



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

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

*June 26, 2019*

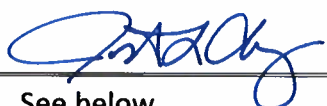
8:00 a.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY  
At this time, members of the public may address the Board of Commissioners. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
  - A. Presentation on the Findings of Cathodic Protection Inspection of District Reservoirs
  - B. 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:	June 20, 2019	MEETING DATE:	June 26, 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 6/25/19 \*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Minutes for the June 12, 2019 Board Meeting
- Payroll for Pay Period #13 (06/01/2019 through 06/14/2019) total to be added 6/25
- Payroll Benefits for Pay Period #13 total to be added 6/25
- Accounts Payable Vouchers total to be added 6/25



## LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

### REGULAR SESSION OF THE BOARD OF COMMISSIONERS

## Minutes

*June 12, 2019*

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

**Attendees:** Commissioner Laura Abele  
Commissioner Todd Citron  
Commissioner Leslie McRoberts (by phone)  
General Manager Justin Clary  
Recording Secretary Rachael Hope

No public were in attendance.

#### Changes to Agenda

Clary requested to remove items 5B: Board of Commissioners Insurance Discussion, 6: Other Business, and 7: Staff Reports from the agenda. The Board agreed.

#### Consent Agenda

##### Action Taken

Citron moved, McRoberts seconded, approval of:

- Minutes for the May 29, 2019 Board Meeting
- Payroll for Pay Period #12 (05/18/2019 through 05/31/2019) totaling \$43,372.37
- Payroll Benefits for Pay Period #12 totaling \$51,425.32
- Accounts Payable Vouchers totaling \$119,696.42

Motion passed.

#### Nomination for Appointment of Commissioner carter as the WASWD Representative to the Washington State Natural Disaster Resiliency Program Study Group

Clary explained that the Washington Association of Sewer & Water Districts (WASWD), of which the District is a member, has received a request from the state Office of the Insurance Commissioner to designate a representative for water and sewer districts on the study group created by Senate Bill 5106. The group will review natural disaster resiliency activities and provide recommendations to the Legislature and Governor on whether Washington State should have an ongoing resiliency program.

The study group consists of at least twenty-seven agencies, organizations and lawmakers and will meet in person at least seven times between September 2019 and November 2020 with assignments to research and submit findings between meetings. Commissioner Carter has expressed interest in representing WASWD

on the study group. Staff recommended the Board nominate Commissioner Carter for appointment to WASWD’s position on the natural disaster resiliency program study group.

**Action Taken**

**Citron moved, McRoberts seconded, to nominate Commissioner John Carter to be appointed by the Washington Association of Sewer & Water Districts to serve as the WASWD’s representative on the Washington State Natural Disaster Resiliency Program Study Group. Motion passed.**

With no further business, Abele adjourned the Regular Session at 6:35 p.m.

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

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

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

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

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


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

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



**AGENDA  
BILL  
Item 5.A**

**Staff Presentation  
Cathodic Protection Inspection**

DATE SUBMITTED:	June 19, 2019	MEETING DATE:	June 26, 2019
TO: BOARD OF COMMISSIONERS	FROM: Brent Winters		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

Cathodic protection is a technique used to control the corrosion of a metal surface by making it the cathode of an electrochemical cell. A simple method of protection connects the metal to be protected to a more easily corroded "sacrificial metal" to act as the anode. The sacrificial metal then corrodes instead of the protected metal. In some cases, an external DC electrical power source is used as a means of cathodic protection.

Most of the District's water reservoirs are constructed of steel and, therefore, exposed to corrosion. As part of the our proactive maintenance program, the District periodically has inspections of our reservoirs completed to ensure that cathodic protection systems are functioning appropriately to ensure the full life of our infrastructure. This past March, Norton Corrosion Limited conducted inspections of the District's Geneva, Sudden Valley Water Treatment Plant, Division 7, Division 22, and Division 30 reservoirs. Staff will present the findings of the inspections and recommended, reservoir-specific approaches to ensuring the full operational lives of each reservoir.

**FISCAL IMPACT**

No impact is anticipated to the 2019 Budget. Staff recommendations will be built into the 2020 Budget for Board consideration.

**RECOMMENDED BOARD ACTION**

No action.


**PROPOSED MOTION**

Not applicable.



**AGENDA  
BILL  
Item 5.B**

**Lake Whatcom Stormwater  
Utility Update**

DATE SUBMITTED:	June 19, 2019	MEETING DATE:	June 26, 2019
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Draft Letter to Whatcom County Council		
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. Under its current schedule, the County Council will introduce the stormwater utility ordinance during its July 9, 2019 meeting, and hold a public hearing and consider adoption of the ordinance during its July 23, 2019 meeting.

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. During its May 29, 2019 meeting, the Board discussed the stormwater utility purpose and rate structure. Based upon varied opinions specific to the rate structure, staff understood that the desire of the Board was to develop a letter to the County Council indicating the District's support of creating sustainable mechanisms for funding projects that enhance the water quality of Lake Whatcom, but that discussion relative to the proposed rate structure would be omitted. Attached is a *draft* letter to the County Council; based upon direction provided, staff will revise the letter for the Board's consideration during its July 12, 2019 meeting (the last meeting prior to the currently scheduled County Council public hearing).

**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.



1220 Lakeway Drive  
Bellingham, WA 98229  
(360) 734-9224

June 26, 2019

Whatcom County Council  
Whatcom County  
311 Grand Avenue, Suite 105  
Bellingham, Washington 98225

Re: Lake Whatcom Stormwater Utility Service Area

Dear Honorable Councilmembers:

The Lake Whatcom Water and Sewer District (originally Whatcom County Water District No. 10) was created in 1968 to address water quality issues in Lake Whatcom resulting from on-site septic systems serving the Geneva community. Currently providing sewer service to the Geneva, Sudden Valley, and much of the North Shore communities, as well as relying on the Lake as the predominant water source for our customers, the District continues to focus on the protection of Lake Whatcom—so much so that it has been a component of our mission statement for decades (*...in a way that contributes to protecting Lake Whatcom's water quality*).

As both Whatcom County's partner in efforts to enhance the quality of Lake Whatcom through membership of the Lake Whatcom Management Program, and as a future rate payer should the proposed ordinance be enacted, we wish to enter into the record our support for the utility. As a public utility operating within the Lake Whatcom Watershed, we succinctly understand the need to develop a sustainable and equitable rate structure with sound financial policies to ensure the effective and efficient use of utility rates and fees in meeting the its mission. As a participating member of the Lake Whatcom Management Program, we also understand the tremendous challenge that the County faces in meeting the requirements of the total maximum daily load (TMDL). We, therefore, are supportive of the County's efforts in creating a mechanism to fund necessary projects that enhance the Lake's water quality.

Thank you for your careful consideration of the implementation of a utility that directs revenues wholly to projects that improve the Lake Whatcom's water quality. Should you have any questions, please do not hesitate to contact our general manager, Justin Clary, at (360) 734-9224 or at [justin.clary@lwwsd.org](mailto:justin.clary@lwwsd.org).

Sincerely,

Lake Whatcom Water and Sewer District

Laura Abele  
President, Board of Commissioners

Todd Citron  
Secretary, Board of Commissioners

Bruce Ford  
Position 3, Board of Commissioners

Leslie McRoberts  
Position 4, Board of Commissioners


John Carter  
Position 5, Board of Commissioners





**AGENDA  
BILL  
Item 7.A.**

**General Manager's Report**

DATE SUBMITTED:	June 20, 2019	MEETING DATE:	June 26, 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, June 26, 2019 – 8:00 a.m.

#### Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Jul 10, 2019	6:30 p.m.	Board Room
Employee Staff Meeting	Thu Jul 11, 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 Jul 11, 2019	3:00 p.m.	Small Conference Room
Lake Whatcom Management Program			
Data Group Meeting	Thu Jul 11, 2019	9:00 a.m.	City of Bellingham PW Offices 2221 Pacific Street
Policy Group Meeting	Mon Sep 30, 2019	3:00 p.m.	City of Bellingham Fireplace Room 625 Halleck Street
Joint Councils Meeting	March 2020	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Tue Jul 9, 2019	6:15 p.m.	Bob's Burgers, 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed Jul 17, 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 June 20 meeting, the Committee noted that a number of longstanding action items have been completed.
- Staff CPR/AED/First Aid training conducted on May 23 (two year certification).
- Annual employee-specific on-line safety training complete; each employee met the District requirement to complete training by May 31.

##### Investment Committee:

- No meetings held since last Board meeting.

#### Upcoming Important Agenda Topics and Meetings

- Lake Whatcom stormwater utility (July 10 meeting)
- Commissioner iPad training (July 10 meeting)
- Discussion pertaining to commissioner-provided insurance (July 31 meeting when all commissioners are scheduled to be in attendance)

## 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 and migration of documents is complete.*
- 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).
- Routinely providing alerts, as appropriate, on page (e.g., water main flushing notice).

#### Intergovernmental Relations

- J. Clary participated in the Whatcom Water Alliance meeting on June 17.
- J. Clary scheduled to attend Chief Ralston's, South Whatcom Fire Authority, retirement party on June 28.

#### Social Media Program

- Develop/implement social media program  
*Program implemented February 14.*
- Create/manage District LinkedIn account  
*LinkedIn account is live ([www.linkedin.com/company/lake-whatcom-water-and-sewer-district](http://www.linkedin.com/company/lake-whatcom-water-and-sewer-district)).*

- Create/manage District Facebook account  
*Facebook account is live (<https://www.facebook.com/Lake-Whatcom-Water-Sewer-District-455872278278848>).*
- Create/manage District NextDoor account  
*Working with NextDoor to create an agency account; NextDoor is currently limiting to emergency response agencies.*

#### Press Releases

- District staff recognition press release issued on January 14.

#### 50-Year Anniversary

- Press release/logo  
*Release issued November 21, 2018; logo developed November 20, 2018.*
- Banner  
*Installed January 10.*
- Commissioner/employee jackets with 50<sup>th</sup> anniversary logo  
*Jackets distributed to staff during March 14 staff meeting.*
- Celebration  
*Completed during the annual employee banquet on January 11.*

#### Fact Sheets

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

### **Lake Whatcom Water Quality**

#### Management Program

- Attend organized meetings; initiate additional meetings/discussions outside of program  
*J. Clary participating on the Interjurisdictional Coordinating Team (ICT) in the development of the Lake Whatcom Management Program 2020-2024 Work Plan (most recent meeting held May 31, next meeting will be held June 21).  
J. Clary attended the June 13 Data Group meeting.*

#### Onsite Septic System Impact Assessment

- North shore monitoring  
*J. Clary attended a meeting on June 14 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 to Lake Whatcom. A scope of work for water quality monitoring is underway.*

#### Onsite Septic System Conversion Program

- Identify applicable lots  
*Staff 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  
*Staff will contact property owners in September to check-in on progress.*

#### Watershed Stormwater Utility

- Participate in utility development process  
*County staff presented the utility structure and fees during the May 8 board meeting. Staff facilitated Board policy discussion during its May 29 meeting. County Council to discuss the stormwater rate structure ordinance during its July 9 meeting, and hold a public hearing and consider adoption during its July 23 meeting.*

#### **Board Technology Upgrades**

##### Board-issued Tablets

- Identify/implement appropriate systems to board  
*IT provider is configuring Board tablets; anticipate issuance of tablets and conducting training in July.*

##### 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  
*Emily McGinty, GIS intern (WWU environmental science major with a GIS certification), started on June 20 and should be complete by late-September.*

##### Preventative Maintenance

- Develop/refine automatic work order notification process in Cartegraph  
*District staff have developed the hierarchy of assets for the system with Cartegraph and are testing the system on a pilot scale. Anticipate full implementation by the end of 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.*

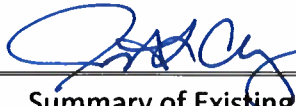
#### **New Development Process Refinement**

- 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 has issued a letter to all individuals that have obtained a Water Availability determination from the District over the past 12 months, notifying them of District limited resources for side sewer inspections and water service installations, and first come-first serve policy relative to the Lake Whatcom land disturbance window (June 1 – September 30).*



**AGENDA  
BILL  
Item 7.B**

**Engineering Department  
Report**

DATE SUBMITTED:	June 20, 2019	MEETING DATE:	June 26, 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.



# Lake Whatcom Water & Sewer District

## Summary of Existing District Projects

Prepared for the June 26, 2019 Board Meeting  
Data Compiled 06/20/2019 by RH, BH, RM, KH

Status of Water and System Capacities				
	South Shore ID# 95910	Eagleridge ID# 08118	Agate Heights ID# 52957	Johnson Well ID# 04782
DOH Approved ERUs	**	85	57	2
Connected ERUs	3852	70	44	2
Remaining Capacity (ERUs)	**	15	13	0
Permitted ERUs Under Construction	18	0	0	0
Pre-paid Connection Certificates & Expired Permits	17	0	5	0
Water Availabilities (trailing 12 months)	40	0	0	0
Subtotal - Commitments not yet connected	75	0	5	0
<b>Available ERUs</b>	<b>**</b>	<b>15</b>	<b>8</b>	<b>0</b>

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

[illegible]

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
			x	x	x	x	x	x						
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
			x	x	x	x	x	x						
Department of Revenue Prepared by: Debi	Due end of following month		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
			x	x	x	x	x							
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	June 30		Geneva 6/19		SV 6/19		EagleR 6/19		Agate Ht 6/19					
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		March 23, 2019											
Flagging Card Training Coordinated by: Rich	Due Triennially Next Due 2019		June 6, 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	224 (251)	224 (238)	100% / 95%
Office - Managers	16	16	100%
Office - Staff	48	48	100%
<b>Overall</b>	<b>139</b>	<b>139</b>	<b>100%</b>

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	Thursday, June 20, 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. <del>Copies of recorded easement</del> <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"> <li>7/3/2018 DEA Application Received</li> <li>7/25/2018 Board Authorizes DEA with Conditions</li> <li>8/7/2018 SVCA Submits Hydraulic Analysis</li> <li>8/14/2018 SVCA submits drawings, DEA, assignment of savings, insurance certificate, check for \$6,750 (\$5,000 deposit for review &amp; inspection, \$1,000 conformance deposit, and \$750 for processing fee), and shallow pipe depth memo.</li> <li>9/5/2018 District completes review of hydraulic analysis. 1,250 GPM for 90 minutes is available.</li> <li>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.</li> <li>12/17/2018 Deposit of \$5,329.66 received</li> </ul>			

Continued on next page

Developer Extension Agreements (cont'd)	
<b>D1801</b>	<b>Sudden Valley Community Association - Area Z Fire Hydrant</b>
Tasks/Notes (cont'd)	
<ul style="list-style-type: none"> <li>• 1/23/2019 Meeting with SVCA to review revised plans received 1/9/2019</li> <li>• 2/26/2019 SVCA submits revised plans</li> <li>• 3/20/2019 District returns plan review comments to Wilson Engineering</li> <li>• 4/9/2019 District approves plans and issues notice to proceed.</li> <li>• 6/3/2019 Preconstruction meeting with SVCA, contractor, and Wilson to coordinate construct and inspections. Contractor will be starting work soon.</li> </ul>	



## District Projects

### Staff Report

6/18/2019

#### **A1901 Whatcom County Region GIS Imagery Partnership 2019 Flight**

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*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.
- 6/6/2019 Pictometry has finished flight capture. It took them a little while to wrap up the 9" capture with additional snow in the upper portions of the watershed that were identified in the contract as flexible areas (for leaves). Pictometry will now begin performing QA/QC on the imagery and will let us know when the capture is complete.

#### **A1902 Compulsory Sewer Connections**

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*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.

#### **C1611 Country Club Sewer Pump Station**

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*Rehabilitation of Country Club Sewer Pump Station.*

##### **01 Administration**

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

- 9/13/2017 Board authorizes Amendment 3 to AE Agreement. This work include additional permitting and detailed design thru bidding.
- 11/8/2017 Staff attended Center Condo Owner's Association board meeting to brief board of progress and to coordinate future work.

## **02 Predesign**

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

## **03 Permitting**

- 10/20/2016 Pre-Application meeting with Whatcom County to review anticipated permitting requirements.
- 11/7/2016 District and GeoEngineers met wet Whatcom County Critical Areas Biologist to review potential critical areas.
- 12/22/2016 GeoEngineers submitted shoreline exemption permit application for test borings to Whatcom County.
- 11/16/2017 Held 2nd pre-application meeting with County staff. 2nd meeting was necessary due to scope change from replacement of pump station to horizontal directional drilling. Consultants are preparing permit applications for project to be submitted early December.
- 1/25/2018 Consultants are still preparing permit applications. Draft applications are expected any day for District review. Staff has rescheduled construction from summer 2018 to summer 2019. A revised CIP plan will be presented to board for approval on 1/31/2018.
- 2/12/2018 Staff have reviewed draft permit application package and is coordinating with consultant to address minor comments.
- 3/8/2018 District received permit application materials from consultant. Staff working to obtain Center Condo and SVCA notarized signatures.
- 4/13/2018 Permit applications submitted to Whatcom County.
- 4/17/2018 Corps and JARPA documents sent to agencies.
- 5/10/2018 County issued SEPA notice to agencies and property owners within 1000-feet of project for comment period. Written comments are due by June 10, 2018.
- 5/11/2018 District received Nationwide Permit12 (Utility Line Activities) from Army Corps of Engineers.
- 6/10/2018 Written SEPA comments to County due.
- 6/18/2018 As of today the shorelines administrator said he is still waiting on comments from critical areas staff, and that he'd check-in with those staff tomorrow.
- 7/5/2018 County in process of reviewing permit applications.
- 9/19/2018 County critical areas staff still reviewing details proposed plan. BHC and GeoEngineers are in contact with County staff to make sure they have everything they need to complete application processing and to schedule a shoreline hearing date.
- 10/18/2018 All additional information requested by County critical areas has been submitted. Waiting for shorelines hearing date.
- 11/28/2018 DOE issued conditional approval for Geneva Sewer Pump Station Improvements Project. There is a 21-day public comment period that ends 12/19/2019.

- 1/9/2019 Public Hearing at 125pm in the County Council Chambers for the shoreline substantial development permit.  
1/11/2019 Received shoreline substantial development permit from hearing examiner's office.

#### **05 Design**

- 10/18/2017 BHC and Geoengineers working on detailed design and permit application submittal for HDD.  
12/6/2017 District received Wetland Delineation Report, HDD Design Report, and Design Report from BHC. Staff is reviewing and coordinating with consultant.  
2/12/2018 Staff received 30% complete plans for review and comment.

#### **06 Bidding**

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

#### **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.  
6/12/2019 Pre-construction meeting held with contractor, county, and BHC.  
6/17/2019 Contractor onsite preparing for HDD. HDD will begin 6/24 and last about two weeks. Pump station demolition and tie-ins to existing sewer will occur after HDD.  
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.  
6/10/2019 Pre-construction meeting held with contractor, county, and RH2.  
7/8/2019 Contractor scheduled to mobile onsite and begin work.  
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 54 on the current list.

6/18/2019 42 done.

## **C1716B Geneva Booster Station - PRV's and Backflow Assembly**

*Replace pumps at Geneva Booster Station at Scenic Ave with pressure reducing valves following hydraulic modeling verification. Replace old backflow assembly at City intertie.*

### **01 Administration**

2/27/2017 Wilson prepared engineer's brief sheet that includes details PRV sizing and configuration. Staff will begin preparing a bill of materials and order parts. It is anticipated District crews will perform the work.

6/22/2017 Staff coordinating with City on what they need for a backflow assembly.

7/20/2017 Staff considering COB suggestion to move intertie to top of ridge on Parkstone at COB/District boundary.

9/20/2017 District considered moving PRV station per City suggestion. There are more benefits to the District to keep the Geneva Booster building and infrastructure. District staff is preparing the design report and construction drawings for submittal to DOH for installation of a PRV. Project will be coordinated with the water comp plan update in progress. We still need to coordinate with the City before going too much further in design/planning.

10/23/2018 Staff asking Wilson for Task Order proposal to submit DOH design report for approval and to assist in coordination with COB.

6/12/2019 Met with City of Bellingham staff and Wilson to go over coordination details. Wilson working on DOH project report which will be submitted to DOH for review and approval.

## **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.
- 6/18/2019 Device is ready for installation. Staff coordinating an install date with RH2.

## **C1802 Edgewater, Dellesta, Euclid Sewer Pump Station Improvements**

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

### **01 Administration**

- 1/25/2018 Staff developing RFP for selection of engineering consultant. 1st phase will include predesign and shorelines permitting in 2018.
- 2/10/2018 Request for Proposals published Bellingham Herald.
- 3/7/2018 RFP submittals due at 1pm. Distribute RFP's to selection committee by end of week.
- 3/22/2018 Consultant selection committee meets to review and rank consultant proposals.
- 3/29/2018 Board selects RH2 as the most qualified consultant for projects to board. Staff will begin scope/fee negotiations with the consultant.
- 5/21/2018 Staff working with RH2 on initial scope of work. Intent is to have board authorize scope/fee at 5/30/2018 board meeting.
- 6/14/2018 Agreement executed with RH2.
- 6/18/2019 ATS installed and tested. Waiting for Labor and Industries electrical inspection to complete project.

### **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 and worked into the 2020 capital improvement planning process.
- 6/11/2019 Euclid PS. Several design options were investigated with cost estimates for access road improvements. All the options were extremely expensive. District staff and management all agreed to try and re-establish the existing access road. RH2 is proceeding with the final permit application documents to be submitted to County soon.

## 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.
- 6/18/2019 District staff negotiating with private property owner for access easement to Lakewood Sewer Pump Station. Several revisions have been sent back and forth. Hopefully we are getting close to a deal.
- 6/18/2019 ATS installed. Concrete slab poured. New stationary generator being placed on new slab today. District field crew will make final electrical connections over the next few weeks, followed by startup and testing, and electrical inspections.

### **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 Filtronic system.
- 5/29/2019 Wilson completed predesign report. Wilson will be presenting findings and recommendations at 5/29/2019 Board meeting.
- 6/18/2019 Future board discussion will be scheduled to determine where funding for this project will come from (i.e. existing rate payers, special benefit area, etc).

#### **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.

6/18/2019 All the allocated project funding was utilized for rebuilding the broken sewer service at 10 Sunnyside Lane.

### **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**

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*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.
- 6/18/2019 Testing was delayed to pressure data recorder equipment failure. Rescheduling flow testing for later in June.

## **C1910 SVWTP and AHWTP Misc Component Replacement**

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*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**

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

## **C1913 SVWTP 20-Year Facility Plan**

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*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**

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*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 front 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:	June 20, 2019	MEETING DATE:	June 26, 2019
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Monthly Budget Summary ending 05/31/19	
		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
2019 REVENUES AND TRANSFERS IN	2,770,755	439,830	15,000	20,000	-	114,822	-	3,360,407
2019 EXPENDITURES AND TRANSFERS OUT	(2,103,439)	(329,024)	(344,530)	-	(114,092)	(116,203)	-	(3,007,289)
CASH/INVESTMENTS 2018 CARRYOVER	1,868,506	1,092,805	772,210	440,000	114,092	1,381	772,334	5,061,328
	<b>\$2,535,822</b>	<b>\$1,203,611</b>	<b>\$442,680</b>	<b>\$460,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$772,334</b>	<b>\$5,414,446</b>
ALLOCATED TO OPERATING RESERVES	-\$800,000							
2018 CARRYOVER FOR SYSTEM REINVESTMENT	-\$668,506							
	<b>\$1,067,316</b>							



# LAKE WHATCOM WATER AND SEWER

## INVESTMENTS/CASH AS OF 5/31/2019

Petty Cash	\$ 1,600			
Cash	\$ 611,075			0.45%
Public Funds Account	\$ 964,683			2.25%
LGIP	\$ 1,016,724			2.54%
	-----			
	\$ 2,594,082			
		PAR VALUE		YIELD
FFCB - ProEquity				
FHLB - ProEquity			Oct-19	1.44%
FFCB - ProEquity			Feb-20	2.48%
RFCO-ProEquity			Aug-20	1.10%
			Jan-21	2.71%
US Bank	\$ 2,820,364			
	-----			
<b>TOTAL</b>	<b>\$ 5,414,446</b>			
<b>USE OF FUNDS:</b>				
Reserved	\$ 772,334			
Contingency	\$ 902,680			
Unrestricted	\$ 3,739,432			
	-----			
	<b>\$ 5,414,446</b>			

# LAKE WHATCOM WATER AND SEWER REVENUE

	Description	Budget 2019	ACTUAL 5/31/2019 42%
<b>OPERATING FUND - 401</b>			
<b>REVENUES</b>			
401-343-40-10	Water Sales Metered (4.0% base rate increase) *	2,526,043	969,583
401-343-41-10	Permits (10 new connection permits)	210,000	33,948
401-343-50-11	Sewer Service Residential (2.5% rate increase) *	4,058,102	1,684,297
401-343-50-19	Sewer Service Other	4,000	1,709
401-343-50-80	Latecomer's Fees	-	-
401-343-81-10	Combined Fees	30,000	9,196
401-359-90-00	Late fees	50,000	22,829
401-361-11-00	Investment Interest	50,000	30,944
401-361-40-00-80	ULID 18 Interest/Penalties	5,000	3,351
401-368-10-00-80	ULID 18 Principal Payments	30,000	10,305
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	-	-
<b>TOTAL REVENUES</b>		<b>6,965,145</b>	<b>2,770,755 39.8%</b>


	LAKE WHATCOM WATER AND SEWER EXPENDITURES		
	Description	BUDGET 2019	5/31/2019 42%
<b>OPERATING FUND - 401</b>			
<b>EXPENDITURES</b>			
401-53X-10-10	Admin Payroll (3% cola plus step increases - 2019)	674,270	277,982 41%
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	284,390	121,270 43%
401-53X-10-31	Gen Admin Supplies/Equipment	30,000	16,715 56%
401-53X-10-31-01	Meetings/Team building	3,000	4,425 148%
401-53X-10-40	Web pay/Bank Fees	40,000	17,086 43%
	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	5/31/2019
	<b>Description</b>		
	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	135,912
401-53X-10-42	Communication	50,000	20,767
401-53X-10-45	Admin Lease (new copy machines now leased)	7,000	4,172
401-53X-10-46	Property Insurance	134,000	-
401-53X-10-49	Admin Misc.	1,000	55
401-53X-10-49-01	Memberships/Dues	17,000	12,747
401-53X-10-49-02	WA State Dept of Revenue Taxes/Permits	215,000	89,182
401-53X-40-43	Training & Travel	35,000	19,636
401-53X-40-43-01	Tuition reimbursement	1,000	-
401-53X-50-31	Maintenance Supplies	150,000	58,078
40153X-50-31-01	Small assets	70,000	25,901
401-53X-50-48	Operations Repair/Maint	120,000	59,884
401-53X-50-49	Insurance Claims	5,000	5,000
401-53X-60-41	Operations Contracted	22,500	1,730
401-534-60-47	Water City of Bellingham	45,000	-
401-535-60-47	Sewer City of Bellingham Treatment Fee	650,000	291,044
401-53X-80-10	Operations Payroll (3% cola plus step increases - 2019)	1,066,380	427,929
401-53X-80-10-01	Operations Capital Projects Payroll	-	-
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	503,000	188,895
401-53X-80-32	Fuel	28,000	8,822
401-53X-80-35	Safety Supplies	10,000	8,080
401-53X-80-35-01	Safety Supplies Boots	2,500	373
401-53X-80-35-02	Emergency Preparedness	10,000	5,543
401-53X-80-47	General Utilities	230,000	90,671
401-53X-80-49	Laundry	4,000	1,730
401-589-99-99	Payroll liabilities	-	804
	<b>OPERATING EXPENDITURES</b>	<b>4,788,040</b>	<b>1,953,617</b>
			<b>40.8%</b>



**AGENDA  
BILL  
Item 7.D**

**Operations Department  
Report**

DATE SUBMITTED:	June 20, 2019	MEETING DATE:	June 22, 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.