



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

August 28, 2019

8:00 a.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Board of Commissioners. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Presentation—Cartegraph Asset Management System Upgrades
 - B. Emergency Declaration—Sudden Valley Water Treatment Plant Raw Water Line Check Valve Replacement
 - C. Board of Commissioners Insurance Discussion
 - D. 2019 Whatcom County/City of Bellingham Candidate Engagement
 - E. Disposal of Surplus Property
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:	August 21, 2019	MEETING DATE:	August 28, 2019
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. See below		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

****TO BE UPDATED 8/27/19 ****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the July 31, 2019 Board Meeting
- Payroll for Pay Period #16 (07/27/2019 through 08/09/2019) totaling \$45,123.31
- Payroll Benefits for Pay Period #16 totaling \$53,361.18
- Accounts Payable Vouchers totaling \$187,909.44



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

REGULAR SESSION OF THE BOARD OF COMMISSIONERS
Minutes
July 31, 2019

Board President Laura Abele called the Regular Session to order at 8:02 a.m.

Attendees: Commissioner Laura Abele
Commissioner Todd Citron
Commissioner John Carter
Commissioner Bruce Ford
Commissioner Leslie McRoberts
General Manager Justin Clary
Assistant General Manager/District Engineer Bill Hunter
Finance Manager/Treasurer Debi Denton
Operations & Maintenance Manager Brent Winters
Recording Secretary Rachael Hope
Consulting Engineer Melanie Mankamyer

No members of the public were in attendance.

Consent Agenda

Action Taken

McRoberts moved, Carter seconded, approval of:

- **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**
- **Payroll for Pay Period #16 (07/13/2019 through 07/26/2019) totaling \$44,025.94**
- **Payroll Benefits for Pay Period #16 totaling \$51,943.89**
- **Accounts Payable Vouchers totaling \$304,587.76**

Motion passed.

Northshore Road Exposed Sewer Force Main Contract Award

Hunter explained that the Northshore Road Exposed Sewer Force Main project will encase an exposed 8-inch diameter sewer force main in concrete located within a creek that discharges to Lake Whatcom. This 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. 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. Bids were due on July 24, 2019 and two bids were received.

Action Taken

Citron moved, Ford seconded, to award the Northshore Road Exposed Sewer Force Main contract Henifin Construction LLC for a total contract price of \$54,250.00 including 8.5% sales tax and authorize the General Manager to execute the contract. Motion passed.

2019 Asphalt Patching Contract Award

Hunter recalled that the 2019 Asphalt Patching Contract includes approximately 2,183 square feet of asphalt parking lot repairs at the District Office 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. Bids were due on July 2, 2019 and two bids were received. The 2019 Asphalt Patching low bid of \$46,755.91, including sales tax, is within the District's 2019 approved budget. Staff recommended that the Board award the 2019 Asphalt Patching construction contract to the lowest, responsible bidder. Discussion followed.

Action Taken

Citron moved, Carter seconded, to award the 2019 Asphalt Patching contract to Western Refinery Services Inc. for a total contract price of \$46,755.91 including 8.5% sales tax and authorize the General Manager to execute the contract. Motion passed.

Commissioner Insurance Discussion

Clary informed the Board that during its 2019 session, the Washington State Legislature passed Senate Bill 5122, which revised RCW 57.08.100 to remove 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 revised law allows the District Board to consider providing insurance to its members. The fiscal impact of the providing insurance to District commissioners is estimated to be approximately \$79,000 per year (based on 2019 rates and current Board makeup). Discussion followed.

General Manager's Report

Clary updated the Board on several topics, including updates on District grant applications and the County's new Stormwater District and rate structure. Discussion followed.

Engineering Department Report

Hunter briefed the Board on the progress of several projects, including the Country Club Horizontal Directional Drill. Discussion followed.

Finance Department Report

Denton presented the Board with the Second Quarter financial report. Discussion followed.

Operations Department Report

Winters provided updates on several ongoing operations, including employee safety training, the Airport Generator, and reservoir pressure washing. Discussion followed.

With no further business, Abele adjourned the Regular Session at 9:36 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

08/15/2019 To: 08/15/2019

Time: 09:45:14 Date: 08/13/2019
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2565	08/15/2019	Payroll	5	EFT		3,634.97	07/27/2019 - 08/09/2019 PR 17
2566	08/15/2019	Payroll	5	EFT		2,360.54	07/27/2019 - 08/09/2019 PR 17
2567	08/15/2019	Payroll	5	EFT		3,777.86	07/27/2019 - 08/09/2019 PR 17
2568	08/15/2019	Payroll	5	EFT		3,515.23	07/27/2019 - 08/09/2019 PR 17
2569	08/15/2019	Payroll	5	EFT		1,532.20	07/27/2019 - 08/09/2019 PR 17
2571	08/15/2019	Payroll	5	EFT		1,249.11	07/27/2019 - 08/09/2019 PR 17
2572	08/15/2019	Payroll	5	EFT		2,686.65	07/27/2019 - 08/09/2019 PR 17
2573	08/15/2019	Payroll	5	EFT		1,820.43	07/27/2019 - 08/09/2019 PR 17
2574	08/15/2019	Payroll	5	EFT		3,028.31	07/27/2019 - 08/09/2019 PR 17
2575	08/15/2019	Payroll	5	EFT		2,937.66	07/27/2019 - 08/09/2019 PR 17
2576	08/15/2019	Payroll	5	EFT		2,014.64	07/27/2019 - 08/09/2019 PR 17
2577	08/15/2019	Payroll	5	EFT		890.81	07/27/2019 - 08/09/2019 PR 17
2578	08/15/2019	Payroll	5	EFT		1,941.67	07/27/2019 - 08/09/2019 PR 17
2579	08/15/2019	Payroll	5	EFT		2,367.03	07/27/2019 - 08/09/2019 PR 17
2580	08/15/2019	Payroll	5	EFT		1,562.17	07/27/2019 - 08/09/2019 PR 17
2581	08/15/2019	Payroll	5	EFT		1,462.04	07/27/2019 - 08/09/2019 PR 17
2582	08/15/2019	Payroll	5	EFT		1,994.98	07/27/2019 - 08/09/2019 PR 17
2583	08/15/2019	Payroll	5	EFT		2,602.11	07/27/2019 - 08/09/2019 PR 17
2584	08/15/2019	Payroll	5	EFT		2,410.44	07/27/2019 - 08/09/2019 PR 17
2570	08/15/2019	Payroll	5	9402		1,334.46	07/27/2019 - 08/09/2019 PR 17
401 Operating Fund						45,123.31	
						45,123.31	Payroll: 45,123.31

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 8/13/2019

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

08/15/2019 To: 08/15/2019

Time: 09:54:46 Date: 08/13/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2585	08/15/2019	Payroll	5	EFT	UNITED STATES TREASURY	16,684.94	941 Deposit for Pay Cycle(s) 08/15/2019 - 08/15/2019
2586	08/15/2019	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 08/15/2019 To 08/15/2019 - SUP ENF
2587	08/15/2019	Payroll	5	9403	AFLAC	354.85	Pay Cycle(s) 08/15/2019 To 08/15/2019 - AFLAC Pre-Tax; Pay Cycle(s) 08/15/2019 To 08/15/2019 - AFLAC Post-Tax
2588	08/15/2019	Payroll	5	9404	AFSCME LOCAL	416.78	Pay Cycle(s) 08/15/2019 To 08/15/2019 - Union Dues; Pay Cycle(s) 08/15/2019 To 08/15/2019 - Union Fund
2589	08/15/2019	Payroll	5	9405	DEPARTMENT OF RETIREMENT SYSTEMS	4,237.31	Pay Cycle(s) 08/15/2019 To 08/15/2019 - DCP
2590	08/15/2019	Payroll	5	9406	HRA VEBA TRUST (PAYEE)	545.00	Pay Cycle(s) 08/15/2019 To 08/15/2019 - VEBA
2591	08/15/2019	Payroll	5	9407	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 08/15/2019 To 08/15/2019 - ICMA
2592	08/15/2019	Payroll	5	9408	WA ST DEPT OF ES/PFMLA	172.15	Pay Cycle(s) 08/15/2019 To 08/15/2019 - PFMLA
2593	08/15/2019	Payroll	5	9409	WA ST PUBLIC EMP RET PLAN 2	10,974.32	Pay Cycle(s) 08/15/2019 To 08/15/2019 - PERS 2
2594	08/15/2019	Payroll	5	9410	WA ST PUBLIC EMP RET PLAN 3	3,096.30	Pay Cycle(s) 08/15/2019 To 08/15/2019 - PERS 3
2595	08/15/2019	Payroll	5	9411	WASHINGTON STATE HEALTH CARE AUTHORITY	16,571.19	Pay Cycle(s) 08/15/2019 To 08/15/2019 - PEBB Medical; Pay Cycle(s) 08/15/2019 To 08/15/2019 - PEBB ADD LTD; Pay Cycle(s) 08/15/2019 To 08/15/2019 - PEBB SMK Surcharge; Pay Cycle(s) 08/15/2019 To 08/15
401 Operating Fund						53,361.18	
						53,361.18	Payroll: 53,361.18

CHECK REGISTER

BENEFITS

Lake Whatcom W-S District
MCAG #: 2330

08/15/2019 To: 08/15/2019

Time: 09:54:46 Date: 08/13/2019
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 8/13/2019

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

Commisioner

Commisioner

Commisioner

Commisioner

Commisioner

CHECK REGISTER **ACCOUNTS PAYABLE**

Lake Whatcom W-S District
 MCAG #: 2330

08/14/2019 To: 08/14/2019

Time: 11:37:47 Date: 08/14/2019
 Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2606	08/14/2019	Claims	5	EFT	US BANK - CC	5,697.64	MONTHLY VISA BILL
2607	08/14/2019	Claims	5	EFT	WA ST DEPT OF REVENUE	20,573.84	July Excise
2608	08/14/2019	Claims	5	9412	AIRGAS USA, LLC	11.96	
2609	08/14/2019	Claims	5	9413	ARAMARK UNIFORM SERVICES	383.60	
2610	08/14/2019	Claims	5	9414	BUILDERS ALLIANCE	26.21	
2611	08/14/2019	Claims	5	9415	BUSINESS EXTENSION SERVICES	156.60	
2612	08/14/2019	Claims	5	9416	CARMICHAEL CLARK, P.S.	1,077.00	
2613	08/14/2019	Claims	5	9417	CENTURYLINK	2,411.06	
2614	08/14/2019	Claims	5	9418	CLEAN WATER	25.55	
2615	08/14/2019	Claims	5	9419	COLACURCIO BROTHERS INC	120,207.15	
2616	08/14/2019	Claims	5	9420	LAKEVIEW COMCAST	88.34	
2617	08/14/2019	Claims	5	9421	LAKEWAY COMCAST	143.33	
2618	08/14/2019	Claims	5	9422	CORION LANDSCAPE MANAGEMENT	679.71	
2619	08/14/2019	Claims	5	9423	COWDEN GRAVEL	1,974.91	
2620	08/14/2019	Claims	5	9424	DATAPRO SOLUTIONS, INC	131.53	
2621	08/14/2019	Claims	5	9425	EDGE ANALYTICAL INC	967.00	
2622	08/14/2019	Claims	5	9426	GUARDIAN SECURITY	351.79	
2623	08/14/2019	Claims	5	9427	MICHAEL & WENDY HAMMES	366.24	Refund WLT Closing 240001096
2624	08/14/2019	Claims	5	9428	HARDWARE SALES INC	901.22	
2625	08/14/2019	Claims	5	9429	HD FOWLER COMPANY	3,128.17	
2626	08/14/2019	Claims	5	9430	HEALTH PROMOTION NORTHWEST EAP	100.00	
2627	08/14/2019	Claims	5	9431	INDUSTRIAL SUPPLY INC	290.97	
2628	08/14/2019	Claims	5	9432	INTERMOUNTAIN SLURRY SEAL	1,500.00	Meter Deposit
2629	08/14/2019	Claims	5	9433	KELLEY IMAGING SYSTEMS	688.79	
2630	08/14/2019	Claims	5	9434	LAKESIDE INDUSTRIES	467.55	
2631	08/14/2019	Claims	5	9435	MALLORY SAFETY & SUPPLY LLC	375.02	
2632	08/14/2019	Claims	5	9436	MATERIALS TESTING & CONSULTING, INC	756.25	
2633	08/14/2019	Claims	5	9437	NATIONAL SAFETY, INC	271.25	
2634	08/14/2019	Claims	5	9438	NP INFORMATION SYSTEMS	3,940.16	
2635	08/14/2019	Claims	5	9439	OASYS INC.	71.36	
2636	08/14/2019	Claims	5	9440	ON-HOLD CONCEPTS INC	24.95	
2637	08/14/2019	Claims	5	9441	PUGET SOUND ENERGY	11,882.85	
2638	08/14/2019	Claims	5	9442	SANITARY SERVICE CO	275.72	
2639	08/14/2019	Claims	5	9443	SEHOME XPRESS LUBE	174.85	
2640	08/14/2019	Claims	5	9444	STAR RENTALS, INC.	180.25	
2641	08/14/2019	Claims	5	9445	TNT SIGNS	70.66	
2642	08/14/2019	Claims	5	9446	UNLIMITED SERVICE	2,251.36	
2643	08/14/2019	Claims	5	9447	US BANK N.A. CUSTODY TREASURY DIV/MONEY	28.00	
2644	08/14/2019	Claims	5	9448	UTILITIES UNDERGROUND LOCATING	149.38	
2645	08/14/2019	Claims	5	9449	WATER CANNON INC.	3,269.00	
2646	08/14/2019	Claims	5	9450	WEBCHECK, INC.	635.90	
2647	08/14/2019	Claims	5	9451	WEST COAST CPR TRAINING	713.00	
2648	08/14/2019	Claims	5	9452	WEX BANK	489.32	

401 Operating Fund	65,643.64
420 System Reinvestment Fund	122,265.80

CHECK REGISTER

ACCOUNTS

Lake Whatcom W-S District
MCAG #: 2330

08/14/2019 To: 08/14/2019

Time: 14:37:47 Date: 08/14/2019
PAYABLE Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
						Claims:	187,909.44
* Transaction Has Mixed Revenue And Expense Accounts						187,909.44	

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 8/15/2019

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

Commisioner

Commisioner

Commisioner

Commisioner

Commisioner



**AGENDA Presentation—Asset Management
BILL
Item 5.A
System Upgrades**

DATE SUBMITTED:	August 21, 2019	MEETING DATE:	August 28, 2019
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL	<i>Justin Clary</i>		
ATTACHED DOCUMENTS	1. none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District was an early-adopted of GIS-based asset management, implementing Cartegraph’s software in the early 2000s. As the District looks to expand the software’s capabilities to gain efficiencies in both asset and work assignment management, the 2019 Budget includes funding to purchase additional modules of the Cartegraph software. District staff have been working with Cartegraph throughout the year and are now at a point of testing the new system. Staff will provide a presentation of the changes to our District-specific setup during the Board meeting.

FISCAL IMPACT

Funding for purchase of the additional Cartegraph modules is included in the 2019 Budget.

RECOMMENDED BOARD ACTION


No action is necessary; this is solely a presentation to the Board.

PROPOSED MOTION

Not applicable.



AGENDA **Emergency Declaration—Sudden**
BILL **Valley Water Treatment Plant**
Item 5.B **Check Valve Replacement**

DATE SUBMITTED:	August 21, 2019	MEETING DATE:	August 28, 2019
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Memorandum dated August 20, 2019		
	2. Emergency Declaration		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Please refer to that attached memorandum dated August 20, 2019.

FISCAL IMPACT

The fiscal impacts of replacing installing necessary piping appurtenances to allow for replacement of the failing check valve are estimated at \$40,000.

RECOMMENDED BOARD ACTION

No action is necessary; the memorandum and emergency declaration issued by the General Manager fulfills the requirements of entering a written finding of an emergency into the public record as stipulated in [Revised Code of Washington 39.04.280](#) and the District’s administrative code.

PROPOSED MOTION

Not applicable.



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

To: Lake Whatcom Water and Sewer District Board of Commissioners

From: Justin Clary, PE, General Manager

Date: August 20, 2019

Re: Declaration of Emergency
Sudden Valley Water Treatment Plant Raw Water Line Check Valve
Replacement

[RCW 39.04.280](#) and the District's administrative code requires that, if an emergency exists, the person(s) designated by the governing body may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts to address the emergency situation. It also requires if an emergency contract is awarded without competitive bidding, the Board of Commissioners or its designee enter a written finding of an emergency into the public record no later than two weeks following the contract award.

An emergency situation exists associated with the raw water intake line for the Sudden Valley Water Treatment Plant, which is the sole water source for the District's South Shore Water System (Washington State Department of Health Water Facility Identification No. 95910). The specific issue is a failing check valve located between the raw water intake in Lake Whatcom and the plant's pumps, which is allowing water to backflow past the check valve to the lake when the pumps are not in operation. This results in the raw water line losing prime at the pumps, which could result in pump failure, and thus, the inability to produce water at the plant.

The check valve is located within an existing vault at an elevation approximately three feet below the current lake level. There is no viable means of isolating the valve from the lake to allow for its removal and replacement. Therefore, an isolation valve must be installed between the existing vault and the lake to allow for replacement of the failing check valve.

Staff recommends this situation be corrected as quickly as possible to prevent real and immediate danger to the water treatment plant if no immediate action is taken.

As a result, I declared an emergency and authorized staff to award contracts as necessary to address the emergency. The initial estimate to address the emergency situation is \$40,000.



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

DECLARATION OF EMERGENCY

In compliance with the Washington State statues [RCW 39.04.020](#), [RCW 39.04.280](#), and [RCW 57.08.050](#), the General Manger of the Lake Whatcom Water and Sewer District (District) declares an emergency situation exists which presents a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. Further, the General Manager waives the competitive bidding requirements and authorizes the award of all necessary contracts to address this emergency situation.

An emergency situation exists associated with the raw water intake line for the Sudden Valley Water Treatment Plant, which is the sole water source for the District's South Shore Water System (Washington State Department of Health Water Facility Identification No. 95910). The specific issue is a failing check valve located between the raw water intake in Lake Whatcom and the plant's pumps, which is allowing water to backflow past the check valve to the lake when the pumps are not in operation. This results in the raw water line losing prime at the pumps, which could result in pump failure, and thus, the inability to produce water at the plant.

The check valve is located within an existing vault at an elevation approximately three feet below the current lake level. There is no viable means of isolating the valve from the lake to allow for its removal and replacement. Therefore, an isolation valve must be installed between the existing vault and the lake to allow for replacement of the failing check valve.

Staff recommends this project be handled under emergency contracting provisions to remove the hazards as quickly as possible.

A handwritten signature in blue ink that reads "Justin Clary".

Justin Clary, PE, General Manager
Lake Whatcom Water and Sewer District

Dated August 20, 2019



**AGENDA
BILL
Item 5.C**

**Commissioner Insurance
Discussion**

DATE SUBMITTED:	August 21, 2019	MEETING DATE:	August 28, 2019
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

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 became 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. During its regularly scheduled July 31 meeting, the Board discussed the option of providing insurance to commissioners. During the discussion, a number of questions were raised by the Board:

1) What would be the cost of providing insurance to Medicare-eligible commissioners through the Washington State Public Employees Benefits Board (PEBB)?
District staff contacted PEBB regarding this question. PEBB indicated that because commissioners are considered employees (they are compensated per State statute), they do not qualify for Medicare rates, and would therefore be required the same rates as non-Medicare-eligible employees. If health insurance is provided to commissioners, Medicare would become secondary insurance because the commissioners would be considered active employees covered by District insurance.

2) What would costs be to the District and commissioners if commissioners are considered part-time employees under District personnel policies?
District Personnel Policies Manual Section 6.09 (Benefits for Part Time and Temporary Employees) reads:
 Regular Part Time Employees: All leaves, including holidays, and insurance premiums are pro-rated. Pro-rated means the ratio between the number of hours in the employee’s normal work schedule and forty (40) hours per week.

Under [RCW 57.12.010](#), commissioners are compensated based upon a per meeting basis, regardless of the length of each meeting, not on an hourly basis. Because both length of meetings and number of meetings attended per week vary greatly, administration of a proportionate cost sharing arrangement for insurance premiums could be burdensome from an audit perspective. In addition, the District would need to develop a procedure for collection of premium payments from commissioners, and penalties should a commissioner fail to provide timely payment. That said, the following table provides a rough breakdown on annual costs to the District and individual commissioners based upon various scenarios under 2019 rates:

Coverage	5 Hours per Week		10 Hours per Week		20 Hours per Week	
	12.5% District	87.5% Commission	25% District	75% Commission	50% District	50% Commission
Commissioner	\$ 1,249.50	\$ 8,746.50	\$ 2,499.00	\$ 7,497.00	\$ 4,998.00	\$ 4,998.00
Commissioner/Spouse	\$ 2,271.00	\$ 15,897.00	\$ 4,542.00	\$ 13,626.00	\$ 9,084.00	\$ 9,084.00
Commissioner/Family	\$ 3,037.50	\$ 21,262.50	\$ 6,075.00	\$ 18,225.00	\$ 12,150.00	\$ 12,150.00

- 3) Commissioner Carter volunteered to work with Debi Denton to clarify how PEBB works relative to Medicare-eligible individuals.

Debi Denton and Commissioner Carter discussed this topic on August 20. The two concluded that since commissioners are considered employees, Medicare rates do not apply. Further discussion will need to include the factors of commissioner contribution level as well as non-participation waiver fees if all commissioners do not wish to participate in PEBB coverage.

- 4) Would a change in policy to provide insurance to commissioners qualify as a “change in status” that would enable enrollment at any time, or would the District need to wait until the annual open enrollment period (November of each year)?

District staff contacted PEBB regarding this question. PEBB indicated that the Board of Commissioners would be considered a separate group under the District and would be eligible for initial enrollment at any time (i.e., not subject to the annual November enrollment period). PEBB also indicated that, because the Board of Commissioners would be a separate group, the District would be responsible for the monthly waiver fee (currently \$150) for any commissioner that elects not to be covered by PEBB insurance.

FISCAL IMPACT

The fiscal impacts of the providing insurance to District commissioners is estimated to be up to approximately \$79,000 per year (based on 2019 rates, current Board makeup, and if insurance was provided consistent with represented employees [95% District—5% commissioners]).

RECOMMENDED BOARD ACTION


No action is recommended at this time.

PROPOSED MOTION

Not applicable.



**AGENDA 2019 Whatcom County/City of
BILL Bellingham Candidate Engagement
Item 5.D**

DATE SUBMITTED:	August 21, 2019	MEETING DATE:	August 28, 2019
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The Lake Whatcom Water and Sewer District (District), operating as a special purpose district under Washington State statute, works directly with Whatcom County (County) and City of Bellingham (City) governments on a regular basis (e.g., as a member of the Lake Whatcom Management Program, gaining land use permits from the County for capital projects, through interlocal services agreements with the City for water distribution and sewage treatment, etc.). Therefore, maintaining an amicable working relationship with the head of each organization, and ensuring that those individuals have a strong understanding of District priorities and perspectives, is critical to the District. The current County Executive and City Mayor, Jack Louws and Kelli Linville, respectively, are not seeking another term of office (both terms end December 31, 2019). As a result, both positions are currently open for election. A primary election was held on August 6, with the two candidates with the highest number of votes for each position proceeding to the November 5 general election. The two candidates for the County Executive position are Tony Larson and Satpal Sidhu, and the two candidates for the City Mayor position are April Barker and Seth Fleetwood.

As was discussed during a prior regularly scheduled Board of Commissioners meeting, there is an interest in coordinating meetings between up to two commissioners and each candidate to determine each candidate's position relative to topics of interest to the District, as well as to take the opportunity to apprise each candidate of the District's position on various subjects. With the November 5 general election slightly over two months away, staff recommends that the Board identify which commissioners will participate in the interviews, as well as topics the District would like to raise with each candidate. Initial topics identified by staff are:

Whatcom County

- Lake Management Program
 - o Septic Impacts (and how to address)
 - o Continued Development in the Watershed
- Land Use-Permitting
 - o Programmatic Approach
 - o Inclusion of District Permitting in County Construction (new home) Permitting
 - o UGA-Annexation
- Emergency Response
 - o Mutual Aid Agreement(s)

City of Bellingham

- Lake Management Program
 - o Septic Impacts (and how to address)
 - o Continued Development in the Watershed
- Land Use-Permitting
 - o UGA-Annexation
- Infrastructure
 - o Solids Handling Facility Replacement
 - o WWTP Effluent Nutrient Removal
 - o Scenic Intertie
 - o Eagleridge Intertie
- Emergency Response
 - o Mutual Aid Agreement(s)

FISCAL IMPACT

No fiscal impact is anticipated.

RECOMMENDED BOARD ACTION

No action is necessary.

PROPOSED MOTION

Not applicable.



**AGENDA
BILL
Item 5.E**

**Disposal of
Surplus Property**

DATE SUBMITTED:	August 21, 2019	MEETING DATE:	August 28, 2019
TO: BOARD OF COMMISSIONERS	FROM: Brent Winters, O&M Manager		
GENERAL MANAGER APPROVAL	<i>[Signature]</i>		
ATTACHED DOCUMENTS	1. List of Surplus Property dated August 21, 2019		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

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

FISCAL IMPACT

The District may realize some revenue through sale of items identified as having value.

RECOMMENDED BOARD ACTION

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

PROPOSED MOTION

A recommended motion is:

“I move to declare the property defined in the list dated August 21, 2019, as surplus and authorize staff to dispose of each item in a manner that is most beneficial to the District and consistent with state law.”

LWWSO Surplus Property List

August 21, 2019

Item	Asset ID	Model / Serial Number	Condition	Value
WHEEL LOCK OFF DEVICES			BRAND NEW	??
SCBAG		805942	USED-9000 CONDITION	150?
SPEEDAIR Air Comp		L1/S/2000-00043	USED 9000 CONDITION	200?
Whitco WASHER HOT PRESSURE		4020-PEO 691-74	USED NOT CURRENTLY WORKING	
Service truck 23		1999 Ford F250	unused	4000



**AGENDA
BILL
Item 7.A.**

General Manager's Report

DATE SUBMITTED:	August 21, 2019	MEETING DATE:	August 28, 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, August 28, 2019 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Sep 11, 2019	6:30 p.m.	Board Room
Employee Staff Meeting	Thu Sep 12, 2019	8:00 a.m.	Board Room Commissioner Ford to Attend
Investment Comm Meeting	Wed Oct 9, 2019	6:00 p.m.	Small Conference Room
Safety Committee Meeting	Tue Sep 17, 2019	8:00 a.m.	Small Conference Room
Lake Whatcom Management Program			
Data Group Meeting	Thu Sep 12, 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 Oct 8, 2019	6:15 p.m.	Bob’s Burgers, 8822 Quil Ceda Pkwy, Tulalip, WA
Whatcom Water Districts Caucus Meeting	Wed Sep 18, 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 August 20; 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:

- District staff are in the process of scheduling the next committee meeting.

Upcoming Important Agenda Topics and Meetings

- Master Fees and Charges Schedule Update (September 11)
- Agate Heights Water Treatment Plant Expansion Discussion (September 11)
- Financial Policies Update (September 25)
- Administrative Code Update (October 9)
- 2020 Budget Discussion (October 9)
- Engineering Standards Update (October 30)

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 Ted Carlson's (city of Bellingham public works director) farewell event on August 14.

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.

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
Water conservation fact sheet created in June and distributed with July/August utility bills.*

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 August 6; multiple meetings being scheduled for September).
J. Clary attended the August 8 Data Group meeting.*

Onsite Septic System Impact Assessment

- North shore monitoring
J. Clary attended a meeting on June 14 with city of Bellingham and Whatcom County staff regarding development of an interlocal agreement between the District, city of Bellingham, and Whatcom County specific to assessment of septic impacts to Lake Whatcom. A scope of work for water quality monitoring, as well as an interlocal agreement, 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
*J Clary attended multiple meetings of the citizen advisory committee, the April 30 public meeting; and multiple County Council meetings.
County Council held a public hearing and adopted (vote of 5-2) the rate structure during its July 23 meeting; the utility will become effective (begin assessing rates) January 1, 2020.*

Board Technology Upgrades

Board-issued Tablets

- Identify/implement appropriate systems to board
District staff are in the process of issuing tablets and conducting training with each commissioner.

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
Staff have begun analyzing data and are using this data to develop updates, as applicable, the District's Schedule of Fee and Charges (to be presented during the Board's September 11 meeting).

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 being issued with water/sewer availability requests received since May.



**AGENDA
BILL
Item 7.B**

**Engineering Department
Report**

DATE SUBMITTED:	August 21, 2019	MEETING DATE:	August 28, 2019
TO: BOARD OF COMMISSIONERS		FROM: Bill Hunter	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Summary of Existing District Projects	
		2. District Projects Staff Report	
		3.	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Staff presentation of Summary of Existing District Projects and priorities

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Review and discuss.

PROPOSED MOTION

Not applicable at this time.



Lake Whatcom Water & Sewer District Summary of Existing District Projects

Prepared for the August 28, 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	3853	70	44	2
Remaining Capacity (ERUs)	**	15	13	0
Permitted ERUs Under Construction	22	0	0	0
Pre-paid Connection Certificates & Expired Permits	16	0	5	0
Water Availabilities (trailing 12 months)	56	0	0	0
Subtotal - Commitments not yet connected	94	0	5	0
Available ERUs	**	15	8	0

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

Completed District Projects in 2019	
Proj #	Project Name
C1504	Reservoir Site Security
C1705	PAR Sewer Pump Station Improvements
C1801	Shake Alert Pilot Program
C1803	Camp Firwood Automatic Transfer Switch
C1809	Replace Backhoe
C1912	Procure Boom Lift for Reservoir Access
M1915	Vehicle 42 - 5 Yard Dump Truck Tire Replacement

State Required Report Status													
Monthly Reports													
Name Of Report		Completed											
Chlorination Report Agate Heights Prepared by: Kevin	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		x	x	x	x	x	x	x	x				
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		x	x	x	x	x	x	x	x				
Department of Revenue Prepared by: Debi	Due end of following month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		x	x	x	x	x	x	x					
Community Right to Know (Hazardous Materials) Prepared by: Rich	March 31	February 28, 2019											
Annual Reports													
Name Of Report	Deadline	Completed											
WA State Cross Connection Report Prepared by: Rich	May	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			
<i>2019 Testing Period - Jan 1, 2019 to May 30, 2019</i>			
	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	Tuesday, August 20, 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 			
<i>Continued on next page</i>			

Developer Extension Agreements (cont'd)

D1801 | **Sudden Valley Community Association - Area Z Fire Hydrant**

Tasks/Notes (cont'd)

- 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.
- 8/5/2019 Punch list inspection
- 8/15/2019 Final acceptance checklist/punch list sent to SVCA



District Projects

Staff Report

8/19/2019

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

1/9/2019 Public Hearing at 125pm in the County Council Chambers for the shoreline substantial development permit.

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

05 Design

10/18/2017 BHC and Geoengineers working on detailed design and permit application submittal for HDD.

12/6/2017 District received Wetland Delineation Report, HDD Design Report, and Design Report from BHC. Staff is reviewing and coordinating with consultant.

2/12/2018 Staff received 30% complete plans for review and comment.

06 Bidding

2/4/2019 Advertisement for Bids published in Bellingham Herald and Seattle Daily Journal of Commerce.

2/21/2019 Non-mandatory prebid meeting at 1pm.

3/5/2019 Bid opening at 105pm.

09 Services During Construction

3/20/2019 Staff working with BHC to develop scope of work for service during construction.

5/8/2019 Board authorizes Amendment 5 to AE Agreement. This work includes services during construction, geotechnical inspection, and construction surveying.

10 Construction

3/13/2019 Board awards contract to Colacurcio Brothers, Inc.

4/8/2019 Contracts have been executed and Notice to Proceed given to contractor. Contract time is 150 days.

5/22/2019 Contractor providing submittals for District/BHC approvals. Pre-construction meeting date not set yet, but Contractor talking about mobilizing in June.

6/12/2019 Pre-construction meeting held with contractor, county, and BHC.

6/17/2019 Contractor onsite preparing for HDD. HDD will begin 6/24 and last about two weeks. Pump station demolition and tie-ins to existing sewer will occur after HDD.

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.

8/12/2019 Started using new gravity HDD sewer main from Country Club PS to Ranch House PS. Country Club PS removed from service.

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.
- 8/19/2019 Contractor working on mechanical piping and electrical items.
- 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.
- 8/19/2019 45 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 is a larger mitigation area and construction cost. Construction costs will be updated in 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.
- 8/5/2019 Lakewood Sewer Pump Station access easement recorded.

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.
- 8/19/2019 District applied for \$565k PWTF loan to cover District-share of FEMA grant but did not make the cut.

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.

8/14/2019 Concrete path installed at front entrance.

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.

10 Construction

8/8/2019 Contract executed and notice to proceed given to WRS. It is a 90-day contract and plan to start in September +/-.

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.

7/31/2019 3 flow test were conducted this summer that indicate District water mains are in good condition. More flow testing is being planned this fall in a few more areas to confirm these good results.

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.

C1914C SVWTP Raw Water Intake Check Valve

Replace check valve on SVWTP raw water intake line.

8/ 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.

10 Construction

- 8/13/2019 Contract executed and notice to proceed given to Henifin Construction. Contract time is 60-days.
- 8/19/2019 Contractor mobilized to site.

M1916 Flat Car Impellers, Volutes, and Wear Rings

Replace worn volute, impeller, and wear rings on pumps #1 and #3 at Flat Car Sewer Pump Station. Parts will have a ceramic coating that should extend their service life compared to the originals. Note pump #2 had these parts replaced in 2018.

M1917 AB PLC-5 Replacements and UPS Improvements

The District has several sites that use these older style PLC's: Sudden Valley Sewer Pump Station, Flat Car Sewer Pump Station, Beaver Sewer Pump Station, and Division 30 Booster Station.

This project is intended to begin the replacement process of discontinued PLC's as well as make uninterruptable power supply (UPS) improvements for better facility reliability. The scope of work and budget to complete the project is not known at this time. A budget amount of \$100k was approved to select a general electrical/control engineering consultant through the Request for Qualifications (RFQ) selection process and to develop an initial scope to plan the migration at each site to the new PLC's and determine what UPS improvements can be made to increase facility reliability. With the remaining 2019 budget, prepare bid documents, bid the work, contract with a contractor to begin the migration, and lastly to develop future CIP budgets to finish the work.



**AGENDA
BILL
Item 7.C**

**Finance Department
Report**

DATE SUBMITTED:	August 21, 2019	MEETING DATE:	August 28, 2019
TO: BOARD OF COMMISSIONERS		FROM: Debi Denton	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. July 2019 Monthly Budget Analysis	
		2. July 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



LAKE WHATCOM WATER AND SEWER FUND SUMMARY 2019

	401	420	425	426	431	450	460	
	OPERATING	SYSTEM REINVESTMENT	SEWER/ STORM WATER CONTINGENCY	WATER CONTINGENCY	2016 BOND FUND	DEBT SERVICE	BOND RESERVE (RESTRICTED)	TOTAL
2019 REVENUES AND TRANSFERS IN	3,980,943	439,830	15,000	20,000	-	865,720	-	5,321,493
2019 EXPENDITURES AND TRANSFERS OUT	(3,577,761)	(1,049,557)	(344,530)	-	(114,092)	(116,203)	-	(5,202,143)
CASH/INVESTMENTS 2018 CARRYOVER	1,868,506	1,092,805	772,210	440,000	114,092	1,381	772,334	5,061,328
<hr style="border-top: 1px dashed black;"/>								
ALLOCATED TO OPERATING RESERVES	\$2,271,688	\$483,078	\$442,680	\$460,000	\$0	\$750,898	\$772,334	\$5,180,678
2018 CARRYOVER FOR SYSTEM REINVESTMENT	-\$800,000							
	-\$668,506							
	\$803,182							

LAKE WHATCOM WATER AND SEWER REVENUE

Description	Budget 2019	ACTUAL 7/31/2019	
OPERATING FUND - 401			
REVENUES			
401-343-40-10	2,526,043	1,388,152	55%
401-343-41-10	210,000	97,693	47%
401-343-50-11	4,058,102	2,381,064	59%
401-343-50-19	4,000	2,498	62%
401-343-50-80	-	-	
401-343-81-10	30,000	13,438	45%
401-359-90-00	50,000	32,877	66%
401-361-11-00	50,000	38,813	78%
401-361-40-00-80	5,000	4,344	87%
401-368-10-00-80	30,000	13,916	46%
401-369-10-00	2,000	5,203	260%
401-369-10-01	-	1,445	
401-395-10-00	-	-	
401-395-20-00	-	1,500	
401-398-20-00-01	-	-	
TOTAL REVENUES	6,965,145	3,980,943	57.2%

LAKE WHATCOM WATER AND SEWER EXPENDITURES				
	Description	BUDGET 2019	7/31/2019	
OPERATING FUND - 401			58%	
EXPENDITURES				
401-53X-10-10	Admin Payroll (3% cola plus step increases - 2019)	674,270	381,329	57%
401-53X-10-20	Admin Personnel Benefits (Medical,Retirement etc)	284,390	167,235	59%
401-53X-10-31	Gen Admin Supplies/Equipment	30,000	23,634	79%
401-53X-10-31-01	Meetings/Team building	3,000	4,822	161%
401-53X-10-40	Web pay/Bank Fees	40,000	24,290	61%
	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		
	Cartegraph - 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	7/31/2019	
	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		
401-53X-10-41-01	Professional Services (TOTAL)	290,000	194,392	67%
401-53X-10-42	Communication	50,000	32,262	65%
401-53X-10-45	Admin Lease (new copy machines now leased)	7,000	6,085	87%
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	13,560	80%
401-53X-10-49-02	WA State Dept of RevenueTaxes/Permits	215,000	124,607	58%
401-53X-40-43	Training & Travel	35,000	23,063	66%
401-53X-40-43-01	Tuition reimbursement	1,000	-	0%
401-53X-50-31	Maintenance Supplies	280,000	82,496	29%
40153X-50-31-01	Small assets	20,000	25,901	130%
401-53X-50-48	Operations Repair/Maint	40,000	65,486	164%
401-53X-50-49	Insurance Claims	5,000	5,000	100%
401-53X-60-41	Operations Contracted	22,500	3,021	13%
401-534-60-47	Water City of Bellingham	45,000	5,903	13%
401-535-60-47	Sewer City of Bellingham Treatment Fee	650,000	418,750	64%
401-53X-80-10	Operations Payroll (3% cola plus step increases - 2019)	1,066,380	592,958	56%
401-53x-80-10-01	Operations Capital Projects Payroll	-	-	
401-53X-80-20	Operations Personnel Benefits (Medical,Retirement etc)	503,000	268,340	53%
401-53X-80-32	Fuel	28,000	15,470	55%
401-53X-80-35	Safety Supplies	10,000	10,565	106%
401-53X-80-35-01	Safety Supplies Boots	2,500	842	34%
401-53X-80-35-02	Emergency Preparedness	10,000	5,543	55%
401-53X-80-47	General Utilities	230,000	119,904	52%
401-53X-80-49	Laundry	4,000	2,344	59%
401-589-99-99	Payroll liabilities	-		
	OPERATING EXPENDITURES	4,788,040	2,677,041	55.9%

	LAKE WHATCOM WATER AND SEWER EXPENDITURES			
	Description	BUDGET 2019	7/31/2019	
TRANSFERS	Transfers Out to System Reinvestment Fund 420	1,600,000		
	Transfers Out to Sewer/Storm Water Contingency Fund 425	15,000	15,000	
	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 AND TRANSFERS	7,290,140	3,577,761	
OPERATING FUND	OPERATING REVENUES	6,965,145	3,980,943	
	EXPENDITURES AND TRANSFERS	(7,290,140)	(3,577,761)	
	2018 BALANCE CARRYOVER	1,200,000	1,868,506	
	ALLOCATED TO OPERATING RESERVES	(800,000)	(800,000)	
	2018 CARRYOVER FOR SYSTEM REINVESTMENT		(668,506)	
		75,005	803,182	

LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 7/31/2019

Petty Cash	\$	1,600	
Cash	\$	368,645	0.45%
Public Funds Account	\$	968,314	2.00%
LGIP	\$	1,020,962	2.54%

	\$	2,359,521	

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

US Bank		\$ 2,820,364		
TOTAL		\$ 5,179,885		

USE OF FUNDS:

Reserved	\$	772,334
Contingency	\$	902,680
Unrestricted	\$	3,504,871

	\$	5,179,885

Jul-19

ADJUSTMENTS

240013048	23.43	Late fee reversal
240008104	21.78	Late fee reversal
220010034	29.8	Late fee reversal
80001310	26.74	Late fee reversal
100001458	23.37	Late fee reversal
220022267	14.02	Late fee reversal
40000549	23.37	Late fee reversal
40000398	23.37	Late fee reversal
100000920	23.37	Late fee reversal
100000920	23.37	Late fee reversal
60001311	34.21	Late fee reversal
240011113	27.13	Late fee reversal
240001056	25.93	Late fee reversal

TOTAL \$ **319.89**

240014138	43.51	Leak credit
80001244	32.43	Leak credit

TOTAL \$ **75.94**



**AGENDA
BILL
Item 7.D**

**Operations Department
Report**

DATE SUBMITTED:	August 21, 2019	MEETING DATE:	August 28, 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.