



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

Date: July 2, 2020
From: Lake Whatcom Water & Sewer District
RE: Meeting Procedures During the Covid-19 Emergency

Lake Whatcom Water & Sewer District continues to operate under adjusted procedures in order to provide continuous service to our customers. That said, we are taking precautions in an effort to protect the health and safety of our staff, commissioners, and customers. Our lobby is currently closed to the public, and we are practicing social distancing guidelines as suggested by Governor Inslee and the CDC.

For the foreseeable future, Commissioners will be attending regular meetings by phone. Per Governor Inslee's [Proclamation No. 20-28.3](#) amending his Stay Home, Stay Health proclamation, the District will provide access to interested public via phone/internet utilizing the GoToMeeting platform.

If you would like to attend the July 08 special work session and/or regular meeting, details can be found below. In this evolving climate, we are committed to doing everything possible to provide opportunity for public comment as well as promote health and safety. As such, the District requests that if possible, public submit comments in written form by noon the day before a scheduled meeting for inclusion in the meeting discussion.

We appreciate your understanding and patience during these uncertain times. If you have any questions, please contact Administrative Assistant Rachael Hope at rachael.hope@lwswsd.org or 360-734-9224.

7.08.20 Special Work Session and Regular Board Meeting

Work Session (5:30 – 6:30 pm)
Board Meeting (6:30 pm)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/368180581>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 368-180-581

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LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

July 8, 2020


6:30 p.m. – Regular Session

1. CALL TO ORDER
2. ROLL CALL
3. CONFIRMATION OF COMPLIANCE WITH REMOTE MEETING ATTENDANCE PROTOCOLS
4. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Board of Commissioners. Please state your name prior to making comments.
5. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
6. CONSENT AGENDA
7. SPECIFIC ITEMS OF BUSINESS
 - A. Approval of Amendment to Professional Services Agreement for Dellesta and Edgewater Sewer Pump Stations Improvements Design
 - B. Approval of Amendment to Professional Services Agreement for Sudden Valley Water Treatment Plant Facility Improvement Plan
 - C. General Manager Job Description Revision
8. OTHER BUSINESS
9. STAFF REPORTS
 - A. General Manager
10. PUBLIC COMMENT OPPORTUNITY
11. ADJOURNMENT



**AGENDA
BILL
Item 6**

Consent Agenda

DATE SUBMITTED:	July 2, 2020	MEETING DATE:	July 8, 2020
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. See below		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

****TO BE UPDATED 7.08.2020****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes for the 6/24/20 Regular Board Meeting
- Payroll for Pay Period #13 (06/13/2020 through 06/26/2020) totaling \$42,721.98
- Payroll Benefits for Pay Period #13 totaling \$49,835.57
- Accounts Payable Vouchers total to be added

FISCAL IMPACT

Fiscal impact is as indicated in the payroll/benefits/accounts payable quantities defined above. All costs are within the Board-approved 2020 Budget.

RECOMMENDED BOARD ACTION

Staff recommends the Board approve the Consent Agenda.

PROPOSED MOTION

A recommended motion is:

“I move to approve the Consent Agenda as presented.”



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

June 24, 2020

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

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

Also in attendance were Ken Zangari, District Electrician; Rich Munson, District Engineering Technician; and Keith Stewart and Russ Porter of Gray & Osborne, Inc.

All attendees participated remotely by phone or video conferencing.

Roll Call

General Manager Justin Clary performed a roll call to identify those in attendance, as well as confirm that all participants were able to be heard and hear each other clearly. He also verbally confirmed that this meeting was noticed in accordance with Resolution No. 859 allowing remote meeting attendance as well as in compliance with current statutory requirements.

Consent Agenda

Action Taken

McRoberts moved, Citron seconded, approval of:

- **Minutes for Minutes for the 6/10/20 Regular Board Meeting**
- **Payroll for Pay Period #12 (05/30/2020 through 06/12/2020) totaling \$46,018.56**
- **Payroll Benefits for Pay Period #12 totaling \$50,694.33**
- **Accounts Payable Vouchers totaling \$63,994.60**

Motion passed.

Sudden Valley Water Treatment Plant Condition Assessment

Hunter explained that Lake Whatcom Water and Sewer District contracted with Gray & Osborne, Inc. to perform a condition assessment for the existing Sudden Valley Water Treatment Plant (WTP). The condition assessment was Phase 1 in developing a 20-year facility improvement master plan. The purpose of the assessment was to investigate the integrity of the existing WTP from a structural, electrical, mechanical, architectural, and process perspective to guide the District's decisions on use and/or modifications at the WTP. Hunter introduced Keith Stewart of Gray and Osborne, who provided a presentation of the assessment findings.

Stewart gave a brief description of the project, history of the WTP, a summary of findings, and recommendations for next steps. He explained that the condition assessment identified several items for improvement, but did not find any significant structural, electrical, mechanical, or operational issues that would prevent the WTP from successful operation into the foreseeable future. In addition he highlighted a number of high-priority improvements that should be addressed to enhance efficiencies of operation of the facility in the future. Discussion followed.

Geneva Urban Growth Area Sewer Service Discussion

Clary recalled that the Lake Whatcom Water and Sewer District (District) was founded in 1968 to facilitate the conversion of on-site sewage disposal systems (OSDS or septic systems) within the watershed to public sewer connections, as well as to ensure that future development constructed in reasonable proximity to District sewers was connected rather than being served by an OSDS. District boundaries include the Geneva community, in which the District receives sewage from nearly all developed property.

In 1990 the Washington State Legislature adopted the Washington State Growth Management Act (GMA), which consists of a series of state statutes govern land use in the state. Whatcom County subsequently adopted a comprehensive plan, which included the designation of Geneva as an Urban Growth Area (UGA) that would one day be annexed into the city of Bellingham (City). Since that time, the City has included the Geneva UGA in its comprehensive planning process. In 2019, the City conducted the most recent of a number of analyses of the viability of annexing the Geneva UGA, among other city UGAs. They found that annexation remains unlikely to be supported by the Geneva residents. As a result, the City and County may, at some point in the relatively near future remove the UGA designation from Geneva.

With only two parcels in the entire Geneva UGA being identified as impacting the District's ability to require sewer service should the UGA designation be removed, and each of those parcels having likely limitations of the potential for future development as standalone residential homes, staff recommended that the District not invest resources in opposing any future actions by the County and/or City in removing the UGA designation from Geneva. Discussion followed

General Manager's Reports

Clary provided updates on several topics to the Board, including the pending Interlocal Agreement with the City of Bellingham for the Scenic Intertie, new mask procedures following the mandate by Secretary of Health Wiesman, upcoming repairs on the Agate Creek Force Main crossing affected by winter storms, and FEMA grant updates. Discussion followed.

Engineering Department Report

Hunter gave a status update on items including increased water/sewer availability form requests, the Sudden Valley Area Z Developer Extension Agreement, and the Camp Firwood Wet Well restoration project. Discussion followed.

Finance Department Report

Denton presented financial information through the end of May 2020 and updated the Board on current state proclamations affecting late fees and service disconnects as well as courtesy past due reminders. Discussion followed.

Operations Department Report

Winters gave a brief update on operations and maintenance activities, including continued successful work under COVID-19 precautions, water treatment plant function, and biannual water line flushing. Discussion followed.

With no further business, Abele adjourned the Regular Session 9:31 a.m.

Recording Secretary, Rachael Hope

Date Minutes Approved

Laura Abele

Todd Citron

Bruce R. Ford

Leslie McRoberts

John Carter

PAYROLL

CHECK REGISTER

Lake Whatcom W-S District

MCAG #: 2330

07/02/2020 To: 07/02/2020

Time: 08:41:14 Date: 06/30/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2013	07/02/2020	Payroll	5	EFT		3,682.56	06/13/2020 - 06/26/2020 PR 14
2014	07/02/2020	Payroll	5	EFT		2,493.26	06/13/2020 - 06/26/2020 PR 14
2015	07/02/2020	Payroll	5	EFT		2,510.50	06/13/2020 - 06/26/2020 PR 14
2016	07/02/2020	Payroll	5	EFT		3,507.59	06/13/2020 - 06/26/2020 PR 14
2017	07/02/2020	Payroll	5	EFT		2,427.16	06/13/2020 - 06/26/2020 PR 14
2019	07/02/2020	Payroll	5	EFT		1,253.71	06/13/2020 - 06/26/2020 PR 14
2020	07/02/2020	Payroll	5	EFT		2,867.84	06/13/2020 - 06/26/2020 PR 14
2021	07/02/2020	Payroll	5	EFT		1,861.76	06/13/2020 - 06/26/2020 PR 14
2022	07/02/2020	Payroll	5	EFT		3,174.04	06/13/2020 - 06/26/2020 PR 14
2023	07/02/2020	Payroll	5	EFT		1,877.06	06/13/2020 - 06/26/2020 PR 14
2024	07/02/2020	Payroll	5	EFT		2,059.97	06/13/2020 - 06/26/2020 PR 14
2025	07/02/2020	Payroll	5	EFT		2,431.20	06/13/2020 - 06/26/2020 PR 14
2026	07/02/2020	Payroll	5	EFT		1,457.92	06/13/2020 - 06/26/2020 PR 14
2027	07/02/2020	Payroll	5	EFT		1,742.14	06/13/2020 - 06/26/2020 PR 14
2028	07/02/2020	Payroll	5	EFT		2,145.44	06/13/2020 - 06/26/2020 PR 14
2029	07/02/2020	Payroll	5	EFT		2,757.06	06/13/2020 - 06/26/2020 PR 14
2030	07/02/2020	Payroll	5	EFT		3,092.66	06/13/2020 - 06/26/2020 PR 14
2018	07/02/2020	Payroll	5	10516		1,380.11	06/13/2020 - 06/26/2020 PR 14
401 Water Fund						12,163.09	
402 Sewer Fund						30,558.89	
						42,721.98	Payroll: 42,721.98

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 6/30/2020

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

Lake Whatcom W-S District

MCAG #: 2330

07/02/2020 To: 07/02/2020

Time: 08:48:52 Date: 06/30/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2031	07/02/2020	Payroll	5	EFT	UNITED STATES TREASURY	16,144.05	941 Deposit for Pay Cycle(s) 07/02/2020 - 07/02/2020
2032	07/02/2020	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 07/02/2020 To 07/02/2020 - SUP ENF
2033	07/02/2020	Payroll	5	10517	AFLAC	354.85	Pay Cycle(s) 07/02/2020 To 07/02/2020 - AFLAC Pre-Tax; Pay Cycle(s) 07/02/2020 To 07/02/2020 - AFLAC Post-Tax
2034	07/02/2020	Payroll	5	10518	AFSCME LOCAL	363.36	Pay Cycle(s) 07/02/2020 To 07/02/2020 - Union Dues; Pay Cycle(s) 07/02/2020 To 07/02/2020 - Union Fund
2035	07/02/2020	Payroll	5	10519	DEPARTMENT OF RETIREMENT SYSTEMS	4,070.03	Pay Cycle(s) 07/02/2020 To 07/02/2020 - DCP
2036	07/02/2020	Payroll	5	10520	HRA VEBA TRUST (PAYEE)	515.00	Pay Cycle(s) 07/02/2020 To 07/02/2020 - VEBA
2037	07/02/2020	Payroll	5	10521	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 07/02/2020 To 07/02/2020 - ICMA
2038	07/02/2020	Payroll	5	10522	WA ST PUBLIC EMP RET PLAN 2	10,365.39	Pay Cycle(s) 07/02/2020 To 07/02/2020 - PERS 2
2039	07/02/2020	Payroll	5	10523	WA ST PUBLIC EMP RET PLAN 3	3,180.64	Pay Cycle(s) 07/02/2020 To 07/02/2020 - PERS 3
2040	07/02/2020	Payroll	5	10524	WASHINGTON STATE HEALTH CARE AUTHORITY	14,533.91	Pay Cycle(s) 07/02/2020 To 07/02/2020 - PEBB Medical; Pay Cycle(s) 07/02/2020 To 07/02/2020 - PEBB ADD LTD; Pay Cycle(s) 07/02/2020 To 07/02/2020 - PEBB SMK Surcharge; Pay Cycle(s) 07/02/2020 To 07/02
401 Water Fund						36,657.78	
402 Sewer Fund						13,177.79	
						49,835.57	Payroll:
							49,835.57

CHECK REGISTER

Lake Whatcom W-S District

Time: 08:48:52 Date: 06/30/2020

MCAG #: 2330

07/02/2020 To: 07/02/2020

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 6/30/2020

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 7.A**

**Dellesta and Edgewater Sewer
Pump Station Improvements
Architectural/Engineering Agreement
Amendment**

DATE SUBMITTED:	July 1, 2020	MEETING DATE:	July 8, 2020
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, Assist. GM/District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Additional Services During Bidding Scope of Work 2. Services During Construction Scope of Work		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Project includes replacement of existing Smith & Loveless top-mounted lift stations with new-top mounted package sewer pumps, District-standard controls, and telemetry at two sites: Dellesta (installed in 1977) and Edgewater (installed in 1974). Work also includes a new 4-inch diameter 66 lineal foot HDPE sewer force main from Edgewater Lift Station directly to the North Shore Gravity Sewer Interceptor. The new sewer force main alignment eliminates more than 700 lineal feet of old PVC force main, allowing for a reduction in the size of the required pumps.

The construction contract has been executed and notice to proceed given to the contractor. Staff requested the design engineer, RH2 Engineering Inc., prepare a scope of work and fee for Services During Construction to assist District staff with inspection, submittal review, evaluating requests for information, change order support, biweekly meetings, record drawings, testing and startup, and SCADA software development. A scope of work has also been included for additional Services During Bidding that were not anticipated last November 2019 when Amendment No. 3 was approved and executed. Additional Services During Bidding included design to accommodate additional package pump manufacturer (Gorman Rupp), additional 2-month bidding period coordination, and issuance of addenda related to bid period extensions and design changes.

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

FISCAL IMPACT

The 2020 budget allocates \$100,000 for Services during Construction. Proposed Amendment No. 4 for \$93,157 is within District budget.

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

Phase 1A – Euclid Design, and Phase 1B	
– Dellesta and Edgewater Predesign	\$193,002
Amendment No. 1 – Supplemental Survey	\$3,393
Amendment No. 2 – Mitigation Plan	\$18,867
Amendment No. 3 – Edgewater & Dellesta Phase 2B Design	\$62,210
<i>Proposed Amendment No. 4</i>	
<i>Additional Services During Bidding</i>	<i>\$22,000</i>
<i>Services During Construction</i>	<i>\$71,157</i>
<i>Subtotal Proposed Amendment No. 4</i>	<i>\$93,157</i>
<hr/>	
Proposed Total Price	\$370,629

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

RECOMMENDED BOARD ACTION

Staff recommends authorizing the General Manager to execute the proposed amendment for additional Services During Bidding and Services During Construction.

PROPOSED MOTION

A recommended motion is:

“I move to authorize the General Manager to execute Architectural/Engineering Agreement Amendment No. 4 for additional Services During Bidding and Services During Construction with RH2 Engineering, Inc. for time and materials not to exceed \$93,157 as presented.”

EXHIBIT A
Contract Amendment No. 4
Scope of Work
Lake Whatcom Water and Sewer District
Edgewater and Dellesta Sewer Pump Stations Improvements
Services During Bidding
June 2020

Background

The Edgewater and Dellesta Sewer Pump Stations are to be replaced with a packaged pump station chosen by the District to be Smith and Loveless (S&L) brand. RH2 Engineering, Inc., (RH2) worked with S&L during the design phase to design a station matching Lake Whatcom Sewer and Water District's (District) design criteria. During bidding, S&L stated it could not build a telemetry panel meeting the design criteria. RH2 then simplified the design and separated the telemetry panel as a custom panel to be built by a local panel shop. S&L cost estimates from predesign to design doubled; therefore, Gormann Rupp was identified as an equivalent to provide competition to reduce capital costs. RH2 worked with Gormann Rupp to coordinate design changes to accommodate this pump station supplier.

Bidding occurred at the onset of the COVID-19 pandemic. RH2 worked with the District and WCR Publications (WCR) to provide bidding options and addendum notifications, and coordinated with bidding contractors to get feedback on their ability to bid the project.

Task 5a – Services During Bidding

Approach:

- 5a.1 Coordinate with WCR and the District regarding bidding information to comply with the Stay Home Stay Safe Governor mandate.
- 5a.2 Redesign the electrical system to separate a telemetry panel from the package pump station and limit controls to accommodate a simple, reliable system fitting the District's design requirements.
- 5a.3 Coordinated with Gormann Rupp Company as an alternative packaged pump station provider to provide competition to keep capital costs down.
- 5a.4 Prepare and issue seven (7) addenda, five (5) more than identified during design, with two (2) significant electrical design changes to allow S&L and Gormann Rupp Company to bid the project.

RH2 Products:

- Seven (7) addenda in electronic PDF format.

Fee for Services

The fee for services shall be on a time and expense basis not to exceed \$22,000.00 without prior written authorization of Lake Whatcom Water and Sewer District.

Exhibit A
SCOPE OF WORK
Contract Amendment No. 4
Lake Whatcom Water and Sewer District
Edgewater and Dellesta Sewer Pump Station Improvements
Phase 3 – Services During Construction
June 2020

BACKGROUND

RH2 Engineering, Inc., (RH2) has completed the design phase of the Edgewater and Dellesta Sewer Pump Station Improvements project for the Lake Whatcom Water and Sewer District (District). The project is scheduled to bid in April 2020. Construction will occur in the spring and summer months. RH2 will assist District staff with services during construction (SDC) as described in this Scope of Work.

PHASE 3 – SERVICES DURING CONSTRUCTION

ASSUMPTIONS

This Scope of Work for SDC assumes there will be one (1) contractor working on the project. Special inspections will be performed by others via direct contract with the District and are not included in this Scope of Work. District staff will be responsible for scheduling special inspections.

RH2 is not responsible for site safety, or for directing the contractor in their work. Work described below will be performed to the amount outlined in the accompanying Fee Estimate.

Task 1 – Construction Contract Administration

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

Approach:

- 1.1 Coordinate and attend a pre-construction meeting that will include the District, RH2, and the contractor. Provide agenda and minutes in electronic format (MS Word).
- 1.2 Attend construction meetings every two (2) weeks with involved parties at the District office or project site. Prepare and distribute meeting minutes. Coordinate with the District's personnel throughout the construction phase, as requested. *Nine (9) hours of RH2's time is assumed for this effort. Additional effort, as needed, will be mutually determined between RH2 and the District.*
- 1.3 Respond to requests for information (RFIs) submitted by the contractor. Respond to technical questions posed by the contractor. *Eight (8) hours of RH2's time is assumed for this effort. Additional effort, as needed, will be mutually determined between RH2 and the District. The District will lead this effort and RH2 will assist.*
- 1.4 Complete project management review, including schedule, budget, and monthly invoices.

District Responsibilities and Products:

- Coordinate delivery of construction plans and specifications to the contractor and District. *It is assumed that production of the plans will be completed by Applied Digital Imaging (ADI) and paid for directly by the District, separate from this Contract Amendment No. 4.*
- Review monthly invoices and provide ongoing progress and scheduling communication.

RH2 Products:

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

Task 2 – Submittal Review

Objective: Provide submittal review during construction.

Approach:

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

District Responsibilities:

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

RH2 Products:

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

Task 3 – On-Site Construction Observation

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

Approach:

- 3.1 Provide engineer(s) on site to observe the progress of construction and construction activities, including mechanical, structural, and electrical construction. *RH2 and the District will schedule construction observations to occur during certain portions of construction progress. A written report of each visit will be prepared and provided to the District. The level of involvement required of RH2 will be re-evaluated during construction and may be adjusted based on contractor qualifications and project schedule. For the purposes of estimation and District direction regarding time involvement, RH2 has estimated one (1) site visit every two (2) weeks, at three (3) hours each, to be performed by one (1) RH2 staff person (either Orin Paul, PE, or Mark Braaksma, PE, with Dan Burwell, PE, supporting as necessary) for the duration of June 2020 to the end of July 2020 plus up to two (2) additional site visits to fill in during District staff vacations. In addition, on-site*

construction observation includes twice weekly electrical reviews that will be completed by RH2 (Kevin Schalk, PE, or Mark Braaksma, PE) for the second half of the project construction duration.

- 3.2 Support the District in reviewing change orders and supporting information, as required. Submit change orders and supporting information to the District for execution.

Assumptions:

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

District Responsibilities and Products:

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

RH2 Products:

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

Task 4 – Testing and Startup

Objective: Assist the District with pump testing and startup.

Approach:

- 4.1 Provide on-site review by the project manager and electrical engineer during pump testing and startup. *The site visit is assumed to be one (1) eight (8)-hour day per pump station (two (2) total) with off-site support as requested by the District.*
- 4.2 Conduct final on-site construction observation. Perform final walkthrough for completion of punch list items and specified construction by the contractor. *It is anticipated that the contractor will complete the punch list items prior to the final on-site construction observation.*

Assumptions:

- *The contractor will complete the punch list review with two (2) meetings lasting two (2) hours per meeting.*

RH2 Products:

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

Task 5 – SCADA Software Development

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

- 5.1 Provide the District with data point definition for the control components in the design. Attend a control system software workshop with District to discuss control software development. *This data will be used by RH2 for software development purposes and by the District for integrating the facility controller with the human machine interface (HMI) computer systems.*
- 5.2 Perform programmable logic control (PLC) software development for each of the two (2) sewer pump stations.
- 5.3 Perform operator interface software development for the sewer pump stations.
- 5.4 Attend control system field testing of telemetry panel hardware and software, and the pump control panel at the project sites.
- 5.5 Provide software training and operations and maintenance (O&M) manual material for the PLC and operator interface software.

Assumptions:

- *The District will be responsible for programming the communications equipment and HMI upgrades at the District offices. Facility data point definitions will be provided by RH2 to the District at least two (2) weeks in advance of Task 4 – Testing and Startup. If needed, changes in RH2's level of effort that affect the assumption of hours in the attached Fee Estimate shall be mutually negotiated between RH2 and the District.*
- *No panel testing will be performed at the panel shop or pump manufacturer shop.*
- *Control system field testing is assumed to take 30 hours total.*

District Responsibilities and Products:

- Address potential HMI and communications issues.

RH2 Products:

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

Task 6 – Construction Records

Objective: Prepare construction record drawings.

Approach:

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

Assumptions:

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

RH2 Products:

- One (1) half-size set of construction plans and one PDF of the drawings sent via email.
- One (1) half-size set of construction record plans for RH2 records.

District Responsibilities and Products for Phase 3 – Services During Construction

- Pay for construction plan production by others.
- Pay Puget Sound Energy (PSE) power drop costs and coordinate with PSE during construction.
- Provide construction observation personnel to monitor construction progress and respond to questions relating to existing facilities and utilities.
- Provide emergency power generators, as requested, during construction at the site.
- Provide comments during the submittal process.
- Coordinate, contract, and pay for all special inspection services, such as soil compaction and hot mix asphalt (HMA) inspection.
- Attendance at the following:
 - Pre-construction meeting;
 - Lead construction meetings every two (2) weeks;
 - Daily on-site construction observation during active construction;
 - Testing and startup; and
 - Final project punch list walkthrough.

RH2 Products for Phase 3 – Services During Construction

- Meeting agendas for above-listed meetings that RH2 attends.
- Meeting minutes for above-listed meetings that RH2 attends.
- RFI and submittal responses supporting the District Lead.

- Change order forms supporting the District Lead.
- Construction observation reports for days onsite.
- Punch list.
- SCADA system programming.
- Construction record drawings.


EXHIBIT B**Fee Estimate****Contract Amendment No. 4****Lake Whatcom Water and Sewer District****Edgewater and Dellesta Sewer Pump Station Improvements****Phase 3 - Services During Construction****Jun-20**

Description Classification		Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Task 1	Construction Contract Administration	39	\$ 7,140	\$ -	\$ 120	\$ 7,260
Task 2	Submittal Review	98	\$ 17,557	\$ -	\$ 417	\$ 17,974
Task 3	On-Site Construction Observation	60	\$ 10,655	\$ -	\$ 611	\$ 11,266
Task 4	Testing and Startup	42	\$ 7,958	\$ -	\$ 229	\$ 8,187
Task 5	SCADA Software Development	112	\$ 22,944	\$ -	\$ 288	\$ 23,232
Task 6	Construction Records	18	\$ 3,030	\$ -	\$ 208	\$ 3,238
PROJECT TOTAL		369	\$ 69,284	\$ -	\$ 1,873	\$ 71,157



**AGENDA
BILL
Item 7.B**

**Sudden Valley Water Treatment Plant
Architectural/Engineering Agreement
Amendment for
Alternatives Analysis**

DATE SUBMITTED:	July 1, 2020	MEETING DATE:	July 8, 2020
TO: BOARD OF COMMISSIONERS		FROM: Bill Hunter, Assist. GM/District Engineer	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Scope of Work and Fee Estimate	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

On November 11, 2019 the Board authorized the general manager to enter into negotiations of a professional services agreement with Gray & Osborne, Inc. (G&O) for development of the Sudden Valley Water Treatment Plant (SVWTP) Facility Improvement Plan.

The work was divided into three phases, with each phase building upon information developed from the previous step.

Phase 1 – Condition Assessment. In December 2019, the Board authorized the initial scope of work to begin. This work included a detailed conditions assessment of all components and systems by the G&O project manager, project engineer, electrical engineer, architectural/HVAC engineer, and structural engineer. This phase is nearing completion with the final report to be issued in the coming days as well as the June 24, 2020 board presentation that summarized the overall methodology, findings, and recommendations on what alternatives to explore in Phase 2.

Phase 2 – Alternatives Analysis (Capital Improvement Plan). A proposed scope of work is attached for the Board’s consideration. The scope was developed using information and recommendations documented in the Conditions Assessment.

Upon completion of this work, the District will have a documented vision and plan from which to schedule and budget capital improvements at the SVWTP for the next 20+ years. In order to make significant decisions that will have lasting impacts on customer water rates, plant reliability, and resiliency, the Board will play a key role by formally choosing the desired alternative for each major system. The intent is to fully engage the Board, as well

as provide opportunities for rate payer involvement and discussion by conducting routine consultant presentations at regular public board meetings.

The work has been broken down by major systems. For each system, G&O will develop alternatives and document each in the form of a technical memorandum. The alternatives will be compared and ranked using a decision matrix based on various selection criteria chosen by the District. Finally, G&O will provide a recommendation on modifications to system. Cost estimates for these alternatives will be provided and figures will be produced for the alternatives where feasible. These figures will be provided in sufficient detail to relay the relative space required to implement the alternative, and will highlight all required or recommended components. The results from each system analysis will be presented to the Board at regularly scheduled board meetings.

In addition to the alternatives analyses, for each of the primary components (pumps, MCCs, instruments, etc.) currently in use, the consultant will provide a risk / failure analysis. This analysis will be provided to the District in the form of a technical memorandum and will highlight the criticality of the equipment with regards to the treatment process, will identify the level of risk of failure, and will identify the consequences should the equipment fail. The risk assessment will be provided on a numerical scale so that separate treatment components / systems can be compared in order to help prioritize funds for modifications and improvements. Additionally, G&O will assist the District in preparing a project narrative summary for each of the individual items listed in Table 3-1 and Table 3-2 of the Condition Assessment report developed in Phase 1. This effort will include developing budgetary cost estimates for each line item referenced in the tables listed above.

All of the technical memoranda will be attached and summarized in an Alternatives Analysis Report.

Most of the board meeting presentations are anticipated to utilize a virtual meeting platform to eliminate consultant travel time. However, several key presentations are included for in-person presentations by G&O.

Staff is planning to facilitate coordination between G&O, a rate study financial consultant expected to begin fall 2020, and the Board to develop a 20-year capital improvement plan for the SVWTP. The rate study consultant can provide guidance on potential rate increases, recommended debt, and project timing to provide funding for the selected alternatives. Time is included for G&O to participate in a rate study public meeting to educate customers on SVWTP facility needs in tandem with the rate study consultant who can discuss proposed rate impacts.

Future Phase 3 would include design of selected alternatives.

FISCAL IMPACT

The approved 2020 Budget includes \$100,000 to begin work on the Sudden Valley Water Treatment Plant Facility Improvement Plan. In December 2019, the District authorized \$45,360 for the initial Phase 1 – Condition Assessment by G&O. Based on the findings and recommendations identified in the Condition Assessment, the proposed Phase 2 scope of work is \$114,350. The total cost for Phase 1 and proposed Phase 2 is \$159,710.

Staff recommends making up the funding shortfall by allocating \$60,000 from approximately \$273,000 of extra unallocated water funds that were carried over from 2019 to 2020. The budgeted 2019 carryover amount in Water Utility Fund 401 was \$714,000 while actual 2019 carryover in Water Utility Fund 401 ended up being \$987,000.

The recommended additional funding source is existing unallocated water capital funds, and does NOT utilize any reserve or emergency funds.

RECOMMENDED BOARD ACTION

Staff recommends that the Board authorize Amendment 1 to the Architectural/Engineering Agreement with Gray & Osborne, Inc. for the Phase 2 Alternatives Analysis (Capital Improvement Plan) which will be entirely funded by existing water capital funds contained in the 2020 Budget and supplemented by utilizing \$60,000 of \$273,000 of extra unallocated water capital funds carried over from 2019.

PROPOSED MOTION

Recommended motions are:

“I move to direct \$60,000 of the unallocated water capital funds carried over from 2019 towards the Phase 2 Alternatives Analysis (Capital Improvement Plan), for a total project budget of \$160,000.”

“I move to authorize the General Manager to execute Amendment 1 to the Architectural/Engineering Professional Services Agreement with Gray & Osborne, Inc. for the Phase 2 Alternatives Analysis (Capital Improvement Plan) for time and materials not to exceed \$114,350 as presented.”

EXHIBIT “A”

SCOPE OF SERVICES

LAKE WHATCOM WATER AND SEWER DISTRICT SUDDEN VALLEY WATER TREATMENT PLANT FACILITY IMPROVEMENT PLAN – *PHASE II: ALTERNATIVES ANALYSIS (CAPITAL IMPROVEMENT PLAN)*

PROJECT UNDERSTANDING

The Lake Whatcom Water & Sewer District (District) provides water and sewer services near Bellingham in Whatcom County, Washington. The District operates three separate, Group A Water Systems, one of which (the South Shore System) is completely served by water produced from the Sudden Valley Water Treatment Plant (WTP). The facilities that serve this system include raw water intake facilities, a water treatment plant, a storage reservoir, a finished water pumping system, and distribution system piping.

The existing WTP is located along Morning Beach Drive near the shores of Lake Whatcom and was constructed in 1972. The treatment plant utilizes chemical coagulation, flocculation, rapid media filtration, chemical pH adjustment, and gas chlorine disinfection prior to temporary storage within a 225,000-gallon reservoir also located at the WTP site.

Previously, Gray & Osborne completed an assessment of the Sudden Valley WTP in which engineers evaluated the WTP from a process, structural/architectural, mechanical, and electrical perspective. The assessment identified both high and low priority items that should be completed in order to maintain current and reliable function of the WTP. The findings and recommendations from this assessment were highlighted in the *Sudden Valley Water Treatment Plant Assessment Report* produced in July 2020.

This alternatives analysis, in conjunction with the previously completed WTP Assessment (Phase I), will help the District select and prioritize specific short- and long-term improvements to the treatment equipment and processes currently in use at the WTP. This scope of work continues the previous assessment work by providing alternative analyses to address the issues noted in Phase I.

The following scope of work and budget proposal provides a description for the Alternatives Analysis (Phase II) proposed for this phase of the project.

Using the Alternatives Analysis Report and supporting documentation proposed as part of this phase, the District can then select the most cost-effective alternative(s) and proceed with the selected modifications. Design of the selected modifications (Phase III) will be provided under a separate scope document.

SCOPE OF WORK

Task 1 – Project Management

Services shall include overall project management and oversight of the project work by the Project Manager, including the following:

- Procure sufficient staff resources to dedicate to the project;
- Manage and control project budget and schedule;
- Manage and provide monthly progress reports and invoices; and
- Coordinate the project with the District.

Deliverables

- Monthly progress reports and invoices.

Task 2 – WTP Alternatives Analysis

Subtask 2.1 – Pump Performance Test

A project manager and project engineer from Gray & Osborne will travel to the WTP and perform a pump performance test on the two existing transfer pumps and four existing finished water pumps. The performance test will include operation of each of the pumps at various flow conditions and will measure the flow, head (pressure), and amperage during each of the test phases. The data collected will be compared to the manufacturer's information to ascertain the pumps' performance.

After completion of the pump performance test, a summary technical memorandum will be produced and provided to the District. The summary memorandum will summarize the data collected during the performance testing, provide interpretation of the results, and provide recommendations for any modifications to the equipment. Any recommendations for modification to the equipment will be provided with budgetary cost estimates.

The results from the pump performance test will also be summarized in the proposed Alternatives Analysis discussed in Subtask 2.10 below and the technical memorandum will be included as an appendix to the Alternatives Analysis Report. The results from the pump performance test will also be presented to the District's Board at a regularly scheduled Board meeting.

Deliverables

- Draft Pump Performance Technical Memorandum
- Final Pump Performance Technical Memorandum

Assumptions

- WTP operations staff will be available for the duration of the site visit to answer questions, provide information, and provide access to all facilities associated with the WTP.
- District staff will operate the pumps and valves as required to complete the testing.
- District will provide any and all existing technical information on existing pump equipment.
- If the existing pumps do not have installed amp meters, the District will provide amp meters to measure the current during operation.
- District will provide review and comment on Draft documents within 14 calendar days from receipt.
- Presentation to the Board will be via GoToMeeting, Teams, Zoom or other virtual software platform.

Subtask 2.2 – Chemical Systems Analysis

Gray & Osborne will analyze the existing chemical addition systems, including both alum and soda ash components, and provide recommendations for dry chemical storage, bulk chemical delivery, chemical solution storage, chemical pumping, and supporting appurtenances. The investigation will include a capacity/usage analysis and various chemical alternatives for coagulation and pH adjustment will also be presented.

The investigation will be provided to the District in the form of a technical memorandum. The memorandum will include a description of the existing facilities and an analysis of alternatives for chemical delivery, solution storage, specific chemicals utilized, and chemical pumping. The alternatives will be compared and ranked using a decision matrix based on various selection criteria chosen by the District and each proposed alternative will be provided with a budgetary cost estimate. Finally, Gray & Osborne will provide a recommendation on modifications to the chemical addition system. Recommendations for modification to the equipment will be provided with budgetary cost estimates.

The results from the chemical system analysis will also be summarized in the proposed Alternatives Analysis discussed in Subtask 2.10 below and the technical memorandum will be included as an appendix to the Alternatives Analysis Report. The results from the chemical system analysis will also be presented to the District's Board at a regularly scheduled Board meeting.

Deliverables

- Draft Chemical System Analysis Technical Memorandum
- Final Chemical System Analysis Technical Memorandum

Assumptions

- District will provide review and comment on Draft documents within 14 calendar days from receipt.
- Presentation to the Board will be via GoToMeeting, Teams, Zoom or other virtual software platform.

Subtask 2.3 – Disinfection Systems Analysis

Gray & Osborne will analyze the existing disinfection system including the chlorine gas disinfectant, existing CT system, and the Chlorine Contact Basin (CCB) and provide recommendations for disinfection upgrades.

The analysis will be provided to the District in the form of a technical memorandum. The memorandum will investigate alternatives for disinfection including ozone, sodium hypochlorite (both bulk and generated onsite), and gas chlorination, and will present these alternatives with their cost estimates within the memorandum. Alternatives for optimizing CT compliance will also be provided, including modification of CT calculations and expanding the CT components to include additional transmission main. The alternatives will be compared and ranked using a decision matrix based on various selection criteria chosen by the District. Finally, Gray & Osborne will provide a recommendation on modifications to the disinfection system. Recommendations for modification to the equipment will be provided with budgetary cost estimates. Figures will be produced for the alternatives where feasible. These figures will be provided in sufficient detail to relay the relative space required to implement the alternative, and will highlight all required or recommended components.

The results from the disinfection system analysis will also be summarized in the proposed Alternatives Analysis discussed in Subtask 2.10 below and the technical memorandum will be included as an appendix to the Alternatives Analysis Report. The results from the disinfection system analysis will also be presented to the District's Board at a regularly scheduled Board meeting.

Deliverables

- Draft Disinfection System Analysis Technical Memorandum
- Final Disinfection System Analysis Technical Memorandum

Assumptions

- District will provide all required and available record drawings for the WTP.
- District will provide review and comment on Draft documents within 14 calendar days from receipt.
- Presentation to the Board will be via GoToMeeting, Teams, Zoom or other virtual software platform.

Subtask 2.4 – Backwash Systems Analysis

Gray & Osborne will analyze the existing backwash system, including the existing flow meter, piping, storage basin, filter backwash components, and Afternoon Beach Sewer Pump Station.

The investigation will be provided to the District in the form of a technical memorandum. The memorandum will investigate alternatives for backwash including temporary storage and recycling, discharge back to Lake Whatcom, and installing a larger settling/equalization tank. The alternatives will be compared and ranked using a decision matrix based on various selection criteria chosen by the District. Finally, Gray & Osborne will provide a recommendation on modifications to the backwash system. Cost estimates for these alternatives will be provided and figures will be produced for the alternatives where feasible. These figures will be provided in sufficient detail to relay the relative space required to implement the alternative, and will highlight all required or recommended components.

Gray & Osborne will also investigate required permits, most notably a National Pollutant Discharge Elimination System permit that would be issued by the Washington State Department of Ecology. This investigation will provide key information on whether or not discharging backwash water back to Lake Whatcom is feasible.

The results from the backwash system analysis will also be summarized in the proposed Alternatives Analysis discussed in Subtask 2.10 below and the technical memorandum will be included as an appendix to the Alternatives Analysis Report. The results from the backwash system analysis will also be presented to the District's Board at a regularly scheduled Board meeting.

Deliverables

- Draft Backwash System Analysis Technical Memorandum
- Final Backwash System Analysis Technical Memorandum

Assumptions

- District will provide review and comment on Draft documents within 14 calendar days from receipt.
- Presentation to the Board will be via GoToMeeting, Teams, Zoom or other virtual software platform.

Subtask 2.5 – Filtration System Analysis

Gray & Osborne will analyze the existing filtration system, including the existing filter vessels, media type, media depth, and surface wash systems.

The investigation will be provided to the District in the form of a technical memorandum. The memorandum will investigate alternatives for granular media filtration such as rapid rate direct filtration, deep bed mono-media filtration, and membrane filtration. The alternatives will be compared and ranked using a decision matrix based on various selection criteria chosen by the District. Finally, Gray & Osborne will provide a recommendation on modifications to the filtration system. Cost estimates for these alternatives will be provided and figures will be produced for the alternatives where feasible. These figures will be provided in sufficient detail to relay the relative space required to implement the alternative, and will highlight all required or recommended components.

The results from the filtration system analysis will also be summarized in the proposed Alternatives Analysis discussed in Subtask 2.10 below and the technical memorandum will be included as an appendix to the Alternatives Analysis Report. The results from the filtration system analysis will also be presented to the District's Board at a regularly scheduled Board meeting.

Deliverables

- Draft Filtration System Analysis Technical Memorandum
- Final Filtration System Analysis Technical Memorandum

Assumptions

- District will provide review and comment on Draft documents within 14 calendar days from receipt.
- Presentation to the Board will be via GoToMeeting, Teams, Zoom or other virtual software platform.

Subtask 2.6 – Tier 2/Tier 3 Seismic and Structural Analysis

A Tier 1 seismic evaluation of the Treatment Plant Building and Pump Building was completed by Gray & Osborne as part of the previously completed Phase I assessment. The Tier 1 evaluation is a checklist-style evaluation that provides quick screening for major seismic deficiencies. To develop accurate alternatives for seismic retrofit, a more detailed seismic review of the building structures and seismic bracing of equipment and utilities will be performed. This will result in a detailed list of seismic deficiencies that can be used as the basis for developing seismic retrofit alternatives. A Tier 3 evaluation per ASCE 41 Seismic Evaluation and Retrofit of Existing Buildings will be completed to develop this detailed list of deficiencies. As part of the Tier 3 evaluation, Gray & Osborne will work with the District to define the desired seismic hazard and level of building performance to use for the analysis. These can be selected to be less than, equal to, or more than the requirements of current building code, as desired by the District.

A summary of this analysis will be provided to the District in the form of a technical memorandum. The memorandum will highlight the findings of the investigation, outline the components that require additional modifications, will provide design alternatives for the modifications, and will provide budgetary cost estimates for the work associated with the modifications. The alternatives will be compared and ranked using a decision matrix based on various selection criteria chosen by the District. Finally, Gray & Osborne will provide a recommendation on seismic modifications. Cost estimates for these alternatives will be provided and figures will be produced for the alternatives where feasible. These figures will be provided in sufficient detail to relay the relative space required to implement the alternative, and will highlight all required or recommended components.

The results from the Tier 2/Tier 3 seismic analysis will also be summarized in the proposed Alternatives Analysis discussed in Subtask 2.10 below and the technical memorandum will be included as an appendix to the Alternatives Analysis Report. The results from the Tier 2/Tier 3 seismic system analysis will also be presented to the District's Board at a regularly scheduled Board meeting.

Deliverables

- Draft Tier 2/Tier 3 Summary Technical Memorandum
- Final Tier 2/Tier 3 Summary Technical Memorandum

Assumptions

- WTP operations staff will be available for the duration of the site visit to answer questions, provide information, and provide access to all facilities associated with the WTP.

- District will provide all required and available record drawings for the WTP.
- District will provide review and comment on Draft documents within 14 calendar days from receipt.
- Presentation to the Board will be via GoToMeeting, Teams, Zoom or other virtual software platform.
- Provide input on level of desired seismic resiliency.

Subtask 2.7 – Structural/Architectural Workspace Analysis

Gray & Osborne will complete an analysis of the existing structure and workspace and provide recommendations for upgrades or improvements.

The analysis will be provided to the District in the form of a technical memorandum. The memorandum will investigate alternatives for modifications to the existing structures based on the findings from the Tier 1, Tier 2, and Tier 3 Seismic analysis as well as the WTP Assessment Report. Additionally, the memorandum will highlight alternatives for work-and storage-space within the WTP. The alternatives will be compared and ranked using a decision matrix based on various selection criteria chosen by the District. Finally, Gray & Osborne will provide a recommendation for modifications. Recommendations for modification to the equipment will be provided with budgetary cost estimates. Figures will be produced for the alternatives where feasible. These figures will be provided in sufficient detail to relay the relative space required to implement the alternative, and will highlight all required or recommended components

The results from the structural/architectural workspace, as well as the Tier 2 and Tier 3 Seismic Analysis will also be summarized in the proposed Alternatives Analysis discussed in Subtask 2.10 below and the technical memorandum will be included as an appendix to the Alternatives Analysis Report. The results from the structural/architectural workspace analysis will also be presented to the District’s Board at a regularly scheduled Board meeting.

Deliverables

- Draft Structural/Architectural Workspace Analysis Technical Memorandum
- Final Structural/Architectural Workspace Analysis Technical Memorandum

Assumptions

- District will provide review and comment on Draft documents within 14 calendar days from receipt.
- Presentation to the Board will be via GoToMeeting, Teams, Zoom or other virtual software platform.

Subtask 2.8 – NACE III Coating Inspection

Gray & Osborne will facilitate and coordinate an inspection of the coating systems for the CCB. A project engineer Gray & Osborne will visit the WTP site, will provide a preliminary inspection, and will adhere coating testing dollies to the tank sidewall. From there, a subconsultant, Evergreen Coating Engineers LLC, will travel to the WTP and complete the testing and inspection on the exterior and interior coatings of the CCB. The inspection will include both a visual inspection, coating thickness measurements, and adhesion testing.

After the inspection, Evergreen Coatings will provide a summary technical memorandum which highlights the inspection process, provides a summary of the results of the inspection, and provides recommendations on the remaining service life of the existing coatings. A cost estimate to prepare and recoat the CCB will also be included.

The results from the coating system analysis will also be summarized in the proposed Alternatives Analysis discussed in Subtask 2.10 below and the technical memorandum will be included as an appendix to the Alternatives Analysis Report. The results from the coating system analysis will also be presented to the District's Board at a regularly scheduled Board meeting.

Deliverables

- Draft CCB Coating Inspection Report
- Final CCB Coating Inspection Report

Assumptions

- WTP operations staff will be available for the duration of the site visit to answer questions, provide information, and provide access to all facilities associated with the WTP.
- District will provide review and comment on Draft documents within 14 calendar days from receipt.
- Presentation to the Board will be via GoToMeeting, Teams, Zoom or other virtual software platform.

Subtask 2.9 – Risk Assessment and Project Prioritization

For each of the primary components (pumps, MCCs, instruments, etc.) currently in use at the WTP, Gray & Osborne will provide a risk/failure analysis. This analysis will be provided to the District in the form of a technical memorandum and will highlight the criticality of the equipment with regards to the treatment process, will identify the level of risk of failure, and will identify the consequences to the WTP should the equipment fail. The risk assessment will be provided on a numerical scale so that separate treatment

components/systems can be compared in order to help prioritize funds for WTP modifications and improvements.

Additionally, Gray & Osborne will assist the District in preparing a project narrative summary for each of the individual items listed in Table 3-1 and Table 3-2 of the previously provided WTP Assessment Report. Table 3-1 and Table 3-2 are attached as Exhibit C. This effort will include developing budgetary cost estimates for each line item referenced in the tables listed above.

Deliverables

- Draft Risk Assessment Summary
- Draft Project Narrative Summaries
- Final Risk Assessment Summary
- Final Project Narrative Summaries

Assumptions

- District will assist Gray & Osborne with format and developing the desired level of detail for both the risk assessment and project narrative summaries.

Subtask 2.10 – Draft Alternatives Analysis Report

Gray & Osborne will provide the District with a Draft Alternatives Analysis Report.

- The report will include the following items:
 - Executive Summary
 - Summarize the findings of the report
 - Introduction
 - State the purpose and goals for the report
 - Background Information
 - Briefly describe the District’s water treatment facilities
 - Briefly describe the work to date and conclusions from the WTP Assessment Report
 - Alternatives Analysis
 - Provide alternatives analysis for specific treatment system components (i.e., backwash, disinfection, etc.)
 - Provide a risk analysis for the existing systems
 - Compare and contrast the cost for modifications to the cost of a new water treatment facility elsewhere within the District boundary

- Summary and Conclusions
 - Summarize the findings of the report and required modifications, and provide summary of details and costs.
- Recommendations
 - Provide prioritized recommendations for modifications.
 - Provide schedule and sequencing considerations.
- Appendices
 - Provide each of the summary technical memoranda or reports listed in Subtasks 2-1 through 2-8 above.

The Draft Alternatives Analysis Report will be provided to the District in electronic (.pdf) format.

Deliverables

- Draft Alternatives Analysis Report
- Final Alternatives Analysis Report

Assumptions

- District will provide review and comment on Draft documents within 14 calendar days from receipt.
- The District will provide all available record drawings will be provided to G&O.
- Water system modeling is not included in this scope.
- The current Water System Plan (*Wilson Engineering, 2018*) will be used to identify historical and projected demands, if necessary.
- Design of selected alternatives will be provided under a separate scope of work.

Subtask 2.11 – Draft Alternatives Analysis Meeting

A project manager and project engineer from Gray & Osborne will attend one Draft Alternatives Report review meeting at the District's office in Bellingham, Washington. At this meeting, G&O will discuss District review comments on the Draft Alternatives Analysis Report with District staff.

Subtask 2.12 – Final Alternatives Analysis Report

Gray & Osborne will incorporate the District's review comments on the Draft Alternatives Analysis Report and provide the District with a final, revised Alternatives Analysis Report.

The Alternatives Analysis Report will be provided to the District in electronic (.pdf) format.

Subtask 2.13 – Alternatives Analysis Board Presentation

Gray & Osborne will prepare an electronic (.ppt) presentation that highlights the process, conclusions, recommendations, and cost estimates identified in the alternatives analysis. A draft presentation will be provided for District review prior to the presentation, and any comments from the District on the presentation materials will be incorporated into the final documents.

A project manager and project engineer will present this information at the District's office in Bellingham, Washington during a regularly scheduled Board meeting.

Deliverables

- Draft District board presentation slides.
- Final District board presentation slides.

Subtask 2.14 – Financial Analysis Board Meeting

A project manager and project engineer will attend a regularly scheduled Board meeting or workshop at the District's office in Bellingham, Washington. Gray & Osborne will provide supplemental information and answer questions regarding the work highlighted above with regards to the proposed rate study set to begin in fall of 2020.

Assumptions

- Gray & Osborne will offer Q&A support only and no presentation materials will be provided.

Task 3 – Quality Assurance/Quality Control

Oversee quality assurance/quality control (QA/QC) meetings at our Seattle office during the course of the project. The meetings will be on an as-needed basis, and this task will also include review of written reports and technical memoranda by senior project staff. After each of these meetings and/or reviews, the project engineer will ensure incorporation of relevant recommendations and suggestions into the final version of the documents.

SCHEDULE FOR COMPLETION

To complete the work detailed in the scope listed above in a timely fashion, the following schedule is proposed:

Contract Execution.....	July 2020
Notice to Proceed (NTP).....	July 2020
Complete Summary Technical Memoranda	August 2020 thru January 2021
Complete DRAFT WTP Alternatives Analysis	February 2021
District Revision Meeting	March 2021
Complete FINAL WTP Alternatives Analysis	April 2021
District/Board Presentation	May 2021

Adjustments to the schedule above may be required based on document review times, availability of water quality data, District staff availability, and other factors. The District will be notified immediately if any deviations from the schedule above will be required.

PROPOSED FEE SCHEDULE

Based on the Scope of Work described above, the estimated cost is \$114,350 as shown in attached Exhibit "B."

EXHIBIT "B"

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

LAKE WHATCOM WATER & SEWER DISTRICT - SUDDEN VALLEY WATER TREATMENT PLANT FACILITY IMPROVEMENT PLAN PHASE 2: ALTERNATIVES ANALYSIS (CAPITAL IMPROVEMENTS PLAN)

Tasks	Principal Hours	Project Manager Hours	Project Engineer Hours	Architectural / HVAC Engineer Hours	Structural Engineer Hours	Electrical Engineer Hours	Engineer-In-Training Hours	AutoCAD/GIS Technician Hours
Task 1: Project Management								
Project Management		24	4					
Task 2: WTP Alternatives Analysis								
2.1 - Pump performance test		10	20					
2.2 - Chemical Systems Analysis	1	4	32	8	8	8	8	32
2.3 - Disinfection Systems Analysis	1	4	40	4		4	8	32
2.4 - Backwash Systems Analysis	1	4	32	4	4	8	8	48
2.5 - Filtration System Analysis	1	4	24					16
2.6 - Tier 2 / Tier 3 Seismic Analysis			2		32			
2.7 - Structural / Architectural Workspace Analysis	1	2	40	24	16	8		48
2.8 - NACE III Coating Inspection			8					
2.9 - Risk Assessment and Project Prioritization		1	16					
2.10 - Draft Alternatives Analysis Report		4	32			4	20	32
2.11 - Draft Alternatives Analysis Meeting		2	8					
2.12 - Final Alternatives Analysis Report	2	2	8					8
2.13 - Alternatives Analysis Board Presentation		8	16					
2.14 - Financial Analysis Board Meeting		6	6					
Task 3: Quality Assurance / Quality Control								
Quality Assurance / Quality Control	4	8	16	6	6	6	8	
Hour Estimate:	11	83	304	46	66	38	52	216
Fully Burdened Billing Rate Range:*	\$135 to \$200	\$119 to \$200	\$119 to \$148	\$105 to \$148	\$110 to \$167	\$120 to \$190	\$85 to \$133	\$50 to \$132
Estimated Fully Burdened Billing Rate:*	\$175	\$165	\$140	\$140	\$165	\$170	\$100	\$105
Fully Burdened Labor Cost:	\$1,925	\$13,695	\$42,560	\$6,440	\$10,890	\$6,460	\$5,200	\$22,680

Total Fully Burdened Labor Cost:	\$	109,850
Direct Non-Salary Cost:		
Mileage & Expenses (Mileage @ current IRS rate)	\$	650
Subconsultant:		
Evergreen Coating Engineers	\$	3,500
Subconsultant Overhead (10%)	\$	350
TOTAL ESTIMATED COST:	\$	114,350

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

EXHIBIT C

SUPPLEMENTAL INFORMATION

TABLE 3-1

SUDDEN VALLEY WTP HIGH PRIORITY MODIFICATIONS SUMMARY

Modification	Location⁽¹⁾	Discipline⁽²⁾
Conduct chlorine disinfection system alternatives analysis	MB	P
Chlorine gas system modifications	MB	P
Alum storage and metering pump system modifications	MB	P
Soda Ash storage and metering pump system modifications	MB	P
Conduct backwash system alternatives analysis	MB	P
Replace existing clearwell and CCB level switch	MB	P
Replace corroded steel supports	MB	S
Prepare and coat steel tanks (Floc, Soda Ash, and Filters 1/2)	MB	S
Install seismic bracing for electrical conduit, electrical equipment, and treatment equipment	MB/FPB	S
Complete detailed structural evaluation	MB/FPB	S
Relocate existing laboratory electrical equipment	MB	A
Remove soil cover, vegetation growth, and organic debris from building exterior and roof	MB	A
Provide water upgrades to safety shower and eyewash	MB	A
Investigate current heating schedule	MB/FPB	M
Combine all existing plant records into a single as-built planset	MB/FPB	E
Complete a comprehensive electrical system audit	MB/FPB	E
Remove chemicals and metering equipment away from MCCs	MB	E
Review historical peak demand electrical consumption	MB/FPB	E
Replace MCC1 and MCC2 with new, current technology	MB/FPB	E
Replace MCC3 to address panel and interior component corrosion	MB	E

(1) MB = WTP Main Building. FPB = Finished Water Pump Building. CCB = Chlorine Contact Basin.

(2) P = Process, S = Structural, A = Architectural, M = Mechanical, and E = Electrical.

TABLE 3-2**SUDDEN VALLEY WTP RECOMMENDED MODIFICATIONS SUMMARY**

Modification	Location⁽¹⁾	Discipline⁽²⁾
Modify/repair existing flocculation tank	MB	P
Provide new grout floor within raw water pump pit	MB	P
Drain and clean the clearwell	MB	P
Procure spare backwash flow meter	MB	P
Procure dedicated confined space equipment for the WTP	MB	P
Install additional access ladder to Filters 1 and 2 and Filters 3 and 4	MB	P
Revise CT calculations to include clearwell and BE of 0.1	MB	P
Revise piping and conduit above flocculation tank	MB	P
Provide additional Operator In Trouble alarming equipment	MB/FPB	P
Replacing existing tube-style level alarm at flocculation tank	MB	P
Procure a spare finished water pump motor	FPB	P
Replace existing pressure gauges	FPB	P
Improve the visibility of the existing clearwell hatch	MB	P
Complete a performance test of the raw water, transfer, and finished water pumps	MB/FPB	P
Prepare and coat exposed ceiling rebar	MB	S
Address deficiencies found in 2016 seismic report	CCB	S
Perform formal CCB coating inspection	CCB	S
Address deteriorating conditions in restroom	MB	A
Investigate additional site security measures	MB/FPB	A
Remove heavy organic debris from roof	FPB	A
Repair wall seepage above MCC3	MB	A
Repair seepage/leaks at storefront window assemblies	MB	A
Modify floor to promote drainage to existing trench drain	MB	A
Revise existing storefront window to provide larger door opening	MB	A
Relocate stored filter media and other supplies equipment	MB	A
Conduct energy and heat audit	MB/FPB	M
Repair crack in generator exhaust piping	FPB	M
Conduct annual load testing for existing generator	FPB	E
Replace existing fluorescent light fixtures with LED equipment	MB/FPB	E
Replace AC backed system with DC backed systems	MB/FPB	E
Consolidate existing electrical panelboards	MB/FPB	E
Reroute floor mounted electrical conduit	MB/FPB	E
Reroute field wiring within grey/blue wall mounted panels	MB	E
Modify transfer pump pad based on long-term operations strategy	MB	E
Fuel tank relocation investigation	FPB	E


(1) MB = WTP Main Building. FPB = Finished Water Pump Building. CCB = Chlorine Contact Basin.

(2) P = Process, S = Structural, A = Architectural, M = Mechanical, and E = Electrical.



**AGENDA
BILL
Item 7.C**

**General Manager Job
Description Update**

DATE SUBMITTED:	July 1, 2020	MEETING DATE:	July 8, 2020
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Draft Revision to the General Manager Job Description		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Up-to-date descriptions of each District position are crucial in ensuring staff understand their duties and functions, in assisting management in evaluating employee performance, and for recruiting for vacant positions. Many of the District's job descriptions have not been updated for several years. Therefore, the general manager identified the comprehensive review of all job descriptions that have not been updated in the past three years as an administrative initiative for 2020. While review and update of most District job descriptions is an administrative function, the general manager position reports directly to the Board of Commissioners. Therefore, it is appropriate that review and approval of that specific job description be completed by the Board. Attached is a draft update to the general manager job description (last updated in 2011) provided in track changes mode for ease of review of staff-proposed revisions. The Board will note that many revisions are editorial in nature. Significant revisions include new sections to the description to bring the description consistent with the format of other District job descriptions. Of additional note, the *Knowledge of*, *Skill in*, and *Ability to* sections have largely been pulled from the general manager job description for a neighboring water and sewer district.

FISCAL IMPACT

No impact is anticipated.

RECOMMENDED BOARD ACTION

Staff recommends that the Board approve the revised job description.

PROPOSED MOTION

A recommended motion is:

"I move to approve the job description for the District position of General Manager as presented."



Lake Whatcom Water & Sewer District Job Description

Job Title: General Manager

FLSA Status: Exempt

Reports To: Board of Commissioners

Revision Date: ~~May 9, 2014~~ July 8, 2020

POSITION PURPOSE:

The General Manager ~~is responsible~~ reports to the Board of Commissioners (Board) and is responsible for overall leadership and management of ~~the District's operations, including its~~ water and sewer services, community relations, environmental compliance, engineering, finance, contracting, personnel, field, office, customer service, and other functions; for attending ~~ingance~~ and ~~providing policy~~ advice at ~~Commission Board~~ meetings and workshops; ~~for and~~ facilitating implementation of ~~Commission District~~ policies and ~~Board~~ directions; and for ~~liaison and~~ coordinating ~~ing on~~ District objectives with ~~C~~city, ~~C~~county, ~~S~~state and other agency representatives, as well as District consulting engineers, contractors, legal counsel, financial, and other ~~contracted~~ advisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Attends meetings and workshops of the Board ~~of Commissioners~~; facilitates and implements ~~Commission Board~~ directions and policies; and provides staff support and ~~policy~~ advice to ~~Commissioners~~the Board;-
- Leads and facilitates, in conjunction with the Board ~~of Commissioners~~, the District's ~~short near-term~~ and ~~long long~~-range planning, community relations, environmental, financial, personnel, budget, and implementation plans;- ~~Also -~~
- ~~Responsible for standards, organization, management philosophy, contracting and compliance with state, federal, and local laws and regulations;-~~
- Appoints, directs, and dismisses District managers ~~and supervisors, and in conjunction with the Board of Commissioners~~, coordinates work with the District's legal counsel, consulting engineer, financial advisor, and other resources;- ~~and is~~ responsible for hiring and firing of all District personnel;-
- Directs and supervises the Finance Manager/Treasurer who is responsible for supervision of ~~Finance Department~~customer service, billing, accounting, and front desk staff, and for management and liaison with banking, finance, investment, audit, administrative, and other functions;-
- Directs and supervises the District Engineer/Assistant General Manager who is responsible for supervision ~~of the Maintenance Supervisor, Water Treatment Plant Operator and District specialists and other workers~~of Engineering Department staff, and for management ~~and liaison with~~of the District's capital improvement program, ~~contractors, utilities, field engineers, testing design and construction of capital projects, management of the District's IT system, and other functions;-~~
- ~~Directs and supervises the Operations & Maintenance Manager, who is responsible for supervision of Operations Department staff, and for the operations and maintenance of District infrastructure;-~~
- Directs and supervises the Administrative Assistant who is responsible for office, administrative, and project services ~~to supporting~~ the Board ~~of Commissioners~~, General Manager, ~~District Engineer/Assistant General Manager, and other persons~~District staff;-
- ~~Leads in d~~Develops ~~ment of~~ positive, productive, employee and union relations, and guides overall ~~personnel-personnel~~-related activities;-
- ~~Works to e~~Establishes effective professional relations with federal, ~~and~~ state ~~and local government~~ agencies, ~~including the~~ City ~~of Bellingham~~ and ~~Whatcom~~ County ~~and other~~ elected officials and departments, other districts, industry associations, ~~and~~ the public ~~and other organizations;-~~
- Directs emergency services in coordination with ~~District Engineer/Assistant General Manager, engineering, legal, and~~ District staff ~~and legal counsel~~, and oversees contingency planning;-

- Prepares and presents reports to the [Commissioners Board](#); oversees preparation of agendas and meeting information; and participates in evaluation and review activities;
- Ensures integrity of the safety program by periodically reviewing various aspects of the program to ensure compliance with all District policies and relevant laws and regulations;
- [Completes continuing education-related assignments, and serves as a resource to staff on projects and day-to-day activities; and](#)
- Performs other duties as required or assigned.

ADDITIONAL WORK PERFORMED:

- ~~Completes continuing education-related assignments, and serves as a resource to staff on projects and day-to-day activities.~~

MINIMUM QUALIFICATIONS:

Knowledge of:

- [Modern principles and practices of management and supervision;](#)
- [Public finance with a concentration on public water and sewer financing; and](#)
- [Fiscal and budget principles, practices, and procedures.](#)

Skill in:

- [Analysis, planning, and organization;](#)
- [Interpersonal and written communication and ability to work effectively at all levels in a collaborative team environment;](#)
- [Motivating others to initiate action to meet the goals and objectives of the District;](#)
- [Working with multiple complex, highly visible and politically sensitive projects;](#)
- [Organizing resources and establishing priorities;](#)
- [Budget preparation and fiscal management; and](#)
- [Workflow analysis and management.](#)

Ability to:

- [Operate a personal computer with Microsoft Office suite;](#)
- [Work with the public and with other members of the organization in a positive and fair manner;](#)
- [Empathize with differing points of view and mediate conflicts among employees;](#)
- [Develop and implement work rules and safety procedures, ensuring consistency within the District;](#)
- [Handle difficult citizen and staff complaints and concerns;](#)
- [Interpret complex guidelines, codes, regulations, policies, and procedures that apply to the District;](#)
- [Recognize organizational, operational, and training needs and implement effective changes;](#)
- [Make decisions under difficult and demanding circumstances involving legal or financial liability and sensitive community issues;](#)
- [Work efficiently and effectively with other departments, customers, developers, consultants, contractors, agencies, and the general public; and](#)
- [Communicate verbally and in writing and written reports.](#)

Experience/Education:

- [Experience: Five to ten](#) years of progressively responsible business and/or public administration management, supervisory, contracting, and [board-elected body](#)-related experience, ~~or equivalent.~~
- ~~Completion of a four-year college degree, or equivalent~~ **Education:** [Bachelor's degree in business administration, public administration, engineering, or related field.](#)

Licenses and Certifications:

Possess and maintain:

- [Valid Washington State Driver's License](#)

DESIRABLE QUALIFICATIONS:

- Strong board, management, and supervisory accomplishments with experience in business, public administration, and water/sewer services with ability to identify organization needs and implement responsive programs, strong community and intergovernmental communication and facilitation skills.

WORKING CONDITIONS:

Primarily performs duties in an office working at a desk using a computer. This position may require work hours in excess of 8 hours per day or 5 days per week and call-back for emergency situations. Attending meetings after business hours is required as is travel for training purposes and to commute to other government agencies.

PHYSICAL REQUIREMENTS:

This position typically requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Light/Sedentary work involves sitting most of the time.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.


Approved: May 9, 2011 July 8, 2020

Patrick Sorensen, General Manager Laura Abele, Board President



**AGENDA
BILL
Item 9.A**

**General Manager's
Report**

DATE SUBMITTED:	July 2, 2020	MEETING DATE:	July 8, 2020
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
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 8, 2020 – 6:30 p.m.

Important Upcoming Dates (Note—all meetings are tentative due to COVID-19)

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Jul 29, 2020	8:00 a.m.	Remote Attendance
Employee Staff Meeting	Thu Jul 9, 2020	8:00 a.m.	Remote Attendance Commissioner Ford to attend
Investment Comm Meeting	Wed Jul 29, 2020	10:00 a.m.	Remote Attendance
Safety Committee Meeting	Tue Jul 16, 2020	7:45 a.m.	Remote Attendance
Lake Whatcom Management Program			
Data Group Meeting	Thu Jul 9, 2020	9:00 a.m.	Remote Attendance
Policy Group Meeting	Wed Sep 23, 2020	3:00 p.m.	City of Bellingham Fireplace Room 625 Halleck Street
Joint Councils Meeting	2020 Meeting Cancelled	-	-
Other Meetings			
WASWD Section III Meeting	Tue Jul 14, 2020	7:00 p.m.	Remote Attendance
Whatcom Water Districts Caucus Meeting	July Meeting Cancelled	-	-
Whatcom County Council of Governments Board Meeting	Wed Oct 14, 2020	3:00 p.m.	Council of Governments Offices 314 E Champion Street

Committee Meeting Reports

Safety Committee:

- No committee meeting has been held since last board meeting.

Investment Committee:

- No committee meeting has been held since last board meeting.

Upcoming Important Board Meeting Topics

- Division 7 Reservoir Pre-design Update
- Lake Whatcom Boulevard Sewer Main Cleaning/Renovation Analysis Presentation
- Interlocal Agreement with the City of Bellingham for Emergency Intertie Use
- Sudden Valley Area Z Developer Extension Agreement Project Acceptance

2020 Initiatives Status

Administration and Operations

Level-of-Service Analysis

- Facilitate Board development of level-of-service standards for District operations.
The initial step in completing the Effective Utility Management process is to conduct a self-assessment at varying levels of the organization. The self-assessment has been completed by the management team and staff as of June 10. The self-assessment by the board will be completed once restrictions resulting from the COVID-19 pandemic are lessened.

Six-Year Business Plan

- Develop department-specific business plans that define staffing, facility, and equipment needs necessary to meet level-of-service standards over the six-year planning horizon.
To be initiated following completion of the Effective Utility Management self-assessment.

Rate Study

- Conduct rate study for the water and sewer utilities for the five-year planning horizon.
To be initiated following completion of the 2020 Comprehensive Sewer Plan, the Sudden Valley Water Treatment Plant Facility Improvement Plan, and the Six-Year Business Plan.

Biennial Budget

- Facilitate Board consideration of shifting from an annual to a biennial budget.
Staff plans to complete in late spring/early summer.

Bond Rating Review

- Pursue a higher bond rating.
Staff plans to complete in late spring/early summer.

Staffing Succession Plan

- Develop a staffing succession plan to address anticipated retirements over the next five years.
The plan is under development.

Job Description Review

- Update all District job descriptions that have not been revised in the last three years.
*Review of job descriptions has been broken into departments and the management team.
Review of management team job descriptions is nearing completion.*

Emergency Response/System Security

Risk and Resilience Assessment

- Develop an America's Water Infrastructure Act-compliant Risk and Resilience Assessment.
Plan is under development with assistance from the Whatcom County Sheriff's Office under the District's interlocal agreement for emergency planning services.

Cybersecurity Assessment

- Conduct a cybersecurity assessment of the District's IT infrastructure.
*Through the District's insurance provider, implemented ongoing staff/board cybersecurity training platform in November 2019.
As part of the AWIA Risk and Resilience Assessment, staff have begun mapping the District's IT system.*

Emergency Vendor Contracts

- Pursue contracts with applicable vendors for on-call contracts, including contracts for support during periods of emergency response.
A public works contract template specific to unit-priced contracting has been developed.

Community/Public Relations

General

- Website
The District's web content is being updated on a regular basis, including regular posts specific to District operations in response to the COVID-19 pandemic.
- Social Media
Posts are being made to District Facebook and LinkedIn pages regularly; Nextdoor is regularly monitored for District-related posts.
- Press Releases
Press releases were issued on March 16, 18, 20, and 25 specific to District operations relative to the COVID-19 pandemic. A press release recognizing Drinking Water Week was issued on May 5, and one summarizing the results of the District's 2018-19 audit was issued May 20.

Intergovernmental Relations

- *Staff continue to regularly attend the daily Whatcom County Unified Command daily briefings specific to the COVID-19 pandemic.*
- *J. Clary attended the Whatcom Water Alliance virtual meeting on June 26.*

EnviroStars Certification

- Gain EnviroStars Green Business certification.
The District has completed 11 of 20 required core measures and earned a total of 205 points (core and elective measures) in the certification process. Once all core measures are complete, the District will be certified at the Tier 1-Leader level (300 points are required for Tier 2-Partner).

Lake Whatcom Water Quality

Management Program

- Attend meetings of Lake Whatcom Management Program partners.
J. Clary attended the Data Group (virtual) meeting on June 11; a memorandum summarizing water quality efforts was issued to the Policy Group in lieu of its scheduled June 17 meeting.

Onsite Septic System Impact Assessment

- Lead effort in water quality monitoring to assess the impacts of septic systems on the lake.
Herrera has conducted all five scoped monitoring events (on March 3 and 24, April 27, May 11, and June 2). Data evaluation and report preparation will begin once all data is received.

Onsite Septic System Conversion Program

- Pursue connection of septic-served parcels within 200 feet of District sewer system.
*Of the three properties noticed in 2019, one connected on January 7, one connected on July 2, and one has been in contact with the District (fall 2019). Based upon Board authorization, that property has until August 2021 to connect.
A white paper to facilitate analysis of the District's septic conversion policy was issued to the Board on April 9; a work session (virtual) is scheduled for July 8.*