AVAILABILITY FORM
PUBLIC WATER SYSTEM**

**WHATCOM COUNTY
HEALTH DEPARTMENT**
509 Girard Street
Bellingham, WA 98225
Telephone: 360-778-6000
Fax: 360-778-6001

Complete and submit form with original signatures to WCHD
(copies are not accepted)

Applicant Information:

Property Owner(s): _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Phone: _____
Email and/or Alternate Contact: _____

I certify that I am the owner or authorized representative of the below noted property. I have examined this form and know the same to be true and correct. I understand that this approval expires one year after the PWS Authorized Representative signature date and that application for final plat approval and/or building permit must be made before the expiration date. I understand that information submitted is subject to the Public Records Act.

Sign: _____ Print: _____ Date: _____

Property Information: Project Type: ☐ Single ☐ Multi-Family ☐ ADU ☐ Commercial ☐ Plat

Tax Parcel Number (12 digit number): _____

Address of Project: _____

Building Permit Number: _____ Plat Name: _____ Lot: _____

➤ Briefly describe project (attach site plan and additional pages as needed) _____

Certification of Public Water Availability: to be Completed by the PWS Authorized Representative

Group B water systems must have current water tests - bacteriological less than one year old and nitrate less than three years old.

Public Water System Name: _____ DOH ID#: _____

The above Public Water System (PWS) is approved by the WA State Department of Health or the WCHD for _____ service connections and currently serves _____ service connections. The PWS has the necessary water system infrastructure in place to adequately provide service to the above property per WAC 246-290 or WAC 246-291. The PWS is capable of and willing to supply water to the above property, residence, project or plat for _____ ☐ New service(s) and/or _____ ☐ Existing service(s). Direct Connection ☐ Yes ☐ No

Conditions of Service _____

I certify that I am an authorized representative of the above PWS. I understand this certification expires one year after the PWS signature date. I understand that information submitted is subject to the Public Records Act 42.56.

Sign: _____ Print: _____ Date: _____

Title: _____ Address: _____ Phone: _____

For Health Department Use Only:

☐ Approved Date: _____ Approval Expires: _____

☐ Denied

By: _____ Comments or Conditions: _____

Notify Via: ☐ Email ☐ Phone ☐ Mail _____

The subdivision/building permit is located in an area that is governed by chapter 173-501 WAC and in which instream flows are not met and/or are subject to closure. In compliance with ch 58.17 RCW/RCW 19.27.097 the County has determined adequate potable water is available for this subdivision/building permit on the basis of evidence supplied by the Applicant. Other authorities, including courts of competent jurisdiction and the Department of Ecology, exercise jurisdiction over water resources in the state of Washington. Those authorities may determine that the proposed source of water for this project identified by the Applicant is not a valid water right appropriation or is subject to curtailment or seasonal restrictions on availability that could impact its reliability for the intended use. The County's issuance of this subdivision/building permit should not be relied upon by the Applicant or any successor in interest as an assurance, warranty or guarantee of the future availability of water to serve the subdivision/building permit.



WATER AVAILABILITY FORM
PUBLIC WATER SYSTEM
DENIAL

WHATCOM COUNTY
HEALTH DEPARTMENT
509 Girard Street
Bellingham, WA 98225
Telephone: 360-778-6000
Fax: 360-778-6001

Applicability:

This form is for new land use applications where the project parcel is located within the service area boundary of a public water system (PWS) or within ½ mile of an existing PWS. According to Whatcom County Code 24.11 and the Coordinated Water System Plan, the applicant must first attempt to obtain water service from an existing PWS. If a PWS is **unable** to provide water service, complete and submit this form with original signatures (copies are not accepted) to WCHD with your Water Availability Form application.

Applicant Information:

Property Owner(s): _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Phone: _____
Email and/or Alternate Contact: _____

I certify that I am the owner or authorized representative of the below noted property. I have examined this form and know the same to be true and correct. I understand this form expires three years from the date of water system authorized representative signature and that information submitted is subject to the Public Records Act RCW 42.56.

Sign: _____ Print: _____ Date: _____

Property Information:

Tax Parcel Number (12 digit number): _____
Project Type (check one): ☐ Single ☐ Multi-Family ☐ ADU ☐ Commercial ☐ Plat
Address of Project: _____
Building Permit Number: _____ Plat Name: _____ Lot: _____

Certification of DENIAL of Public Water:

This Section to be Completed by the Public Water System Authorized Representative

Public Water System Name: _____ DOH ID#: _____
This PWS is currently unable to supply water to the above listed parcel for the noted land use application.
This form expires three years from the date of water system authorized representative signature.

- Reason for denial: _____
- Conditions of denial if applicable: _____

I certify that I am an authorized representative of the above PWS. I understand that information submitted is subject to the Public Records Act RCW 42.56.

Sign: _____ Print: _____ Date: _____
Title: _____ Address: _____ Phone: _____

For Health Department Use Only:

☐ Received Date: _____ Expires: _____

By: _____
Comments or Conditions: _____

Section 9

9.2 Appeals Process

As discussed in **Section 6**, the Utility Service Review Procedure (USRP) process gives existing systems preference for providing water service to new developments. Each service must be timely and reasonable. Disagreements as to what constitutes appropriate conditions of service may be expected to arise from time to time between applicants for new water service and existing systems. For these reasons, an appeal procedure was developed.

Per the USRP, applicants for land use permits that require potable water service within the designated service area of a water utility must work out the conditions for new service with the designated utility. An applicant who is not satisfied with the designated utility's conditions for new service may initiate an appeal as detailed in **Sections 9.2.1** through **9.2.3**, below.

9.2.1 Issues Subject to Appeal and Review

Only water service related issues are subject to appeal and review under this process. In most instances, such issues will be identified when the applicant requests the Water Availability Form from the water utility. Issues subject to appeal and review are limited to the following:

- Interpretation and application of water utility service area boundaries;
- Proposed schedule for providing service outside of the retail service area;
- Conditions of service, such as the timeliness and reasonableness of service, but excluding published rates and fees;
- Annexation provisions imposed as a condition of service; provided, however, existing authorities of city government are not altered by the CWSP, except where an interlocal agreement exists between a city and the County or as are specifically authorized by Chapter 70.116 RCW; and
- Lack of response by a utility.

Issues other than conditions of service, such as those related to conformance with the State Environmental Policy Act (SEPA), the GMA, any county-wide planning policies, county and land use plans, financing policies, and wholesale agreements are not subject to the CWSP appeals process, but may be addressed through other avenues.

9.2.2 Timeliness and Reasonableness of Service

State Law requires that no other utility shall establish a public water system within the area covered by a CWSP unless the local legislative authority (Whatcom County Council) determines that the existing utilities are unable to provide the service in a timely and reasonable manner. The USRP makes reference to the provision of water service in a timely and reasonable manner. The term "timely and reasonable," as included in both the Public Water System Coordination Act (RCW 70.116.060(3)(a)) and the Municipal Water Law, have different meanings.

Future Service Areas.

With respect to the Coordination Act (Chapter 70.116 RCW), the term is applied to the conditions of service for applicants seeking water service within the future service area of a water utility. Applicants for water service located in an existing water system's future service area must request service from the existing system. In this case, the existing utility has the "right of first refusal" of water service. If the system cannot provide the new service in a timely and reasonable manner, the applicant may pursue the following options in the order presented.

1. Receive service from another water system.
2. If service is not available, the applicant may develop a new public water system or a private supply.¹

The Coordination Act defines "timely" as actions taken within 120 days, but it does not specify when the period begins and ends. The Coordination Act allows CWSPs to specify utility actions for completion in this 120-day period. The Coordination Act does not define "reasonable." DOH suggests the following definitions for reasonable:

- Conditions of service are consistent with local land use plans and development regulations;
- Conditions of service and associated costs are consistent with those documented in the system's approved water system plan; and
- Conditions of service and associated costs are consistent with the system's acknowledged standard practice experienced by other applicants requesting similar water services.

Retail Service Areas.

Under the Municipal Water Law, the term "timely and reasonable" is used as one of the conditions in which a water utility has a "duty to serve" within their retail service area. Municipal water suppliers have a duty to provide service to all new connections within their retail service area when the following criteria are fulfilled.

1. The utility has sufficient capacity to serve water in a safe and reliable manner.

¹ Note: "Public water system" includes all systems except those serving one single-family residence or four or fewer service connections on the same farm. As used in this document, the term is generally synonymous with "Purveyor" and "Utility." "Private water supply" means a non-Group B water supply serving up to two single-family residences (per WCC 24.11).

SECTION 9

2. The service request is consistent with adopted local plans and development regulations.
3. The utility has sufficient water rights to provide service.
4. The utility can provide service in a timely and reasonable manner.

Future and Retail Service Areas.

Because the two laws define “timely” differently, and neither law defines “reasonable” service, the DOH recommends that a definition for timely and reasonable service be provided in the CWSP. Consequently, timely and reasonable service shall be defined as follows (in order of priority).

1. As defined in the water utility’s approved water system plan.
2. If the water utility does not have a water system plan, the definition shall be as defined in the utility’s service policies, so long as those policies are not inconsistent with the Coordination Act.
3. If the water utility does not have a water system plan or service policies, or the water system plan or service policies do not provide a definition for timely and reasonable, the definitions shall be as follows:
 - Response to a request for service is considered timely when:
 - Response to a general request for information is timely if the utility responds within 60 days of the request. A general response to request for information is not a written commitment by the utility to serve but rather availability of general information intended to inform a potential applicant. General inquiries are commonly responded to within 1 – 7 days.
 - Response to a written request for service is timely if the applicant receives a commitment to provide service in the form of a Water Availability Form, reaches an agreement with the utility, or receives a denial, within 120 days of the utility receiving a complete application.
 - Water service delivery is considered timely when:
 - The water utility can provide service within 120 days of receiving all necessary permits to begin installation of required system improvements, if the utility is conducting system installation subject to extenuating circumstances including but not limited to weather, contractor availability, etc.; or
 - The water utility can provide water within 120 days of the applicant installing all necessary system improvements; or
 - As otherwise agreed to between the applicant and utility.

Water service delivery is considered reasonable:

Where service costs and conditions of service are consistent with the utility's acknowledged standard practice experienced by other applicants requesting similar service.

9.2.3 Appeals Process

Step 1 — Filing of an Appeal

An aggrieved party within the water system's service area has 30 days from receipt of a written decision from a utility to initiate a voluntary appeal resolution process of issues identified in Section 9.2.1 with the Whatcom County Health Department (WCHD) in hopes of avoiding the use of Superior Court.

Step 2 — Voluntary Appeal Resolution Process

When an aggrieved party notifies the WCHD, the WCHD will offer to initiate a voluntary appeal resolution process. The goal of the voluntary appeal resolution process is to amicably resolve the dispute of an issue subject to appeal with minimal cost to all parties in the hopes of avoiding the use of Superior Court.

The voluntary appeal resolution process can be initiated by either party sending a written request for review of the disputed issues to the Director of the WCHD. If all parties agree to the voluntary process, the appeal will be heard by an appeal resolution committee (ARC) consisting of the Director of WCHD (or his/her designee), the Director of Planning and Development Services (PDS) (or his/her designee), the Director of Public Works (or his/her designee), a representative from a Satellite Management Agency (SMA) currently approved for operation in Whatcom County, and a representative from a similar size utility if available and willing to participate. The ARC shall be chaired by the representative from the WCHD.

The appealing party shall have the opportunity to present first. The responding party may reply. The appealing party may rebut issues raised in the reply. The ARC shall have the discretion to ask questions during or after presentation of evidence and to relax or formalize the proceedings to facilitate a fair, orderly, efficient, and complete discussion of the issues.

The goal of the ARC shall be to find a mutually agreeable solution to the dispute and have the parties memorialize any agreement by executing a service agreement. However, neither party is bound by the findings; if either party subsequently wishes to pursue a final resolution in another venue, they may do so. No official recording of this appeal resolution process will be provided. However, nonbinding written findings shall be issued memorializing the evidence considered, the witnesses who appeared, and the reasons for the findings. See "Appendix 6- Conditions of Service Criteria for Consideration" for guidance during the dispute resolution process related to a future service area.

SECTION 9

The Voluntary Appeal Resolution Process:

- 1) Findings are Nonbinding.
- 2) Participation is encouraged but voluntary.
- 3) Disputing parties may pursue outside Arbitration/Mediation as an option.
- 4) Appropriate venue for legal action remains Superior Court.

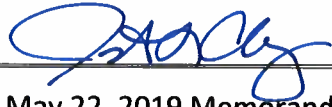
Step 3 — Review Court

An appeal may be made to Superior Court and/or other appropriate courts following the rules of that venue.



**AGENDA
BILL
Item 5.C**

**Lake Whatcom Stormwater
Utility Update**

DATE SUBMITTED:	May 22, 2019	MEETING DATE:	May 29, 2019
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary, General Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. May 22, 2019 Memorandum	
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. During the May 8, 2019 District Board meeting, Gary Stoyka of Whatcom County Public Works provided a presentation on the status and proposed rate structure of the utility. The Board requested that this subject be placed on a future Board meeting agenda to discuss components of the utility rate structure as they may relate to District policies. Staff have developed a memorandum (attached) to facilitate this discussion.

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 less than \$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
From: Justin Clary, General Manager

Date: May 22, 2019

RE: Lake Whatcom Stormwater Utility Policy Considerations

In December 2017, the Whatcom County Council established the Lake Whatcom Stormwater Utility Service Area under the authority of Revised Code of Washington (RCW) Chapter 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 boundary). The purpose of the new stormwater utility is to generate funding that assists the County in meeting its requirements associated with the Total Maximum Daily Loading (TMDL) obligations for Lake Whatcom. Funding from the utility will be used to supplement the County's efforts specific to maintenance of phosphorus stormwater treatment facilities (other funding sources specific to this effort include countywide real estate excise tax revenue and grant funding). Lake Whatcom water quality-related projects are also funded by the countywide road fund and flood tax, which is used to maintain stormwater systems specific to the County National Pollutant Discharge Elimination System (NPDES) permit obligations.

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. The County Council is now scheduled to conduct a public hearing and consider adoption of the utility rate structure during its regularly scheduled meeting on July 9, 2019. Stormwater utility fee collection is currently anticipated to begin in January 2020.

During its May 8, 2019, regularly scheduled meeting, Gary Stoyka of Whatcom County provided a presentation to the Board of Commissioners on the proposed utility. Following the presentation, the Board requested this topic be added to a future meeting for discussion from a policy perspective. The purpose of this memorandum is to facilitate Board discussion regarding any policy positions the District may wish to make relative to the utility.

Utility Formation

Whatcom County, as a municipal corporation operating in Washington State, has statutory authority to create the stormwater utility under RCW 36.89. The purpose of the utility will be to

generate funds that supplement the County's existing program for constructing and maintaining stormwater improvement projects within the Lake Whatcom watershed that benefit water quality of the lake. This aligns with the District's mission for operating in "a way that contributes to protecting Lake Whatcom's water quality" and its participation in the Lake Whatcom Management Program.

Staff Policy Recommendation: The Whatcom County Council has authority via state statute to create the stormwater utility. The utility will create funding that aligns with District policy relative to protecting/enhancing water quality of the lake. Therefore, staff recommends support of the stormwater utility.

Rate Structure

The proposed rate structure is based upon the most universally-implemented mechanism for stormwater utilities—area of impervious surface. The proposed structure does go beyond what is typically implemented by stormwater utilities for residential properties (one equivalent service unit [ESU], regardless of area of impervious surface) to use a three-tiered structure (small, medium, and large footprints) for residential properties (which do not apply to District properties/infrastructure in the Service Area), which provides more equity than a single fee. The area of impervious surface by which non-residential properties will be charged (which is by which District facilities will be charged) is based upon 4,200 square feet of impervious surface per ESU, which is generally consistent with ESU size designations of other stormwater utilities.

Staff Policy Recommendation: Staff agrees with using a widely-recognized rate structure and commends the County, though it is not applicable to District properties/infrastructure, on implementing a tiered-rate system to provide a greater level of fairness than is typically provided. Therefore, staff recommends supporting the proposed rate structure.

Capital Facilities Charges

A capital facilities charge (CFC) is a widely used mechanism by utilities to charge new development for its proportionate share of impact to the existing system, as well as its proportionate share of developing new systems to serve it. The District's water and sewer general facilities charges are similar to the stormwater utility's proposed CFC.

Staff Policy Recommendation: Staff agrees with using a widely-recognized mechanism for charging for the impact of new development, which is consistent with District policy related to its utilities, and recommends supporting the proposed CFC as a component of the utility's revenue stream.

Operating Reserve

The proposed rate structure is designed to allow for development of an operating reserve capable of fully funding *all* program operations (those funded by the utility and those funded by other County revenue streams) for a 120-day period. The structure is set so that the reserve will be fully funded over a ten-year period.

Staff Policy Recommendation: A utility operating reserve is a sound means of providing a liquidity cushion that protects the utility from risk of short-term variation in the timing of revenue collection from the payment of expenses. The District maintains 60-day operating reserves for both its water and sewer utilities. While the proposed stormwater operating reserve of 120-days is more conservative than the District's, when comparing the monetary values, the District's reserves are similar in size. Staff believes that creating an operating reserve is a sound fiscal management practice and should be supported; however, the Board may wish to discuss whether or not it is appropriate for utility rate payers, of which the District will be one, to bear the full burden of funding the reserve rather than solely the proportionate share of the overall program (compared to other County revenue streams).

Phased Implementation

To lessen the initial impact to rate payers, the advisory committee recommended a phased approach to fee implementation by which rates would be billed at 50 percent of the full rate structure in the first year (2020), and then 100 percent thereafter. Similarly, to lessen the rate burden of building the operating reserve, the advisory committee recommended funding the reserve over the initial ten years.

Staff Policy Recommendation: Staff supports both phased approaches to implementation, but notes that a ten-year period to fully fund the reserve may place the utility at risk in the first few years, making it reliant on other County funds should reserve funding be necessary.

Exemptions

The rate structure proposes the following exemptions from stormwater utility fees:

- Forestland and timberland, as defined by RCW 36.89.080
- Senior/disabled low-income parcel owners
- Parcels protected from development
- Public and private roads

Statutorily, forestland and timberland cannot be charged a fee. There are also a number of parcels within the Service Area that have been preserved into perpetuity from development (for example, land purchased under the City of Bellingham's Lake Whatcom Reservoir Property Acquisition Program) and should therefore not result in any impervious surfaces that create stormwater runoff. Because the County road fund is contributing significant funds to the stormwater program, the impacts of public roads are already being accounted for and therefore, advisory committee deemed that County roads should not be charged. Similarly, private roads (such as the Sudden Valley Community Association Roads) have stormwater collection and treatment systems associated with them that are maintained by private parties, so the advisory committee deemed that they shouldn't incur charges either. State statute also allows for utilities to grant rate reductions/exemptions to qualifying senior low-income or disabled low-income individuals (the District provides a 40% rate reduction under this statute); the advisory committee recommended a rate exemption for qualifying individuals consistent with exemptions provided to individuals in the Birch Bay Watershed & Aquatic Resources Management District.

Staff Policy Recommendation: The utility must comply with state law; therefore, forestland and timberland should be exempt. Similarly, staff agrees that undeveloped land should not be assessed a fee, and nor should roads (roads are typically exempt from fees in other stormwater utilities); note that the District owns a number of sewer lift stations that are located in road right-of-way, which would be exempt from fees. Providing a rate exemption/reduction is consistent with District policy for our rates; however, consideration of a complete exemption rather than a reduction similar to that of the District's may warrant Board discussion.


Conclusions

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, the utility directly aligns with the District's mission to *contribute to protecting Lake Whatcom*. Further, as a partner with the County (and City of Bellingham) in the Lake Whatcom Management Program, the District has adopted prior and current work plans of the Management Program that include construction and maintenance of stormwater management and treatment infrastructure in the watershed. The anticipated fiscal impact to the District under the proposed rate structure is relatively minimal (less than \$5,000 per year), while the utility revenues will assist the County in positively impacting the quality of stormwater entering Lake Whatcom. While there may be minor comments regarding the proposed rate structure, the utility does generally align with current District policies. Therefore, staff recommends general support of the utility and would be happy to craft a letter on behalf of the District to the Whatcom County Council defining areas of support and/or concern as defined by the Board.



**AGENDA
BILL
Item 7.A.**

General Manager's Report

DATE SUBMITTED:	May 22, 2019	MEETING DATE:	May 29, 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 29, 2019 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Jun 12, 2019	6:30 p.m.	Board Room
Employee Staff Meeting	Thu Jun, 13 2019	8:00 a.m.	Board Room Commissioner Abele to Attend
Investment Comm Meeting	Wed Jul 10, 2019	6:00 p.m.	Small Conference Room
Safety Committee Meeting	Wed Jun 13, 2019	3:00 p.m.	Small Conference Room
Lake Whatcom Management Program			
Data Group Meeting	Thu Jun 13, 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
Joint Councils Meeting	March 2020	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Tue Jun 11, 2019	6:15 p.m.	Bob's Burgers, 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed Jun 19, 2019	1:00 p.m.	Board Room
Whatcom County Council of Governments Board Meeting	Wed Oct 9, 2019	4:00 p.m.	Council of Governments Offices 314 E Champion Street

Committee Meeting Reports

Safety Committee:

- During its May 9 meeting, the Committee noted that a number of longstanding action items have been completed.
- Staff CPR/AED/First Aid training is scheduled for May 23 (two year certification).
- Annual employee-specific on-line safety training nearing completion; each employee required to complete training by May 31.

Investment Committee:

- Committee met on May 8 prior to the Board meeting; focus was on outstanding debt obligations and a desire to begin planning for anticipated obligations associated with the city of Bellingham's solids handling facility project at the Post Point wastewater treatment plant.

Upcoming Important Agenda Topics and Meetings

- Discussion related to the Lake Whatcom Stormwater Utility on June 12
- Discussion related to providing commissioners insurance on June 12
- Presentation on findings of cathodic protection of District reservoirs on June 26

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 programs
Ongoing. Safety Committee is currently reviewing the Respirator, Confined Space, and Vehicle Operation 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 presented the status of District projects to the Sudden Valley Community Association board during its regularly scheduled meeting on May 9.
- J. Clary attended the Whatcom County Council work session on the Lake Whatcom Stormwater Utility on May 14 and 21.
- J. Clary, B. Hunter, and Commissioner Ford attended a tour of Post Point wastewater treatment plant with city of Bellingham staff on May 16.

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).
- 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 50th 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
County staff presented the utility structure and fees during the May 8 board meeting.

Staff have prepared a policy consideration memo for Board discussion during the May 29 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. District advertising for hiring a GIS intern to complete bulk of work.

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
This item was previously reported as complete; however, District staff were recently contacted by Sudden Valley Community Association staff regarding the legality of requiring District permits as a condition of SVCA's compliance review process (required at time of making architectural control committee permit meeting appointment). As a result, the District is back to seeking a resolution to this issue.



**AGENDA
BILL
Item 7.B**

**Engineering Department
Report**

DATE SUBMITTED:	May 22, 2019	MEETING DATE:	May 29, 2019
TO: BOARD OF COMMISSIONERS		FROM: Bill Hunter	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Summary of Existing District Projects	
		2. District Projects Staff Report	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Staff presentation of Summary of Existing District Projects and priorities

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Review and discuss.

PROPOSED MOTION

Not applicable at this time.

State Required Report Status														
Monthly Reports														
Name Of Report			Completed											
Chlorination Report Agate Heights Prepared by: Kevin	Postmarked by the 10th of month		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Department of Revenue Prepared by: Debi	Due end of following month		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Community Right to Know (Hazardous Materials) Prepared by: Rich	March 31		February 28, 2019											
Annual Reports														
Name Of Report	Deadline		Completed											
WA State Cross Connection Report Prepared by: Rich	May													
OSHA 300 Log Prepared by: Rich	February 1		January 28, 2019											
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		February 20, 2019											
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	52	100%
Engineering - Staff	23	23	100%
Field Crew	251	228	91%
Office - Managers	16	15	94%
Office - Staff	48	40	83%
Overall	390	358	92%

Safety meetings for the field crew take place every Friday at 7 a.m.

Dates of Completed Safety Committee Meetings					
Wednesday, January 19, 2019	Thursday, May 9, 2019				
Monday, February 11, 2019					
Monday, March 11, 2019					
Wednesday, April 10, 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:					
• Death					
• Medical treatment beyond first aid					
• Loss of consciousness	0	0	1	0	1
• Significant injury or illness diagnosed by a licensed health care professional					
• Days away from work (off work)					
• Restricted work or job transfer					
Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)	0	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	2	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 checked="" type="checkbox"/> 1. District Engineer approves design <input checked="" 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 checked="" 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 checked="" 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 checked="" 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 			

Continued on next page

Developer Extension Agreements (cont'd)	
D1801	Sudden Valley Community Association - Area Z Fire Hydrant
Tasks/Notes (cont'd)	
<ul style="list-style-type: none"> • 1/23/2019 Meeting with SVCA to review revised plans received 1/9/2019 • 2/26/2019 SVCA submits revised plans • 3/20/2019 District returns plan review comments to Wilson Engineering • 4/9/2019 District approves plans and issues notice to proceed. 	



District Projects

Staff Report

5/22/2019

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.

01 Administration

4/16/2019 Pictometry reached a milestone in the flight capture by completing the "Neighborhood" imagery portion of the project along with a portion of the Community level imagery. Flights for the remaining lowland, Nooksack River, and partner areas are next on the list.

A1902 Compulsory Sewer Connections

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

01 Administration

2/19/2019 Staff is looking at properties on Lake Louise Road and Older Lane that are on septic and are in nearby proximity to a public sewer. This group of properties have topographic, environmental or property ownership/easement barriers that block access to nearby public sewer. Staff is working on draft policies to present to the board for consideration and discussion.

2/21/2019 Staff identified 3 properties where sewer is readily available adjacent to the property. Sites include 1313 Oriental Ave, 1125 Geneva St, and 2326 Northshore Rd. Notifications are being mailed via certified mail to these properties, requiring connection within 18-month.

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.
- 2/19/2019 Cameras are installed and operational. Staff is working to make the video stream available remotely on District iPads and integrating the alarms into SCADA.

C1611 Country Club Sewer Pump Station

Rehabilitation of Country Club Sewer Pump Station.

01 Administration

- 4/6/2016 Selection of consultant is in conjunction with general engineering services RFQ.
- 8/9/2016 Staff working with BHC to develop scope of work
- 9/8/2016 AE agreement finalized and being routed for execution. Scope/fee was approved by board on 8/31/2016. Work to begin as soon as agreement is executed.
- 11/2/2016 District attended Center Condo Owner's Association board meeting to present and coordinate the project. Association gave District needed letter of authorization to pursue Whatcom County permits for construction - of either option (pump station or directional drill).
- 12/21/2016 AE Agreement Amendment being routed for execution that includes scope for geotech test borings to determine directional drilling feasibility. BHC and GeoEngineers are scheduling work and preparing permit applications.
- 8/30/2017 Board authorizes Amendment 2 to AE Agreement. This work includes detailed geotechnical design for horizontal directional drilling.
- 9/13/2017 Board authorizes Amendment 3 to AE Agreement. This work include additional permitting and detailed design thru bidding.
- 11/8/2017 Staff attended Center Condo Owner's Association board meeting to brief board of progress and to coordinate future work.

02 Predesign

- 10/11/2016 Held predesign meeting with BHC and District staff. BHC beginning preliminary design.
- 11/21/2016 Staff and BHC working on scope amendment to investigate horizontal direction drilling as the primary option. This option has the potential to eliminate the need for the pump station.
- 3/21/2017 Consultant completed 3 test bores to determine feasibility of horizontal direction drilling. They did not encounter any hard rock. One bore had sandstone the last 5 feet.
- 4/19/2017 District received copy of Geotechnical Data Report that documents soil conditions found during exploratory boring. Geotechnical engineers are working on a 2nd report that will discuss and recommend horizontal drilling methodology for construction and bid documents.
- 5/17/2017 District received copy of draft geotech report regarding Trenchless (HDD) Alternative Evaluation. BHC also reviewing report and coordinating with subconsultant.
- 6/22/2017 Geotechnical subconsultant addressing District and BHC review comments and will be including a discussion on auger drilling in addition to the horizontal drilling method.
- 7/12/2017 Consultants presented horizontal direction drilling and conventional auger bore alternates to Board. Staff will make a recommendation a next Board meeting on the preferred alternative.

03 Permitting

- 10/20/2016 Pre-Application meeting with Whatcom County to review anticipated permitting requirements.
- 11/7/2016 District and GeoEngineers met with Whatcom County Critical Areas Biologist to review potential critical areas.
- 12/22/2016 GeoEngineers submitted shoreline exemption permit application for test borings to Whatcom County.
- 11/16/2017 Held 2nd pre-application meeting with County staff. 2nd meeting was necessary due to scope change from replacement of pump station to horizontal directional drilling. Consultants are preparing permit applications for project to be submitted early December.

- 1/25/2018 Consultants are still preparing permit applications. Draft applications are expected any day for District review. Staff has rescheduled construction from summer 2018 to summer 2019. A revised CIP plan will be presented to board for approval on 1/31/2018.
- 2/12/2018 Staff have reviewed draft permit application package and is coordinating with consultant to address minor comments.
- 3/8/2018 District received permit application materials from consultant. Staff working to obtain Center Condo and SVCA notarized signatures.
- 4/13/2018 Permit applications submitted to Whatcom County.
- 4/17/2018 Corps and JARPA documents sent to agencies.
- 5/10/2018 County issued SEPA notice to agencies and property owners within 1000-feet of project for comment period. Written comments are due by June 10, 2018.
- 5/11/2018 District received Nationwide 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.

09 Services During Construction

- 3/20/2019 Staff working with BHC to develop scope of work for service during construction.
- 5/8/2019 Board authorizes Amendment 5 to AE Agreement. This work includes services during construction, geotechnical inspection, and construction surveying.

10 Construction

- 3/13/2019 Board awards contract to Colacurcio Brothers, Inc.
- 4/8/2019 Contracts have been executed and Notice to Proceed given to contractor. Contract time is 150 days.
- 5/22/2019 Contractor providing submittals for District/BHC approvals. Pre-construction meeting date not set yet, but Contractor talking about mobilizing in June.
- 9/5/2019 Substantial Completion date (150 days from Notice to Proceed). Final Completion is 30 days after Substantial Completion.

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.
- 2/19/2019 Non-mandatory prebid meeting at 2pm.
- 2/27/2019 Bid opening at 205pm.

09 Services During Construction

- 3/20/2019 Staff working with RH2 to develop scope of work for services during construction.
- 5/8/2019 Board authorizes Amendment 5 to AE Agreement. Work includes services during construction.

10 Construction

- 3/13/2019 Board awards contract to Equity Builders LLC.
- 4/8/2019 Construction contract has been executed. Notice to Proceed has been given to contractor. Contract time is 190 days.
- 5/22/2019 Contractor providing submittals to District/RH2 for approval. No pre-construction meeting date set yet. Contractor talking about mobilizing in July.
- 10/15/2019 Substantial Completion date (190 days after Notice to Proceed). Final Completion is 20 days after Substantial Completion.

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.
- 2/19/2019 34 done.
- 3/20/2019 37 done.
- 4/16/2019 39 done out of 55 on the current list.

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.
- 3/20/2019 RH2 completing device configuration and testing.
- 5/22/2019 USGS made some changes to their server network and all the Shake Alert devices are having trouble communicating with new system. USGS/UW working to resolve issue. District Shake Alert device is at RH2 for configuration which is contingent on USGS and UW fixing their systems.

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.
- 12/18/2018 Euclid PS. Whatcom County is requiring an Environmental Site Assessment. Staff will be discussion options with RH2.
- 1/3/2019 Whatcom County pre-application meeting for both Dellesta and Edgewater pump stations.
- 2/19/2019 Shoreline development permit applications submitted to Whatcom County for Edgewater and Dellesta.
- 2/20/2019 Euclid PS. Staff and RH2 trying to setup meeting with County regarding critical areas assessment and mitigation options.
- 3/20/2019 Euclid PS. District staff and RH2 still actively pursuing County for critical areas meeting - County staff has been non-responsive.
- 4/16/2019 Euclid PS. District staff and RH2 received confirmation from County staff that a critical areas assessment can be waived by assuming all areas are buffer areas. This will save the expense of doing an assessment. Staff is preparing documents for submittal to County.
- 5/21/2019 Euclid PS. Early May 2019 crews performed routine maintenance and wet well cleaning with the vac truck. The vac truck got stuck due to wet grass growing through gravel access road and soft muddy area near the pump station. District staff working with RH2 to include access road improvements to project scope for an all season traction surface for routine maintenance and emergency response readiness. This will result in a larger mitigation area and construction cost. Construction costs will be updated in worked into the 2020 capital improvement planning process.

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.
- 5/22/2019 District crews working on installation of ATS.

05 Design

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

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.
- 2/19/2019 WWU in process of executing easement document.
- 3/27/2019 Delivered genset to shop at 1010 Lakeview. Awaiting easement and permit to install. Jason
- 4/1/2019 Easement has been executed by WWU and recorded with the County Auditor's office.
- 5/22/2019 District crews constructing generator slab and installing ATS.

03 Permitting

- 4/2/2019 Permit application submitted to County.
- 4/16/2019 District staff working with County staff on finalizing permit requirements.

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.

2/21/2019 Staff meeting with Wilson to explore and discuss new option of increasing capacity of existing Filtronics system.

5/29/2019 Wilson completed predesign report. Wilson will be presenting findings and recommendations at 5/29/2019 Board meeting.

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.

01 Administration

4/9/2019 Irrigation installed and ready for service this summer.

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.

01 Administration

3/29/2019 District received draft task order proposal. District staff is reviewing.

4/24/2019 Board authorized Wilson task order. Task order executed and Wilson beginning work.

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.

01 Administration

2/19/2019 District crews begin video inspection of sewer pipe and manholes in Flat Car sub-basin. Sections identified as high infiltration risk are being prioritized.

C1905A System I&I Investigation & Repairs - CABLE ST BASIN

Investigate sewer mains to identify repairs to reduce/eliminate system I&I. Project includes camera and physical inspections to develop permanent repair tasks.

C1905A System I&I Investigation & Repairs - FLAT CAR BASIN

Investigate sewer mains to identify repairs to reduce/eliminate system I&I. Project includes camera and physical inspections to develop permanent repair tasks.

C1906 Water Meters and Replacement Registers

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

01 Administration

5/22/2019 Staff procuring parts as needed within approved budget.

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.

01 Administration

5/20/2019 Wilson task order executed.

5/23/2019 Coordination meeting scheduled with Wilson and crews. Goal is to perform flow tests and data collection 1st week of June.

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.

01 Administration

4/23/2019 Purchase order issued for 4 pump control valves at SVWTP. Delivery time is around 8 weeks.

C1911 Field CL2 Injection System

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

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).

01 Administration

2/20/2019 Staff pulling together background information in preparation for RFQ.

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).

01 Administration

1/3/2019 Slip lining Sanwick Court water main added to this project list. This will re-establish a looped system in this area. Recall that this water main had a break and that the main had to be shut down and is no longer looped. Wilson did a hydraulic analysis that indicates fire flows requirements are still met even when not looped. However, staff recommends that the loop be re-established to maintain system redundancy and resiliency.

- 1/16/2019 District staff is coordinating with SWFA on old hydrants in the Geneva area that have smaller 3.5", 4", or 4.5" threaded front ports, and several that have 4" stortz adapters. SWFA has standardized on the 5" stortz. These smaller font ports and 4" stortz adapters need to be fitted with 5" stortz. SWFA requested that the 4.5" National Hose thread (Dresser brand hydrants) and 4" stortz are the priority for conversion to 5" stortz.

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.
4/9/2019 Wilson discovered the project needs a JARPA in addition to the HPA for Army Corps permitting of the "in-water" work. Construction is now anticipated to be pushed out another year to 2020. District staff has a meeting with Wilson on 4/23/2019 to discuss and coordinate the next permitting steps.
4/30/2019 Wilson task order Amendment 1 executed. Work includes US Army Corps permits (JARPA). Hydraulic Permit Application (HPA), Whatcom County Shoreline Exemption Permit, temporary construction easement and new permanent easement.
5/13/2019 Wilson and District staff meet with two adjacent property owners to review project and obtain permit application signatures.
5/17/2019 SEPA comment period closes. One comment received from Lummi Nation.

03 Permitting

- 5/3/2019 SEPA Determination of Nonsignificance published in Bellingham Herald. District is acting as lead SEPA agency.
5/14/2019 JARPA transmitted to Army Corps of Engineers
5/16/2019 Whatcom County Shoreline Exemption Application submitted to County by Wilson.
5/20/2019 HPA submitted online by Wilson.

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 7.C**

**Finance Department
Report**

DATE SUBMITTED:	May 22, 2019	MEETING DATE:	May 29, 2019
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Monthly Budget Summary ending 04/30/19	
		2.	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Information only.

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

N/A

PROPOSED MOTION

N/A



LAKE WHATCOM WATER AND SEWER FUND SUMMARY 2019

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
2,169,845	439,830	15,000	20,000	-	114,822	-	2,759,497
(1,745,933)	(173,270)	(344,530)	-	(114,092)	(116,203)	-	(2,494,029)
1,868,506	1,092,805	772,210	440,000	114,092	1,381	772,334	5,061,328
\$2,292,418	\$1,359,365	\$442,680	\$460,000	\$0	\$0	\$772,334	\$5,326,796
-\$800,000							
-\$668,506							
\$823,912							

2019 REVENUES AND TRANSFERS IN

2019 EXPENDITURES AND TRANSFERS OUT

CASH/INVESTMENTS 2018 CARRYOVER

ALLOCATED TO OPERATING RESERVES
2018 CARRYOVER FOR SYSTEM REINVESTMENT

LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 4/31/2019

Petty Cash	\$ 1,600				
Cash	\$ 527,415				0.45%
Public Funds Account	\$ 962,844				2.25%
LGIP	\$ 1,014,574				2.54%

	\$ 2,506,433				
		PAR VALUE		YIELD	
FFCB - ProEquity		Callable		Oct-19	1.44%
FHLB - ProEquity		Callable	\$ 500,000	Feb-20	2.48%
FFCB - ProEquity		Callable	\$ 500,000	Aug-20	1.10%
RFCO-ProEquity		Non-callable	\$ 750,000	Jan-21	2.71%
			\$ 1,070,364		

US Bank			\$ 2,820,364		
TOTAL			\$ 5,326,797		
USE OF FUNDS:					
Reserved	\$ 772,334				
Contingency	\$ 902,680				
Unrestricted	\$ 3,590,619				

			\$ 5,265,633		

LAKE WHATCOM WATER AND SEWER REVENUE

	Description	Budget 2019	ACTUAL 4/30/2019 33%
OPERATING FUND - 401			
REVENUES			
401-343-40-10	Water Sales Metered (4.0% base rate increase) *	2,526,043	753,250
401-343-41-10	Permits (10 new connection permits)	210,000	19,149
401-343-50-11	Sewer Service Residential (2.5% rate increase) *	4,058,102	1,329,578
401-343-50-19	Sewer Service Other	4,000	1,503
401-343-50-80	Latecomer's Fees	-	-
401-343-81-10	Combined Fees	30,000	6,825
401-359-90-00	Late fees	50,000	18,217
401-361-11-00	Investment Interest	50,000	26,954
401-361-40-00-80	ULID 18 Interest/Penalties	5,000	2,418
401-368-10-00-80	ULID 18 Principal Payments	30,000	7,358
401-369-10-00	Sale of scrap metal and surplus	2,000	3,544
401-369-10-01	Miscellaneous	-	1,049
401-395-10-00	Sale of Capital Assets	-	-
401-398-20-00-01	Insurance recovery	-	-
TOTAL REVENUES		6,965,145	2,169,845 31.2%


	LAKE WHATCOM WATER AND SEWER EXPENDITURES			
	Description	BUDGET 2019	4/30/2019 33%	
OPERATING FUND - 401				
EXPENDITURES				
401-53X-10-10	Admin Payroll (3% cola plus step increases - 2019)	674,270	227,132	34%
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	284,390	99,160	35%
401-53X-10-31	Gen Admin Supplies/Equipment	30,000	14,089	47%
401-53X-10-31-01	Meetings/Team building	3,000	4,162	139%
401-53X-10-40	Web pay/Bank Fees	40,000	13,982	35%
	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)	90,000	59,184	
	Simplifile (County Auditor Filing Fees)	6,500		
	Data Bar (Statement processing)	25,000		
	Answering Service	2,000		
	Data Pro (Time clock system)	2,000		
	BIAS Financial Software Maintenance	10,000		
	Web Check services	5,000		
	CPA (Internal audit and Financial statements)	6,000		
	Docuware/Web site maintenance and upgrade	15,000		
	Legal Counsel	60,000		
	3D - Computer support	25,000		
	3D - Firewall renewal	15,000		
	3D - Anti virus subscription	1,000		
	Building security for offices	2,000		
	Building custodial	10,000		
	Pest control	500		
	Landscaping service	4,000		
	South Whatcom Fire (hydrant maintenance)	1,000		
	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	30,000		
	Auto Desk - Engineering	1,000		
	GIS Partnership	1,000		
	Rockwell - Engineering/Operations	500		
	IT Pipes	1,500		

		LAKE WHATCOM WATER AND SEWER EXPENDITURES	BUDGET 2019	4/30/2019	
		Description			
		ESRI - ARC GIS	1,500		
		Innovyze - Engineering	2,500		
		Master Meter	2,000		
		Cyberlock software	1,000		
		Whatcom County Emergency Management	20,000		
		Misc (Bid notices etc.)	5,000		
401-53X-10-41-01		Professional Services (TOTAL)	290,000	97,676	34%
401-53X-10-42		Communication	50,000	16,695	33%
401-53X-10-45		Admin Lease (new copy machines now leased)	7,000	3,522	50%
401-53X-10-46		Property Insurance	134,000	-	0%
401-53X-10-49		Admin Misc.	1,000	55	6%
401-53X-10-49-01		Memberships/Dues	17,000	12,747	75%
401-53X-10-49-02		WA State Dept of RevenueTaxes/Permits	215,000	72,786	34%
401-53X-40-43		Training & Travel	35,000	17,606	50%
401-53X-40-43-01		Tuition reimbursement	1,000	-	0%
401-53X-50-31		Maintenance Supplies	200,000	46,288	23%
40153X-50-31-01		Small assets	20,000	21,033	105%
401-53X-50-48		Operations Repair/Maint	120,000	48,581	40%
401-53X-50-49		Insurance Claims	5,000	5,000	100%
401-53X-60-41		Operations Contracted	22,500	1,435	6%
401-534-60-47		Water City of Bellingham	45,000	-	0%
401-535-60-47		Sewer City of Bellingham Treatment Fee	650,000	237,615	37%
401-53X-80-10		Operations Payroll (3% cola plus step increases - 2019)	1,066,380	348,028	33%
401-53X-80-10-01		Operations Capital Projects Payroll	-	-	-
401-53X-80-20		Operations Personnel Benefits (Medical, Retirement etc)	503,000	153,961	31%
401-53X-80-32		Fuel	28,000	5,717	20%
401-53X-80-35		Safety Supplies	10,000	6,703	67%
401-53X-80-35-01		Safety Supplies Boots	2,500	373	15%
401-53X-80-35-02		Emergency Preparedness	10,000	5,543	55%
401-53X-80-47		General Utilities	230,000	74,843	33%
401-53X-80-49		Laundry	4,000	1,391	35%
401-589-99-99		Payroll liabilities	-	804	
		OPERATING EXPENDITURES	4,788,040	1,596,111	33.3%



**AGENDA
BILL
Item 7.D**

**Operations Department
Report**

DATE SUBMITTED:	May 22, 2019	MEETING DATE:	May 29, 2019
TO: BOARD OF COMMISSIONERS		FROM: Brent Winters	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1.	
		2.	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

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

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Review and discuss.

PROPOSED MOTION

Not applicable at this time.