



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

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

July 31, 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. Northshore Force Main Stream Crossing Construction Contract Award
 - B. 2019 Asphalt Patching Construction Contract Award
 - C. Board of Commissioners Insurance 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:	July 25, 2019	MEETING DATE:	July 31, 2019
TO: BOARD OF COMMISSIONERS		FROM: Rachael Hope	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. See below	
		2.	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

****TO BE UPDATED 7/30/19 ****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the June 26, 2019 Board Meeting
- Payroll for Pay Period #14 (06/14/2019 through 06/27/2019) totaling \$46,272.33
- Payroll Benefits for Pay Period #14 totaling \$52,377.79
- Accounts Payable Vouchers totaling \$497,362.35
- Payroll for Pay Period #15 (06/28/2019 through 07/12/2019) totaling \$44,598.57
- Payroll Benefits for Pay Period #15 totaling \$51,863.20
- 2nd Quarter 2019 Payroll Taxes totaling \$8,006.87
- Accounts Payable Vouchers total to be added 7/30/19



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

June 26, 2019

Board Secretary Todd Citron called the Regular Session to order at 8:24 a.m.

Attendees:

- Commissioner Todd Citron
- 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
- Consulting Engineer Melanie Mankamy

Excused Absences:

- Commissioner Laura Abele
- Commissioner John Carter

No members of the public were in attendance.

Consent Agenda

Action Taken

McRoberts moved, Ford seconded, approval of:

- Meeting Notes from the 04/10/2018 Board Meeting
- Payroll for Pay Period #13 (06/01/2019 through 06/14/2019) totaling \$44,331.27
- Payroll Benefits for Pay Period #12 totaling \$51,989.79
- Accounts Payable Vouchers totaling \$73,840.32.

Motion passed.

Staff Presentation: Cathodic Protection Inspection

Winters explained that most of the District's water reservoirs are constructed of steel and, therefore, susceptible to corrosion. As part of its proactive maintenance program, the District periodically has these reservoirs inspected. These inspections ensure that the cathodic protection (CP) systems are functioning appropriately to maximize the life of the infrastructure. In March 2019, Norton Corrosion Limited conducted inspections of the District's Geneva, Sudden Valley Water Treatment Plant, Division 7, Division 22, and Division 30 reservoirs.

Winters presented the Board with the final report from Norton Corrosion, which indicated that the Geneva and Sudden Valley Water Treatment Plant CP systems are functioning inadequately. Staff gave a

brief explanation of the options and recommendations for reservoir-specific approaches to ensuring the full operational lives of each reservoir. Discussion followed.

Lake Whatcom Stormwater Utility Update

Clary recalled that during the May 8, 2019 Board meeting, Gary Stoyka of Whatcom County Public Works provided a presentation on various aspects of the newly established Lake Whatcom Stormwater Utility Service Area. During its May 29, 2019 meeting, the Board discussed the stormwater utility purpose and rate structure. Subsequently, staff developed 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. Staff presented the Board with a draft letter for review. Discussion followed.

General Manager's Report

Clary updated the Board on several topics, including activities of the Lake Whatcom Policy Group, the Aquatic Invasive Species Program, and development of an interlocal agreement with the City of Bellingham and Whatcom County to continue study of the impact of on-site septic systems in the watershed. Discussion followed.

Engineering Department Report

Hunter briefed the Board on the progress of several projects, including the beginning of horizontal directional drilling at the Country Club lift station and work on the North Shore exposed sewer pipeline. Discussion followed.

Finance Department Report

Denton informed the Board that revenues are tracking to budget for 2019. The finance department is moving into budget season, and staff request forms will be distributed in July. Discussion followed.

Operations Department Report

Winters reported that our water treatment plants are running as expected, and gave updates on ongoing safety training completion, and reported on the installation of a generator at the Airport lift station. Discussion followed.

With no further business, Citron adjourned the Regular Session at 9:50 a.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Abele

Todd Citron

Bruce R. Ford

Leslie McRoberts

John Carter

CHECK REGISTER

PAYROLL

Lake Whatcom W-S District
MCAG #: 2330

07/03/2019 To: 07/03/2019

Time: 10:04:56 Date: 07/02/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount Memo
2106	07/03/2019	Payroll	5	EFT		588.42 06/15/2019 - 06/28/2019 PR 14
2107	07/03/2019	Payroll	5	EFT		3,629.59 06/15/2019 - 06/28/2019 PR 14
2108	07/03/2019	Payroll	5	EFT		3,521.68 06/15/2019 - 06/28/2019 PR 14
2109	07/03/2019	Payroll	5	EFT		2,354.44 06/15/2019 - 06/28/2019 PR 14
2110	07/03/2019	Payroll	5	EFT		3,533.86 06/15/2019 - 06/28/2019 PR 14
2112	07/03/2019	Payroll	5	EFT		2,470.89 06/15/2019 - 06/28/2019 PR 14
2114	07/03/2019	Payroll	5	EFT		1,221.50 06/15/2019 - 06/28/2019 PR 14
2115	07/03/2019	Payroll	5	EFT		2,694.74 06/15/2019 - 06/28/2019 PR 14
2116	07/03/2019	Payroll	5	EFT		1,739.19 06/15/2019 - 06/28/2019 PR 14
2117	07/03/2019	Payroll	5	EFT		3,048.98 06/15/2019 - 06/28/2019 PR 14
2118	07/03/2019	Payroll	5	EFT		1,848.30 06/15/2019 - 06/28/2019 PR 14
2119	07/03/2019	Payroll	5	EFT		2,027.51 06/15/2019 - 06/28/2019 PR 14
2120	07/03/2019	Payroll	5	EFT		531.51 06/15/2019 - 06/28/2019 PR 14
2121	07/03/2019	Payroll	5	EFT		1,913.54 06/15/2019 - 06/28/2019 PR 14
2122	07/03/2019	Payroll	5	EFT		2,382.15 06/15/2019 - 06/28/2019 PR 14
2123	07/03/2019	Payroll	5	EFT		1,573.17 06/15/2019 - 06/28/2019 PR 14
2124	07/03/2019	Payroll	5	EFT		1,469.76 06/15/2019 - 06/28/2019 PR 14
2125	07/03/2019	Payroll	5	EFT		1,995.19 06/15/2019 - 06/28/2019 PR 14
2126	07/03/2019	Payroll	5	EFT		2,616.94 06/15/2019 - 06/28/2019 PR 14
2127	07/03/2019	Payroll	5	EFT		2,429.53 06/15/2019 - 06/28/2019 PR 14
2111	07/03/2019	Payroll	5	9272		1,336.06 06/15/2019 - 06/28/2019 PR 14
2113	07/03/2019	Payroll	5	9273		1,345.38 06/15/2019 - 06/28/2019 PR 14
401 Operating Fund						46,272.33
						46,272.33 Payroll: 46,272.33

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 7/2/2019

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

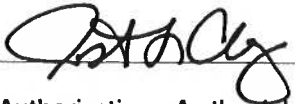
07/03/2019 To: 07/03/2019

Time: 10:11:54 Date: 07/02/2019

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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Sign  Date 7/2/2019

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Commisioner

Commisioner

Commisioner

Commisioner

Commisioner

CHECK REGISTER

Lake Whatcom W-S District
MCAG #: 2330

07/03/2019 To: 07/03/2019

Time: 10:11:54 Date: 07/02/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2128	07/03/2019	Payroll	5	EFT	UNITED STATES TREASURY	16,888.17	941 Deposit for Pay Cycle(s) 07/03/2019 - 07/03/2019
2129	07/03/2019	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 07/03/2019 To 07/03/2019 - SUP ENF
2130	07/03/2019	Payroll	5	9274	AFLAC	354.85	Pay Cycle(s) 07/03/2019 To 07/03/2019 - AFLAC Pre-Tax; Pay Cycle(s) 07/03/2019 To 07/03/2019 - AFLAC Post-Tax
2131	07/03/2019	Payroll	5	9275	AFSCME LOCAL	416.92	Pay Cycle(s) 07/03/2019 To 07/03/2019 - Union Dues; Pay Cycle(s) 07/03/2019 To 07/03/2019 - Union Fund
2132	07/03/2019	Payroll	5	9276	DEPARTMENT OF RETIREMENT SYSTEMS	4,237.31	Pay Cycle(s) 07/03/2019 To 07/03/2019 - DCP
2133	07/03/2019	Payroll	5	9277	HRA VEBA TRUST (PAYEE)	545.00	Pay Cycle(s) 07/03/2019 To 07/03/2019 - VEBA
2134	07/03/2019	Payroll	5	9278	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 07/03/2019 To 07/03/2019 - ICMA
2135	07/03/2019	Payroll	5	9279	WA ST DEPT OF ES/PFMLA	174.60	Pay Cycle(s) 07/03/2019 To 07/03/2019 - PFMLA
2136	07/03/2019	Payroll	5	9280	WA ST PUBLIC EMP RET PLAN 2	10,550.97	Pay Cycle(s) 07/03/2019 To 07/03/2019 - PERS 2
2137	07/03/2019	Payroll	5	9281	WA ST PUBLIC EMP RET PLAN 3	3,085.35	Pay Cycle(s) 07/03/2019 To 07/03/2019 - PERS 3
2138	07/03/2019	Payroll	5	9282	WASHINGTON STATE HEALTH CARE AUTHORITY	15,816.28	Pay Cycle(s) 07/03/2019 To 07/03/2019 - PEBB Medical; Pay Cycle(s) 07/03/2019 To 07/03/2019 - PEBB ADD LTD; Pay Cycle(s) 07/03/2019 To 07/03/2019 - PEBB SMK Surcharge; Pay Cycle(s) 07/03/2019 To 07/03
401 Operating Fund						52,377.79	
						52,377.79	Payroll:
							52,377.79

CHECK REGISTER

**ACCOUNTS
PAYABLE**

Lake Whatcom W-S District
MCAG #: 2330

06/27/2019 To: 07/11/2019

Time: 14:47:00 Date: 07/10/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2196	07/10/2019	Claims	5	EFT	US BANK - CC	5,513.88	Monthly Visa Bill
2197	07/10/2019	Claims	5	EFT	WA ST DEPT OF REVENUE	16,732.90	June Excise
2198	07/10/2019	Claims	5	9283	LAURA ABELE	134.88	
2199	07/10/2019	Claims	5	9284	AIRGAS USA, LLC	11.96	
2200	07/10/2019	Claims	5	9285	APPLIED DIGITAL IMAGING	254.17	
2201	07/10/2019	Claims	5	9286	ARAMARK UNIFORM SERVICES	262.78	
2202	07/10/2019	Claims	5	9287	BELLINGHAM AUTO PARTS	116.23	
2203	07/10/2019	Claims	5	9288	BUSINESS EXTENSION SERVICES	157.98	
2204	07/10/2019	Claims	5	9289	CADMAN HEIDELBERG CEMENT GROUP	338.25	
2205	07/10/2019	Claims	5	9290	CARE MEDICAL GROUP	470.00	
2206	07/10/2019	Claims	5	9291	CARLSON STEELWORKS INC	269.27	
2207	07/10/2019	Claims	5	9292	CARMICHAEL CLARK, P.S.	2,128.50	
2208	07/10/2019	Claims	5	9293	CENTURYLINK	2,074.69	
2209	07/10/2019	Claims	5	9294	CITY OF BELLINGHAM - NORTHSHORE	5,902.91	
2210	07/10/2019	Claims	5	9295	CITY OF BELLINGHAM-OFFICE	432.76	
2211	07/10/2019	Claims	5	9296	CLEAN WATER	60.63	
2212	07/10/2019	Claims	5	9297	COLACURCIO BROTHERS INC	392,840.53	
2213	07/10/2019	Claims	5	9298	LAKEWAY COMCAST	143.33	
2214	07/10/2019	Claims	5	9299	CORE & MAIN LP	270.02	
2215	07/10/2019	Claims	5	9300	CORION LANDSCAPE MANAGEMENT	3,911.96	
2216	07/10/2019	Claims	5	9301	COWDEN GRAVEL	508.49	
2217	07/10/2019	Claims	5	9302	DATABAR	500.93	
2218	07/10/2019	Claims	5	9303	OMAR DEWITT	293.09	Refund 200016140 Closing
2219	07/10/2019	Claims	5	9304	EDGE ANALYTICAL INC	192.00	
2220	07/10/2019	Claims	5	9305	ENVIRONMENTAL PEST CONTROL	46.66	
2221	07/10/2019	Claims	5	9306	BRUCE FORD	348.00	
2222	07/10/2019	Claims	5	9307	GRANITE PRECAST	182.22	
2223	07/10/2019	Claims	5	9308	HARDWARE SALES INC	780.77	
2224	07/10/2019	Claims	5	9309	HD FOWLER COMPANY	18.74	
2225	07/10/2019	Claims	5	9310	HEALTH PROMOTION NORTHWEST EAP	132.50	
2226	07/10/2019	Claims	5	9311	HOLLYTECH, INC	204.90	
2227	07/10/2019	Claims	5	9312	INDUSTRIAL SUPPLY INC	373.94	
2228	07/10/2019	Claims	5	9313	JCI JONES CHEMICAL, INC.	1,243.91	
2229	07/10/2019	Claims	5	9314	KELLEY IMAGING SYSTEMS	822.47	
2230	07/10/2019	Claims	5	9315	MALLORY SAFETY & SUPPLY LLC	739.34	
2231	07/10/2019	Claims	5	9316	NORTH COAST ELECTRIC CO	157.28	
2232	07/10/2019	Claims	5	9317	NORTHWEST SOLUTIONS, INC	68.26	
2233	07/10/2019	Claims	5	9318	NP INFORMATION SYSTEMS	5,309.23	
2234	07/10/2019	Claims	5	9319	OASYS INC.	84.68	
2235	07/10/2019	Claims	5	9320	ON-HOLD CONCEPTS INC	24.95	
2236	07/10/2019	Claims	5	9321	PACIFIC POWER BATTERIES	122.29	
2237	07/10/2019	Claims	5	9322	PACIFIC TURFF CLEANING	800.00	
2238	07/10/2019	Claims	5	9323	PARAMOUNT SUPPLY COMPANY	17.11	
2239	07/10/2019	Claims	5	9324	RH2	4,655.25	
2240	07/10/2019	Claims	5	9325	SANITARY SERVICE CO	275.72	

CHECK REGISTER

ACCOUNTS

PAYABLE

Lake Whatcom W-S District

MCAG #: 2330

06/27/2019 To: 07/11/2019

Time: 14:47:06 Date: 07/10/2019

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2241	07/10/2019	Claims	5	9326	BORIS SHINTAR	233.71	Refund 200016161 Closing
2242	07/10/2019	Claims	5	9327	SMITH MECHANICAL, INC	488.44	
2243	07/10/2019	Claims	5	9328	SOLE GRAPHICS	202.50	
2244	07/10/2019	Claims	5	9329	TNT SIGNS	1,087.00	
2245	07/10/2019	Claims	5	9330	US BANK N.A. CUSTODY TREASURY DIV/MONEY	28.00	
2246	07/10/2019	Claims	5	9331	UTILITIES UNDERGROUND LOCATING	163.24	
2247	07/10/2019	Claims	5	9332	VSH, PLLC	3,053.00	Annual Financial Stmtnt Prep
2248	07/10/2019	Claims	5	9333	WEBCHECK, INC.	782.64	
2249	07/10/2019	Claims	5	9334	WEX BANK	430.62	
2250	07/10/2019	Claims	5	9335	WHATCOM CO PLANNING & DEVELOPMENT	6,061.55	Euclid Shoreline Permit
2251	07/10/2019	Claims	5	9336	WHATCOM COUNTY SHERIFF'S OFFICE	10,000.00	Emergency Management Contract
2252	07/10/2019	Claims	5	9337	WILSON ENGINEERING LLC	21,574.00	
2253	07/10/2019	Claims	5	9338	YORKSTON OIL CO	3,327.29	
401 Operating Fund						67,941.34	
420 System Reinvestment Fund						429,421.01	
						<u>497,362.35</u>	Claims: 497,362.35
* Transaction Has Mixed Revenue And Expense Accounts						497,362.35	

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 7/10/2019

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

PAYROLL

Lake Whatcom W-S District
MCAG #: 2330

07/18/2019 To: 07/18/2019

Time: 09:24:02 Date: 07/15/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2297	07/18/2019	Payroll	5	EFT		235.37	06/29/2019 - 07/12/2019 PR 15
2298	07/18/2019	Payroll	5	EFT		3,629.59	06/29/2019 - 07/12/2019 PR 15
2299	07/18/2019	Payroll	5	EFT		2,362.54	06/29/2019 - 07/12/2019 PR 15
2300	07/18/2019	Payroll	5	EFT		3,234.01	06/29/2019 - 07/12/2019 PR 15
2301	07/18/2019	Payroll	5	EFT		3,516.87	06/29/2019 - 07/12/2019 PR 15
2302	07/18/2019	Payroll	5	EFT		1,701.65	06/29/2019 - 07/12/2019 PR 15
2304	07/18/2019	Payroll	5	EFT		1,165.51	06/29/2019 - 07/12/2019 PR 15
2305	07/18/2019	Payroll	5	EFT		2,690.48	06/29/2019 - 07/12/2019 PR 15
2306	07/18/2019	Payroll	5	EFT		1,747.46	06/29/2019 - 07/12/2019 PR 15
2307	07/18/2019	Payroll	5	EFT		3,037.48	06/29/2019 - 07/12/2019 PR 15
2308	07/18/2019	Payroll	5	EFT		1,838.83	06/29/2019 - 07/12/2019 PR 15
2309	07/18/2019	Payroll	5	EFT		2,022.01	06/29/2019 - 07/12/2019 PR 15
2310	07/18/2019	Payroll	5	EFT		961.33	06/29/2019 - 07/12/2019 PR 15
2311	07/18/2019	Payroll	5	EFT		235.37	06/29/2019 - 07/12/2019 PR 15
2312	07/18/2019	Payroll	5	EFT		2,466.28	06/29/2019 - 07/12/2019 PR 15
2313	07/18/2019	Payroll	5	EFT		2,375.10	06/29/2019 - 07/12/2019 PR 15
2314	07/18/2019	Payroll	5	EFT		1,564.17	06/29/2019 - 07/12/2019 PR 15
2315	07/18/2019	Payroll	5	EFT		1,460.17	06/29/2019 - 07/12/2019 PR 15
2316	07/18/2019	Payroll	5	EFT		1,995.23	06/29/2019 - 07/12/2019 PR 15
2317	07/18/2019	Payroll	5	EFT		2,610.21	06/29/2019 - 07/12/2019 PR 15
2318	07/18/2019	Payroll	5	EFT		2,413.67	06/29/2019 - 07/12/2019 PR 15
2303	07/18/2019	Payroll	5	9339		1,335.24	06/29/2019 - 07/12/2019 PR 15

401 Operating Fund

44,598.57

44,598.57 Payroll: 44,598.57

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 7/16/2019

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

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

BENEFITS**CHECK REGISTER**

Lake Whatcom W-S District
MCAG #: 2330

07/18/2019 To: 07/18/2019

Time: 09:30:10 Date: 07/15/2019
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2319	07/18/2019	Payroll	5	EFT	UNITED STATES TREASURY	16,284.48	941 Deposit for Pay Cycle(s) 07/18/2019 - 07/18/2019
2320	07/18/2019	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 07/18/2019 To 07/18/2019 - SUP ENF
2321	07/18/2019	Payroll	5	9340	AFLAC	354.85	Pay Cycle(s) 07/18/2019 To 07/18/2019 - AFLAC Pre-Tax; Pay Cycle(s) 07/18/2019 To 07/18/2019 - AFLAC Post-Tax
2322	07/18/2019	Payroll	5	9341	AFSCME LOCAL	416.78	Pay Cycle(s) 07/18/2019 To 07/18/2019 - Union Dues; Pay Cycle(s) 07/18/2019 To 07/18/2019 - Union Fund
2323	07/18/2019	Payroll	5	9342	DEPARTMENT OF RETIREMENT SYSTEMS	4,237.31	Pay Cycle(s) 07/18/2019 To 07/18/2019 - DCP
2324	07/18/2019	Payroll	5	9343	HRA VEBA TRUST (PAYEE)	545.00	Pay Cycle(s) 07/18/2019 To 07/18/2019 - VEBA
2325	07/18/2019	Payroll	5	9344	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 07/18/2019 To 07/18/2019 - ICMA
2326	07/18/2019	Payroll	5	9345	WA ST DEPT OF ES/PFMLA	169.60	Pay Cycle(s) 07/18/2019 To 07/18/2019 - PFMLA
2327	07/18/2019	Payroll	5	9346	WA ST PUBLIC EMP RET PLAN 2	10,655.52	Pay Cycle(s) 07/18/2019 To 07/18/2019 - PERS 2
2328	07/18/2019	Payroll	5	9347	WA ST PUBLIC EMP RET PLAN 3	3,075.20	Pay Cycle(s) 07/18/2019 To 07/18/2019 - PERS 3
2329	07/18/2019	Payroll	5	9348	WASHINGTON STATE HEALTH CARE AUTHORITY	15,816.12	Pay Cycle(s) 07/18/2019 To 07/18/2019 - PEBB Medical; Pay Cycle(s) 07/18/2019 To 07/18/2019 - PEBB ADD LTD; Pay Cycle(s) 07/18/2019 To 07/18/2019 - PEBB SMK Surcharge; Pay Cycle(s) 07/18/2019 To 07/18
401 Operating Fund						51,863.20	
						51,863.20	Payroll: 51,863.20

CHECK REGISTER

BENEFITS

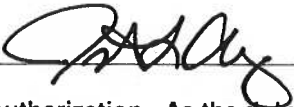
Lake Whatcom W-S District
MCAG #: 2330

07/18/2019 To: 07/18/2019

Time: 09:30:10 Date: 07/15/2019
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign  Date 7/16/2019

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

2114 QTY 2019 FR 10003

CHECK REGISTER

Lake Whatcom W-S District
MCAG #: 2330

07/24/2019 To: 07/24/2019

Time: 12:24:44 Date: 07/24/2019
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2389	07/24/2019	Payroll	5	9349	WA ST DEPT OF EMPLOYMENT SECUR	2,322.66	2ND Quarter 04/01/2019 - 06/30/2019
2390	07/24/2019	Payroll	5	9350	WA ST DEPT OF LABOR AND IND	5,684.21	2ND Quarter 04/01/2019 - 06/30/2019
401 Operating Fund						8,006.87	
						8,006.87 Payroll:	8,006.87

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 7/24/2019

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

Commissioner

Commissioner

Commissioner


Commissioner

Commissioner



**AGENDA
BILL
Item 5.A**

**Northshore Road
Exposed Sewer Force Main
Contract Award**

DATE SUBMITTED:	July 24, 2019	MEETING DATE:	July 31, 2019
TO: BOARD OF COMMISSIONERS		FROM: Bill Hunter	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Bid Summary	
TYPE OF ACTION REQUESTED		RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>
		INFORMATIONAL /OTHER <input type="checkbox"/>	

BACKGROUND / EXPLANATION OF IMPACT

This District project (#M1811) will encase an exposed 8-inch diameter sewer force main in concrete that is located within a creek that discharges to Lake Whatcom; the intent is to protect the force main from damage and corrosion. Project will cover and protect an exposed sewer force main in Agate Creek, and raise the adjacent stream bed to facilitate fish passage. The surrounding streambed will be raised to allow for fish passage over the pipe via a new roughened channel bed. Equipment will be used to move and install rocks, cobbles and streambed sediment. The area around the pipe will be cleared using an open trench methods to clear enough area for six inches of concrete to be placed around pipe. Streambed will be filled to bring it to design grade.

The District utilized the small works roster process to solicit bids for the project. An advertisement was sent to all contractors under the category of Stream Restoration on the MRSC Roster on July 3, 2019. A non-mandatory pre-bid meeting was held on July 16, 2019. Bids were due on July 24, 2019. Two bids were received.

Staff is evaluating mandatory and supplemental bidder responsibility criteria. The intent is to make a recommendation to award at the board meeting.

FISCAL IMPACT

The approved 2019 budget includes \$65k for construction.

The low bid of \$54,250, including sales tax, is within the District's 2019 approved budget.

RECOMMENDED BOARD ACTION

Staff recommends that the Board award the Northshore Sewer Exposed Sewer Force Main construction contract to the lowest, responsible bidder

PROPOSED MOTION

Recommended motion is:

"I move to award the Northshore Road Exposed Sewer Force Main contract to _____ for a total contract price of \$_____ including 8.5% sales tax and authorize the General Manager to execute the contract."

LAKE WHATCOM WATER & SEWER DISTRICT
1220 LAKEWAY DRIVE
BELLINGHAM, WA 982298
(360) 734-9224



BID PROPOSAL SUMMARY

PROJECT NAME	PROJECT #	BID OPENING DATE & TIME	PAGE # OF #	LOCATION
Northshore Road Exposed Sewer Force Main	M1811	2/24/2019 14:05	1 OF 1	LAKE WHATCOM WATER & SEWER DISTRICT BOARD ROOM
NAME OF FIRM	Engineer's Estimate	Henifin Construction, LLC (Bellingham)	Windwood Enterprises, Inc. (Ferndale)	

Item	Description	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
BASE BID									
1	Sewer Force Main Protection	1	LS	\$ 47,500.00	\$ 47,500.00	\$ 39,325.60	\$ 39,325.60	\$ 27,875.00	\$ 27,875.00
2	Streambed Sediment	35	TON	\$ 120.00	\$ 4,200.00	\$ 165.40	\$ 5,789.00	\$ 370.00	\$ 12,950.00
3	10-inch Streambed Cobbles	20	TON	\$ 500.00	\$ 10,000.00	\$ 244.22	\$ 4,884.40	\$ 588.80	\$ 11,776.00
4	Owner Directed Stream Flow Bypass	1	LS	\$ 17,000.00	\$ 17,000.00	\$ 1.00	\$ 1.00	\$ 15,289.00	\$ 15,289.00
				Sub Total Base Bid \$	78,700.00	\$	50,000.00	\$	67,890.00
				8.5% Sales Tax \$	6,689.50	\$	4,250.00	\$	5,770.65
				Grand Total \$	85,389.50	\$	54,250.00	\$	73,660.65

BID GUARANTEE FOR PROJECTS OVER \$35,000? (YES OR NO)

ADDENDUM ACKNOWLEDGED? (YES OR NO)

Partial (Cashier's Check \$3400)

N/A

Yes


No Addenda Issued

No Addenda Issued



**AGENDA
BILL
Item 5.B**

**2019 Asphalt Patching
Contract Award**

DATE SUBMITTED:	July 23, 2019	MEETING DATE:	July 31, 2019
TO: BOARD OF COMMISSIONERS		FROM: Bill Hunter	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Bid Summary	
		2. Vicinity Maps	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

This project includes approximately 2,183 square feet of asphalt parking lot repairs at the District Office (District Capital Project #C1903) and 732 square feet of numerous road patches in Geneva and Sudden Valley as part of routine operations and maintenance of water and sewer infrastructure.

The District utilized the small works roster process to solicit bids for the project. An advertisement was sent to all contractors under the category of Asphalt Pavement Minor Repairs on the MRSC Roster on July 3, 2019. A non-mandatory pre-bid meeting was held on July 15, 2019. Bids were due on July 2, 2019. Two bids were received.

Staff is evaluating mandatory and supplemental bidder responsibility criteria. The intent is to make a recommendation to award at the board meeting.

FISCAL IMPACT

The 2019 Asphalt Patching low bid of \$46,755.91, including sales tax, is within the District's 2019 approved budget.

The approved 2019 budget includes a specific capital improvement project for parking lot asphalt repairs at the District Office (District Project #C1903). The capital project budget is \$50k.

The approved 2019 budget also includes \$40k for Operations Repair/Maintenance contracted work (401-53X-50-48). As of 7/23/2019 \$2.5k has been spent, leaving approximately \$37.5k remaining.

Unit Price Analysis

Year	Total Contract Price	Asphalt Patching Area (SF)	Unit Price \$/SF
2018	\$40,842.11	2,100	\$19.45
2019	\$46,755.91 (estimated)	2,915	\$16.04

RECOMMENDED BOARD ACTION

Staff recommends that the Board award the 2019 Asphalt Patching construction contract to the lowest, responsible bidder.

PROPOSED MOTION

Recommended motion is:

"I move to award the 2019 Asphalt Patching contract to _____ for a total contract price of \$_____ including 8.5% sales tax and authorize the General Manager to execute the contract."

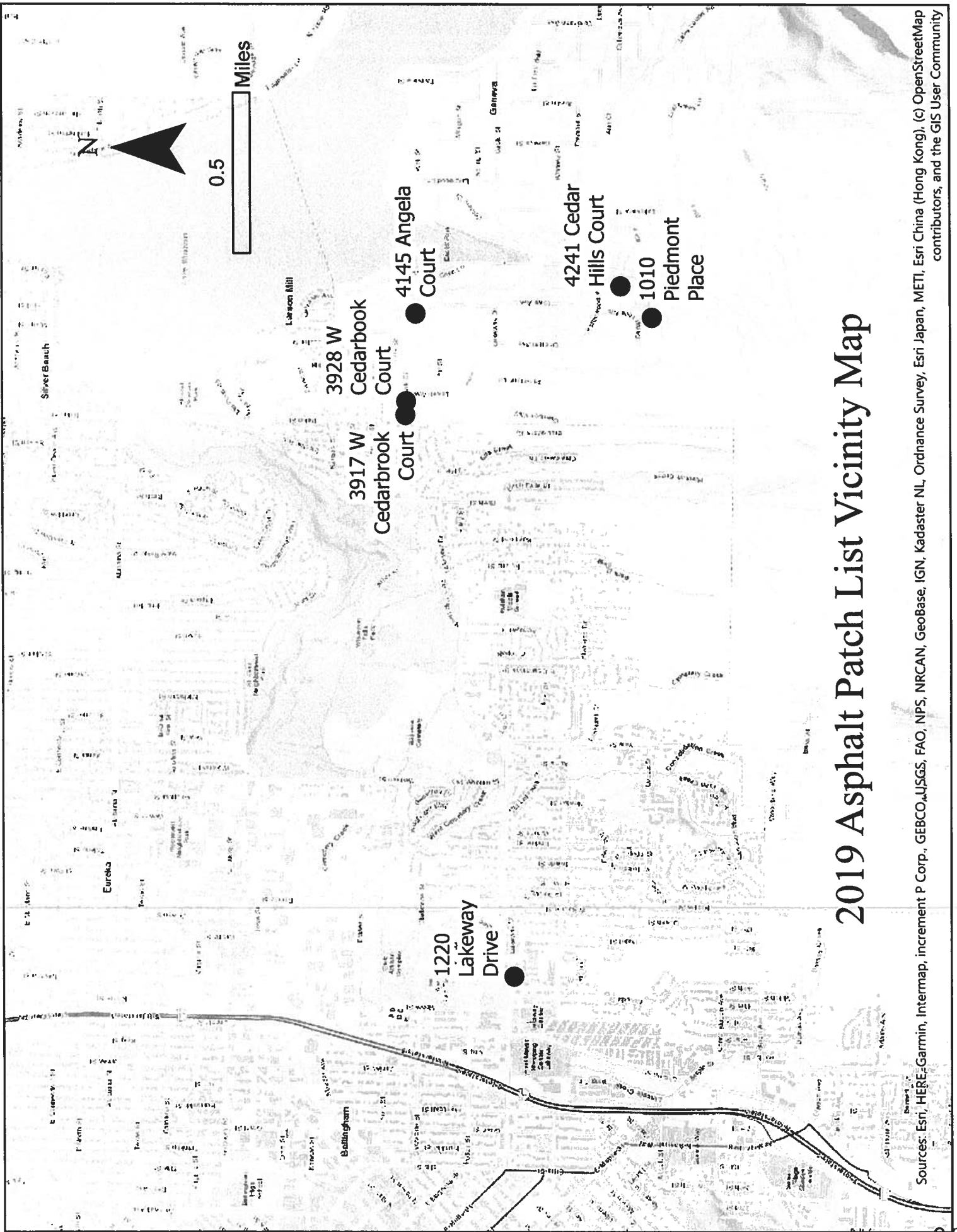
LAKE WHATCOM WATER & SEWER DISTRICT
1220 LAKEWAY DRIVE
BELLINGHAM, WA 982298
(360) 734-9224



BID PROPOSAL SUMMARY

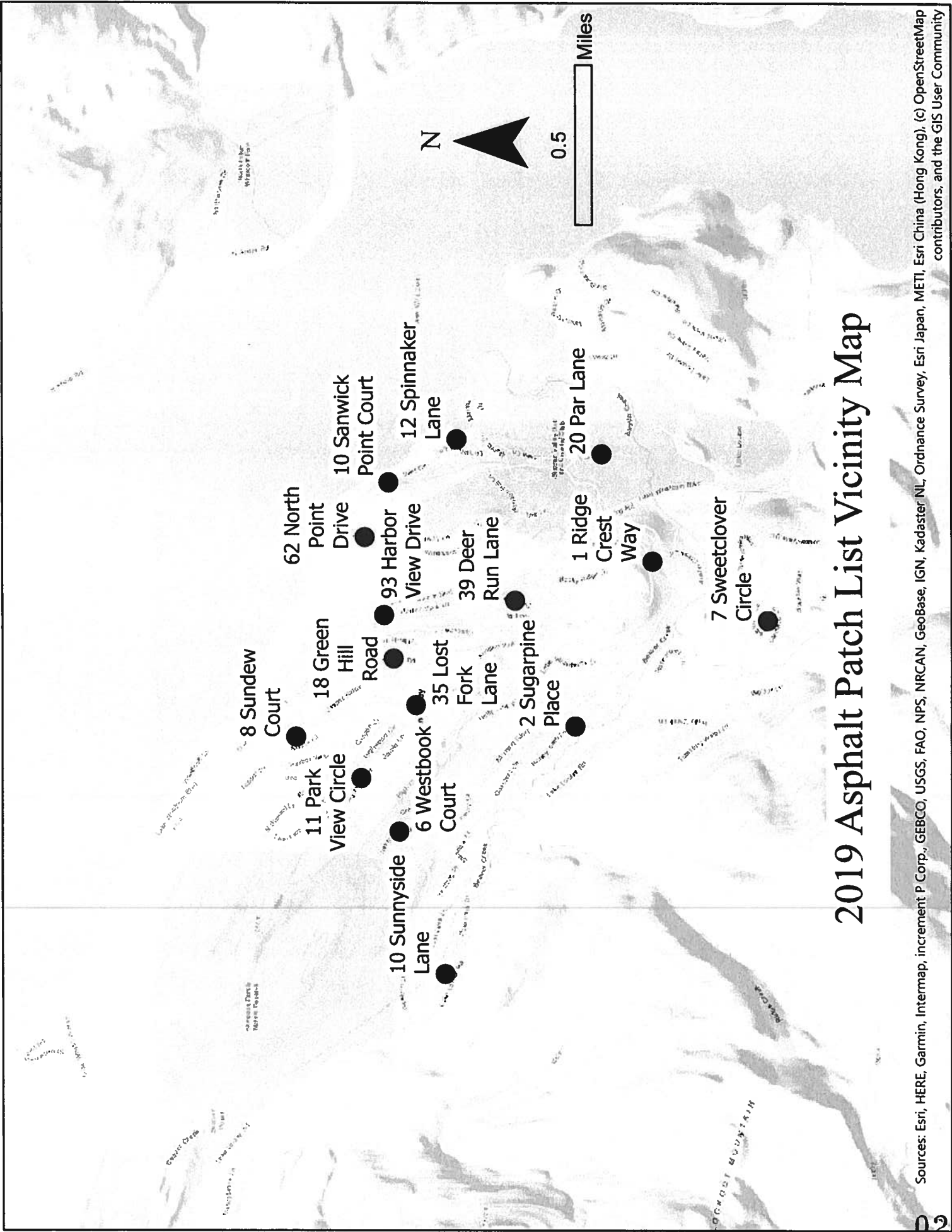
PROJECT NAME	PROJECT #	BID OPENING DATE & TIME	PAGE # OF #	LOCATION
2019 Asphalt Patching	C1903	2/23/2019 14:05	1 OF 1	LAKE WHATCOM WATER & SEWER DISTRICT BOARD ROOM
NAME OF FIRM	Engineer's Estimate			J. Ritter Dirt & Asphalt, LLC (Bellingham)

Item	Description	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
BASE BID									
1	Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 12,000.00	\$ 12,000.00	\$ 16,750.00	\$ 16,750.00
2	Asphalt Saw Cutting	349	LF	\$ 30.00	\$ 10,470.00	\$ 10.00	\$ 3,490.00	\$ 10.00	\$ 3,490.00
3	Excavate Patches to Specified Depth and Dispose of Materials	20	CY	\$ 1,000.00	\$ 20,000.00	\$ 250.00	\$ 5,000.00	\$ 600.00	\$ 12,000.00
4	2" Compacted Depth Asphalt Patch	2482	SF	\$ 12.00	\$ 29,784.00	\$ 6.00	\$ 14,892.00	\$ 5.00	\$ 12,410.00
5	2.5" Compacted Depth Asphalt Patch	162	SF	\$ 15.00	\$ 2,430.00	\$ 24.00	\$ 3,888.00	\$ 11.00	\$ 1,782.00
6	4" Compacted Depth Asphalt Patch, Compacted in 2" Lifts	271	SF	\$ 20.00	\$ 5,420.00	\$ 13.00	\$ 3,523.00	\$ 12.00	\$ 3,252.00
7	Crushed Surfacing Top Course	1	CY	\$ 200.00	\$ 200.00	\$ 300.00	\$ 300.00	\$ 150.00	\$ 150.00
				Sub Total Base Bid	\$ 73,304.00	\$	\$ 43,093.00	\$	\$ 49,834.00
				8.5% Sales Tax	\$ 6,230.84	\$	\$ 3,662.91	\$	\$ 4,235.89
				Grand Total	\$ 79,534.84	\$	\$ 46,755.91	\$	\$ 54,069.89



2019 Asphalt Patch List Vicinity Map

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, Geobase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (G) OpenStreetMap contributors, and the GIS User Community



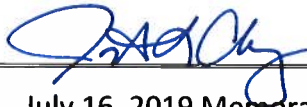
2019 Asphalt Patch List Vicinity Map

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community



**AGENDA
BILL
Item 5.C**

**Commissioner Insurance
Discussion**

DATE SUBMITTED:	July 16, 2019	MEETING DATE:	July 31, 2019
TO: BOARD OF COMMISSIONERS		FROM: Justin Clary, General Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. July 16, 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

During its 2019 session, the Washington State Legislature passed Senate Bill 5122, which revised RCW 57.08.100 removing the minimum customer base requirement (5,000 customers) for water/sewer districts to have the option of providing health insurance to commissioners. Governor Inslee subsequently signed the bill into law, which becomes effective July 28, 2019. The District currently serves approximately 4,300 customers; therefore, the pending law will allow the District Board to consider providing insurance to its members. The Board has requested discussion pertaining to this topic during a regularly scheduled meeting of the Board. Staff have developed a memorandum (attached) to facilitate policy discussion on this topic.

FISCAL IMPACT

The fiscal impacts of the providing insurance to District commissioners is estimated to be approximately \$79,000 per year (based on 2019 rates and current Board makeup).

RECOMMENDED BOARD ACTION

No action is recommended at this time.

PROPOSED MOTION

Not applicable.



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

To: Board of Commissioners

Date: June 5, 2019

Updated: July 16, 2019

From: Justin Clary, General Manager

RE: Board of Commissioner Insurance Analysis

The Lake Whatcom Water and Sewer District (District) operates as a special purpose district under the authority of Title 57 Revised Code of Washington (RCW), Water-Sewer Districts. During its 2019 session, the Washington State Legislature passed Senate Bill 5122 (see attachment), which revised RCW 57.08.100 removing the minimum customer base requirement (5,000 customers) for water/sewer districts to have the option of providing health insurance to commissioners. Governor Inslee subsequently signed the bill into law, which becomes effective July 28, 2019. The District currently serves approximately 4,300 customers; therefore, the pending law will allow the District Board of Commissioners (Board) to consider providing insurance to its members. The purpose of this memorandum is to facilitate Board discussion relative to consideration of setting policy by which commissioners may be provided health insurance through the District.

Provisions Under RCW 57.08.100

As revised, RCW 57.08.100 provides "A district providing health, group, or life insurance to its employees may provide its commissioners with the same coverage. However, the per person amounts for such insurance paid by the district shall not exceed the per person amounts paid by the district for its employees."

District-provided Insurance

The District currently provides health insurance to its employees and qualifying family members through contract with the Washington State Public Employees Benefits Board (PEBB) Program; a base level life insurance policy (\$35,000) is also provided by the District through PEBB, but only to employees (not family members). The 2019 monthly costs per employee, based upon dependent eligibility are:

- Employee only—\$833 per month
- Employee/spouse—\$1,514 per month
- Employee/family—\$2,025 per month

Under its collective bargaining agreement with AFSCME, the District pays for 95% of applicable insurance costs for union-represented employees (14 employees), with individual employees paying the remainder. The District pays 100% of the insurance costs for non-represented employees (five employees).

Clarification of RCW Ambiguity

The language in RCW 57.08.100 is relatively general, when considered specific to application under the District's insurance provisions. For example, the District provides insurance to employees and their eligible family members, creating ambiguity relative to if insurance could only be provided to commissioners, or if their spouses and/or family members are also eligible for coverage. Similarly, the District provides a different level of monetary contribution to employee insurance (95% of represented employee costs and 100% of non-represented employee costs). Based on these ambiguities, District staff requested an opinion from the Municipal Research Service Center (MRSC). The MRSC staff recommendation relative to eligibility of coverage for commissioners was:

The district may provide the same benefits to the commissioners that it is providing to its employees. So if the district is providing benefits to its employees and their families, the same benefits could be extended to the commissioners and their families, however the per person cost that the district pays may not exceed the per person cost paid by the district for its employees/spouses/families.

The MRSC opinion relative to monetary contribution of commissioners for insurance coverage was:

While the statute is silent on this issue, I do believe that a comparison of groups, so that the benefits being provided to the commissioners do not exceed a similar group would be appropriate. If Group 1 is covered by a union contract and represents the majority of the employees of the district, while Group 2 represents a smaller pool (for example – management), our guidance would be that Group 1 represents the intent as SB 5122. It would be our recommendation that the district take the more cautious approach and provide the same benefit level as Group 1 (in other words the minimal approach – rather than the maximum). The district should carefully evaluate the differences between these two groups of employees.

Therefore, based upon MRSC's recommendation, District commissioners and their spouses and/or eligible family members are eligible for coverage of 95% of the costs of insurance through the District.

Other Jurisdictions Providing Commissioner Insurance

As the Board may wish to consider how other organizations address this issue, following summarizes insurance coverages provided to elected officials for public agencies that the District has historically used as comparables during development of staff salary surveys:

- City of Bellingham—provides city councilmembers insurance consistent with benefits provided to permanent, part-time exempt employees

- City of Ferndale—does not provide insurance to councilmembers
- Birch Bay Water and Sewer District—provides commissioners insurance as a contribution into a health reimbursement account (HRA) consistent with that provided district employees
- City of Anacortes—provides councilmember insurance at the same level as part-time employees
- Mukilteo Water and Wastewater District—provides commissioners insurance as a contribution into an HRA consistent with that provided district employees
- Alderwood Water and Wastewater District—provides commissioners insurance consistent with that provided district employees
- City of Marysville—does not provide insurance to councilmembers
- Lake Stevens Sewer District—does not provide insurance to commissioners
- City of Lynden—does not provide insurance to councilmembers

Financial Cost to District

To develop a succinct understanding of the cost to the District if the Board provides insurance to commissioners, staff obtained from each current commissioner the coverage status (i.e., commissioner only, commissioner/spouse, commissioner/family) that would likely apply to them. Under the current Board make up, one commissioner would be commissioner only coverage, four commissioners would be commissioner/spouse, and no commissioners would be commissioner/family. The following table reflects to annual cost to the District, under 2019 costs, for providing insurance to commissioners.

Coverage Category	Annual Cost per Commissioner			Number of Commissioners	Total Annual Cost to District
	Total	District Share	Comm. Share		
Commissioner Only	\$10,044	\$9,542	\$502	1	\$9,542
Commissioner/Spouse	\$18,216	\$17,305	\$911	4	\$69,220
Commissioner/Family	\$24,348	\$23,131	\$1,217	0	\$0
TOTAL					\$78,762

Pros

Positive impacts to the District of providing insurance to each commissioner include, but are not limited to:

- Encourage competitive pool of candidates. Commissioners are currently limited in compensation to what is statutorily allowed (currently \$128/meeting). Increasing the personal benefit to commissioners could result in attracting a larger candidate pool from which the voters may choose from.

Cons

Negative impacts to the District of providing insurance to each commissioner include, but are not limited to:

- **Financial Impact.** The annual financial impact to the District would be approximately \$79,000. As these costs are not currently accounted for in revenue projections; the cost would need to be built into future rate increases, or the current level-of-service expectation would need to be reduced (for example, the projected insurance cost would equate to nearly to the cost of employing one full time equivalent entry-level maintenance worker, or the price of purchasing and equipping one full-size maintenance truck).
- **Ratepayer Perception.** With some of the highest utility rates in the region, there is already a sense of customer stress associated with District rates. Any inclusion of expenses that are not considered essential to providing utility services runs the risk of being heavily scrutinized and/or challenged by the ratepayers.
- **Staff Morale.** District management has already received some feedback from staff regarding the appearance of fairness in providing the same level of benefits to part-time commissioners (commissioner meeting attendance averaged 3.2 meetings per month in 2018) as are provided to full time employees.
- **Potential shift in reason for serving.** With a relatively low personal benefit to serving (limited to salary based on meeting attendance), commissioners largely serve as a means of community service. Through increasing the personal benefit, ulterior motives for serving could occur, prompting commissioners to make decisions based upon what will get them re-elected, rather than what is right for the utility.

CERTIFICATION OF ENROLLMENT

SENATE BILL 5122

Chapter 40, Laws of 2019

66th Legislature
2019 Regular Session

WATER-SEWER DISTRICT COMMISSIONERS--INSURANCE COVERAGE

EFFECTIVE DATE: July 28, 2019

Passed by the Senate February 20, 2019
Yeas 46 Nays 0

CYRUS HABIB

President of the Senate

Passed by the House April 4, 2019
Yeas 81 Nays 12

FRANK CHOPP

Speaker of the House of Representatives

Approved April 17, 2019 12:46 PM

CERTIFICATE

I, Brad Hendrickson, Secretary of the Senate of the State of Washington, do hereby certify that the attached is **SENATE BILL 5122** as passed by Senate and the House of Representatives on the dates hereon set forth.

BRAD HENDRICKSON

Secretary

FILED

April 18, 2019

JAY INSLEE

Governor of the State of Washington

**Secretary of State
State of Washington**

SENATE BILL 5122

Passed Legislature - 2019 Regular Session

State of Washington

66th Legislature

2019 Regular Session

By Senators Takko, Short, Honeyford, and Hasegawa

Prefiled 01/10/19. Read first time 01/14/19. Referred to Committee on Local Government.

1 AN ACT Relating to insurance coverage for water-sewer district
2 commissioners; and amending RCW 57.08.100.

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

4 **Sec. 1.** RCW 57.08.100 and 1996 c 230 s 316 are each amended to
5 read as follows:

6 Subject to chapter 48.62 RCW, a district, by a majority vote of
7 its board of commissioners, may enter into contracts to provide
8 health care services and/or group insurance and/or term life
9 insurance and/or social security insurance for the benefit of its
10 employees and may pay all or any part of the cost thereof. Any two or
11 more districts, by a majority vote of their respective boards of
12 commissioners, may, if deemed expedient, join in the procuring of
13 such health care services and/or group insurance and/or term life
14 insurance, and the board of commissioners of a participating district
15 may by appropriate resolution authorize its respective district to
16 pay all or any portion of the cost thereof.

17 A district (~~with five thousand or more customers~~) providing
18 health, group, or life insurance to its employees may provide its
19 commissioners with the same coverage. However, the per person amounts
20 for such insurance paid by the district shall not exceed the per
21 person amounts paid by the district for its employees.

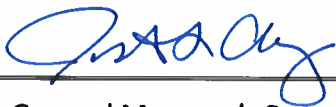
Passed by the Senate February 20, 2019.
Passed by the House April 4, 2019.
Approved by the Governor April 17, 2019.
Filed in Office of Secretary of State April 18, 2019.

--- END ---



**AGENDA
BILL
Item 7.A.**

General Manager's Report

DATE SUBMITTED:	July 25, 2019	MEETING DATE:	July 31, 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, July 31, 2019 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Aug 14, 2019	6:30 p.m.	Board Room
District Operations Day	Wed Jul 31, 2019	Following Board Meeting	District Facilities
Employee Staff Meeting	Thu Aug 15, 2019	8:00 a.m.	Board Room Commissioner Carter to Attend
Investment Comm Meeting	Wed Jul 31, 2019	4:30 p.m.	Small Conference Room
Safety Committee Meeting	Thu Aug 15, 2019	9:00 a.m.	Small Conference Room
Lake Whatcom Management Program			
Data Group Meeting	Thu Aug 8, 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 Aug 13, 2019	6:15 p.m.	Bob's Burgers, 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed Aug 21, 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:

- Committee met on July 23; significant progress is being made on review/revision to various safety programs, as well as employee-required safety certifications. No major issues/concerns were identified during the meeting.

Investment Committee:

- July 10 meeting postponed due to board meeting cancellation; rescheduled for July 31.

Upcoming Important Agenda Topics and Meetings

- Agate Heights Water Treatment Plant Expansion Discussion (August 14)
- Commissioner iPad training (August 14)

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 has updated the District's Respirator, Confined Space, Vehicle Operation, Fire Safety, and Meter Reader Safety programs.

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
Staff attended DocuWare training on June 13; R Hope developing process for ensuring digitalization of applicable documents in accordance with State regulations.

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 attended the Whatcom County Council meeting on July 9 (Lake Whatcom Stormwater Utility ordinance).
- J. Clary scheduled to attend the Whatcom Water Alliance meeting on July 29.

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) with new information posted regularly.
- Create/manage District Facebook account
Facebook account is live (<https://www.facebook.com/Lake-Whatcom-Water-Sewer-District-455872278278848>) with new information posted regularly.
- Create/manage District NextDoor account
NextDoor currently limits public agency pages to only emergency response agencies.

Press Releases

- District staff recognition press release issued on January 14.
- ShakeAlert implementation press release issued on July 23 (note: the District was mentioned on King 5 evening news on July 17 as an early adopter of the ShakeAlert system).

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 participating on the Interjurisdictional Coordinating Team (ICT) in the development of the Lake Whatcom Management Program 2020-2024 Work Plan (most recent meeting held June 21; next meeting is scheduled for July 26).
J. Clary attended the July 11 Data Group meeting.
J. Clary attended the June 24 Policy 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 under review.

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 (per District Code, owners have 18 months from date of notice to connect).

Watershed Stormwater Utility

- Participate in utility development process
County staff presented the utility structure and fees during the May 8 board meeting. County Council introduced the stormwater rate structure ordinance during its July 9 meeting, and held a public hearing and adopted (vote of 5-2) the rate structure 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 August.

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
The District issued a letter in May 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). This letter is also be issued with water/sewer availability requests received since May.



**AGENDA
BILL
Item 7.B**

**Engineering Department
Report**

DATE SUBMITTED:	July 25, 2019	MEETING DATE:	July 31, 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	FORMAL ACTION/ MOTION	INFORMATIONAL /OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Staff presentation of Summary of Existing District Projects and priorities

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Review and discuss.

PROPOSED MOTION

Not applicable at this time.



Lake Whatcom Water & Sewer District

Summary of Existing District Projects

Prepared for the July 31, 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	21	0	0	0
Pre-paid Connection Certificates & Expired Permit	16	0	5	0
Water Availabilities (trailing 12 months)	53	0	0	0
Subtotal - Commitments not yet connected	90	0	5	0
Available ERUs	**	15	8	0

**** 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 x	Feb x	Mar x	Apr x	May x	June x	July x	Aug 	Sept 	Oct 	Nov 	Dec
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month		Jan x	Feb x	Mar x	Apr x	May x	June x	July x	Aug 	Sept 	Oct 	Nov 	Dec
Department of Revenue Prepared by: Debi	Due end of following month		Jan x	Feb x	Mar x	Apr x	May x	June x	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		April 3, 2019											
OSHA 300 Log Prepared by: Rich	February 1		January 28, 2019											
Water Use Efficiency Performance Report Prepared by: Kevin	July 1		March 1, 2019											
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	251	243	97%
Office - Managers	16	16	100%
Office - Staff	48	48	100%
Overall	390	382	98%

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	Tuesday, July 23, 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. • 6/3/2019 Preconstruction meeting with SVCA, contractor, and Wilson to coordinate construct and inspections. Contractor will be starting work soon. 	



District Projects

Staff Report

7/23/2019

A1901 Whatcom County Region GIS Imagery Partnership 2019 Flight

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

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

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

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 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 Permit 12 (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.
7/23/2019 HDD portion of project successfully complete. Contractor working on new tie-in manhole at Ranch House. New manhole near Country Club Pump Station installed.
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.

- 7/23/2019 Contractor installed new force main sleeve on Geneva St and working to pull new force main through.
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.
7/23/2019 44 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.
- 7/8/2019 Project report submitted to DOH for review and approval.

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.
- 8/21/2019 Dellesta and Edgewater Shoreline Development Permit Hearing at 130pm at Whatcom County Courthouse.

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.
- 7/23/2019 Generator and ATS installed and wired. District scheduling vendor to assist with initial generator startup.

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.
- 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.

06 Bidding

7/3/2019 2019 Asphalt Patching Advertisement sent to Small Works Roster Contractors

7/15/2019 2019 Asphalt Patching prebid meeting.

7/23/2019 2019 Asphalt Patching bid opening.

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

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

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.

06 Bidding

7/3/2019 Advertisement sent to small works roster contractors.

7/16/2019 Pre-bid meeting
7/24/2019 Bid opening.

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.B**

**Finance Department
Report**

DATE SUBMITTED:	July 25, 2019	MEETING DATE:	July 31, 2019
TO: BOARD OF COMMISSIONERS	FROM: Debi Denton		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Quarterly Financial Report for 2 nd Quarter 2019		
	2. June 2019 Adjustments 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

Information only.

FISCAL IMPACT

N/A

RECOMMENDED BOARD ACTION

N/A

PROPOSED MOTION

N/A



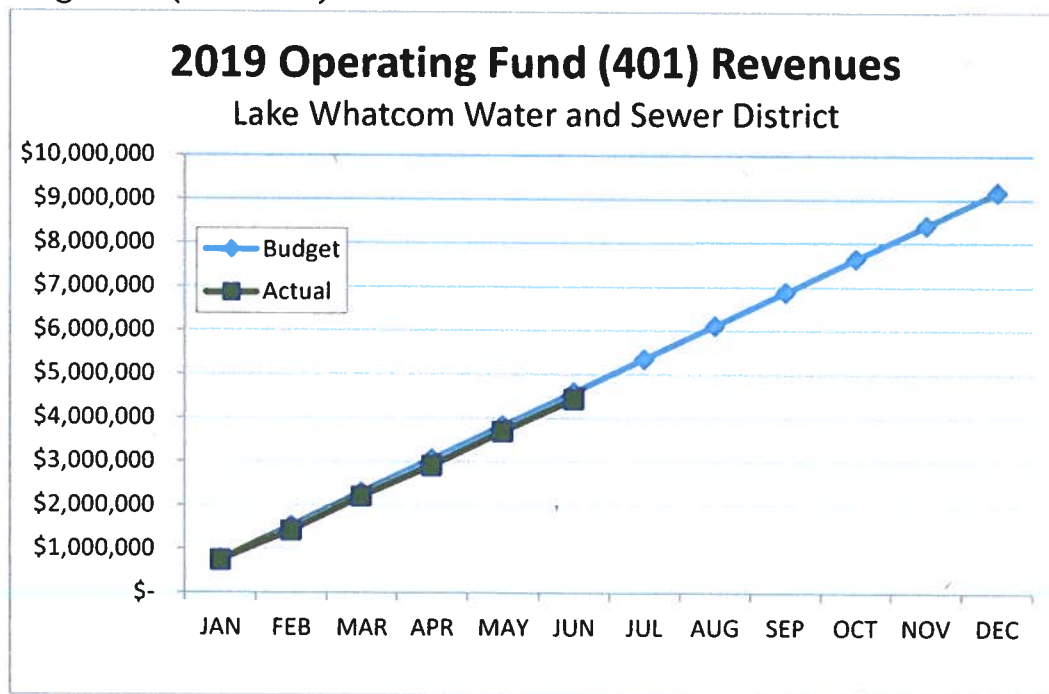
Quarterly Financial Report Second Quarter 2019

Lake Whatcom Water and Sewer District
Bellingham, Washington

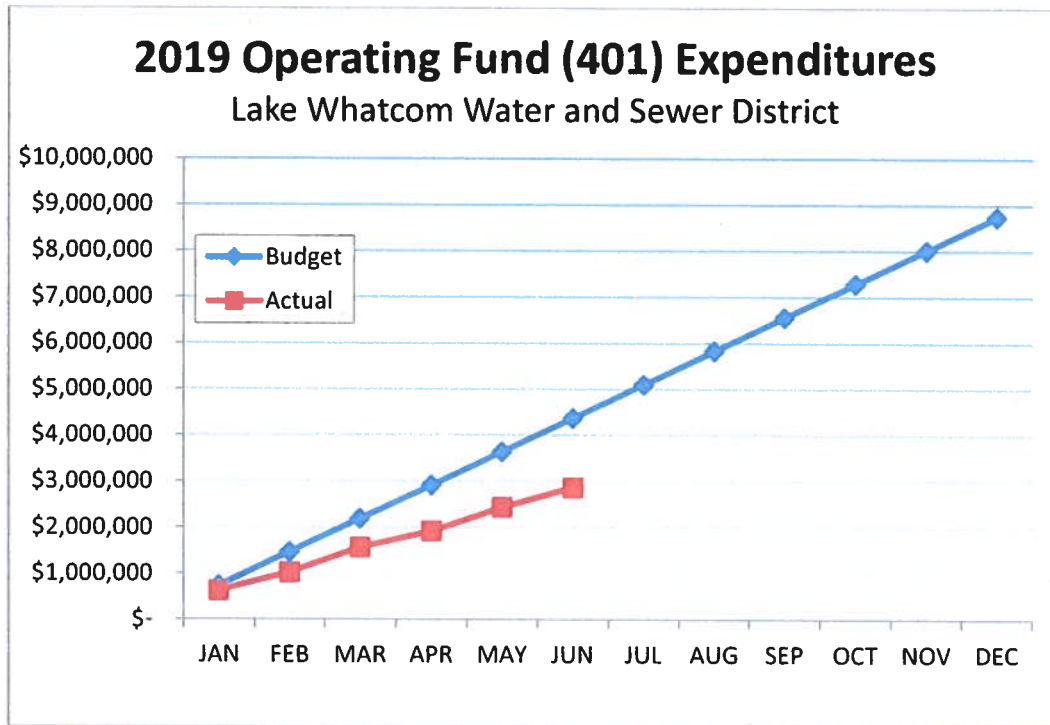
Summary

Through the first half of 2019, expenditures and revenues associated with the Lake Whatcom Water and Sewer District's (District) Operating Fund (Fund 401), which serves as the primary operational fund for the District, continue to follow financial projections reflected in the 2019 Budget. With summer months ahead, revenues from water sales and new construction permits are anticipated to increase, while costs associated with capital construction projects that were on hold until the Lake Whatcom land disturbance window opened, are also anticipated to increase. In general, revenues and expenditures are anticipated to largely continue to follow the 2019 Budget, with exception to a budget amendment approved by the Board of Commissioners in March to transfer funds from the Sewer/Stormwater Contingency Fund to the System Reinvestment Fund to fully fund construction contract award costs (Country Club HDD Gravity Sewer and Geneva Lift Station Renovation projects) that were above funding allocated in the 2019 Budget.

Operating Fund (Fund 401)



Through June 30, 2019, Operating Fund revenues were \$4,427,648, which are relatively equal to revenues projected through the first half of the year in the 2019 Budget (\$4,582,578). Historically, revenues tend to lag projections through the first six months of the year, with water sales and, to a lesser extent, permit fees, increasing significantly during the third quarter. Based upon recent water production rates at the District's treatment plants and the known number of water/sewer availability requests that have been issued year-to-date, staff anticipates actual revenues to reflect historical trends (i.e., increase) in the coming months.



Operating Fund expenditures lagged 2019 Budget projections through the first six months. This is primarily due to costs associated with a number of large capital construction projects not having been incurred (those projects started after the land disturbance window opened), so funds have yet to be transferred to the System Reinvestment Fund. On the other hand, most day-to-day operational costs of the District (personnel salary and benefits, professional services, utilities, etc.) are in line with budget projections (49% expended of the overall budget). Once construction costs are incurred, transfers from the Operating Fund to the System Reinvestment Fund will be completed and Operating Fund expenditures should better align with projections.

District Fund Balances

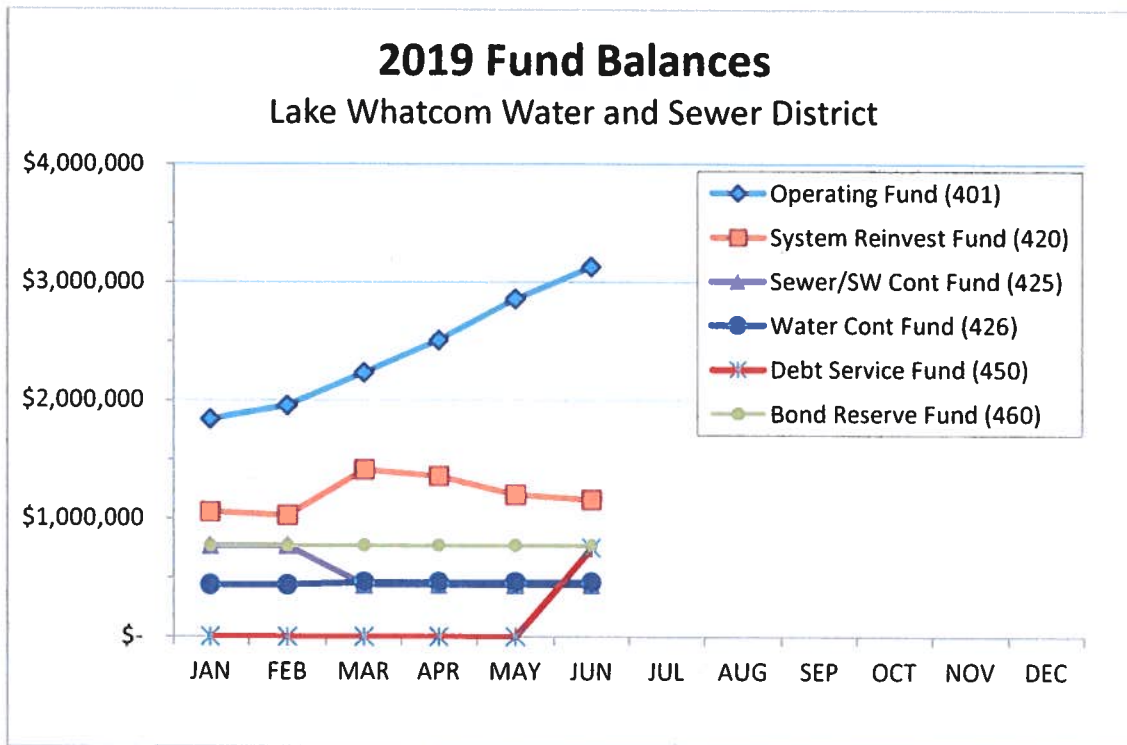
Operating Fund (Fund 401)

As discussed above, Operating Fund revenues have outpaced expenditures year-to-date, increasing the fund balance by approximately \$1.3 million. However, anticipated capital construction costs will result in transfers to the System Reinvestment fund in the coming months, as anticipated in the 2019 Budget.

System Reinvestment Fund (Fund 420)

This fund, which largely receives income through transfers from the Operating Fund, is used to finance capital construction projects. The fund balance was initially established through adoption of the 2019 Budget, and subsequently received a relatively large transfer from the Sewer/Stormwater Contingency Fund in March through the Board's approval of a budget amendment to cover the costs of the Country Club Horizontal Directional Drill Gravity Sewer Main and Geneva Sanitary Sewer Lift Station Renovation projects that were awarded at prices above those anticipated in the

2019 Budget. Consistent with its intended use, the fund balance will begin to be drawn down as 2019 capital projects are completed.



Sewer/Stormwater Contingency Fund (Fund 425)

This fund provides for paying for unanticipated costs that may be incurred by the District's sewer system. A transfer of \$15,000 from the Operating Fund to this fund was completed in March, bringing the fund to its fully funded amount (\$785,000, which reflects 1 percent of the sewer infrastructure replacement cost). As mentioned earlier, a transfer in March to the System Reinvestment Fund through an approved budget amendment brought the balance to \$440,592.

Water Contingency Fund (Fund 426)

This fund provides for paying for unanticipated costs that may be incurred by the District's water system. A transfer of \$20,000 from the Operating Fund to this fund was completed in March, bringing the fund to its fully funded amount (\$460,000, which reflects 1 percent of the water infrastructure replacement cost).

Debt Service Fund (Fund 450)

This fund provides for payment of outstanding debt and is typically maintained with no balance until the months in which annual debt payments are due. At that point, a transfer from the Operating Fund to the Debt Service Fund is made, and payment of debt is made, returning the fund balance to zero. However, in anticipation for 2019 debt payments, District staff transferred the total debt obligation amount from the Operating Fund to the Debt Service Fund in June. Under the

District's current debt obligations, payments totaling \$750,898 will be made in October/November (See attached Debt Service Calendar 2019).

Bond Reserve Fund (Fund 460)

This is a restricted fund associated with covenants of the 2016 bond sale. It is fully funded at \$772,334 with no change anticipated through yearend.

District Investments

See attached Investment/Cash Summary as of June 30, 2019.



LAKE WHATCOM WATER AND SEWER FUND SUMMARY 2019

	401	420	425	426	431	450	460	TOTAL
	OPERATING	SYSTEM REINVESTMENT	SEWER/ STORM WATER CONTINGENCY	WATER CONTINGENCY	2016 BOND FUND	DEBT SERVICE	BOND RESERVE (RESTRICTED)	
2019 REVENUES AND TRANSFERS IN	3,331,538	439,830	15,000	20,000	-	865,720	-	4,672,088
2019 EXPENDITURES AND TRANSFERS OUT	(3,248,863)	(371,738)	(344,530)	-	(114,092)	(116,203)	-	(4,195,426)
CASH/INVESTMENTS 2018 CARRYOVER	1,868,506	1,092,805	772,210	440,000	114,092	1,381	772,334	5,061,328
ALLOCATED TO OPERATING RESERVES	\$1,951,181	\$1,160,897	\$442,680	\$460,000	\$0	\$750,898	\$772,334	\$5,537,990
2018 CARRYOVER FOR SYSTEM REINVESTMENT	-\$800,000							
	-\$668,506							
	\$482,675							

LAKE WHATCOM WATER AND SEWER REVENUE

Description	Budget	ACTUAL	
	2019	6/30/2019	
		50%	
OPERATING FUND - 401			
REVENUES			
401-343-40-10	2,526,043	1,151,333	46%
401-343-41-10	210,000	63,316	30%
401-343-50-11	4,058,102	2,020,970	50%
401-343-50-19	4,000	2,315	58%
401-343-50-80	-	-	
401-343-81-10	30,000	10,548	35%
401-359-90-00	50,000	28,159	56%
401-361-11-00	50,000	34,823	70%
401-361-40-00-80	5,000	3,799	76%
401-368-10-00-80	30,000	11,682	39%
401-369-10-00	2,000	3,544	177%
401-369-10-01	-	1,049	
401-395-10-00	-	-	
401-398-20-00-01	-	-	
TOTAL REVENUES	6,965,145	3,331,538	47.8%

LAKE WHATCOM WATER AND SEWER EXPENDITURES				
Description		BUDGET 2019	6/30/2019	
SYSTEM REINVESTMENT FUND - 420				
420-343-40-19	DEA Permits	-	2,032	
420-397-10-00	Transfers In From Operating Fund 401	1,600,000		
420-397-10-41	Transfer In From 2016 Bond Fund 431 for Country Club	93,390	93,390	
	Transfer In From Sewer Contingency Fund 425 for Geneva	127,213	127,213	
	Transfer In From Sewer Contingency Fund 425 for Country Club	217,195	217,195	
	TOTAL REVENUES	2,037,798	439,830	
420-534-10-41	DEA Contracted Services	-	1,131	
420-534-10-41-20	SVWTP Facility Plan	50,000		
420-534-90-61	DEA Refunds	-	-	
420-535-10-41-20	Sewer Comp Plan Update	85,000	744	
			1,875	
	Active Projects to be completed in 2019			
			13,742	
	C 15-04 Reservoir Security	760,585		
	C16-11 Country Club Pump Station - Construction	113,647	7,967	
	C16-11 Country Club Pump Station - BHC	717,836	5,805	
	C17-05 Geneva Sewer Pump Station - Construction	70,000	585	
	C17-05 Geneva Sewer Pump Station - RH2		849	
	C17-08 Ball checks @ Airport and Beaver	8,842	1,805	
	C17-16A Dead End Blowoffs	40,000		
	C17-16B Geneva Booster Station PRVs, Backflow, Roof	5,000	9,412	
	1801C Shake Alert (Div 22)	357,126	72,524	
	1802C Edgewater/Dellesta Pump Station Predesign and Permitting	2,000	1,545	
	1803C Camp Firwood ATS and Replace Fence	105,000	103,388	
	1809C Backhoe/Trailer	35,000	29,239	
	1810C Airport Pump Station Stationary Generator	75,000	7,687	
	1811M North Shore FM Stream Crossing Protection	4,852		
	1813C WA State Emergency Mgmt (Div 7 Shake Alert and Retrofits)	22,046	17,449	
	1814C Agate Heights Water System Upgrade			
	New Projects for 2019			

LAKE WHATCOM WATER AND SEWER EXPENDITURES				
	Description	BUDGET 2019	6/30/2019	
	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		
	Professional Services (TOTAL)	290,000	163,204	56%
401-53X-10-41-01	Communication	50,000	28,182	56%
401-53X-10-45	Admin Lease (new copy machines now leased)	7,000	5,162	74%
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	13,522	80%
401-53X-10-49-02	WA State Dept of Revenue Taxes/Permits	215,000	107,874	50%
401-53X-40-43	Training & Travel	35,000	22,199	63%
401-53X-40-43-01	Tuition reimbursement	1,000	-	0%
401-53X-50-31	Maintenance Supplies	150,000	74,121	49%
401-53X-50-31-01	Small assets	70,000	25,901	37%
401-53X-50-48	Operations Repair/Maint	120,000	63,846	53%
401-53X-50-49	Insurance Claims	5,000	5,000	100%
401-53X-60-41	Operations Contracted	22,500	2,528	11%
401-534-60-47	Water City of Bellingham	45,000	-	0%
401-535-60-47	Sewer City of Bellingham Treatment Fee	650,000	387,646	60%
401-53X-80-10	Operations Payroll (3% cola plus step increases - 2019)	1,066,380	509,357	48%
401-53x-80-10-01	Operations Capital Projects Payroll	-	-	
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	503,000	226,002	45%
401-53X-80-32	Fuel	28,000	12,192	44%
401-53X-80-35	Safety Supplies	10,000	9,483	95%
401-53X-80-35-01	Safety Supplies Boots	2,500	481	19%
401-53X-80-35-02	Emergency Preparedness	10,000	5,543	55%
401-53X-80-47	General Utilities	230,000	106,507	46%
401-53X-80-49	Laundry	4,000	2,082	52%
401-589-99-99	Payroll liabilities	-	-	
	OPERATING EXPENDITURES	4,788,040	2,348,143	49.0%

LAKE WHATCOM WATER AND SEWER EXPENDITURES				
OPERATING FUND - 401				
EXPENDITURES				
Description		BUDGET 2019	6/30/2019	
			50%	
401-53X-10-10	Admin Payroll (3% cola plus step increases - 2019)	674,270	328,910	49%
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	284,390	143,404	50%
401-53X-10-31	Gen Admin Supplies/Equipment	30,000	20,009	67%
401-53X-10-31-01	Meetings/Team building	3,000	4,531	151%
401-53X-10-40	Web pay/Bank Fees	40,000	21,218	53%
	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				
	Description	BUDGET 2019	6/30/2019	
TRANSFERS	Transfers Out to System Reinvestment Fund 420	1,600,000	15,000	
	Transfers Out to Sewer/Storm Water Contingency Fund 425	15,000	20,000	
	Transfers Out to Water Contingency Fund 426	20,000	20,000	
	Transfers Out to Debt Service Fund 450	647,406	646,026	
	Transfers Out to Debt Service Fund 450	219,694	219,694	
	TOTAL EXPENDITURES	7,290,140	3,248,863	
OPERATING FUND	OPERATING REVENUES	6,965,145	3,331,538	
	EXPENDITURES	(7,290,140)	(3,248,863)	
	2018 BALANCE CARRYOVER	1,200,000	1,868,506	
	ALLOCATED TO OPERATING RESERVES	(800,000)	(800,000)	
	2018 CARRYOVER FOR SYSTEM REINVESTMENT	75,005	482,675	

Jun-19

ADJUSTMENTS

20001095	52.81	Late fee reversal
140017046	21.18	Late fee reversal
140026010	23.37	Late fee reversal
140026015	23.37	Late fee reversal
160030072	28.35	Late fee reversal
180000013	23.37	Late fee reversal
180000015	17.93	Late fee reversal
180023076	23.37	Late fee reversal
180032044	23.37	Late fee reversal
200002069	27.46	Late fee reversal
200010151	23.54	Late fee reversal
200016259	23.37	Late fee reversal
220005067	23.37	Late fee reversal
220022051	23.37	Late fee reversal
240003196	27.78	Late fee reversal
240003225	23.45	Late fee reversal

TOTAL **\$ 409.46**


220006001	13.67	Incorrect meter size credit
160025073	118.88	Leak credit

TOTAL **\$ 132.55**



**AGENDA
BILL
Item 7.D**

**Operations Department
Report**

DATE SUBMITTED:	July 25, 2019	MEETING DATE:	July 31, 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.