



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

Date: March 25, 2021
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 March 31, 2021 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@lwwsd.org or 360-734-9224.

March 31, 2021 Work Regular Board Meeting

Wed, Mar 31, 2021 8:00 AM - 10:00 AM (PDT)

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

<https://global.gotomeeting.com/join/982077797>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 982-077-797

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LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

March 31, 2021


8:00 a.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. Customer Appeal—Petition to Waive or Adjust Connection Requirements (2377 North Shore Road)
 - B. Customer Appeal—Petition to Waive or Adjust Connection Requirements (1834 Lake Louise Road)
 - C. Geneva and Division 22 Reservoirs Impressed Current Cathodic Protection Project Contract Close-out
 - D. Families First Coronavirus Response Act Benefits Extension
 - E. COVID-19 Vaccination Program Policy Discussion
8. OTHER BUSINESS
9. STAFF REPORTS
 - A. General Manager
 - B. Engineering Department
 - C. Finance Department
 - D. Operations Department
10. PUBLIC COMMENT OPPORTUNITY
11. ADJOURNMENT



**AGENDA
BILL
Item 6**

Consent Agenda

DATE SUBMITTED:	March 25, 2021	MEETING DATE:	March 31, 2021
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 3.30.2021****

BACKGROUND / EXPLANATION OF IMPACT

- Minutes from the March 10, 2021 Regular Board Meeting
- Payroll for Pay Period #06 (03/06/2020 through 03/19/2021) totaling \$46,445.49
- Payroll Benefits for Pay Period #06 totaling \$52,368.86
- 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 2021 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

February 24, 2021

Board President Laura Abele called the Regular Session to order at 8:01 a.m.

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

Also in attendance were District residents Emma Martin and Stetson Shearer. All attendees participated remotely by phone or video conferencing.

Roll Call

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

Changes to Agenda

Clary requested the addition of Item 7D, C1802-EUC Request to Reject All Bids Associated with Project. The Board agreed.

Consent Agenda

Action Taken

McRoberts moved, Citron seconded, approval of:

- **Minutes from the February 10, 2021 Regular Board Meeting**
- **Payroll for Pay Period #04 (02/06/2021 through 02/19/2021) totaling \$47,355.76**
- **Payroll Benefits for Pay Period #04 totaling \$52,540.56**
- **Accounts Payable Vouchers totaling \$153,322.77**

Motion passed.

Customer Appeal – Water/Sewer Utility Bill – 2591 Lake Whatcom Boulevard

Denton explained that the District received a letter from Emma Martin dated February 8, 2021, requesting an appeal to the Board for relief from a lien filed by the District against property that Ms. Martin recently

purchased (2591 Lake Whatcom Boulevard). The District filed a lien on June 14, 2017 for recovery of outstanding and future sewer bill payments (the property is not served by District water) that ultimately accumulated between November 1, 2016, and January 19, 2021 due to the prior property owner's failure to pay for service.

District Administrative Code Section 2.10.3 defines the District's process for water and sewer service billing. Per Paragraph 5 of this section "All unpaid water and sewer service charges when delinquent 60 days or more shall be a lien against the property being served." Staff has explained to Ms. Martin that the District is a public agency that must consistently administer its policies, as defined in the Administrative Code, and that staff does not have the authority to reduce sewer charges or remove a lien against a property.

Ms. Martin elected to appeal the General Manager's decision to the Board, as allowed under the Administrative Code. Ms. Martin proposed a reduction of the outstanding balance to account for extenuating circumstances specific to the property. This customer request would reduce Ms. Martin's lien obligation by \$2,213.61. Discussion followed, including input from Ms. Martin and Mr. Shearer. The Board requested that the agenda item be brought back at the March 10 Regular Board Meeting to allow Ms. Martin and Mr. Shearer to research further why the lien had not been satisfied during the sale process.

Sudden Valley Community Association Developer Extension Agreement No. D0801 – Area Z Fire Hydrant Extension Final Acceptance

Hunter summarized that the Sudden Valley Community Association (SVCA) has completed all requirements of Developer Extension Agreement (DEA) No. D1801—Area Z Fire Hydrant Extension authorized by the Board of Commissioners during a regular meeting held on July 25, 2018. The scope of the project included extension of a water main and installation of a new fire hydrant in SVCA's Area Z maintenance yard to comply with fire protection requirements for a new 60-foot x 90-foot fabric storage building for storage of winter emergency supplies (sand, de-icer) and equipment. The fire hydrant was required to be within 400 feet of the structure.

Per the DEA, final acceptance by the District initiates the two (2) year maintenance bond period, which guarantees that the facilities accepted by the District remain free of defects and in proper working order during that period, with any maintenance or repair the responsibility of the SVCA.

Action Taken

Citron moved, Carter seconded, to accept Developer Extension Agreement No. D1801—Area Z Fire Hydrant Extension as complete. Motion passed.

Accessory Dwelling Unit Regulation Policy Discussion

Clary explained that during recent Commissioner briefings, discussion occurred regarding the District's policy in relation to permitting and billing associated with accessory dwelling units (ADUs), regulated under the District's administrative code. With an increased statewide focus on affordable housing, the Board of Commissioners has indicated a desire to review current policy related to ADU regulation.

There are relatively few existing ADUs within the District's service area, and Whatcom County Code constraints on development of new ADUs within the watershed limit the likelihood of a significant number of additional ADUs being constructed. Of additional note, Sudden Valley Community Association restrictive covenants prohibit ADUs, so the potential for additional ADUs in the District's most-populated area is eliminated. Further, the current water service rate structure is set at a low consumption rate that appropriately accommodates an ADU separately. Therefore, staff recommended that the District maintain

current ADU policies regarding water and sewer rates, and that no changes to the Administrative Code be made. Discussion followed with the Board indicating a desire to revisit this topic during a future meeting.

Rejection of all Bids Received Associated with the Euclid Sewer Pump Station Improvements Project

The Euclid Sewer Pump Station is located along the westerly shore of Lake Whatcom at an approximate address 1700 Euclid Avenue. The pump station and system controls were last upgraded 22 years ago in 1999. This project consists of the replacement of the power service with a 3-phase 480 volt service, refurbishment of existing pumps, temporary bypass pumping, site, stormwater and retaining wall improvements, electrical and automatic control improvements, automatic transfer switch, and stationary generator installation.

Clary explained that two bids were received in response to the District's advertisement for bids. However, the low bid contained a material defect that requires the District to consider the bidder unresponsive. The remaining bid exceeded our Engineer's Estimate (and funding allocated to the project in the 2021 Budget) by approximately \$225,000.

The approved 2021 Budget includes \$455,700 for the construction contract. The sole responsive bid amount was \$679,806.75 (including 8.5% sales tax) if all of the unit price and additive alternate work is performed. As a result, the difference between the 2021 Budget and remaining bid was \$224,106.75 (i.e., approximately 50% over the District's budget).

Due to the significant exceedance of the District's budgeted funds for the project by the one responsive bid received, staff recommended that the Board reject all bids associated with Euclid Sewer Pump Station Improvements project, as allowed under Advertisement for Bids and the Instruction to Bidders Section 0.13, Contract Award, Paragraph B, of the bid documents. Discussion followed.

Action Taken

Carter moved, McRoberts seconded, to reject all bids received during the February 17, 2021 bid opening for the Euclid Sewer Pump Station Improvements project, as allowed under the Instruction to Bidders Section 0.13, Paragraph B, of the bid documents. Motion passed.

General Manager's Report

Clary updated the Board on several topics, including the District's continued response to the COVID-19 pandemic, the Puget Sound nutrient general permit public comment period, and recognized District staff for working diligently in response to recent emergency repairs.

Engineering Department Report

Hunter highlighted several areas, including the large number of water and sewer availability forms issued in the past 12 months, the Sudden Valley Water Treatment Plant 20 Year Facility Plan, updates to the SCADA system by the District's on-call consultant, and progress on an update on the District's Emergency Response Plan in accordance with the America's Water Infrastructure Act of 2018. Discussion followed.

Finance Department Report

Denton reported that the Finance Department has been busy facilitating the rate study, getting year end information to the contracted accounting firm, and implementation of the rate increase for 2021, which will appear of the March 1 bills for the Geneva/North Shore service area.

Operations & Maintenance Department Report

Winters gave a brief report on field crew operations, including water plant operations, the Division 30 water main repair status, and upcoming arrival of a new service truck. Discussion followed.

With no further business, Abele adjourned the Regular Session 9:48 a.m.

Board President, Laura Abele

Attest: _____
Recording Secretary, Rachael Hope

Minutes approved by motion at ☐ Regular ☐ Special Board Meeting on _____
Date Minutes Approved

CHECK REGISTER

Lake Whatcom W-S District


Time: 11:36:12 Date: 03/23/2021

03/25/2021 To: 03/25/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
803	03/25/2021	Payroll	5	EFT		329.88	03/06/2021 - 03/19/2021 PR 6
804	03/25/2021	Payroll	5	EFT		466.52	03/06/2021 - 03/19/2021 PR 6
805	03/25/2021	Payroll	5	EFT		470.80	03/06/2021 - 03/19/2021 PR 6
806	03/25/2021	Payroll	5	EFT		3,635.15	03/06/2021 - 03/19/2021 PR 6
807	03/25/2021	Payroll	5	EFT		3,775.63	03/06/2021 - 03/19/2021 PR 6
808	03/25/2021	Payroll	5	EFT		2,766.69	03/06/2021 - 03/19/2021 PR 6
809	03/25/2021	Payroll	5	EFT		3,570.34	03/06/2021 - 03/19/2021 PR 6
811	03/25/2021	Payroll	5	EFT		2,587.93	03/06/2021 - 03/19/2021 PR 6
813	03/25/2021	Payroll	5	EFT		1,428.69	03/06/2021 - 03/19/2021 PR 6
814	03/25/2021	Payroll	5	EFT		2,916.08	03/06/2021 - 03/19/2021 PR 6
815	03/25/2021	Payroll	5	EFT		2,117.86	03/06/2021 - 03/19/2021 PR 6
816	03/25/2021	Payroll	5	EFT		3,250.72	03/06/2021 - 03/19/2021 PR 6
817	03/25/2021	Payroll	5	EFT		2,129.63	03/06/2021 - 03/19/2021 PR 6
818	03/25/2021	Payroll	5	EFT		2,105.69	03/06/2021 - 03/19/2021 PR 6
819	03/25/2021	Payroll	5	EFT		353.09	03/06/2021 - 03/19/2021 PR 6
820	03/25/2021	Payroll	5	EFT		2,446.07	03/06/2021 - 03/19/2021 PR 6
821	03/25/2021	Payroll	5	EFT		1,783.01	03/06/2021 - 03/19/2021 PR 6
822	03/25/2021	Payroll	5	EFT		2,157.92	03/06/2021 - 03/19/2021 PR 6
823	03/25/2021	Payroll	5	EFT		2,810.16	03/06/2021 - 03/19/2021 PR 6
824	03/25/2021	Payroll	5	EFT		3,445.93	03/06/2021 - 03/19/2021 PR 6
810	03/25/2021	Payroll	5	11384		470.80	2/3/2021 2/10/20021 2/17/2021 2/24/2021
812	03/25/2021	Payroll	5	11385		1,426.90	03/06/2021 - 03/19/2021 PR 6
401 Water Fund						14,244.87	
402 Sewer Fund						32,200.62	
						46,445.49	Payroll: 46,445.49

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 3/23/2021
General Manager, Justin Clary

Board Authorization - The duly elected board for this district has reviewed the claims listed and approved the payment by motion at the meeting listed below:

Board President, Laura Abele

Attest : _____
Recording Secretary, Rachael Hope

Approved by motion at _____ Regular _____ Special Board Meeting on _____
Date Approved

CHECK REGISTER

BENEFITS

Lake Whatcom W-S District

Time: 11:52:56 Date: 03/23/2021

03/25/2021 To: 03/25/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
827	03/25/2021	Payroll	5	EFT	UNITED STATES TREASURY	17,515.52	941 Deposit for Pay Cycle(s) 03/25/2021 - 03/25/2021
828	03/25/2021	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 03/25/2021 To 03/25/2021 - SUP ENF
829	03/25/2021	Payroll	5	11386	AFLAC	354.85	Pay Cycle(s) 03/25/2021 To 03/25/2021 - AFLAC Pre-Tax; Pay Cycle(s) 03/25/2021 To 03/25/2021 - AFLAC Post-Tax
830	03/25/2021	Payroll	5	11387	AFSCME LOCAL	336.82	Pay Cycle(s) 03/25/2021 To 03/25/2021 - Union Dues; Pay Cycle(s) 03/25/2021 To 03/25/2021 - Union Fund
831	03/25/2021	Payroll	5	11388	DEPARTMENT OF RETIREMENT SYSTEMS	4,359.50	Pay Cycle(s) 03/25/2021 To 03/25/2021 - DCP
832	03/25/2021	Payroll	5	11389	HRA VEBA TRUST (PAYEE)	560.00	Pay Cycle(s) 03/25/2021 To 03/25/2021 - VEBA
833	03/25/2021	Payroll	5	11390	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 03/25/2021 To 03/25/2021 - ICMA
834	03/25/2021	Payroll	5	11391	WA ST HEALTH CARE AUTHORITY	14,654.46	Pay Cycle(s) 03/25/2021 To 03/25/2021 - PEBB Medical; Pay Cycle(s) 03/25/2021 To 03/25/2021 - PEBB ADD LTD; Pay Cycle(s) 03/25/2021 To 03/25/2021 - PEBB SMK Surcharge; Pay Cycle(s) 03/25/2021 To 03/25/2021
835	03/25/2021	Payroll	5	11392	WA ST PUBLIC EMP RET PLAN 2	10,905.89	Pay Cycle(s) 03/25/2021 To 03/25/2021 - PERS 2
836	03/25/2021	Payroll	5	11393	WA ST PUBLIC EMP RET PLAN 3	3,373.48	Pay Cycle(s) 03/25/2021 To 03/25/2021 - PERS 3
401 Water Fund						38,894.48	
402 Sewer Fund						13,474.38	
						52,368.86	Payroll: 52,368.86

CHECK REGISTER

BENEFITS

Lake Whatcom W-S District

Time: 11:52:56 Date: 03/23/2021

03/25/2021 To: 03/25/2021

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 3/23/2021
General Manager, Justin Clary

Board Authorization - The duly elected board for this district has reviewed the claims listed and approved the payment by motion at the meeting listed below:

Board President, Laura Abele


Attest : _____
Recording Secretary, Rachael Hope

Approved by motion at _____ Regular _____ Special Board Meeting on _____
Date Approved



**AGENDA
BILL
Item 7.A**

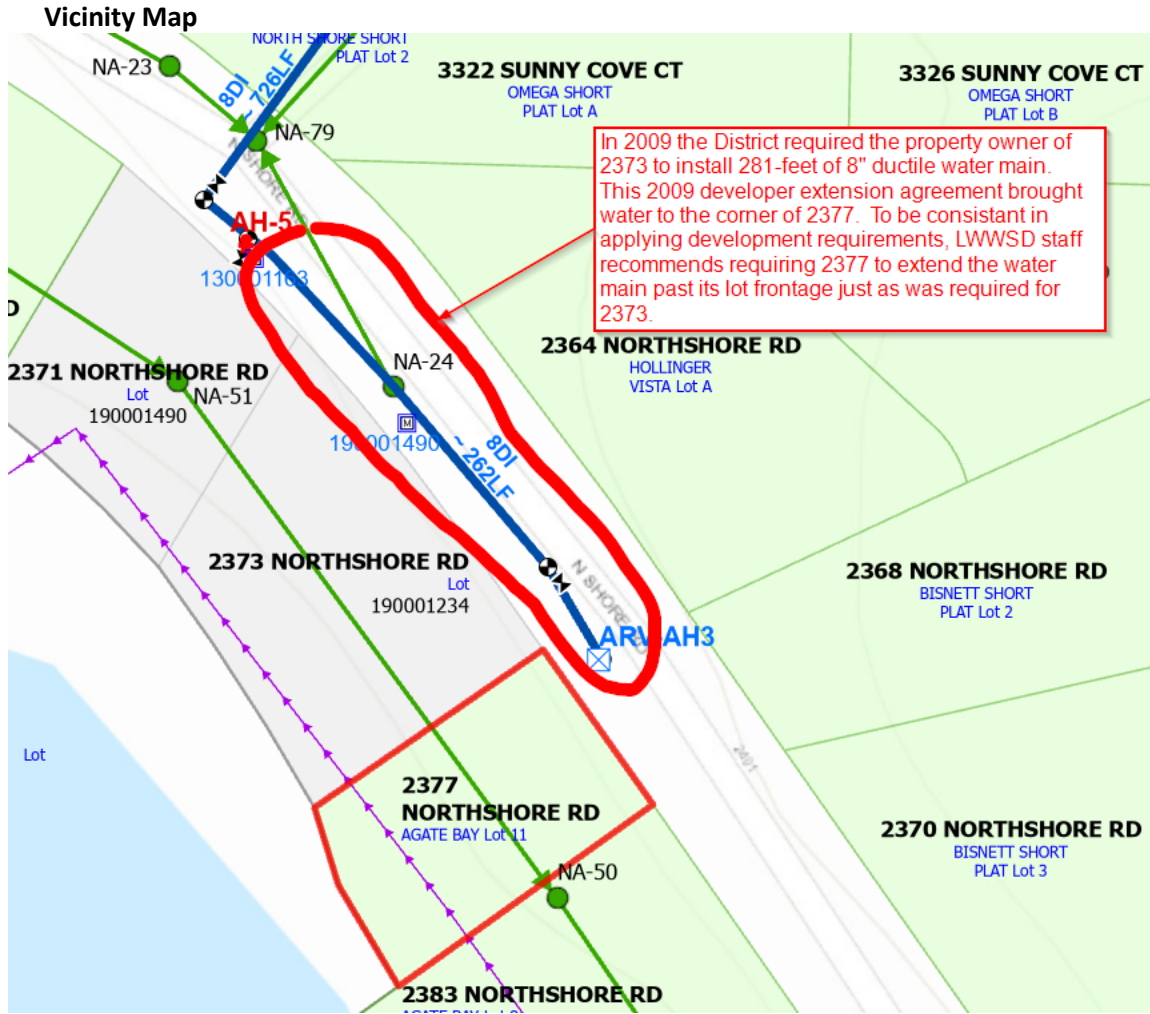
**Petition to Waive or
Adjust Connection Requirements
2377 North Shore Road
Single Family Residence**

DATE SUBMITTED:	March 3, 2021	MEETING DATE:	March 31, 2021
TO: BOARD OF COMMISSIONERS		FROM: Bill Hunter, District Engineer / Assistant General Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Petition to Board for Waiver letter from AVT Consulted dated 2/14/2021	
		2. Aerial Exhibit	
		3. Appendix C, District Water Comprehensive Plan	
		4. Appendix I, District Water Comprehensive Plan	
		5. As-Built of existing water system in vicinity	
		6. Excerpts from District Administrative Code	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Ali Taysi with AVT Consulting submitted a petition (with multiple attachments) to waive or reduce connection requirements regarding the extension of approximately 80-feet of water main across the lot frontage of 2377 North Shore Road. The subject property is a sewer-only customer that draws drinking water directly from Lake Whatcom.

In 2009 the property adjacent (2373 North Shore Road) to Mr. Chang's property was required to extend approximately 281-feet of 8-inch diameter ductile iron water main at total cost of \$33,430 as documented in a Latecomer's Agreement recorded on August 25, 2009. This 2009 extension brought the 8-inch water main to Mr. Chang's northwest property corner. See vicinity map below for reference.



District staff has had occasional correspondence with Mr. Chang, and his consultants, beginning around 2012. In accordance with the District's Administrative Code, it has been conveyed that a public water main extension is required as a condition of connection to District water.

APPLICATION OF DISTRICT ADMINISTRATIVE CODE AND POLICIES

The District's Administrative Code Section 3.4, Requirements for Water and Sewer Service, identifies connection requirements based on several parcel attributes, such as location (inside UGA or LAMIRD), proximity to water and/or sewer mains, and the type of proposed development.

2377 North Shore Road (Assessor Parcel Number 380325-402544-0000) Facts

- Proposed development is a single parcel with single family residence.
- Located outside a UGA or LAMIRD.
- Proximity to District public water systems.
 - Water main at northwest property corner on North Shore Road.
- Proximity to District public sewer systems.
 - Current Lake Whatcom Water and Sewer District sewer customer.

Sewer Service Analysis

Property is currently served by Lake Whatcom Water and Sewer District's public sewer system. There are no further sewer requirements.

Water Service Analysis

Applicable Administrative Code Section 3.4.2.B, Water Service Inside or Outside UGA or LAMIRD

B. Sufficient Water System within 200-feet of Property. Connection to the District water system is required. Owner extends and/or replaces main past and/or through property and connects to the sufficient main by Developer Extension Agreement and in accordance with current District Standards.

If District determines that a public water main extension is not warranted, the District will install a water service from the main to meter. Meters will be set adjacent to the main near the edge of the public right-of-way or easement corridor in which the public water main is located. The property Owner installs the private water service line from the meter to the building. Properties not fronting the public water main such as those located beyond the end of the main or behind lots fronting the main will require a longer private water service line installed by the Owner from their property to the meter.

Therefore, extension of the District's water main across the subject property's frontage with North Shore Road is warranted as a condition of water service.

EVALUATION OF PETITION TO WAIVE OR ADJUST CONNECTION REQUIREMENTS

The District's Administrative Code provides a framework to evaluate petitions to waive or adjust connection requirements. The applicable Administrative Code Section is 3.4.4, Petition to Waive or Adjust Connection Requirements, is provided for reference:

3.4.4 Petition to Waive or Adjust Connection Requirements

The Owner may petition the Board of Commissioners to waive or adjust the connection requirements if the parcel is located such that service is unlikely to be extended to the parcel within the next 20 years as determined by the District. The Board of Commissioners will evaluate the petition considering:

- 1. Expansion of the system to serve the new development is considered part of the cost of the new development.*
- 2. Costs for some developments will be more than others due to location and physical challenges.*
- 3. Waiving connection requirements will make it increasingly more difficult and costly to serve the same development in the future.*
- 4. Some required improvements may not be immediately placed into service but will greatly reduce the costs and complexity to serve the development in the future (example, building a waterline across the parcel frontage that remains dry until service is extended to the site).*
- 5. A distance of approximately ½ mile is considered close enough to require connection. Longer distances to connect to the system may be appropriate for larger developments.*
- 6. It is considered a minimum requirement to construct the system across or through the development whether they are immediately used for service or are placed into service in the future.*

If the connection requirement is waived or the required system improvements cannot immediately be placed into service, the Owner may develop an alternate and temporary water supply and/or onsite sewage disposal systems in accordance with Whatcom County and State

regulations after executing a "Covenant Binding Property Regarding Future Water and/or Sewer Service. [Resolution No. 757]

Evaluation of Petition:

February 14, 2021 Petition Paragraph 4 (excerpt)

The reason for this request is that we believe it is extremely unlikely that the water main will be extended beyond the 2377 property frontage either by the District or any other property owners in the vicinity within the near term, or within the next 20-year period.

LWWSD Staff Response. It has been 12 years since 2373 Northshore Road was required to extend the water main 281-feet. This is the same water main 2377 Northshore Road now desires to use for its connection, without extending the water main across its frontage.

If the extension is waived, further extensions will be less desirable to nearby properties and the system is less likely to expand its service area.

February 14, 2021 Petition Paragraph 6 (excerpt)

...Furthermore, Appendix I of the Comprehensive Plan, which includes the capital facilities plan for the District, does not include any current funding for expansion of the service area, or any planned funding through 2027.

LWWSD Staff Response. The District has an active construction project to expand the Agate Heights Water Treatment Plant capacity from 57 equivalent residential units (ERU) to 81 ERU. The total project costs including construction, engineering, and inspection is \$359,000. Therefore, the District is actively developing/expanding the Agate Heights Water System.

February 14, 2021 Petition Paragraph 8 (excerpt)

...The next five houses to the east along Northshore Road beyond 2377 are currently developed, are drawing water directly from Lake Whatcom, and sit below this steep bank. They share access from a single access point onto Northshore Road, and a common driveway that parallels Northshore Road. This access point and common driveway are approximately 800' past the 2377 property. If the water main was extended at this time across the frontage of the 2377 property, then in order to serve any of the remaining houses along this stretch, the next extension would need to be over 800' in length, in an area of right of way that is difficult to work in, resulting in a high design and development cost.

LWWSD Staff Response. The best location of a water main along this stretch is in the North Shore Road right-of-way rather than cutting down low near the Lake. This is encouraged by Whatcom County to keep development as far from the lake shore as possible. From the assessor maps it appears these parcels front North Shore Road. The residences along this stretch would connect to the main by private service lines that run up to the water main in the North Shore Road right-of-way. This configuration would avoid installing the public water main in a steep slope.

FISCAL IMPACT

None

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Infrastructure Strategy and Performance

RECOMMENDED BOARD ACTION

Staff recommends maintaining the District's Administrative Code requirements to construct a public water main extension past and/or through parcel as a condition of water service.

The considerations outlined in the Section 3.4.4 of the Administrative Code point towards requiring the water main extension. The considerations, with staff comments, are:

1. Expansion of the system to serve the new development is considered part of the cost of the new development.
2. Costs for some developments will be more than others due to location and physical challenges. *[LWWSD Staff Comment] In 2009, the property owner of 2373 North Shore Road extended the 8-inch diameter ductile iron water main 281-feet at a cost of \$33,430. For the subject property (2377 North Shore Road) the length of extension across the lot frontage is approximately 80-feet (only 28% the length of the previous extension).*
3. Waiving connection requirements will make it increasingly more difficult and costly to serve the same development in the future. *[LWWSD Staff Comment] This is a good example where 2377 North Shore Road is benefitting from the District's 2009 decision to require 2373 North Shore Road to extend the main past its lot frontage to provide for systematic and incremental development of the water system.*
4. Some required improvements may not be immediately placed into service but will greatly reduce the costs and complexity to serve the development in the future (example, building a waterline across the parcel frontage that remains dry until service is extended to the site).
5. A distance of approximately ½ mile is considered close enough to require connection. Longer distances to connect to the system may be appropriate for larger developments. *[LWWSD Staff Comment] The subject property abuts the existing District water main.*
6. It is considered a minimum requirement to construct the system across or through the development whether they are immediately used for service or are placed into service in the future.

PROPOSED MOTION

Recommended motion is:

“I move to deny the petition and maintain the District’s Administrative Code development requirements that require a public water main extension past and/or through the parcel located at 2377 North Shore Road as a condition of water service.”



Ali V. Taysi
1708 F Street
Bellingham, WA 98225
Phone 1 (360) 305-2124
www.avtplanning.com
ali@avtplanning.com

February 14, 2021

Lake Whatcom Water
& Sewer District
Board of Commissioners
1220 Lakeway Drive
Bellingham, WA 98229

Re: 2377 North Shore Drive – water extension waiver request petition

Dear Board Commissioners:

I am writing to you on behalf of Mr. Norman Chang, the owner of the property addressed as 2377 North Shore Drive, situated along Lake Whatcom. The property is currently developed with a single-family residence and takes water supply directly from Lake Whatcom; however the property is located within the Agate Heights service area of the Lake Whatcom Water & Sewer District. Mr. Chang desires to purchase a water service connection from the District. The existing District water main is located on the same side of the street as this property (the lake side of Northshore Road); the main terminates at the corner of the property but does not cross the frontage of the property.

Section 3.4.2 of the District Administrative Code governs service to single parcels with existing single-family residences. Subsection 2.B requires connection and concurrent extension of a water main across the full property frontage when the property is within 200' of an existing main. This same section indicates that if the District determines that a public water main extension is not warranted, the District can provide a private service lateral with no main extension. The process and criteria for making this determination are described in more detail in section 3.4.4 of the administrative code.

Pursuant to this section, a property owner may petition the Board of Commissioners to waive or adjust the connection requirements if the parcel is located such that service is unlikely to be extended to the parcel within the next 20 years as determined by the

District. On behalf of Mr. Chang we are requesting that the Board of Commissioners grant a waiver from the requirement to construct a main extension when providing a service connection to the existing residence at 2377 Northshore Road.

The reason for this request is that we believe it is extremely unlikely that the water main will be extended beyond the 2377 property frontage either by the District or any other property owners in the vicinity within the near term, or within the next 20-year period. The reasoning behind this conclusion is provided in this letter request and substantiated by the Districts planning documents attached hereto.

The District engages in planning through their Comprehensive Plan, which was most recently updated and adopted in 2019. The District planning documents (Sections 1.6 and 1.8, excerpts attached) indicate that funding sources for expansion of service areas typically come from developers engaged in new development, or through an LID process initiated by a private property owner, but not through District initiated expansion projects. The properties to the east of 2377 Northshore Road are all zoned Rural 5 Acre and have limited to no future subdivision or development capacity. This makes it very unlikely that additional services would be desired by a private developer.

Despite these conditions, the District commissioned a review of potential expansion of this service area to assess its viability. Appendix C of the Comprehensive Plan analyzes this service area expansion, specifically the potential to connect to the Agate Bay Mobile Home Park system to the east. The analysis that was conducted in Appendix C does not reach the conclusion that the District should proceed with this expansion; to the contrary it indicates that further study is needed to evaluate the viability of an expansion. Furthermore, Appendix I of the Comprehensive Plan, which includes the capital facilities plan for the District, does not include any current funding for expansion of the service area, or any planned funding through 2027. Expansion options to the east along North Shore are identified as “unfunded and unscheduled”. Instead, the funding plans for this area identify improvements to the existing Agate Heights system as a first step and priority. These existing system improvements are funded and on-going.

The Districts policy documents and past practice do not support District initiated service area expansion projects. The Districts expansion analysis raises cost and value questions, and there is a lack of near or middle term planning/funding for implementation of an extension. For these reasons it seems unlikely that the District would engage in eastward expansion in a reasonable time period. It is unnecessary and inequitable to burden a private property owner with a main extension cost at this time, which would not serve any additional lots, and would not contribute to a planned near or middle term service area expansion effort.

In addition to short and middle term District planning not contemplating an expansion, existing conditions to the east do not facilitate piecemeal expansion by private parties. This stretch of Northshore Road has a steep vertical bank along the water side, where the line is located, complicating the design and construction, as well as expense, of main extension. The next five houses to the east along Northshore Road beyond 2377 are

currently developed, are drawing water directly from Lake Whatcom, and sit below this steep bank. They share access from a single access point onto Northshore Road, and a common driveway that parallels Northshore Road. This access point and common driveway are approximately 800' past the 2377 property. If the water main was extended at this time across the frontage of the 2377 property, then in order to serve any of the remaining houses along this stretch, the next extension would need to be over 800' in length, in an area of right of way that is difficult to work in, resulting in a high design and development cost. This would likely preclude any of these immediately adjacent property owners from pursuing extension of the line on their own behalf. These conditions also encourage a consolidated extension plan with all design and construction work occurring at the same time, instead of short piece meal extensions of the line. As noted, properties further east from these 5 residences are located outside the existing service area and would require a service area expansion, which as discussed in this request, is unlikely.

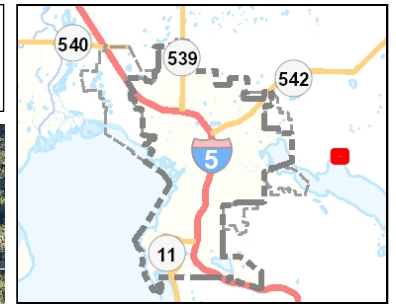
If a waiver from the extension requirement is granted, the District administrative code (Section 3.4.4 and 3.4.5, attached) provides a protection for the District, which is the execution of a covenant to bind the property owner to contribute to future connections at a pro-rata share. This provision ensures that a property owner pays their fair share but will result in a more efficient and equitable implementation of the main extension. In order to protect the District in the event that a future water main extension is undertaken, Mr. Chang will agree to sign a covenant binding the 2377 property to participate in a pro-rata share of the future extension. A Covenant will ensure that the District recoups the appropriate contribution from the owner of the 2377 Northshore Road property at the time of line extension, while also reducing cost and burden on the property owner at this time.

We believe that this request is reasonable and appropriate at this time. The District is not engaged in near or middle term planning for eastward expansion of the system. Questions remain as to the long-term viability of an expansion. Funding is not planned for an expansion. Physical conditions support a consolidated design and construction effort to expand eastward along North Shore. The proposed covenant will protect the District from any risk associated with approval of the requested waiver. For all of these reasons it is unnecessary and inequitable to require a water main extension across the 2377 property at this time, and a waiver from this requirement is appropriate. We appreciate your consideration of this waiver petition request. If possible, we would like the opportunity to present this request to you in person at your next available meeting. Please don't hesitate to contact me with any questions related to this request and/or an invitation to present at your meeting. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ali Taysi', with a stylized flourish at the end.

ALI TAYSI
AVT Consulting LLC



Legend

- Buildings
- Docks
- Sewer Access Points
- Sewer Lateral Lines
- Sewer Gravity Mains**
 - City Mains, Inactive
 - City Mains, Active
 - City Mains, Under Construction
 - WD10, A; Private Mains, Active; PVT, A; WWU, A
 - Private Mains, Under Construction
- Sewer Pressurized Mains**
 - COB - Active
 - COB - Under Constr.
 - COB - Inactive
 - Private, Active
- Tax Parcels**
 - Care Facility
 - Hospital
 - Schools
 - <all other values>
- Washington Roads Labels**
- Bellingham Streets Street View**
- County Roads Detail**
- Bellingham Bicycle Routes**
 - Existing Bicycle Facility
 - Other Bicycle Routes
 - Trails
 - Bike Friendly Trails
- Sidewalks**
- Residential Parking Enforcement Zone**
 - RPZ1
 - RPZ2
- Pedestrian Master Plan**
 - YES, Complete
 - YES, Incomplete
 - NO, Complete
 - NO, Incomplete

Notes

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497 0 248 497 Feet

THIS MAP IS NOT TO BE USED FOR NAVIGATION

The City of Bellingham has compiled this information for its own use and is not responsible for any use of this information by others. The information found herein is provided simply as a courtesy to the public and is not intended for any third party use in any official, professional or other authoritative capacity. Persons using this information do so at their own risk and by such use agree to defend, indemnify and hold harmless the City of Bellingham as to any claims, damages, liability, losses or suits arising out of such use. Contact the Whatcom County Assessors office (360-778-5050) for the most up to date parcel information.

Appendix C – North Shore Water Consolidation Feasibility Study

TO: Patrick Sorensen, General Manager, Lake Whatcom Water & Sewer District
Bill Hunter, PE, District Engineer / Assistant Manager, Lake Whatcom Water & Sewer District

FROM: Melanie Mankamy, PE 

SUBJECT: North Shore Water System Consolidation Feasibility Study
Amendment Incorporating Comprehensive Water System Plan Updates

JOB NO.: 2016-093

DATE: December 7, 2017

Purpose

The purpose of this technical memorandum is to present the revised cost estimates for the North Shore Water System Consolidation Study that incorporate updates to several base assumptions that came out of the recent Comprehensive Water System Plan.

Background

In June 2017 the District completed a study of several alternatives for extending water along the North Shore Road, consolidating existing water systems, and making potable water available to adjacent residential properties. The analyses were based on the design standards in the District's 2010 Comprehensive Water System Plan

With the recent work to update the Comprehensive Water System Plan nearing completion, several of the design standards were revised. This Amendment incorporates those changes into the cost analyses and the results are presented below.

Analysis

The change in the design standards that had the greatest impact on the water system consolidation cost estimate was lowering the required fire flow from 750 gpm to 500 gpm. The North Shore service area is zoned rural and is not in a UGA where it would be important to match the fire flow requirements of the adjacent water purveyors (in case the area was annexed). By reducing the fire flow requirements, the locations where water main size was previously twelve inches could be reduced to eight inches in diameter.

The second change was to reduce the projected water demands for the service area. There have been substantial reductions in water use since the last Comprehensive Water System Plan, and the potential future water system customers are anticipated to have water use patterns closer to the Agate Heights area than the Eagleridge area. This allowed the water treatment plant size to be reduced.

Overall the reduction in the projected costs was approximately 10%. As before, the cost share per connection was determined using three participation levels - 50%, 75% and 90%. The updated cost share range shown in Table 1 below is based on the Alternative Project Costs divided by the projected number of participants for each Alternative. The lowest value represents Alternative 2 which has the highest potential number of new connections.

Table 1. Updated Estimated Cost Share Per Connection

	Cost Share per Connection	
	Lump Sum Fee (range)	Annualized Fee (based on 20-year Bond repayment at 2.73%)
50% Participation	\$42,800 - \$50,300	\$2,800 - \$3,300
75% Participation	\$29,900 - \$35,100	\$1,960 - \$2,300
90% Participation	\$25,500 - \$29,900	\$1,670 - \$1,960

** Lump sum fee includes an estimate for the service connection including the meter assembly. If the District pursues and secures a DWSRF Loan with up to 50% principal forgiveness for a consolidation project, then the project costs would be greatly reduced and the connection share would also be much less.*

Planning

Also as part of the Comprehensive Water System Plan planning effort, the District reviewed options for phasing the implementation of the North Shore water system consolidation, and making it possible for small developer extensions to accomplish portions of the water main work. This effort defined three potential phases for implementation, with the first two phases having a significantly reduced scope.

Currently the Agate Heights water system has very few uncommitted water service connections. In order to increase the number of connections available, and improve the water treatment plant reliability and resiliency, the Agate Heights Phase 1 improvements would replace the existing plant with a package plant that has twice the capacity and multiple filter units. With this increase in plant capacity, storage capacity becomes the limiting factor, but over 50 additional connections would become available.

The potential Agate Heights Phase 2 improvements extend the distribution main to the two closest Group A water systems - the Agate Bay Trailer Park (25 ERUs) and the Russell Group (The Forks Restaurant). This phase would add a new reservoir, a second water plant module, and about 3,000 feet of 8-inch water mains. This project would qualify for a Drinking Water Consolidation Loan which provides up to 50% principal forgiveness (depending on the availability of funds). The principal forgiveness would substantially reduce the project costs to the District, and the amount needed to be recovered from new connections.

The final Phase 3 improvements would add a second new reservoir, additional plant capacity and consolidate the District's Eagleridge water system. It may also extend the distribution system to the east end of North Shore Road.



LAKE WHATCOM WATER AND SEWER DISTRICT
Whatcom County, Washington

NORTSHORE CONSOLIDATION FEASIBILITY STUDY

WHATCOM COUNTY, WASHINGTON


Department of Health Contract N21980

WILSON ENGINEERING, LLC
Consulting Engineers
805 Dupont Street, Suite 7
Bellingham, Washington 98225
Project # 2016-093
August 2017

LAKE WHATCOM WATER AND SEWER DISTRICT
NORTHSHORE CONSOLIDATION FEASIBILITY STUDY
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Exhibits not
 included as part of
 this Water System
 Plan. Available at
lwwsd.org

LAKE WHATCOM WATER AND SEWER DISTRICT NORTHSHORE CONSOLIDATION FEASIBILITY STUDY

Whatcom County, Washington

1.0 INTRODUCTION

The Washington State Department of Health (DOH) has entered into an interagency agreement with Lake Whatcom Water and Sewer District of Whatcom County (LWWSD) to prepare and submit a feasibility study evaluating consolidating three existing Group A water systems on the north shore of Lake Whatcom: Eagleridge (#08118), Agate Heights (#52957), and Agate Bay Trailer Park (#00496). In addition, two Group B water systems and numerous individual homes will be considered for consolidation. All are within the District's service area boundary as shown in Figure 1.

Development of this area has resulted in several private water systems, individual wells and individual surface water withdrawals that generally have limited or no fire flow capacity and are relatively expensive to operate due to their small size. The goal of this study is to examine the feasibility of combining the systems into one system that would result in improved water quality and quantity, and increased safety and reliability.

The study area is classified as Rural and with R5A zoning (one unit per five acres). This area is shown in Figure 2. Note that 90% of the lakefront development has already occurred, and at density levels much higher than one unit per five acres.

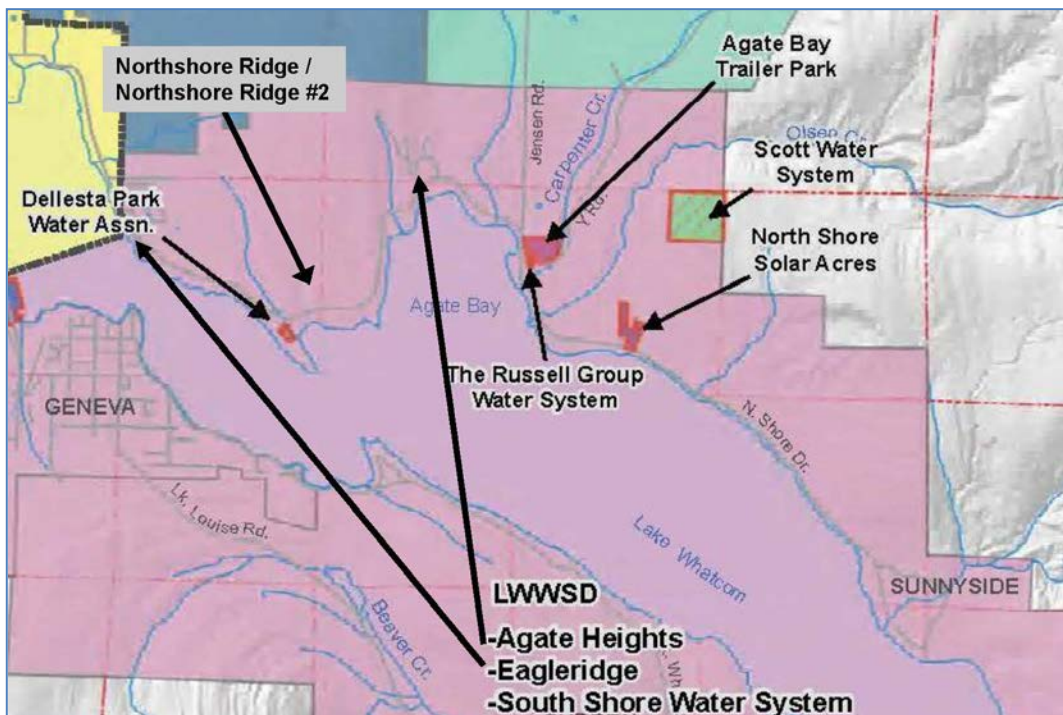


Figure 1. North Shore Area from Whatcom County Coordinated Water System Plan Map



Figure 2. Whatcom County Zoning for North Shore Area

2.0 NORTSHORE STUDY AREA EXISTING CONDITIONS

The Northshore area of Lake Whatcom Water and Sewer District is located 5 miles east of the center of Bellingham and abuts the City limits on its western edge. The study area is zoned rural - R5A (rural 1 unit per 5 acres). Water facilities inventory forms (WFI's) for several of the systems are included in the Exhibit 1. The Group A systems are (1) Eagleridge (LWWSD), (2) Agate Heights (LWWSD), (3) Agate Bay Trailer Park, and (4) Russel Group (The Fork restaurant). In addition there are several Group B water systems which include (5) North Shore Solar Acres, (6) North Shore Ridge, (7) North Shore Ridge #2, and (8) Dellesta Park. There are also 330 existing private residences within the study area that are on private wells or direct lake draws. The estimated number of existing potential water services with the study area total approximately 525. The subject individual water systems are shown on Figure 1 and the capacity of each is listed below.

- Eagleridge Water System – water source is City of Bellingham; 70 connections; capacity = 85
- Agate Heights Water System – water source is a District-owned well; 39 connections (44 ERUs); capacity = 48 connections (54 ERUs)
- Agate Bay Trailer Park Water System – Group A, well source, 25 connections
- Russell Group (restaurant) – Group A, well source, one connection
- Dellesta Park – Group B, well source, 5 connections (capacity=7)
- North Shore Solar Acres – Group B, well source, 6 connections
- Northshore Ridge – Group B, well source, 4 connections
- Northshore Ridge #2 – Group B, well source, 3 connections

2.1 Source of Supply

For the consolidated water system, the District plans to use its Agate Heights well as the Source of Supply, and maintain the connection to the City of Bellingham at Eagleridge as an emergency intertie.

Well - The District's well at Agate Heights is a 10-inch artesian well with a pumped capacity of 494 gpm (322 gpm from artesian pressure). A 100-ft radius protective zone is provided with a

Restrictive Covenant for the well.

Water Rights – The District has several water rights (Permits and Certificates) associated with this well that total 438 gpm:

1. G22681P - 60 gpm instantaneous; 32.4 acre-ft/yr annual
2. G22763P - 360 gpm instantaneous; 465.9 acre-ft/yr annual
3. G23449 - 18 gpm instantaneous; 8.6 acre-ft/yr annual

Water Quality – The water from the existing well needs to be treated to remove manganese. The Agate Heights Water Treatment Plant is currently a 30 gpm Filtronics package treatment system which is nearing capacity. The District plans to increase the capacity of the water treatment plant to accommodate localized demand even if the consolidation project is not constructed.

2.2 Storage

The Agate Heights water system has two reservoirs at two different elevations. The lower 80,000 gallon reservoir is filled at a rate of 30-gpm by the system transmission pumps, which is activated when the treatment plant is operated. The upper 105,000 gallon reservoir is filled at a rate of 21 gpm. The source is the lower reservoir. The existing reservoirs currently provide equalizing, standby, and fire storage for the Agate Heights water system.

2.3 Booster Pumps / Transmission Pumps

The Eagleridge water system currently uses booster pumps to maintain water pressure. With the consolidated water system, these booster pumps would no longer be needed. The Agate Heights water treatment plant pumps are sized to match the treatment plant capacity. The transmission pumps for the filling the upper tank are converted booster pumps, repurposed when the upper tank was installed.

2.4 Distribution System

The water distribution systems both consist entirely of 8-inch ductile iron pipe. Eagleridge currently provide 750 gpm for fire protection and Agate Heights currently provide 500-750 gpm for fire protection.

3.0 SYSTEM DEMANDS

For this feasibility study, we have developed three scenarios based on different projections for system expansion:

- Alternative 1 – Match District sewer service area
- Alternative 2 – Extend water to east end of Northshore Road
- Alternative 3 – Extend only to Group A systems at Y Road

The service areas and proposed schematic facility locations for each of these Alternatives are included in Exhibit 2.

We reviewed the Average Day Demand (ADD) and Maximum Day Demand (MDD) values for both the Eagleridge and Agate Heights water systems listed in the 2010 Water Comprehensive Plan

and the 2016 Water Use Efficiency Plan Update since the customers on these systems would be similar to the new customers incorporated into the consolidated water system. The average of the four ADD values in these two reports is 243 gpd/ERU. Given that the existing data set is a small number of customers, and that the DOH Manual recommends using 350 gpd/ERU as a minimum, this analysis used 350 gpd/ERU for ADD.

The average of the four MDD values in these two reports is 680 gpm/ERU. When good metered data is not available, the DOH Manual recommends using two times the ADD for MDD. This analysis used 700 gpd/ERU for MDD.

The resulting PHD (peak hourly demand) is computed using DOH'S PHD Worksheet (See Appendix 8) for each Alternative. In addition to PHD, this water system will provide residential fire flows of 750 gpm.

4.0 SYSTEM ANALYSIS

Analysis is performed in accordance with DOH "Water System Design Manual" as described below. The amount of water supply and storage are interdependent. For instance, equalizing storage is used to supply the difference between pumping rate and demand rate. When demand rates are greater than pumping rates, water in storage is used to supply the difference. When demand rates are less than pumping rates, storage is replenished. The greater the capacity of the water supply the less equalizing storage needed. The minimum capacity of the source(s) must be equal to or greater than the maximum daily demand.

4.1 Source of Supply

The 10-inch well at Agate Heights has been performance tested at 494-gpm, however the current pump capacity is limited to 30-gpm. The District holds water rights on this well for 438 gpm. The MDD (maximum daily demand) for the system is projected to be 700 gpd/ERU. To meet MDD for any of the Alternatives, the treatment plant and pumping capacity will need to be increased.

The size of water treatment plant that each Alternative would need is calculated as follows and listed in the table below:

$$\text{Build out rate} = (700 \text{ gpd/parcel} \times \text{Build-out ERUs}) / (1,440 \text{ mins/day}) = \text{Plant Size (gpm)}$$

Scenario:	Build-out ERUs	Minimum Plant Size (*)
Alternative #1	405	200 gpm
Alternative #2	530	260 gpm
Alternative #3	355	175 gpm

4.2 Storage

Storage required consists of the sum of operating storage, equalizing storage and the greater of standby storage or fire flow storage. Currently Agate Heights has an 80,000 gallon reservoir and a 105,000 gallon reservoir. For this analysis, we excluded the 105,000 gallon reservoir, which serves the upper pressure zone and provides fire suppression storage for the Lake Whatcom Residential and Treatment Center. Eagleridge relies on storage capacity provided by the City of Bellingham.

The total storage volume is the sum of several components. Operating storage is the volume between the “off” and “on” control levels in the reservoir. Equalizing storage is equal to the product of 150 and the difference in peak hourly demand (PHD) and supply rate. Standby storage is equal to twice the ADD of 350 gpd/ERU x N ERUs. Minimum fire suppression storage for the residential portion of this system is 45,000-gallons; however this is nested with standby storage; resulting in the larger of the two values being applicable. Dead storage is the volume in the bottom of the tank below the “silt guard” outlet plus the volume at the top of the tank above the “off” probe. The “total storage required” is the sum of each of these values and can be compared with “storage available” as reflected in the table below. The table also indicates the minimum additional storage volume required. Please note that these values are based on a DOH Design Manual ADD of 350 gpd/ERU and highly sensitive to that value because the largest component of storage (Standby Storage) is equal to two times ADD times the number of ERUs. For example, if the calculated average for ADD of 243 gpd/ERU (see Section 3) were used, the total required storage for Alternative #1 would be reduced by about 82,000 gallons to 230,000 gallons. Using the lower value for ADD will require DOH approval.

Scenario:	Total Required Storage (gallons)	Storage Available (gallons)	Additional Storage Needed (gallons)
Alternative #1	312,000	80,000	232,000
Alternative #2	403,000	80,000	323,000
Alternative #3	274,000	80,000	194,000

4.3 Transmission Pumps

The transmission pump system needs to deliver the treated water to the storage reservoir(s). The flow rates will be sized to match the water treatment plant capacity, and the required pumping head will be calculated based on the elevation head and the friction head.

4.3 Distribution System

The consolidated system will provide 750 gpm fire flow and ensure that a minimum pressure of 20 psi is maintained at each service meter during a fire flow event. Supplying fire flows is the driving factor in the sizing of the distribution system. The hydraulic analyses indicated that the majority of the distribution pipe will need to be 12-inch diameter in order to meet the fire flow scenarios. The remainder will be a minimum of 8-inch diameter.

The District standard practice is to install fire hydrants every 600 feet along the distribution mains.

5.0 PROJECT COST ESTIMATE AND FUNDING OPTIONS

5.1 Project Cost Estimate

We have evaluated three scenarios and developed planning level cost estimates for each. The first is Alternative1 which matches the existing District sewer service area (ending approximately at the east side of Agate Bay). Alternative 2 extends water service to the east end of Northshore Road. Alternative 3 limits the water system extension to only as far as needed to connect the existing Group A water systems and end at the Y Road. These preliminary, planning level cost estimates are included in Exhibit 3.

The preliminary project cost estimate for Alternative 1 is \$6.3M to \$6.9M. This includes engineering, permitting, and surveying in addition to construction costs and 10-20% contingency. It does not include the cost of metered service connections since the level of participation is unknown, and those costs are typically born directly by the property owners. The build-out number of Equivalent Residential Units (ERUs) assumed for Alternative 1 is 405 (120 from existing service areas).

The Alternative 2 scenario builds on Alternative 1, and adds about 11,750 feet of water main, nineteen fire hydrants, a larger storage reservoir, and a larger water treatment plant and transmission pumps. The build-out number of Equivalent Residential Units (ERUs) assumed for Alternative 2 is 530 (120 from existing service areas).

The preliminary project cost estimate for Alternative 2 is \$9.1 to \$10M. Again, this includes engineering, permitting, and surveying in addition to construction costs and 10-20% contingency. It does not include the cost of metered service connections since the level of participation is unknown, and those costs are typically born directly by the property owners.

Alternative 3 is a reduction from Alternative 1 - it has about 3,650 feet less of water main and 6 fewer fire hydrants. It also reduces the number of potential future customers by about 50 - the build-out number of Equivalent Residential Units (ERUs) assumed for Alternative 3 is 355 (120 from existing service areas).. The preliminary project cost estimate for Alternative 3 is about \$5.7 to \$6.2M.

5.2 Financing Options

There are several potential sources of funds for financing a drinking water project of this size. The Drinking Water State Revolving Fund (DWSRF) Loan program specifically targets projects that consolidate existing Group A water systems and will forgive up to 50% of the loan principal for these projects, subject to funding availability. These loans typically have a payback period of 24 years, so collection can also occur over time, and substantially reduce the up-front costs to participants. The Public Works Trust Fund would also fund a project like this, though funds are not reliably available. The District could issue a Revenue Bond, which would typically have a 20 year payback. The final possible funding source considered was USDA-Rural Development, which has a term of up to 40 years, but will only fund projects that have no other financing options. A summary of rates and terms for these options is listed below.

Funding Source	Interest Rate	Loan Term
Drinking Water State Revolving Fund (DWSRF) Consolidation Loan <ul style="list-style-type: none"> Potential for 50% principal forgiveness (if funds are available) 	1.5%	24 years
Public Works Trust Fund Loan	1-2%	20 years
Revenue Bond (as of 4/20/17; AA Bond Rating)	2.73%	20 years
USDA-Rural Development (as of 7/1/17) <ul style="list-style-type: none"> Funding source of last resort 	3.25%	up to 40 years

Of these options, the DWSRF Loan with the 50% principal forgiveness is the most attractive financing option because it substantially reduces the amount of capital expenditures that need to

be recovered. However, there is the uncertainty that funds would be available for the principal forgiveness portion of the loan. Loan applications are typically accepted in September, and are funded based on how well the project scores on Department of Health evaluation criteria.

The Revenue Bond is a funding source that is more under the control of the District than any of the loan options. The District has an AA Bond Rating and has obtained financing for capital project using Revenue Bonds in the past. Because the District has bonding capacity, it is less likely to qualify for funding from USDA-Rural Development.

5.3 Cost Sharing Options

We have identified three potential methods the District could use to collect payments over time - a Utility Local Improvement District (ULID), a "Special Benefit Area" fee assessed upon connection, or a fixed debt-service/capital charge on the water bill. The underlying assumption for all of these options is that the costs will be borne by the new connections or assessed properties, and not by existing District customers.

The main advantage of a ULID is that it would assess all of the properties that benefit from the improvement, whether they connect or not. It also allows the assessment to be paid over time - typically 20 years with interest. It would address the inherent inequity of those who connect subsidizing fire protection for neighbors who elect not to connect. The disadvantage of a ULID is the high costs associated with creating the ULID and the hurdle that the assessment must be no more than the amount the property's value is increased by the assessment. The area to be served is already 90% built-out, and these homes already have some source for water. We assume, therefore, that the assessment needed would exceed the amount allowed under the ULID statute.

The "Special Benefit Area" fee would be similar to a ULID, without using the formal ULID process. The project costs would be divided amongst an estimated number of likely connections. It would be possible to pay over time with a security interest recorded against the property.

It is challenging to predict the number of properties that would connect to the public water system if it is installed. Typically, a municipal purveyor cannot compel connection to a public water system, and there is a contingent of property owners who are not interested in connecting to public water. There are, however, approximately 250 residences on surface water withdrawals - some with permits, some with claims and some with applications pending. Of the 118 with permits, the Department of Ecology (DOE) estimates that about 64 include a provision "to connect to a public water supply when connection to such system is practical and discontinue use from the lake." DOE has indicated that the 42 pending applications would be similarly provisioned, as would any new applications for surface water withdrawals. The District has also been requiring new sewer-only customers to sign a Covenant that requires them to connect to water when it is available. The number of these covenants in place is unknown, and many probably overlap with the DOE provisional water rights. Figure 3 shows the status of surface water rights based on DOE's database. Note that the map excludes District customers but not others on wells or small water systems. These are red on the map, since they do not having a surface water right.



Figure 3. Department of Ecology Surface Water Right Status Map

The third option for cost recovery is adding a capital recovery charge to the water bills. This fee would not apply to existing District water customers on the North Shore. This is a simple approach, and allows the cost share to be adjusted as new connections are added. It may be interesting to investigate adding a capital recovery charge for the portion of the water system needed to provide fire protection to the sewer bills of the existing district customers. This would capture some of those who benefit from the fire protection provided by the improvements, but elected not to connect to public water.

The cost share per connection was determined using three participation levels - 50%, 75% and 90%. The cost share range shown in Table 1 below is based on the Alternative Project Costs divided by the projected number of participants for each Alternative. The lowest value represents Alternative 2 which has the highest potential number of new connections.

Table 1. Estimated Cost Share Per Connection

	Cost Share per Connection	
	Lump Sum Fee (range)	Annualized Fee (based on 20-year Bond repayment at 2.73%)
50% Participation	\$48,000 - \$56,500	\$3,146 - \$3,704
75% Participation	\$33,500 - \$39,200	\$2,196 - \$2,570
90% Participation	\$28,500 - \$33,300	\$1,868- \$2,183

* Lump sum fee includes an estimate for the service connection including the meter assembly

If the District pursues and secures a DWSRF Loan with up to 50% principal forgiveness for a consolidation project, then the project costs would be greatly reduced and the connection share would also be much less.

The District recently had its general facilities / connection charge for future connections reviewed. The analysis conducted did not include this potential project as a future capital investment because it was assumed that the project would be paid for by those who benefit. It also did not include the potential new customers associated with this system expansion.

Because of the size of this system expansion when compared to the existing District water utility assets, it may be beneficial to consider establishing a separate general facilities / connection charge for the North Shore. The majority of the water infrastructure is in the South Shore water system, and the majority of customers are served by the South Shore system. The general facilities / connection charge is the “buy-in” for the new customers to the existing system and the consolidation project is essentially installing a new water system for the North Shore service area. It would follow that the cost share per connection above would be the basis for a new general facilities / connection charge specifically for the North Shore, with the appropriate incorporation of the existing assets at Eagleridge and Agate Heights to the “buy-in” calculation.

5.4 Example Rates and Charges

Example Bi-monthly water charges: These numbers are very preliminary and are based on existing District water rates and average water use by Agate Heights water system customers.

- Base Rate = \$62.31/two months
- Water Usage over 600 cubic feet (CF) = \$8.85/100 CF
- Bi-monthly Base + average usage = \$171.43 (\$85.72/month)

As an example, a property with a one-inch water service and an average of 750 gallons per day water use would have a total monthly bill in the range of \$213.10 to \$253.10.

6.0 PUBLIC MEETING AND OUTREACH FEEDBACK

A public meeting was held on June 20, 2017, at 6:30pm at the North Whatcom Fire Hall. The meeting was well attended with 54 individuals and couples signing in. Several District Commissioners were in attendance, along with the General Manager and Assistant General Manager. The consolidation Alternatives and preliminary cost estimates were presented and the floor was open for questions and discussion. There were many comments and questions before the meeting was adjourned at 7:36 pm. There were two main themes of the discussion - comments of support for the project and comments against the project as promoting growth and development in the Lake Whatcom watershed.

A questionnaire was also available and 47 were filled out and returned that evening. Several more were returned the next day. A copy of the questionnaire and the raw results are included in Exhibit 4. The questionnaire gathered some basic information (property use, water source) in addition to interest in connecting to public water. It also polled motivations to connect and financial priorities.

The initial questionnaire responses were evenly split between those who wanted to connect to public water and those who didn't (21 yes / 21 no). Six respondents wrote in “maybe” or “depends”. There were also recurring items that came up under “motivation” such as fire protection/safety that were added to the second generation questionnaire.

6.1 Summary of Questionnaire Responses

On July 10, 2017, the District sent a follow-up letter with the updated questionnaire to all property owners within the potential service area. The letter indicated that responses should be returned by July 31, 2017.

As of August 24, 2017, the District received 253 questionnaire responses, both from the public meeting and the subsequent mailing to the properties in the area. The mailing included existing District water customers in Eagleridge and Agate Heights, and did not exclude those who had submitted responses at the public meeting since not all of the responses received included addresses. There are known duplicates in the data set that can be identified by names or addresses, and there are probably also unknown duplicates in the responses that did not include a name or address.

The raw questionnaire data is included in Exhibit 4. In analyzing the data, we used addresses to identify 21 responses came from existing District customers. These responses are not included in the summary results listed below.

The breakdown of the questionnaire responses are listed below:

1. What is the current use of your property?

- Single Family 200
- Vacant 19
- Other 12
- No entry 1

2. What is the water source for your property?

- Lake Draw 109
- Well/Lake Draw 2 (checked two boxes)
- Well 52
- Shared Well 40
- Water System 9
- Rainwater 3
- Other 6
- None/No entry 11

3. Are you interested in connecting to a public water system? (broken down by water source)

Water Source:	Yes	No	Maybe/Depends
Lake Draw	29	53	27
Well/Lake Draw	2		
Well	14	23	15
Shared Well	15	12	13
Water System	3	1	5
Rainwater	1	1	1
Other	2	3	1
None	7		1
No entry	1	2	
TOTAL	74	95	63

4. If you are interested, what is your motivation to connect to a public water system?

	Yes	Maybe/Depends
• Reliability	62	36
• Water Quality	59	23
• Water Quantity	20	15
• Fire protection	23	12
• Other	6	8

5. If you are interested, what will drive your decision-making process? (Rank 1-4 with 1 being most important)

	Yes				Maybe/Depends			
	1	2	3	4	1	2	3	4
Overall cost to connect	38	18	4	0	36	18	0	0
Ability to pay connection fee over time	11	17	17	3	4	18	15	3
Estimated water bills	5	23	22	3	7	25	15	1
Other *	11	4	0	8	4	1	2	7

*"Other" includes: water pressure, less maintenance, timing, wants public sewer included, access to water, fire protection, monitored supply, ability to keep current water source for irrigation, will water use be limited, wants mineral-free water, resale of property, clogged intakes.

The "Comments" section of the questionnaire was well used. All of the comments are included with the raw questionnaire data in Exhibit 4. A summary of the most common comments is provided below.

The two main concerns of those who responded that they were not interested in connecting to public water were the costs associated with it and that they see public water as promoting growth in the Lake Whatcom watershed. These properties already have a water source that they are happy with. It is interesting to note that one "No" response was interested in fire protection, and another was interested in connecting to public sewer.

The primary concern of those who responded with "maybe/depends" is cost. Several also expressed concern about promoting growth and four expressed interest in a sewer connection.

The comments received by those who were interested in connecting to public water included general statements of support for the project, interest in fire protection, and interest in access to a potable water source with good quality water. There were two "yes" responders interested in connecting to public sewer. Most of the vacant properties indicated that they would connect considering the current circumstances where the Hirst decision has effectively placed a moratorium on using individual wells for new development.

It is interesting to note that three responders indicated that they are using rain water harvesting as their water source, which confirms that development has not been prevented from occurring even with the "moratorium" on individual wells. One is very interested in connecting to public water, one has just spent \$18,000 for the rainwater system and is not interested in public water.

6.2 Other Concerns / Comments

Several brought up the question of whether they would be able to continue to use their existing water source for irrigation, or as a back-up supply. This is a question best answered by the Department of Ecology. We have not pursued this subject with them.

There were several questions at the public meeting about whether the District would force residences to connect. In general, the District does not have the authority to compel connection to public water. The District does have the authority to compel connection to public sewer, and has a policy that connecting to water is required with a sewer connection, where water is available. It was brought up that the District has been requiring sewer-only connections to sign a Covenant that would require connection to public water when it is available.

7.0 SUMMARY AND CONCLUSIONS

All of the water system consolidation Alternatives are technically feasible - the District has sufficient water rights on a well with sufficient production capacity, and the ability to expand the water treatment plant at the existing site. Potential challenges include obtaining a site for the new water reservoir, and underground conditions (possible rock). The financial feasibility of this project depends on the participation of enough parties to make the financial commitment acceptable. Overall costs and the ability to pay over time will be key to achieving reasonable participation levels of those in the “maybe/depends” category.

The public process for this project has raised other factors to consider which are discussed below.

7.1 Public Health

Water quality was the second highest potential motivation for connecting to public water. The District recently completed a program to test the lake waters along the east end of Northshore Road for phosphorus and fecal coliform. This area does not have public sewer, and there are about 100 homes on septic systems, many of which are older and quite close to the Lake. The test results indicate that human fecal coliform bacteria are leaching into the Lake.

These results were not widely distributed prior to the District distributing the water consolidation questionnaire. It raises the question as to whether some of the lake draw respondents would change their response from “no” to “yes” with this additional information.

7.2 Fire Protection

Several of the questionnaire responders indicated that they were also interested in the fire protection that a public water system would bring. Given that there is a significant percentage of the properties in the service area that are not interested in connecting to public water, the District should consider its options on cost recovery for providing hydrants and fire storage for those who benefit from this infrastructure but are not “paying customers”.

7.3 Protection of Lake Whatcom

Many of the questionnaire responders who were against the consolidation project expressed concern that extending public water would promote growth in the watershed and harm the lake in

the process. The District is not the Land Use Authority - Whatcom County is. It should be noted that other sources of water are available - surface water for those next to the Lake, and rainwater harvesting for those not able to drill a well. At this time, the Hirst decision has halted the use of permit-exempt wells in Whatcom County, but that is not preventing development in the watershed - it is promoting the proliferation of rainwater harvesting systems. It should be noted that the proposed service area is already 90% built-out, and the availability of public water will have no impact on whether properties are able to subdivide.

There were a few responses that requested a sewer extension and indicated that they would be more interested in connecting to sewer, and that they felt extending sewer would do more to protect the lake than extending water. The District agrees there is a benefit to extending sewer and eliminating septic systems, but is constrained by the Growth Management Act (GMA) on how it proceeds since the un-sewered area is outside of an Urban Growth Area (UGA) or a Limited Area of More Intense Rural Development (LAMIRD).

7.4 Next Steps

The information the District has gathered under this study has been very informative and the District will continue to process and discuss these results. One possible future activity would be to “map” the results of those interested vs not interested, and the properties with covenants that require them to connect. Another potential follow on effort would be a sensitivity analysis on the project cost estimate to see what assumptions have a significant impact on costs (e.g. level of fire protection or standby storage). Reducing the overall costs will be critical in maximizing the number of properties that connect to public water.

Appendix I – Capital Improvement Plan – 2017 Update

Active Capital Improvement Projects

(values updated 11/17/2017)

Category	Project #	Project Title / Tasks	Projected Budget to Completion	Spent to Date	Amount Remaining	Notes
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Grant, Loan, and Bond Funded Projects

Sewer	C1705	Geneva and Par Sewer Pump Stations				
		Geneva Pump Station Construction Estimate	\$ 500,000.00	\$ -	\$ 500,000.00	RH2 estimate \$493k
		Geneva Force Main Construction Estimate	\$ 90,622.83	\$ -	\$ 90,622.83	RH2 estimate range \$65k - \$100k
Assign Remaining 2016 Revenue Bond Funds			\$ 590,622.83	\$ -	\$ 590,622.83	

Sewer/Storm Water Contingency Fund Projects

Sewer	C1607	Lake Whatcom North Shore Water Quality Testing				Coodination with City/County
		Herrera - Quality Assurance Project Plan	\$ 18,052.00	\$ 18,052.00	\$ -	Original Agreement
		Herrera - Sampling, Data Analysis, Reporting	\$ 69,295.00	\$ 69,295.00	\$ -	Amendment #1
		T&M Consultants for 2017 (Herrera, Attorney, Wilson)	\$ 18,000.00	\$ 15,006.95	\$ 2,993.05	Misc Support
		T&M Consultants for 2018	\$ 50,000.00	\$ -	\$ 50,000.00	Misc Support
Grand Total for Sewer/Storm Water Contingency Projects			\$ 155,347.00	\$ 102,353.95	\$ 52,993.05	

Rate Funded Projects

Sewer	C1407	Lowe Sewer PS VFD	\$ 10,000.00	\$ 6,548.68	\$ 3,451.32	
Water	C1504	Reservoir Site Security	\$ 5,000.00	\$ 3,049.89	\$ 1,950.11	
Water	C1605	Water System Plan Update	\$ 111,813.00	\$ 95,038.00	\$ 16,775.00	Incl T/O Amend #1
Water	C1610	Little Strawberry Water Leak on Bridge	\$ 10,000.00	\$ -	\$ 10,000.00	
Sewer	C1611	Country Club Sewer Pump Station				
		BHC Design, Permitting, Bidding	\$ 206,222.00	\$ 55,774.44	\$ 150,447.56	Incl Amend #3
		BHC Services During Construction - Estimate	\$ 80,000.00	\$ -	\$ 80,000.00	BHC estimate \$75k
		Construction - Estimate	\$ 450,000.00	\$ -	\$ 450,000.00	BHC estimate \$435k
General	C1704	Replace Server Hardware and Reorganize Virtual Servers	\$ 35,000.00			
Sewer	C1705	Geneva and Par Sewer Pump Stations				
		RH2 Design, Permitting, Bidding	\$ 269,288.00	\$ 118,069.50	\$ 151,218.50	Incl Amend #2
		RH2 Services During Construction - Estimate	\$ 80,000.00	\$ -	\$ 80,000.00	
		Par Construction Estimate	\$ 400,000.00	\$ -	\$ 400,000.00	RH2 estimate \$386k
		Geneva Pump Station Construction Estimate	\$ -	\$ -	\$ -	See bond funded projects above
		Geneva Force Main Construction Estimate	\$ -	\$ -	\$ -	See bond funded projects above
Sewer	C1707	Beaver, Flat Car Level Transmitter Replacement	\$ 50,000.00	\$ 2,538.42	\$ 47,461.58	
Sewer	C1709	CMOM	\$ 25,000.00		\$ 25,000.00	
Water	C1710	Eagleridge Booster Station - Fire Pump Controls	\$ 10,000.00		\$ 10,000.00	
Water	C1713	Eagleridge Booster Station - Decommission Pumps	\$ 45,000.00		\$ 45,000.00	
Sewer	C1716B	Geneva Booster Station - PRV's, Backflow, Roof	\$ 40,000.00	\$ 5,429.43	\$ 34,570.57	
Grand Total for Rate Funded Projects			\$ 1,827,323.00	\$ 286,448.36	\$ 1,505,874.64	

Lake Whatcom Water and Sewer District - Capital Improvement Plan 2018 thru 2027

Program Area / CIP Project # / CIP Project Name		Fund	Total	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Both Water and Sewer													
0175	Shake Alert Pilot Program - Integrate Device into SCADA - Auto Close Exist Seismic Valve at Div 22 Res		15,000	15,000									
A0005	Accounting & Administration Server - Replace/Update Hardware, Network Security, & OS		75,000			25,000			25,000			25,000	
E0001	Replace Backhoe and Add Trailer		87,550	87,550									
E0002	Replace 5-yard Dump Truck		123,600					123,600					
E0007	Replace Mini Excavator		66,950								66,950		
E0008	Replace Flush and Vac Truck		420,000		420,000								
V0001	Replace Tool Truck (7 tool trucks in fleet)		325,000	65,000		65,000		65,000		65,000		65,000	
V0002	Replace Administrative Staff Vehicle (4 cars in fleet)		52,000				26,000				26,000		
V0003	Replace Locator / Meter Reading Van		28,000									28,000	
V0004	Replace Light-Duty Truck		35,000	35,000									
Subtotal			1,228,100	202,550	420,000	90,000	26,000	188,600	25,000	65,000	92,950	118,000	
Sewer System													
0032a	Agate Bay Sewer Pump Station - Predesign and Shorelines Permitting		100,000					100,000					
0032b	Agate Bay Sewer Pump Station - Design and Bidding		125,000						125,000				
0032c	Agate Bay Sewer Pump Station - Construction		525,000							525,000			
0044a	Edgewater Pump Station - Predesign and Shorelines Permitting		100,000	100,000									
0044b	Edgewater Pump Station - Design and Bidding		100,000		100,000								
0044c	Edgewater Pump Station - Construction		500,000			500,000							
0053a	Dellesta Pump Station - Predesign and Shorelines Permitting		100,000	100,000									
0053b	Dellesta Pump Station - Design and Bidding		100,000			100,000							
0053c	Dellesta Pump Station - Construction		500,000				500,000						
0055a	Rocky Ridge Pump Station - Predesign and Shorelines Permitting		100,000			100,000							
0055b	Rocky Ridge Pump Station - Design and Bidding		100,000				100,000						
0055c	Rocky Ridge Pump Station - Construction		555,000					555,000					
0056a	Lakewood Pump Station - Predesign and Shorelines Permitting		100,000				100,000						
0056b	Lakewood Pump Station - Design and Bidding		100,000					100,000					
0056c	Lakewood Pump Station - Construction		595,000						595,000				
0128c	Camp Firwood Automatic Transfer Switch and Replace Fence		20,000	20,000									
0128d	Airport Sewer Pump Station Stationary Generator		55,000	55,000									
0157	Install Ball Check Valves at Cable, Ranch House, Flat Car, Beaver		106,090				106,090						
0161	Stationary Generator Closed Loop Cooling Retrofit - North Point, SV, Flat Car, Beaver		212,180						212,180				
0163a	Euclid Sewer Pump Station - Replace Controls, Add Transfer Switch, and Stationary Generator - Permitting		31,827	31,827									
0163b	Euclid Sewer Pump Station - Replace Controls, Add Transfer Switch, and Stationary Generator - Construction		127,308		127,308								
0171	Sudden Valley Sewer Pump Station - Recondition Electrical Controls		159,135							159,135			
0172	Flat Car Sewer Pump Station - Recondition Electrical Controls		159,135								159,135		

Program Area / CIP Project # / CIP Project Name		Fund	Total	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
0173	Beaver Sewer Pump Station- Recondition Electrical Controls		159,135									159,135	
A0010	Update Sewer Comprehensive Plan (Current Plan Dated 6-14-2014)		142,055		71,027						71,027		
E0003	Replace Sewer Camera Vehicle		77,613					77,613					
E0004	Replace Camera Equipment		39,140					39,140					
S0001a	EPA Capacity, Management, Operations, & Maintenance (CMOM) Projects - Sewer I&I		30,000	30,000									
S0001b	EPA Capacity, Management, Operations, & Maintenance (CMOM) Projects - Sewer I&I		60,000		60,000								
S0001c	EPA Capacity, Management, Operations, & Maintenance (CMOM) Projects - Sewer I&I		1,320,000			165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000
Subtotal			6,398,618	336,827	358,335	865,000	971,090	1,036,753	1,097,180	849,135	395,162	324,135	165,000
Water System													
0083	South Shore Water System - SVWTP - Transfer and Transmission Pump VFD's		554,529								554,529		
0084a	Agate Heights Water System - Phase 1 WTP Upgrade 1/3 capacity (from 30gpm to 60gpm) - Prelim Design & Permitting		51,500	51,500									
0084b	Agate Heights Water System - Phase 1 WTP Upgrade 1/3 capacity (from 30gpm to 60gpm)		82,400		82,400								
0144	South Shore Water System - 1992 SVWTP 0.235MG Chlorine Contact Tank Seismic Retrofit - Priority 2		165,500							165,500			
0146	South Shore Water System - 1971 Division 22 0.5MG Reservoir Seismic Retrofit and Coatings - Priority 3		389,350									389,350	
0147	South Shore Water System - 1973 Division 30 0.15MG Reservoir Seismic Retrofit and Coatings - Priority 4		573,947										573,947
0164	Demolish Old Concrete Reservoir at 1010 Lakeview Street		35,000			35,000							
0166	South Shore Water System - SVWTP - Convert from Chlorine Gas to Liquid		106,090							106,090			
0176	SVWTP - Replace 6 Turbimeters and 2 Chlorine Analyzers		38,000	38,000									
0177	Water Meter Registers		284,000	284,000									
0187	Fire Flow Improvements - Remove Deficient Fire Hydrant ID 22-112 (Low flow and pressure) at top of Kinglet Ct		2,000		2,000								
0188	Fire Flow Improvements - Hydraulic Model Calibration of Assumed Pipe Friction Loss Factor (C-Factor) in Areas of Fire Flow Deficiencies		25,000		25,000								
0189	Fire Flow & Seismic Improvements - Replace Division 7 Reservoir (Applied for \$1.5M Grant + \$215k matching District Funds = \$1.7M Total Project Cost)		202,658			202,658							
W0002	Water System Rehab and Replacement Projects		1,760,000			220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000
W0002b	Water System Rehab and Replacement Projects		140,000		140,000								
W0003	SVWTP Filter 3&4 Media - Replace		24,238								24,238		
W0005	Reservoirs - Inspection & Maintenance		60,000	30,000					30,000				
W0007	SVWTP Filter 1&2 Media - Replace		24,238									24,238	
Subtotal			4,518,450	403,500	249,400	457,658	220,000	220,000	250,000	491,590	798,767	633,588	793,947
* Note: Cost Estimates in 2016 Dollars			Grand Total	12,145,168	942,877	1,027,735	1,412,658	1,217,090	1,445,353	1,372,180	1,405,725	1,286,879	958,947



Capital Improvement Project List

Unscheduled Projects

CIP #	Project Name	Cost Est in Year \$		Business Risk Exposure
Both Water and Sewer				
0169	Centimeter-Grade GPS Receiver	\$15,000.00	in 2015	1
0142	Upgrade Shop Security Cameras and Coverage	\$15,000.00	in 2016	1
0100	Car-Port Along Fence to Cover District Vehicles/Equipment	\$250,000.00	in 2012	1
0143	Public Art at Cable Street (need to develop scope/fee and see if Board is interested)	\$10,000.00	in 2016	1
0134	Kubota Jack Hammer Attachment	\$11,500.00	in 2017	1
	Subtotal	\$301,500.00		
Sewer System				
0124	Rehabilitate Old Flat Car Sewer Pump Station - Construction	\$75,000.00	in 2015	42
0151	Pigging - Lake Whatcom Boulevard Interceptor	\$50,000.00	in 2016	21
0152	Pigging - Lake Louise Road Interceptor	\$30,000.00	in 2016	21
0153	Pigging - Cable Street Force Main	\$35,000.00	in 2016	21
0154	Pigging - Plum Basin Gravity Outlet at Lake Whatcom Boulevard Interceptor	\$20,000.00	in 2016	18
0160	Sudden Valley Sewer Pump Station - Recondition Drywell Pumps and Motors	\$20,000.00	in 2016	14
0170	Telemetry-SCADA Reconfiguration between Beaver and Flat Car	\$25,000.00	in 2015	14
0156	Austin Sewer Pump Station - Install Ball Check Valves and Flow Meter	\$15,000.00	in 2016	12
0162	Lowe Sewer Pump Station - Retrofit Overhead Power to Underground Power	\$50,000.00	in 2016	12
0155	Lake Whatcom Boulevard - Replace ~200LF at Gravity Outlet	\$50,000.00	in 2016	9
0159	Airport Sewer Pump Station - Increase Pump Capacity (higher head pumps)	\$30,000.00	in 2016	4
	Subtotal	\$400,000.00		
Water System				
0148	South Shore Water System - 1979 Geneva 0.5MG Reservoir Seismic Retrofit - and Coatings Priority 5	\$505,000.00	in 2016	50
0184	South Shore Water System - SVWTP - Replace Alum Tank	\$10,000.00	in 2018	18
0110	Security - Intrusion Alarms at Reservoirs, Cameras as SVWTP AHWTP	\$10,000.00	in 2015	18
0084c	Agate Heights Water System - Phase 3 WTP Upgrade 3/3 capacity, Tank 2 of 2, Main Ext	\$7,000,000.00	in 2017	6
0084b	Agate Heights Water System - Phase 2 WTP Upgrade 2/3 capacity, Tank 1 of 2, Main Ext to Trailer Park and Forks Restaurant	\$1,350,000.00	in 2017	6
0183	South Shore Water System - SVWTP - Remodel Entrance to have Roll-Up Door	\$50,000.00	in 2018	5
0180	South Shore Water System - New South Geneva Reservoir	\$200,000.00	in 2017	5
0179	South Shore Water System - Main Extension to Sudden Valley Campground (funded by DEA)	\$1.00	in 2018	4
0178	South Shore Water System - Glen Cove System Consolidation	\$600,000.00	in 2017	4
0186	Water Main Extension - Lake Whatcom Boulevard between Strawberry Pt and Sudden Valley (funded by DEA or ULID)	\$1.00	in 2018	4
0181	South Shore Water System - Reduce Number of Pressure Reducing Valves	\$10,000.00	in 2018	2
0182	All Water Systems - Pressure Monitoring and Alarming for Major Pressure Zone Areas	\$25,000.00	in 2018	2
0185	South Shore Water System - SVWTP - Fiber Comm from SVPS to WTP (completes circuit from Shop to WTP)	\$200,000.00	in 2018	2
0135	Automatic Valve Exerciser (need to get quote)	\$25,000.00	in 2016	1
0165	South Shore Water System - SVWTP - Spare Transfer Pump	\$10,000.00	in 2016	1
	Subtotal	\$9,995,002.00		



sized main in adequate condition within 200 feet of the property, the Owner may develop an onsite sewage disposal system in accordance with Whatcom County and State regulations after executing a "Covenant Binding Property Regarding Future Water and/or Sewer Service."

If the parcel is located **outside** UGA or LAMIRD:

- A. **Sufficient Sewer Main within 150-feet of Property.** Connection to the District system is required, and shall be in accordance with current District Standards.
- B. **Sufficient Sewer Main more than 150-feet from Property.** The Owner may develop an onsite sewage disposal system in accordance with Whatcom County and State regulations after executing a "Covenant Binding Property Regarding Future Water and/or Sewer Service." The Owner also has the option of extending the main to and past the parcel provided Whatcom County determines the extension is consistent with the County's Comprehensive Plan and the District's Sewer Comprehensive Plan is amended to include the extension.
- C. **Health Department Required Connection.** The Owner may connect even if more than 150 feet from a sufficient sewer main and outside a UGA or LAMIRD if connection is required by Whatcom County Health Department. The connection shall be made in accordance with current District Standards. [Resolution No. 757]

2. WATER SERVICE INSIDE OR OUTSIDE UGA OR LAMIRD:

- A. **District Water System Adjacent to Property and Main is Sufficient.** Connection to District water system is required. The connection shall be made in accordance with current District Standards.

- B. **Sufficient Water System within 200-feet of Property.** Connection to the District water system is required. Owner extends and/or replaces main past and/or through property and connects to the sufficient main by Developer Extension Agreement and in accordance with current District Standards.

If District determines that a public water main extension is not warranted, the District will install a water service from the main to meter. Meters will be set adjacent to the main near the edge of the public right-of-way or easement corridor in which the public water main is located. The property Owner installs the private water service line from the meter to the building. Properties not fronting the public water main such as those located beyond the end of the main or behind lots fronting the main will require a longer private water service line installed by the Owner from their property to the meter.

- C. **Sufficient Water System more than 200-feet from Property.** District has the option of extending and/or replacing mains to within 200 feet of the property and then requiring the Owner to complete the extension and/or replacement past or through their property. The Owner extension and/or replacement of the main will be by Developer Extension Agreement and in accordance with current District Standards. If the District elects not to bring a sufficiently sized main in adequate condition within 200 feet of the property, the Owner may develop an alternate and temporary water supply in accordance with Whatcom

County and State regulations after executing a “Covenant Binding Property Regarding Future Water and/or Sewer Service.” [Resolution No. 757]

3.4.3 Other Development

All other developments (such as but not limited to subdivisions, plats, short plats, commercial, institutional, industrial, etc.) shall connect to the District’s water and sewer system as follows:

1. SEWER SERVICE

Site is located **inside** UGA or LAMIRD:

- A. Connection to District sewer system is required. The developer shall extend the sewer system past and/or through property by Developer Extension Agreement and in accordance with current District Standards. Improvements shall be sized, designed, and constructed per District Standards to serve full build-out of the area.

Site is located **outside** UGA or LAMIRD:

- A. **Sufficient Sewer Main within 150-feet of Site.** Parcels within 150-feet of sufficient sewer main shall connect to the District sewer system in accordance with current District Standards.
- B. **Sufficient Sewer Main more than 150-feet from Property.** The Owner may develop an onsite sewage disposal system in accordance with Whatcom County and State regulations after executing a “Covenant Binding Property Regarding Future Water and/or Sewer Service.” The Owner also has the option of extending the main to and past the parcel provided Whatcom County determines the extension is consistent with its Comprehensive Plan and the extension is amended to the District’s Sewer Comprehensive Plan. The sewer extension and connections shall be in accordance with current District Standards.
- C. **Health Department Required Connection.** The Owner may connect even if more than 150 feet from a sufficient sewer main and outside a UGA or LAMIRD if connection is required by Whatcom County Health Department. The connection shall be made in accordance with current District Standards. [Resolution No. 757]

2. WATER SERVICE INSIDE OR OUTSIDE UGA OR LAMIRD:

- A. Connection to the District water system is required. Owner extends and/or replaces main past and/or through property and connects to the sufficient main by Developer Extension Agreement per current District Standards. [Resolution No. 757]

3.4.4 Petition to Waive or Adjust Connection Requirements

The Owner may petition the Board of Commissioners to waive or adjust the connection requirements if the parcel is located such that service is unlikely to be extended to the parcel within the next 20 years as determined by the District. The Board of Commissioners will evaluate the petition considering:

- 1. Expansion of the system to serve the new development is considered part of the cost of the new development.

2. Costs for some developments will be more than others due to location and physical challenges.
3. Waiving connection requirements will make it increasingly more difficult and costly to serve the same development in the future.
4. Some required improvements may not be immediately placed into service but will greatly reduce the costs and complexity to serve the development in the future (example, building a waterline across the parcel frontage that remains dry until service is extended to the site).
5. A distance of approximately ½ mile is considered close enough to require connection. Longer distances to connect to the system may be appropriate for larger developments.
6. It is considered a minimum requirement to construct the system across or through the development whether they are immediately used for service or are placed into service in the future.

If the connection requirement is waived or the required system improvements cannot immediately be placed into service, the Owner may develop an alternate and temporary water supply and/or onsite sewage disposal systems in accordance with Whatcom County and State regulations **after executing a "Covenant Binding Property Regarding Future Water and/or Sewer Service."** [Resolution No. 757]

3.4.5 Covenant Binding Property Regarding Future Water and/or Sewer Service

The covenant runs with the land and is signed and notarized by the property owner and District General Manager. The owner records the document at the County Auditor's office and delivers the original to the District. **The covenant allows the owner to develop a temporary water supply and/or onsite disposal system, restricts the owner from protesting the formation of a utility local improvement district to extend water and/or sewer to the parcel, and requires the owner to connect to the District system when service becomes available at such time as the District so determines.** [Resolution No. 757]

3.5 Permits and Connection Charges

3.5.1 Permit Fees

At the time the Water and/or Sewer Permit is applied for, the applicant shall pay to the District, or its designated representative, the Permit Fee in accordance with the District's current Master Fees and Charges Schedule. The Permit Fee is a component of the connection charge. Water and/or Sewer Permits are not transferable, nor are the fees or charges paid for them refundable. [Resolution Nos. 757, 799]

3.5.2 Connection Charges

- A. Property owners seeking to connect serviceable properties to the District's water and/or sewer system will be charged a connection fee at the time of issuance of a connection permit so that they will bear an equitable share of the cost of the existing system and the cost of the facilities planned for construction within the next ten years. Connection charges shall be in accordance with the District's current Master Fees and Charges Schedule.
- B. Property owners issued connection permits before or after the date of this Resolution shall have 365 days from the date of issuance of said connection permit to make a District-approved connection to the District water and/or sewer system without being subject to any increase or additional fees in the connection charge. After 365 days have elapsed, the connection permit



**AGENDA
BILL
Item 7.B**

**Petition to Waive or
Adjust Connection Requirements
1834 Lake Louise Road
3 Lot Short Plat**

DATE SUBMITTED:	March 24, 2021	MEETING DATE:	March 31, 2021
TO: BOARD OF COMMISSIONERS		FROM: Bill Hunter, District Engineer / Assistant General Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Petition to Board for Waiver email from Mr. Pinnow dated 2/24/2021	
		2. Preliminary Short Plat Map	
		3. Email dated 2/3/2021 from Mr. Pinnow re: conflict of environmental goals and impacts	
		4. Letter dated 4/14/2020 from District defining connection requirements	
		5. Letter dated 6/24/2019 from Whatcom County Health Department re: Pinnow Short Plat	
		6. District Administrative Code Section 3.4, Requirements for Water and Sewer Service	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Mr. Luke Pinnow is subdividing a 17-acre parcel located at 1834 Lake Louise Road into three (3) lots (see attached Preliminary Short Plat Map). There is one existing single family residence on the parcel (located on proposed Lot 2) that is served by the Lake Whatcom Water and Sewer District's public water system and a private on-site sewage system.

Mr. Pinnow is petitioning the Board for a waiver to the requirement of extending a water main past and/or through the property as a condition of short plat development. He is requesting that the Board allow two additional water service connections to the LID #5 Booster Pump Station, which was originally designed to serve eight single-family homes. Currently there are five connections on the system.

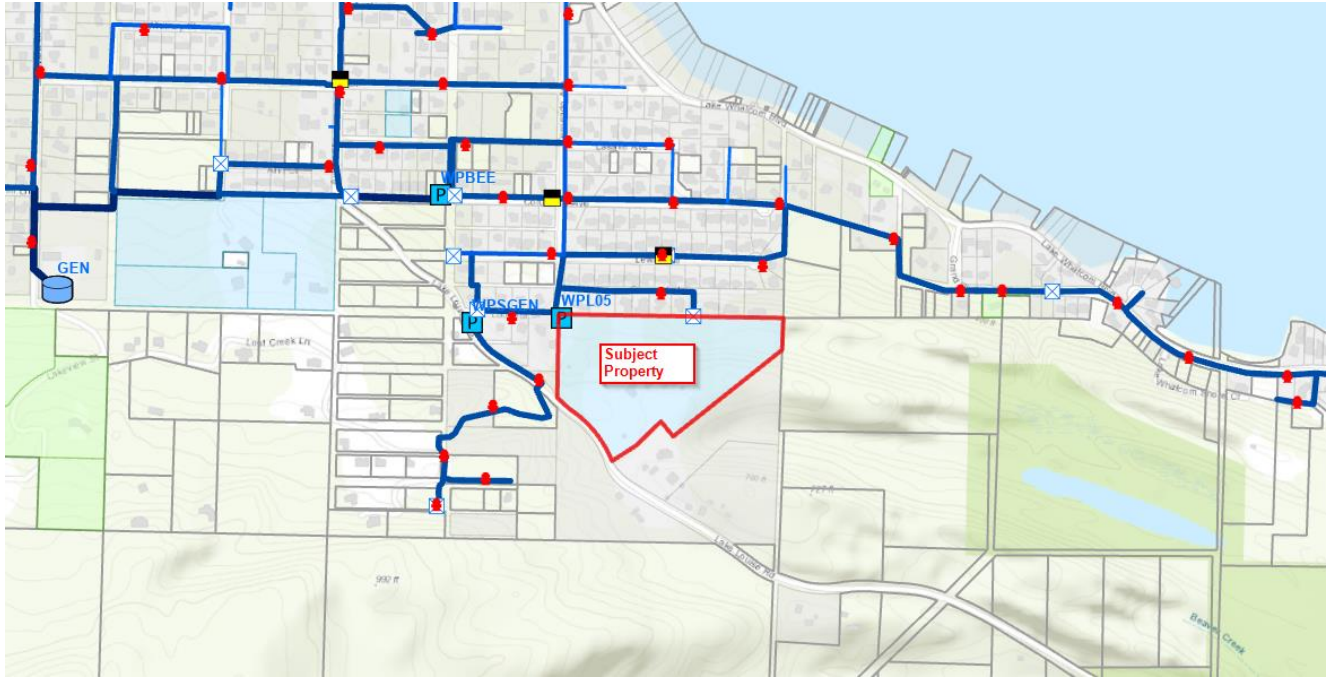


In April 2020 the District issued a letter (attached) to Jesse Stoner, Mr. Pinnow's land development consultant, outlining District requirements for water service. In summary, the letter states that the District can provide water service to the two new proposed lots, but requires system improvements through a Developer Extension Agreement. Improvements include installing a new 8-inch diameter water main along the west property line and along the frontage of Lake Louise Road. The

improvements are depicted in the attached technical memorandum prepared by Wilson Engineering dated April 14, 2020.

Following are maps and exhibits for quick reference depicting the property location and proposed improvements.

Vicinity Map (with District water system shown)



Preliminary Short Plat Map

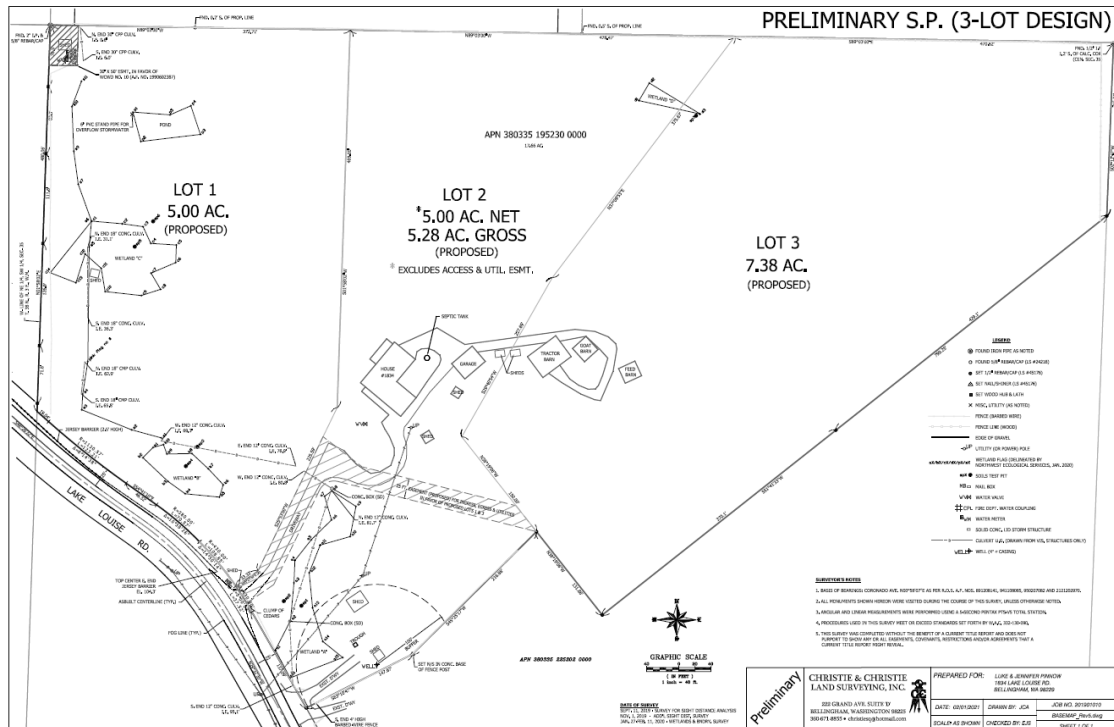


Figure 1 from Wilson Engineering April 14, 2020 Memorandum



APPLICATION OF DISTRICT ADMINISTRATIVE CODE AND POLICIES

The District's Administrative Code Section 3.4, Requirements for Water and Sewer Service, identifies connection requirements based on several parcel attributes such as location (inside UGA or LAMIRD), proximity to water and/or sewer mains, and the type of proposed development.

1834 Lake Louise Road (Assessor Parcel Number 380335-195230-0000) Facts

- Proposed development is a 3-lot short plat
- Property is not located within a UGA or LAMIRD
- Proximity to District public water systems:
 - South Geneva Booster pressure zone. The parcel is located approximately 130-feet from the an 8-inch diameter water distribution main located along Lake Louise Road
 - LID #5 Booster Station. The LID #5 booster station is located at the northwest corner of the property.
- Proximity to District public sewer systems:
 - Adjacent to the Lake Louise Road Sewer Interceptor on Lake Louise Road (pressure system).
 - There is a gravity public sewer main at Lookout Avenue approximately 65 feet from the northwest corner of the parcel (most likely more than 150-feet from any future residential structure).

Sewer Service Analysis

Applicable Administrative Code Section 3.4.3.1, Sewer Service

- *Site is located outside UGA or LAMIRD*
- *Sufficient Sewer Main within 150-feet of Site. Parcels within 150-feet of sufficient sewer main shall connect to the District sewer system in accordance with current District Standards.*

Other applicable sewer policy decisions – July 29, 2020 Board Meeting Minutes:

On-site Sewage Disposal System-to-Sewer Conversion Program Policy

Clary commented a work session was held by the Board on July 8, 2020 to discuss the District's current policy requiring the abandonment of on-site sewage disposal systems (septic systems) and connection to District sewers. During the work session, the Board requested that this topic be included for discussion during its next regular business meeting in order to note the Board's consensus that they did not wish to make changes to the policy at this time. Discussion followed, including a determination not to implement any revisions to the existing on-site sewage disposal system-to-sewer conversion policy.

Included in that policy review was a memorandum issued by staff dated April 7, 2020 that analyzed specific parcels near District public sewer mains. The memo reviewed the application of the Growth Management Act (GMA) in relation to District policies summarized as follows in the memorandum (underlining added):

Interpretation of Sewer Line Extension Definition

Under RCW 90.48.110, the Washington State Department of Ecology (Ecology) must approve sewer comprehensive plans. The review includes review of GMA compliance; Ecology may not approve a sewer comprehensive plan that it determines violates the GMA. Chapter 173-240 of the Washington Administrative Code (WAC) specifies how Ecology will review sewer comprehensive plans. Section 173-240-020(13) defines a "sewer line extension" as "any pipe added or connected to an existing sewerage system, together with any pump stations: Provided, That the term does not include gravity side sewers that connect individual building or dwelling units to the sewer system when these side sewers are less than one hundred fifty feet in length and not over six inches in diameter." As extension of public sewers outside of UGAs and LAMIRDs is generally not permitted under the GMA (unless allowed for reasons cited in the preceding bullet), this WAC has implications specific to requiring connection of properties outside of the Geneva UGA or Sudden Valley LAMIRD. Ecology's interpretation of the GMA under this WAC is that any pressure (e.g., grinder pump-served) system connecting to District sewer outside of a UGA/LAMIRD is a sewer line extension that is not allowed under GMA. For gravity connections, under the WAC, regardless of the distance between sewer main and property line, if the distance between the property line and the structure to be served is greater than 150 feet (i.e., side sewer length), then it is considered a sewer line extension that is not allowed under GMA. The District administrative code requirement for connection of any properties within a specific distance to a sewer main, without regard to whether it is a pressure line or its length, is not consistent with a combined reading of the GMA and this WAC.

The District policy in effect since this determination has been to not compel parcels adjacent to public sewer mains to connect when it conflicts with GMA. However, the District allows voluntary sewer connections (both pressure and gravity) so long as it complies with the District's Administrative Code (parcel is within 150-feet of public sewer main, either pressure or gravity) and the provisions in the agreement with the City of Bellingham for treatment of wastewater.

Therefore, it is determined that the subject property and newly created short plat lots are not compelled to connect to District sewer, as doing so would conflict with GMA. However, the newly created lots could voluntarily pursue sewer connections if the City of Bellingham authorizes the connections under the terms of the District-City agreement for treatment of wastewater.



Water Service Analysis

Applicable Administrative Code Section 3.4.3.2, Water Service Inside or Outside UGA or LAMIRD

- *Connection to the District water system is required. Owner extends and/or replaces main past and/or through property and connects to the sufficient main by Developer Extension Agreement per current District Standards. [Resolution No. 757]*

Therefore, as is indicated in the letter defining connection requirements from staff dated April 14, 2020, extension of District water main through the extent of the subject property is a condition of development.



EVALUATION OF PETITION TO WAIVE OR ADJUST CONNECTION REQUIREMENTS

The District's Administrative Code provides a framework to evaluate petitions to waive or adjust connection requirements. The applicable Administrative Code Section 3.4.4, Petition to Waive or Adjust Connection Requirements, is provided for reference:

3.4.4 Petition to Waive or Adjust Connection Requirements

The Owner may petition the Board of Commissioners to waive or adjust the connection requirements if the parcel is located such that service is unlikely to be extended to the parcel within the next 20 years as determined by the District. The Board of Commissioners will evaluate the petition considering:

1. *Expansion of the system to serve the new development is considered part of the cost of the new development.*
2. *Costs for some developments will be more than others due to location and physical challenges.*
3. *Waiving connection requirements will make it increasingly more difficult and costly to serve the same development in the future.*
4. *Some required improvements may not be immediately placed into service but will greatly reduce the costs and complexity to serve the development in the future (example, building a waterline across the parcel frontage that remains dry until service is extended to the site).*
5. *A distance of approximately ½ mile is considered close enough to require connection. Longer distances to connect to the system may be appropriate for larger developments.*
6. *It is considered a minimum requirement to construct the system across or through the development whether they are immediately used for service or are placed into service in the future.*

If the connection requirement is waived or the required system improvements cannot immediately be placed into service, the Owner may develop an alternate and temporary water supply and/or onsite sewage disposal systems in accordance with Whatcom County and State regulations after executing a "Covenant Binding Property Regarding Future Water and/or Sewer Service. [Resolution No. 757]

Evaluation of Petition:

February 24, 2021 Petition Paragraph 1:

As I am sure you are aware, my wife and I are in the midst of a short plat division at 1834 Lake Louise Rd. I would like to petition to the Board for a waiver to the requirement of extending the water main through the property (Resolution No. 757). We are requesting that the Board allow us to add two additional users to LID W-5. LID W-5 was originally designed to service 8 single family homes. Currently we are one of the 5 users on the system.

LWWSO Staff Response. The LID #5 water booster pump station was constructed around 1999 to serve the subject property and four (4) other water connections. These properties

were experiencing seasonal problems with their individual wells. According to the October 1998 Project Report prepared by Wilson Engineering, it was sized for eight (8) connections since there were three (3) additional residences in the area that might also have issues with their wells in the future. The pump station was designed for a peak hour demand of 29 gpm for eight (8) residences based on Table 1 in Appendix B of the LID #5 Project Report (assumed to be the precursor of the PHD equation in the current DOH Design Manual). The water booster station was located close to the existing water main and access road, and the service meters were located adjacent to the booster station. The properties served all have very long service lines on their side of the water meter.

February 24, 2021 Petition Paragraph 2:

Our entire property sits within the Lake Whatcom Watershed and the proposed water main extension would run through at least 2 of the 3 wetlands that are on the property. These wetlands are produced by an unnamed creek tributary to Lake Whatcom. We believe it would not be feasible to extend the water main without seriously disturbing the creek and wetlands. Not only would the proposed extension impact critical areas, it also would traverse a nearly vertical, rocky face that required blasting to construct Lake Louise Road (see the areas with a jersey barrier marked on the attached map).

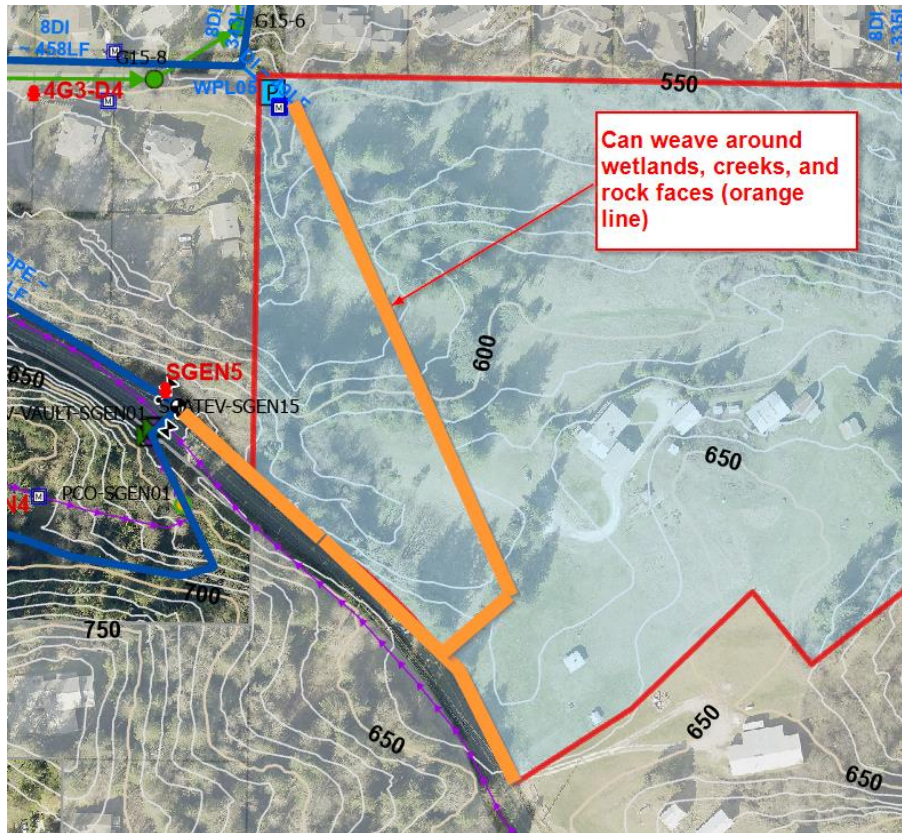
LWWSD Staff Response. Refer to the staff response to Mr. Pinnow's February 3 email below.

February 3, 2021 email:

Below are sections of the June 2018 Final Water System Comprehensive Plan:

- *"There are cliffs within the service area (100% slopes). Steep slope areas would be avoided if possible when selecting construction locations for water system improvements."*
- *"The water system projects are not expected to harm endangered, threatened or sensitive species or their habitats, as the projects generally take place in traveled right-of-ways and previously disturbed areas."*
- *"The Critical Areas Ordinance of Whatcom County classifies some areas as environmentally sensitive for wetlands and steep slopes. Lake Whatcom, Austin Creek, Beaver Creek, Whatcom Creek and other unnamed creeks tributary to Lake Whatcom would be classified as Critical Areas."*
- *The District's water system construction projects will have minimal impact on plants and animals, negligible impacts on fish, and none on marine life, as most proposed facilities will be located within existing right-of-ways, or previously disturbed areas.*
- *To the largest extent possible, District projects will be confined to traveled right-of-ways, or previously disturbed areas, to avoid directly impacting wildlife habitat, wetlands or historic or cultural sites.*

LWWSD Staff Response. The proposed water main extension alignment shown in the April 14, 2020 letter is schematic. Now that there is an actual wetland delineation survey, the proposed water main extension alignment can weave around wetlands, critical areas, and steep rock faces as needed to minimize and/or avoid environmental impacts. The goal is to meet the "past and/or thru the property" requirement in the District's Administrative Code. The exact alignment can be adjusted to avoid/minimize geotechnical and environmental challenges. Following is an example of a schematic alignment that might avoid steep rock faces by connecting LID #5 Booster to Lake Louise Road further southeast on Lake Louise Road.



February 24, 2021 Petition Paragraph 3:

The neighboring properties that are already being served by LID W-5 are not large enough to be subdivided in the future. We believe this shows that no additional extension is likely to be conducted within the next 20 years as referred to in Section 3.4.4.

LWWSD Staff Comments. The 2018 Water System Comprehensive Plan briefly notes a future plan is to construct a reservoir at the top of this highest pressure zone and convert the South Geneva Booster Pump Station to a transmission pump station to feed the future reservoir (page 11 in comprehensive plan). A future reservoir is not scheduled or funded in the District's system reinvestment plan. Most likely it would be funded through a future local improvement district or developer extension agreement.

While it is unlikely that new customers will connect along Lake Louise Road, combining the two service areas (South Geneva Booster and LID #5 Booster) provides significant benefits to all of the customers in the proposed upper pressure zone. It enables the District to eliminate one pump station, add a single standby generator to the remaining station to improve operational resiliency, and have the infrastructure in place ready to benefit from a future reservoir (including fire flow and operational standby storage). The South Geneva Booster station is newer (installed in 2008 vs 1999), has the hydraulic capacity to serve the highest parcels in the service area, and the pumps have variable frequency drives (VFDs) to maintain pressure.

Construction of the proposed water main extension running past and/or through the subject property would immediately benefit the District and its customers by eliminating the operational and maintenance costs of LID #5. Further, it reduces the number of very long private services lines and provides infrastructure for future a reservoir.

FISCAL IMPACT

None

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Infrastructure Strategy and Performance

RECOMMENDED BOARD ACTION

Staff recommends Option #2 described below which maintains the District's Administrative Code requirements to construct a public water main extension past and/or through the subject parcel. The recommended option enables the District to decommission LID #5 Booster in the near future after reconnection of the other four LID #5 customer services lines to the new main. When the existing services are reconnected to the new main, it will eliminate approximately 4,000 LF of private water service lines that cross the subject property. The proposed water main would be installed in a public right-of-way which provides best access for operations, maintenance, repairs, and future connections.

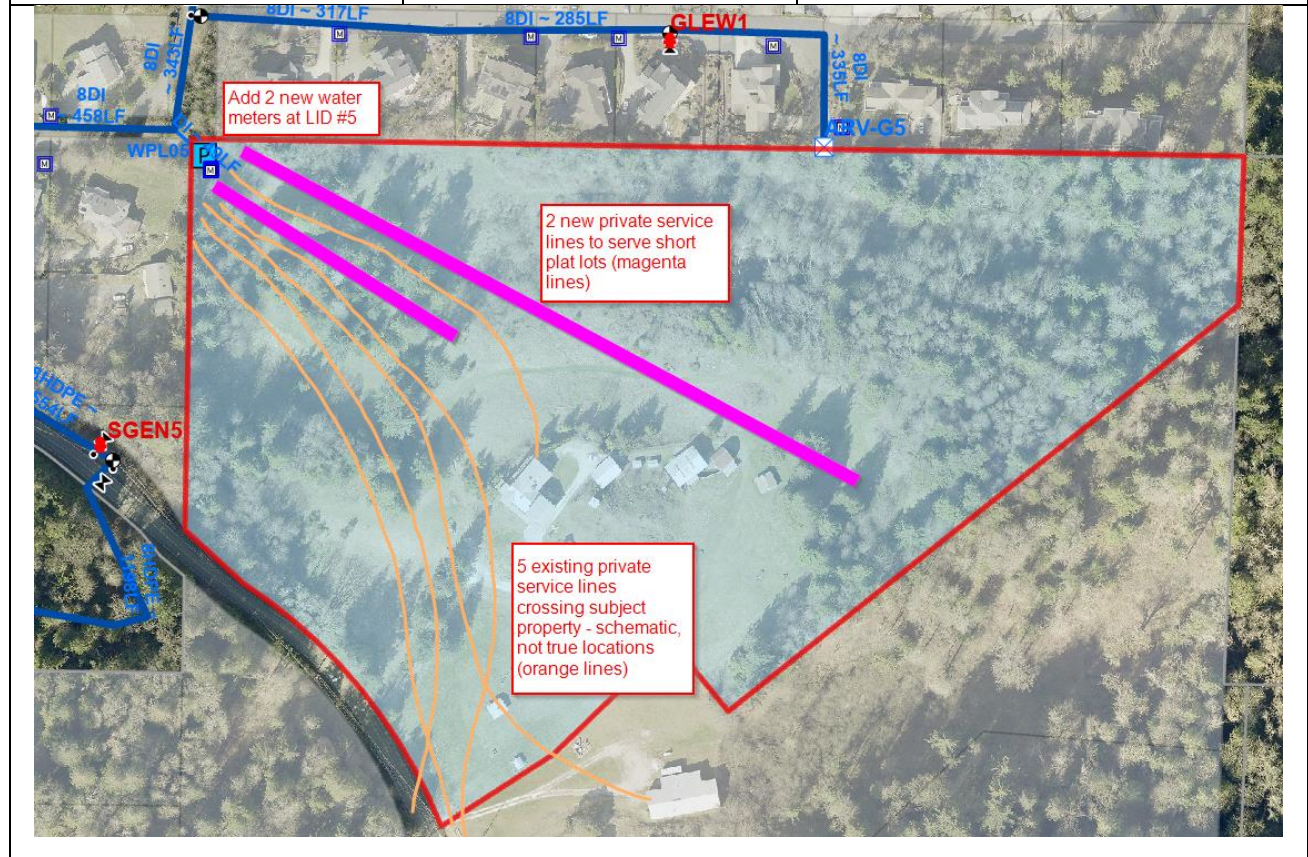


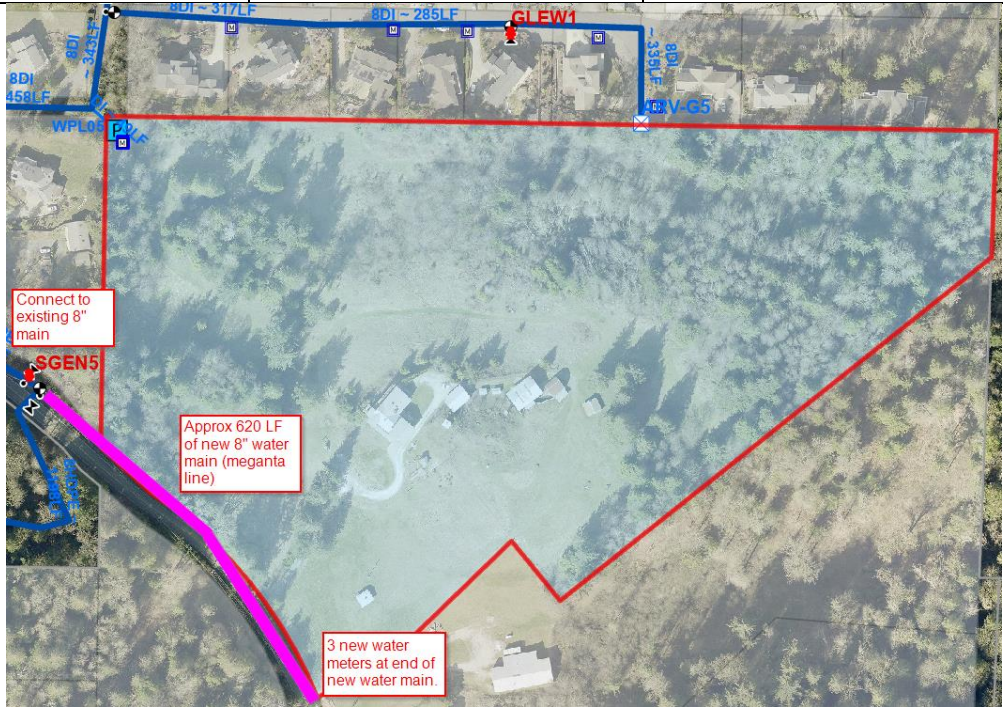
Under the District's Administrative Code, short plats have a more stringent extension requirement than a single parcel with a single family residence. The considerations outlined in Section 3.4.4 of the Administrative Code point towards requiring the water main extension. The considerations, with staff comments, are:

1. Expansion of the system to serve the new development is considered part of the cost of the new development. *[LWWSD Staff Comment] The cost of the improvements would be distributed amongst the 3 new lots created through the short plat process.*
2. Costs for some developments will be more than others due to location and physical challenges. *[LWWSD Staff Comment] As Mr. Pinnow notes, the property has unique physical challenges including wetlands, critical areas, steep rock faces, etc., but are not necessarily the only reasons to reduce or eliminate the requirement for an extension.*
3. Waiving connection requirements will make it increasingly more difficult and costly to serve the same development in the future.
4. Some required improvements may not be immediately placed into service but will greatly reduce the costs and complexity to serve the development in the future (example, building a waterline across the parcel frontage that remains dry until service is extended to the site). *[LWWSD Staff Comment] By tying the LID #5 and South Geneva Booster pressures zone together, all of the customers served by those zones will benefit in the long term by a more resilient system with a future addition of a stationary generator, and possibly a reservoir. It will also reduce District maintenance staff time to operate and maintain one less pressure zone and booster station.*
5. A distance of approximately ½ mile is considered close enough to require connection. Longer distances to connect to the system may be appropriate for larger developments. *[LWWSD Staff Comment] The length of water main extension would be approximately 0.22 miles, less than half the distance of what is considered "close enough."*
6. It is considered a minimum requirement to construct the system across or through the development whether they are immediately used for service or are placed into service in the future.

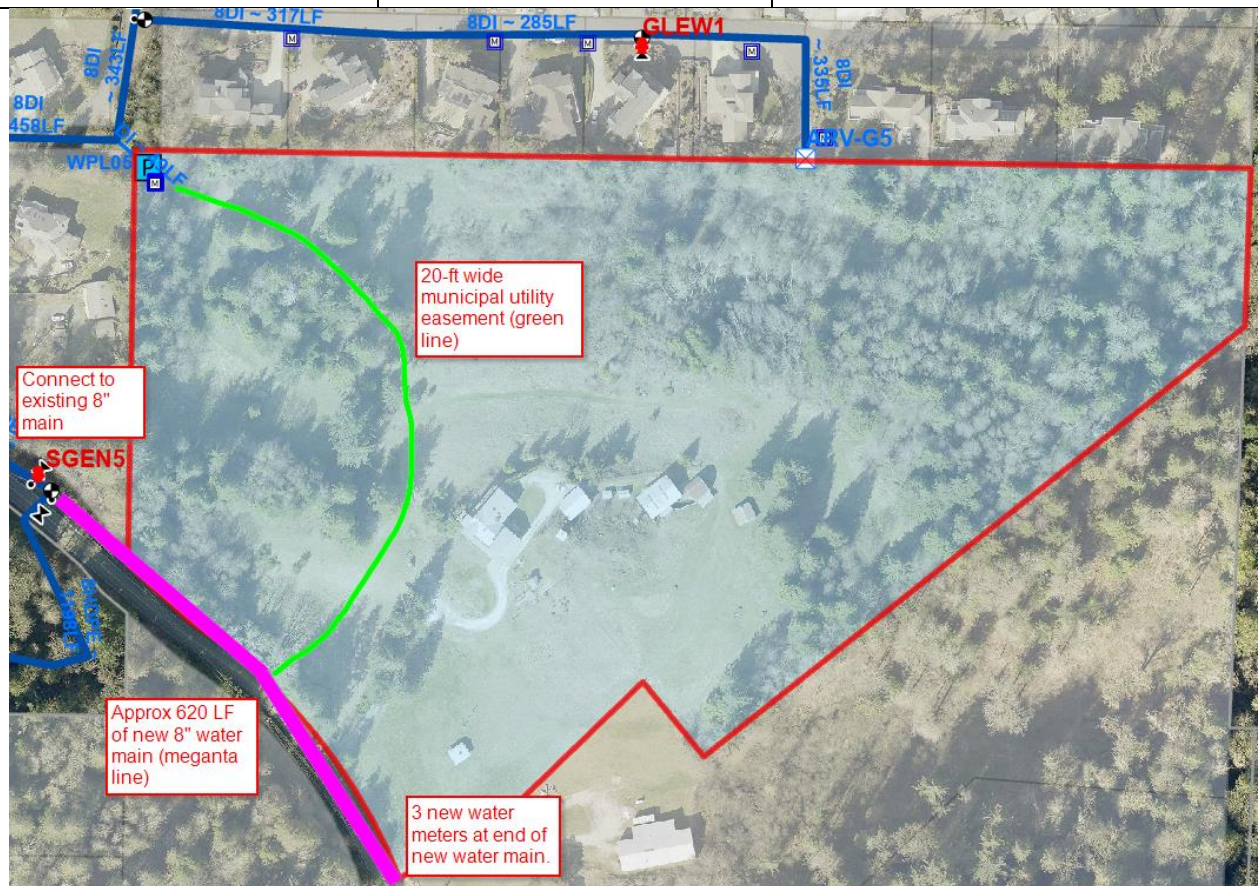
Options for Board Consideration

Options	Pros for LWWSD/Customers	Cons for LWWSD/Customers
<p>Option #1 - Waive requirement to extend public water main past/thru property.</p> <p><i>Allow two newly created short plat lots to connect to LID #5 Booster Station. Meters would be installed at LID #5 Booster Station with long private service lines installed to each residence.</i></p>	<p>No DEA administration by LWWSD staff and consultants.</p>	<p>Does not meet requirement to extend water main past/thru property.</p> <p>Not consistent with two recent DEA's where water main extensions were required past/thru property (Geneva Woods & SVCA Area Z Fire Hydrant).</p> <p>Sets precedent for waiving requirements for future developments.</p> <p>Reduces probability of improving system-wide resiliency; and minimizing economic, maintenance and operational costs with decommissioning of LID #5 Booster.</p>



<p>Option #2 – Require water main extension past property along Lake Louise Road.</p> <p><i>Approximately 620 LF of new 8" water main along property frontage on Lake Louise Road and connects to main served by South Geneva Booster. All three short plat lots served by new meters at end of new main at southeast property corner.</i></p>	<p>Meets requirement to extend water main past/thru property.</p> <p>Water main extension that enables decommissioning LID #5 Booster in near future which would only require reconnection of other four LID #5 customer services lines to new main.</p> <p>Provides opportunity for four other LID #5 Booster customers to eliminate approximately 4,000 LF of private water service lines (4 customers x 1,000 LF of service lines that cross subject property)</p> <p>Water main constructed in public right-of-way which provides best access for operations, maintenance, repairs, and future extensions.</p>	<p>DEA administration by LWWSD staff and consultants</p> <p>Expensive to install in Lake Louise Road.</p>
		

<p>Option #3 – Require water main extension past property along Lake Louise Road AND easement for future public water main thru property to LID #5 Booster from Lake Louise Road.</p> <p><i>Same as Option #2, but adds easement thru property from Lake Louise Road to LID #5 Booster. Water main in proposed easement installed in future by LWWSD or other developer. The length of the easement varies based on where it connects to Lake Louise Road. A rough estimate is around 800 LF of a 20-ft wide easement.</i></p>	<p>Same as Option #2.</p> <p>Adds public utility easement route for future water main extension from LID #5 Booster to Lake Louise Road. Could be used if South Geneva Booster is relocated LID #5 Booster site. LID #5 Booster site is located away from busy road and traffic.</p>	<p>DEA administration by LWWSD staff and consultants</p> <p>There are alternate routes that can be used to connect the LID #5 Booster site to the South Geneva Booster site. For example, existing main in Lookout Street might be reconfigured with valves; or a separate parallel main could be constructed in Lookout Street. The proposed public utility easement across subject property is a redundant route.</p> <p>Proposed easement runs <u>thru</u> private property and not as easily accessed as public right-of-way alignments for routine operations, maintenance, and repairs.</p> <p>Potential for private improvements encroaching into proposed easement.</p>
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PROPOSED MOTION

Recommended motion is:

“I move to decline the petition and maintain the District’s Administrative Code development requirements that require a public water main extension past and/or through the parcel located at 1834 Lake Louise Road;

And, that as a condition of water service, the developer extend the existing public water main in Lake Louise Road past the subject property’s right-of-way frontage shown schematically in Option #2.”

Bill Hunter

From: Luke Pinnow <lukepinnow@hotmail.com>
Sent: Wednesday, February 24, 2021 10:14 AM
To: Justin Clary
Cc: Kristin Hemenway; Rich Munson; Bill Hunter
Subject: RE: 1834 lake louise road
Attachments: 2020-04-14 1834 Lake Louise Road - Requirements for Water.pdf; BASEMAP_Rev5_020121.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Justin,

As I am sure you are aware, my wife and I are in the midst of a short plat division at 1834 Lake Louise Rd. I would like to petition to the Board for a waiver to the requirement of extending the water main through the property (Resolution No. 757). We are requesting that the Board allow us to add two additional users to LID W-5. LID W-5 was originally designed to service 8 single family homes. Currently we are one of the 5 users on the system.

Our entire property sits within the Lake Whatcom Watershed and the proposed water main extension would run through at least 2 of the 3 wetlands that are on the property. These wetlands are produced by an unnamed creek tributary to Lake Whatcom. We believe it would not be feasible to extend the water main without seriously disturbing the creek and wetlands. Not only would the proposed extension impact critical areas, it also would traverse a nearly vertical, rocky face that required blasting to construct Lake Louise Road (see the areas with a jersey barrier marked on the attached map).

The neighboring properties that are already being served by LID W-5 are not large enough to be subdivided in the future. We believe this shows that no additional extension is likely to be conducted within the next 20 years as referred to in Section 3.4.4.

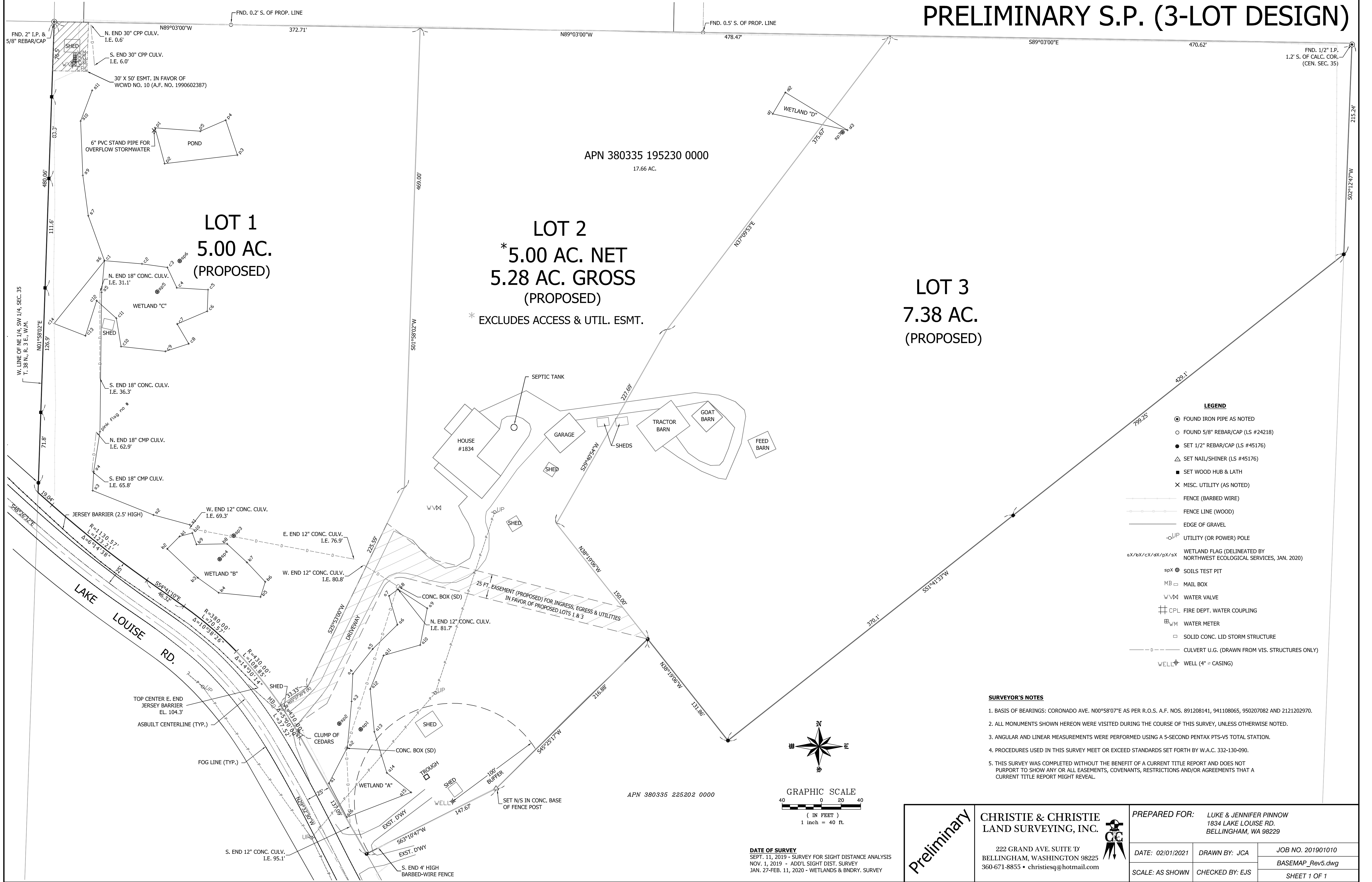
I hope I have provided enough information to you and the Board to be able to take this under consideration.

Thank you for your time,

Luke Pinnow
206.753.7651

From: Bill Hunter <bill.hunter@lwwsd.org>
Sent: Tuesday, February 16, 2021 12:35 PM
To: Luke Pinnow <lukepinnow@hotmail.com>
Cc: Justin Clary <justin.clary@lwwsd.org>; Kristin Hemenway <kristin.hemenway@lwwsd.org>; Rich Munson <rich.munson@lwwsd.org>
Subject: RE: 1834 lake louise road

PRELIMINARY S.P. (3-LOT DESIGN)



DATE OF SURVEY
SEPT. 11, 2019 - SURVEY FOR SIGHT DISTANCE ANALYSIS
NOV. 1, 2019 - ADD'L SIGHT DIST. SURVEY
JAN. 27-FEB. 11, 2020 - WETLANDS & BNDRY. SURVEY

Preliminary

CHRISTIE & CHRISTIE LAND SURVEYING, INC.		PREPARED FOR: LUKE & JENNIFER PINNOW 1834 LAKE LOUISE RD. BELLINGHAM, WA 98229	
222 GRAND AVE. SUITE 'D' BELLINGHAM, WASHINGTON 98225 360-671-8855 • christiesq@hotmail.com		DATE: 02/01/2021	DRAWN BY: JCA
		SCALE: AS SHOWN	CHECKED BY: EJS
		JOB NO. 201901010 BASEMAP_Rev5.dwg SHEET 1 OF 1	

From: Luke Pinnow <lukepinnow@hotmail.com>
Sent: Wednesday, February 3, 2021 8:19 AM
To: Bill Hunter
Subject: Re: 1834 lake louise road
Attachments: BASEMAP_Rev5_020121.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Bill,

I wanted to follow up with you to talk through the water service to the proposed subdivision. As you know, our water comes through LID W-5 that was originally designed to service 8 single family homes. Currently we are one of the 5 users on the system. In our original correspondence with Kristin (see below) it was indicated that we could add the two additional services to LID W-5 with applicable fees.

After a later review by you and your team it was determined that there would need to be an extension of the water main. I have attached the proposed map that was submitted to the county, and you can see that the water main extension would run directly through at least 2 of the 3 wetlands that are on the property. I am hoping that you and your team could review this decision and allow us to connect to the users to LID W-5 without filing a developer extension agreement.

I have included some of my research below, as I believe the proposal is in direct conflict with the Water Districts environmental goals and impacts as stated in Administrative Code 6.3.

- This is us: “A small distribution booster station was added in 1999 at Lookout Ave. / Coronado Ave. in the Geneva Area. The District received a request for water service from 5 single-family homeowners with failing individual wells. The booster station was required since the houses would not have adequate pressure due to their elevation relative to the existing reservoir and their distance from the water main. The homeowners formed LID W-5, plans were approved by DOH, and construction was completed in 1999.
- Below are sections of the June 2018 Final Water System Comprehensive Plan
 - “There are cliffs within the service area (100% slopes). Steep slope areas would be avoided if possible when selecting construction locations for water system improvements.”
 - “The water system projects are not expected to harm endangered, threatened or sensitive species or their habitats, as the projects generally take place in traveled right-of-ways and previously disturbed areas.”
 - “The Critical Areas Ordinance of Whatcom County classifies some areas as environmentally sensitive for wetlands and steep slopes. Lake Whatcom, Austin Creek, Beaver Creek, Whatcom Creek and other unnamed creeks tributary to Lake Whatcom would be classified as Critical Areas.”
 - The District’s water system construction projects will have minimal impact on plants and animals, negligible impacts on fish, and none on marine life, as most proposed facilities will be located within existing right-of-ways, or previously disturbed areas.

- To the largest extent possible, District projects will be confined to traveled right-of-ways, or previously disturbed areas, to avoid directly impacting wildlife habitat, wetlands or historic or cultural sites.

Thank you for taking the time to review this, Bill.

Luke Pinnow

Subject: 1834 Lake Louise Road - Water Connections
From: "Kristin Hemenway" <kristin.hemenway@lwwsd.org>
Date: 3/9/20 2:37 pm
To: "jesse@larrystoner.net" <jesse@larrystoner.net>
Cc: "Bill Hunter" <bill.hunter@lwwsd.org>, "Rich Munson" <rich.munson@lwwsd.org>
Hi Jesse,

We were able to obtain the original booster pump station design report from Wilson Engineering. The booster pump system that serves these homes is located at Lookout and Coronado. The booster pump station was designed to serve 8 homes and currently serves 5 homes. The addition of 2 single family residential connections is acceptable per the report.

The water meters for the homes (one for each additional lot) will be located adjacent to the cluster of meters currently operating off the booster pump system (near Lookout and Coronado) and therefore will require long service lines. Each home on each parcel must have its own meter (Lake Whatcom Water and Sewer District Administrative Code 4.3.3) and service line. The new water service lines will require recorded easements if they are not fully located within the boundary of the property to which they serve. Service lines and meter box installation requirements are detailed in the District Construction Standards.

Currently the District is able to serve 2 additional homes with water. Current water connection charges are \$8,253 per connection (single family residence). Do you have any correspondence from the Department of Health specifying that they will require septic systems for the new construction? I will add that information to the project files. Down the road, someone may wonder why these properties are not connected to sewer and this will prevent confusion.

Please let me know if you have any further questions.

Kristin

From: Luke Pinnow
Sent: Wednesday, January 20, 2021 8:30 AM
To: bill.hunter@lwwsd.org <bill.hunter@lwwsd.org>
Subject: 1834 lake louise road

Hi Bill,



Lake Whatcom Water & Sewer District

1220 Lakeway Dr
Bellingham, WA 98229

Office Hours: Mon-Thu
8am - 5 pm
360-734-9224

www.lwwsd.org
Fax: 360-738-8250

April 14, 2020

Jesse Stoner
Larry Stoner Land Development Consultants
4340 Pacific Hwy Ste 202
Bellingham, WA 98226

Re 1834 Lake Louise Road Short Plat
Requirements for Water Service

Dear Mr. Stoner:

This letter serves to follow up on your inquiry of water service to a proposed 3-lot short plat with one of those lots having an existing residence currently served by District water. In summary the District can provide water service to the two new proposed lots, but will require system improvements through a Developer Extension Agreement. Improvements include installing a new 8" water main along the west property line and along the frontage of Lake Louise Road. The improvements are depicted in the attached technical memorandum prepared by Wilson Engineering dated April 14, 2020.

District Administrative Code Section 3.4 – Requirements for Water and Sewer Service provides connection requirements for various types of improvements. Subsection 3.4.3 – Other Development, specifically includes short plats and is applicable to this 1834 Lake Louise Road Short Plat Project. It states:

2. WATER SERVICE INSIDE OR OUTSIDE UGA OR LAMIRD:

A. Connection to the District water system is required. Owner extends and/or replaces main past and/or through property and connects to the sufficient main by Developer Extension Agreement per current District Standards. [Resolution No. 757]

To begin a Developer Extension Agreement (DEA) process, please submit the attached DEA application form along with required documents and processing fee. Once we receive the DEA application, staff will prepare an agenda bill with specific project information, system information, and staff recommendations for board consideration at a regular public meeting of the Board of Commissioners. The board will evaluate staff recommendations and consider any developer petitions to waive or adjust connection requirements in accordance with District Administrative Code 3.4.4 - Petition to Waive or Adjust Connection Requirements. The full text of the District's Administrative Code can be found online at www.lwwsd.org.

Please contact me if you have any further questions.

Sincerely,
Lake Whatcom Water and Sewer District

Bill Hunter, P.E.
District Engineer / Assistant General Manager

Attachments: Wilson Engineering Memorandum Dated 4/14/2020
Developer Extension Agreement Application Form
Sample Developer Extension Agreement
Master Fees and Charges

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

FROM: Melanie Mankamy, PE

SUBJECT: 1834 Lake Louise Road Proposed Short Plat Water Supply Analysis

DATE: April 14, 2020

Introduction / Background

Lake Whatcom Water and Sewer District (LWUSD) has been approached by the owners/agents of the property at 1834 Lake Louise Road regarding water availability for two additional lots that would be created by the short plat subdivision process.

The property currently has a District water service that is in the LID #5 water booster pump station service area. The property is also adjacent to the South Geneva service area, which is served by its own water booster pump station.

The LID #5 water booster pump station was constructed around 1999 to serve the subject property and four (4) other water connections. These properties were experiencing seasonal problems with their individual wells. According to the October 1998 Project Report prepared by Wilson Engineering, it was sized for eight (8) connections since there were three (3) additional residences in the area that might also have issues with their wells in the future. The pump station was designed for a peak hour demand of 29 gpm for eight (8) residences based on Table 1 in Appendix B of the LID #5 Project Report (assumed to be the precursor of the PHD equation in the current DOH Design Manual). The water booster station was located close to the existing water main and access road, and the service meters were located adjacent to the booster station. The properties served all have very long service lines on their side of the water meter.

The South Geneva water booster pump station was constructed around 2008 to serve the properties included in the South Geneva Developer Extension Agreement, and also be able to supply a future water reservoir that would serve the development and other properties located near and above the existing Geneva water reservoir. The pump station was designed for a peak hour demand of 42 gpm based fourteen (14) residences using the PHD equation in the DOH Design Manual (Equation 3-1 in the 2019 Manual). This booster station pumps to services at a much higher elevation than the LID #5 booster station.

Note that neither booster station is sized to provide fire flows. The fire hydrant installed on Lake Louise Road will not be operational until there is a reservoir at a suitable elevation for the service area.

Water Supply Considerations

According to the District Admin Code, the subdivision will be required to extend the water main across the property. This memo assumes that about 1,000 feet of new 8-inch pipe will be required along both the west property line and the southwest property line (adjacent to Lake Louise Road). This will enable the existing water meters to be relocated closer to the properties served and reduce the service line lengths. See Figure 1, below.

Figure 1. Lake Louise Road Short Plat Water Supply Schematic



The maximum day demand (MDD) used for the design of the South Geneva booster station was 800 gpd/ERU, which was the standard at the time for areas of unknown water usage. The equivalent MDD for LID #5 design was 660 gpd/ERU. We reviewed the water use data for the two service areas to determine the MDD for these particular properties based on metered water use, which include large lots that could have high volumes of irrigation. We used a modified “maximum month” approach to determine the MDD for these two service areas based on the most recent 3 years of metered data. This data is bimonthly so we modified the maximum month adjustment factor from 1.65 to 2 (this factor is to account for not having daily data) There are 4 readings that are over 4,500 CF/2 months that skew the results upward. Including those, the MDD ranges from 515 to 629 gpd/ERU. Not using those readings, the MDD is more in the 350-450 gpd/ERU range. The MDD for the whole Geneva area is 370 gpd/ERU. The raw data for this analysis is attached.

If the MDD for these properties is 500 gpd/ERU or less, then the South Geneva Booster can supply 22 connections - all 14 properties that it was originally designed for and 8 from the LID #5 booster (existing properties and new short plat parcels). If the MDD is 630 gpd/ERU, then the South Geneva Booster can only supply eighteen (18) connections in its current configuration.

Combining the two service areas enables the District to eliminate one pump station, and add a standby generator to the remaining station to improve operational reliability. The South Geneva Booster station

is newer (installed in 2008 vs 1999), has the hydraulic capacity to serve the highest parcels in the service area, and the pumps have VFDs to maintain pressure. It is the logical choice for the near term, and appears to have a location adjacent to the station suitable for a standby generator.

When the South Geneva Booster station reaches the end of its useful life, the District could install the replacement booster station at the LID #5 booster station site. This location has better access from an operations and maintenance standpoint. The new booster station would be designed to supply all future connections in the combined service area. Once the new station was up and running, the South Geneva booster could be abandoned. To ensure that this future booster station is sized appropriately, we recommend that daily readings be recorded of the South Geneva booster station discharge during the high water use months (June - September).

Recommendations

Our recommendation is that, for the near term, all of the services in these two areas be connected to the South Geneva Booster station. This allows the District to discontinue operating the LID #5 pump station. The South Geneva Booster is a newer pump station and can meet the water supply needs for the highest elevation parcels.

We recommend that a standby generator and automatic transfer switch be installed at the South Geneva Booster station to keep it operational during power outages.

We recommend that the District collect daily data during the high water use months (June - September) for this service area, so future pump designs can be based on a more representative MDD.

In the future, a new package pump station could be installed at the LID #5 location and the South Geneva Booster can be abandoned.

South Geneva Booster Annual Consumption (cubic feet) Summary					Total	Avg Daily
Year	4736 Lost Creek Ln	4746 Lost Creek Ln	4754 Lost Creek Ln	4770 Lost Creek Ln	(cu ft)	Demand / ERU
2016	3269	5626	3281	6046	18222	93.4
2017	11278	5268	3866	10988	31400	160.9
2018	11310	4923	3010	8482	27725	142.0
2019	9095	4795	3050	7317	24257	124.3

LID5 Booster Annual Consumption (cubic feet) Summary					Total	Avg Daily
Year	1831 Lk Louise Rd	1834 Lk Louise Rd	1844 Lk Louise Rd	1862 Lk Louise Rd	1913 Lk Louise Rd	Demand / ERU
2016	7250	3857	1631	7147	10080	29965
2017	9365	9658	1643	12713	8670	42049
2018	5491	7996	2528	8930	10863	35808
2019	4830	30122	683	9296	9856	54787

4736 Lost Creek Ln	4746 Lost Creek Ln	4754 Lost Creek Ln	4770 Lost Creek Ln
CF	Read Date	CF	Read Date
993	2/18/2020	646	2/18/2020
854	12/18/2019	737	12/18/2019
1328	10/21/2019	685	10/21/2019
2438	8/19/2019	875	8/19/2019
2388	6/20/2019	898	6/20/2019
1028	4/22/2019	742	4/22/2019
1059	2/19/2019	858	2/19/2019
604	12/17/2018	641	12/17/2018
1788	10/22/2018	481	10/2/2018
4618	8/20/2018	247	9/11/2018
2192	6/19/2018	914	8/20/2018
906	4/19/2018	1156	6/19/2018
1202	2/20/2018	569	4/19/2018
1045	12/18/2017	915	2/20/2018
6600	10/18/2017	700	12/18/2017
1177	8/21/2017	668	10/18/2017
844	6/19/2017	1210	8/21/2017
772	4/19/2017	1366	6/19/2017
840	2/21/2017	523	4/19/2017
984	12/19/2016	801	2/21/2017
800	10/20/2016	673	12/19/2016
853	8/22/2016	647	10/20/2016
450	6/22/2016	962	8/22/2016
182	4/22/2016	1680	6/22/2016
	2/17/2016	774	4/22/2016
6	12/16/2015	890	2/17/2016
		744	12/16/2015

1831 Lk Louise Rd	1834 Lk Louise Rd	1844 Lk Louise Rd	1862 Lk Louise Rd	1913 Lk Louise Rd
CF	Read Date	CF	Read Date	CF
509	2/18/2020	460	2/18/2020	1503
501	12/18/2019	496	12/18/2019	1058
808	10/21/2019	624	10/21/2019	1327
1288	8/19/2019	1942	8/19/2019	1179
886	6/20/2019	21392	6/20/2019	3307
669	4/22/2019	3778	4/22/2019	1458
678	2/19/2019	1890	2/19/2019	1201
558	12/17/2018	943	12/17/2018	1341
763	10/22/2018	495	10/22/2018	1087
1974	8/20/2018	490	9/11/2018	763
900	6/19/2018	1423	8/20/2018	2102
618	4/19/2018	1286	6/19/2018	2852
495	2/20/2018	566	4/19/2018	1670
183	1/7/2018	2793	2/20/2018	1048
6922	12/18/2017	861	12/18/2017	950
53	10/18/2017	5191	10/18/2017	3171
466	8/21/2017	1800	8/21/2017	1331
666	6/19/2017	981	6/19/2017	2814
513	4/19/2017	376	4/19/2017	1030
745	2/21/2017	449	2/21/2017	909
545	12/19/2016	423	12/19/2016	1248
802	10/20/2016	795	10/20/2016	1247
2667	8/22/2016	947	8/22/2016	954
2154	6/22/2016	477	6/22/2016	2041
562	4/22/2016	728	4/22/2016	1021
520	2/17/2016	487	2/17/2016	636
616	12/16/2015	301	12/16/2015	1024

Confirmed leak; adjusted to 2,000 CF



Memorandum

TO: Craig Ostrom
Planning & Development Services

FROM: Sarah Cierebiej
Environmental Health

DATE: June 24, 2019

SUBJECT: PRE2019-00038
Pinnow Short Plat
1834 Lake Louise Road
APN: 380335 195230

The Whatcom County Health Department (WCHD) has reviewed the proposed project referenced above in accordance with WCC 24.05 On- Site Sewage Regulations, WCC 24.11 Drinking Water, WCC 21.03.060 2(e), and WCC 21.04 Short Subdivisions. The applicant is proposing a 3 lot subdivision.

Water Supply

The property is in the drinking water service area of the Lake Whatcom Water and Sewer District. If the District is not willing or able to serve the project and provides the applicant with a Public Water System Denial form, the applicant may drill a well. The applicant must provide an approved well site inspection prior to preliminary approval.

Wells drilled after January 2018 require a note pertaining to ESSB 6091, RCW 58.17 and Whatcom County Ordinance 2018-020 on the face of the plat. Exact wording will be provided once the well site inspection is approved by WCHD.

If Lake Whatcom Water and Sewer District is willing to serve the project, a “will serve” letter or a Developer Extension Agreement application will be required prior to preliminary approval.

The single family residence located on 1834 Lake Louise Road (Lot 2) appears to be connected to Lake Whatcom Water and Sewer District for drinking water. An approved Water Availability Form for an existing connection will be required prior to preliminary approval.



Sewage Disposal

An on-site sewage system (OSS) subdivision application demonstrating adequate soils or an approved OSS design for each lot must be submitted and approved by WCHD prior to preliminary approval. All soils approvals for the plat must be located outside of critical areas and their associated buffers.

The single family residence located on 1834 Lake Louise Road (Lot 2) is served by an existing unpermitted on-site sewage system (OSS). As part of OSS subdivision application approval, the applicant will need to demonstrate a reserve area for the unpermitted OSS and provide a current (less than 3 years old) satisfactory Report of System Status (ROSS) inspection completed by licensed Operation and Maintenance Specialist.

3.3.4 Repeat Violation Penalty

A person who repeats a violation shall be subject to a penalty as set forth in the Master Fees and Charges Schedule. Failure to correct a violation within the time limit provided in the Notice of Violation, shall be subject to a penalty as set forth in the Master Fees and Charges Schedule, from the date of the time limit provided in the Notice of Violation. Each day that a violation of this Code continues may be deemed a separate violation. [Resolution Nos. 783, 799]

3.3.5 Water Loss As A Result of Damage

Charges shall be levied for the loss of water resulting from damage to the District's water system facilities caused by persons other than District employees. In addition to paying for repairs, the party responsible for the damage shall be charged the District's estimated cost. [Resolution No. 783]

3.4 Requirements for Water and Sewer Service

3.4.1 Capacity and Connection Availability

There is overall system capacity when the system as a whole has the capability to serve additional service connections. There may be localized areas in the system that are insufficient in size or are in too poor condition to allow local connections, but the system can still be considered to have overall system capacity. Water and/or sewer connections are available on a first come, first served basis, where capacity exists. [Resolution No. 757]

3.4.2 Single Parcel with Single Family Residence.

A request for service or request for denial of service by an Owner of a single parcel for a single family residence shall be reviewed by determining: (1) the parcel's distance to the District's water and sewer system, and (2) the sufficiency of the size and condition of the mains serving the parcel as determined by the District.

1. SEWER SERVICE

If the parcel is located **inside** UGA or LAMIRD:

- A. **District Sewer Adjacent to Property and Main is Sufficient.** Connection to District sewer is required. The connection shall be made in accordance with current District Standards.
- B. **Sufficient Sewer Main within 200-feet of Property.** Connection to the District sewer is required. Owner extends and/or replaces main past and/or through property and connects to the sufficient main by Developer Extension Agreement and in accordance with current District Standards.
- C. **Sufficient Sewer Main more than 200-feet from Property.** District has the option of extending and/or replacing mains to within 200 feet of the property and then requiring the Owner to complete the extension and/or replacement past or through their property. The Owner extension and/or replacement of the main will be by Developer Extension Agreement and in accordance with current District Standards. If the District elects not to bring a sufficiently

sized main in adequate condition within 200 feet of the property, the Owner may develop an onsite sewage disposal system in accordance with Whatcom County and State regulations after executing a "Covenant Binding Property Regarding Future Water and/or Sewer Service."

If the parcel is located **outside** UGA or LAMIRD:

- A. **Sufficient Sewer Main within 150-feet of Property.** Connection to the District system is required, and shall be in accordance with current District Standards.
- B. **Sufficient Sewer Main more than 150-feet from Property.** The Owner may develop an onsite sewage disposal system in accordance with Whatcom County and State regulations after executing a "Covenant Binding Property Regarding Future Water and/or Sewer Service." The Owner also has the option of extending the main to and past the parcel provided Whatcom County determines the extension is consistent with the County's Comprehensive Plan and the District's Sewer Comprehensive Plan is amended to include the extension.
- C. **Health Department Required Connection.** The Owner may connect even if more than 150 feet from a sufficient sewer main and outside a UGA or LAMIRD if connection is required by Whatcom County Health Department. The connection shall be made in accordance with current District Standards. [Resolution No. 757]

2. WATER SERVICE INSIDE OR OUTSIDE UGA OR LAMIRD:

- A. **District Water System Adjacent to Property and Main is Sufficient.** Connection to District water system is required. The connection shall be made in accordance with current District Standards.
- B. **Sufficient Water System within 200-feet of Property.** Connection to the District water system is required. Owner extends and/or replaces main past and/or through property and connects to the sufficient main by Developer Extension Agreement and in accordance with current District Standards.

If District determines that a public water main extension is not warranted, the District will install a water service from the main to meter. Meters will be set adjacent to the main near the edge of the public right-of-way or easement corridor in which the public water main is located. The property Owner installs the private water service line from the meter to the building. Properties not fronting the public water main such as those located beyond the end of the main or behind lots fronting the main will require a longer private water service line installed by the Owner from their property to the meter.

- C. **Sufficient Water System more than 200-feet from Property.** District has the option of extending and/or replacing mains to within 200 feet of the property and then requiring the Owner to complete the extension and/or replacement past or through their property. The Owner extension and/or replacement of the main will be by Developer Extension Agreement and in accordance with current District Standards. If the District elects not to bring a sufficiently sized main in adequate condition within 200 feet of the property, the Owner may develop an alternate and temporary water supply in accordance with Whatcom

County and State regulations after executing a “Covenant Binding Property Regarding Future Water and/or Sewer Service.” [Resolution No. 757]

3.4.3 Other Development

All other developments (such as but not limited to subdivisions, plats, **short plats**, commercial, institutional, industrial, etc.) shall connect to the District’s water and sewer system as follows:



1. SEWER SERVICE

Site is located **inside** UGA or LAMIRD:

- A. Connection to District sewer system is required. The developer shall extend the sewer system past and/or through property by Developer Extension Agreement and in accordance with current District Standards. Improvements shall be sized, designed, and constructed per District Standards to serve full build-out of the area.

Site is located **outside** UGA or LAMIRD:

- A. **Sufficient Sewer Main within 150-feet of Site.** Parcels within 150-feet of sufficient sewer main shall connect to the District sewer system in accordance with current District Standards.
- B. **Sufficient Sewer Main more than 150-feet from Property.** The Owner may develop an onsite sewage disposal system in accordance with Whatcom County and State regulations after executing a “Covenant Binding Property Regarding Future Water and/or Sewer Service.” The Owner also has the option of extending the main to and past the parcel provided Whatcom County determines the extension is consistent with its Comprehensive Plan and the extension is amended to the District’s Sewer Comprehensive Plan. The sewer extension and connections shall be in accordance with current District Standards.
- C. **Health Department Required Connection.** The Owner may connect even if more than 150 feet from a sufficient sewer main and outside a UGA or LAMIRD if connection is required by Whatcom County Health Department. The connection shall be made in accordance with current District Standards. [Resolution No. 757]

2. WATER SERVICE INSIDE OR OUTSIDE UGA OR LAMIRD:

- A. Connection to the District water system is required. Owner extends and/or replaces main past and/or through property and connects to the sufficient main by Developer Extension Agreement per current District Standards. [Resolution No. 757]

3.4.4 Petition to Waive or Adjust Connection Requirements

The Owner may petition the Board of Commissioners to waive or adjust the connection requirements if the parcel is located such that service is unlikely to be extended to the parcel within the next 20 years as determined by the District. The Board of Commissioners will evaluate the petition considering:

- 1. Expansion of the system to serve the new development is considered part of the cost of the new development.

2. Costs for some developments will be more than others due to location and physical challenges.
3. Waiving connection requirements will make it increasingly more difficult and costly to serve the same development in the future.
4. Some required improvements may not be immediately placed into service but will greatly reduce the costs and complexity to serve the development in the future (example, building a waterline across the parcel frontage that remains dry until service is extended to the site).
5. A distance of approximately ½ mile is considered close enough to require connection. Longer distances to connect to the system may be appropriate for larger developments.
6. It is considered a minimum requirement to construct the system across or through the development whether they are immediately used for service or are placed into service in the future.

If the connection requirement is waived or the required system improvements cannot immediately be placed into service, the Owner may develop an alternate and temporary water supply and/or onsite sewage disposal systems in accordance with Whatcom County and State regulations after executing a "Covenant Binding Property Regarding Future Water and/or Sewer Service. [Resolution No. 757]

3.4.5 Covenant Binding Property Regarding Future Water and/or Sewer Service

The covenant runs with the land and is signed and notarized by the property owner and District General Manager. The owner records the document at the County Auditor's office and delivers the original to the District. The covenant allows the owner to develop a temporary water supply and/or onsite disposal system, restricts the owner from protesting the formation of a utility local improvement district to extend water and/or sewer to the parcel, and requires the owner to connect to the District system when service becomes available at such time as the District so determines. [Resolution No. 757]

3.5 Permits and Connection Charges

3.5.1 Permit Fees

At the time the Water and/or Sewer Permit is applied for, the applicant shall pay to the District, or its designated representative, the Permit Fee in accordance with the District's current Master Fees and Charges Schedule. The Permit Fee is a component of the connection charge. Water and/or Sewer Permits are not transferable, nor are the fees or charges paid for them refundable. [Resolution Nos. 757, 799]

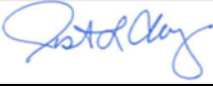
3.5.2 Connection Charges

- A. Property owners seeking to connect serviceable properties to the District's water and/or sewer system will be charged a connection fee at the time of issuance of a connection permit so that they will bear an equitable share of the cost of the existing system and the cost of the facilities planned for construction within the next ten years. Connection charges shall be in accordance with the District's current Master Fees and Charges Schedule.
- B. Property owners issued connection permits before or after the date of this Resolution shall have 365 days from the date of issuance of said connection permit to make a District-approved connection to the District water and/or sewer system without being subject to any increase or additional fees in the connection charge. After 365 days have elapsed, the connection permit



**AGENDA
BILL
Item 7.C**

**Geneva & Division 22 Reservoir
Impressed Current Cathodic
Protection Systems
Contract Close-Out**

DATE SUBMITTED:	March 23, 2021	MEETING DATE:	March 31, 2021
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, Assist. GM/District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

This project includes installation of impressed current cathodic protection systems at both the Geneva Reservoir and original of the two Division 22 Reservoirs.

The Board of Commissioners approved the contract award of the Geneva & Division 22 Reservoir Impressed Current Cathodic Protection Systems construction contract (District Capital Project #C2013) to Norton Corrosion Limited, LLC on October 14, 2020. Norton Corrosion Limited, LLC has completed all contract requirements.

FISCAL IMPACT

Original Construction Contract (Norton Corrosion)	\$40,000.00
8.5% Sales Tax	<u>\$3,400.00</u>
Grand Total Including Sales Tax	\$43,400.33

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Infrastructure Strategy and Performance

RECOMMENDED BOARD ACTION

Staff recommends accepting the Geneva & Division 22 Reservoir Impressed Current Cathodic Protection Systems construction contract as complete.

PROPOSED MOTION


Recommended motions are:

“I move to accept the Geneva & Division 22 Reservoir Impressed Current Cathodic Protection Systems construction contract as complete and authorize staff to close-out the public works project.”



**AGENDA
BILL
Item 7.D**

**Families First Coronavirus
Response Act Benefits
Extension**

DATE SUBMITTED:	March 23, 2021	MEETING DATE:	March 31, 2021
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

At the outset of the COVID-19 pandemic, President Trump signed the Families First Coronavirus Response Act (FFCRA) relief bill into law. The FFCRA requires private employers with less than 500 employees and certain public employers (which includes the District) to provide employees with 80 hours of paid leave for specified reasons related to COVID-19 and up to 10 weeks of paid, job-protected leave for employees who are unable to work due to the need to care for a son or daughter whose school is closed or the unavailability of a child care provider due to COVID-19. The FFCRA expired December 31, 2020.

On December 21, 2020, Congress decided not to extend the FFCRA, but instead allow employers to decide whether or not to continue to provide paid leave relief relative to the pandemic through March 31, 2021. District Board of Commissioners, at its regularly scheduled meeting held on December 30, 2020, adopted a motion extending the FFCRA benefits to District employees through March 31, 2021.

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARPA) into law. ARPA includes a provision that allows for employers the option of again extending paid leave relief relative to the pandemic, this time through September 30, 2021.

FISCAL IMPACT

Dependent upon level of relief sought by District employees.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Employee Leadership and Development

RECOMMENDED BOARD ACTION

Staff recommends that the Board extend the potential for relief to District employees impacted by the COVID-19 pandemic through September 30, 2021.

PROPOSED MOTION


Recommended motion is:

“I move to extend the paid leave relief provisions provided under the Families First Coronavirus Relief Act to District employees, as eligible, through September 30, 2021.”



**AGENDA
BILL
Item 7.E**

**COVID-19 Vaccination Program
Policy Discussion**

DATE SUBMITTED:	March 16, 2021	MEETING DATE:	March 31, 2021
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. COVID-19 Vaccination Program Policy Analysis memorandum dated March 5, 2021		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

As an essential service provider, ensuring continuity of services throughout the COVID-19 pandemic has been a critical focus of the District's operations over the past year. With the availability of COVID-19 vaccines becoming more readily available, the Board has indicated a desire to discuss formal adoption of a vaccination policy for staff.

Attached is a memorandum developed by staff meant to facilitate Board policy discussion on the topic.

FISCAL IMPACT

No action is anticipated associated with the Board's policy discussion.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Enterprise Resiliency

RECOMMENDED BOARD ACTION

No action is recommended.

PROPOSED MOTION

Not applicable.



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

To: Board of Commissioners

From: Justin Clary, General Manager

Date: March 5, 2021

RE: COVID-19 Vaccination Program Policy Analysis

The recent U.S. Food & Drug Administration emergency approval of a third COVID-19 vaccine, coupled with the significant increase in distribution and administration of vaccines over the past month, prompted a District commissioner inquiry as to whether the District should consider a formal vaccination policy for District employees. The purpose of this memorandum is to summarize current vaccination eligibility of District staff, the legality of implementing a mandatory vaccination program, and review of what other Washington State water/sewer districts are requiring of employees related to COVID-19 vaccination.

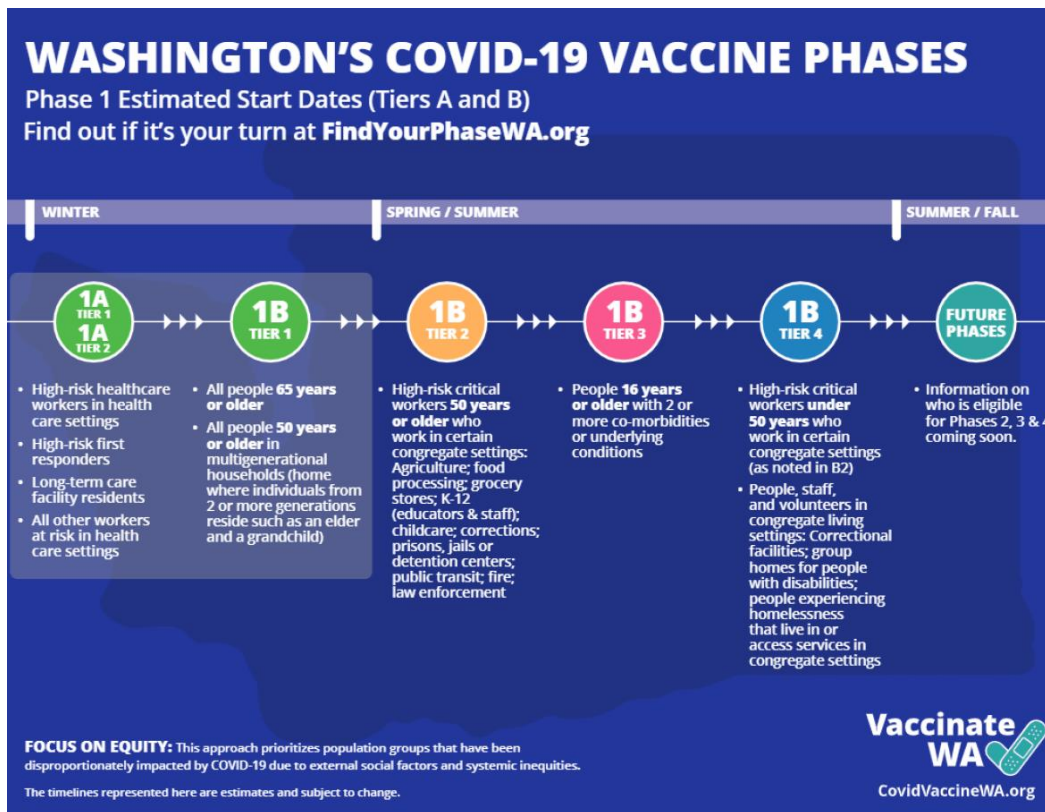
Vaccine Distribution Status/Eligibility

The Washington State Department of Health (DOH) has created a [framework](#) for prioritization of vaccination across the state (following is a visual timeline of the anticipated eligibility of each group)¹. Based upon a recent AWWA webinar, all District staff, regardless of function, fall under the category of critical infrastructure worker. As such, current District employees fit into one or more of the following Washington State vaccination program phases/tiers:

- Phase 1B, Tier 1 (all people 65 years and older)
- Phase 1B, Tier 2 (high-risk critical workers 50 years or older)
- Phase 1B, Tier 4 (high-risk critical workers under 50 years)

District management has encouraged staff to register for vaccination using DOH's [Phase Finder Tool](#), which assists individuals in determining their current eligibility for receiving the vaccine, and to sign up for notification when they do become eligible.

¹ The DOH framework and associated timeline was published in January 2021; neither reflects Governor Inslee's recent elevation in prioritization of educators/childcare workers in accordance with President Biden's directive, as well as potential changes in the vaccination timeline based upon the significant increases in vaccine production/distribution.



Legality of Mandatory Vaccination Program

Summit Law Group has prepared guidance on the legality of employers implementing a mandatory vaccination policy related to COVID-19 vaccine administration (the [document](#) is available on the Municipal Research Services Center website). In summary, the District may legally require (i.e., mandate) employees be vaccinated as a condition of reporting to work, excluding those employees who may have a medical condition or religious belief that prevents them from doing so. However, mandating vaccination would likely be considered a mandatory subject of bargaining for those employees represented by AFSCME, requiring direct negotiation prior to policy implementation. Similarly, Summit Law Group strongly recommended that employees be compensated for time spent associated with scheduling, receiving, and recovering from the vaccination.

Summary of Other Water/Sewer District Policies

During a recent (virtual) meeting of water/sewer district general managers convened by the Washington Association of Sewer & Water Districts (approximately 25 managers attended), vaccination policies were discussed. While there was no quantitative survey conducted, the general discussion indicated that most districts are encouraging or incentivizing employees to receive the vaccine (only one manager indicated that their district intended to mandate vaccination).

Based upon discussion during the meeting, it did not sound as though many districts have adopted a formal vaccination policy, and are rather proceeding with simply encouraging employee vaccination (and, in some cases, incentivizing by providing time off during work hours to receive the vaccine). That said, as an example, attached is a policy encouraging vaccination that Clark Regional Wastewater District has adopted.

Prior District Actions

Since last fall as the first vaccines approached FDA approval, District management has apprised staff of the State's vaccination plans and sought staff confidential input or concerns. Management has also provided staff with information on DOH's website relative to the development, testing, and safety of the vaccines, as well as encouraged staff to register for vaccination through the Phase Finder Tool. With some District staff now eligible for the vaccine, District management also recognized the need to accommodate how staff receives the vaccine. Understanding that access to vaccine administration sites remains extremely limited, I notified staff via email on February 25 that staff would be provided up to three hours per shot of paid time off during regular business hours to provide the flexibility for receiving the vaccine whenever it could soonest be scheduled (i.e., incentivizing vaccination per the WASWD general managers' discussion and consistent with the Summit Law Group guidance document recommendations).

Policy Considerations

There are three primary options relative to vaccination: 1) adopt a formal policy mandating vaccination; 2) adopt a formal policy incentivizing vaccination; or 3) continue under the current approach of administratively incentivizing vaccination.

Formal Policy Mandating Vaccination. Vaccination of all District staff would likely ensure the continuity of operations by mitigating the potential of an outbreak amongst staff. Based upon legal analyses, it is within the District's right to mandate vaccination of staff. However, given the significant reservations against vaccination that a few employees have communicated, balancing the benefits of continuity of operations verses impact to employee relations should be carefully considered. To-date, District staff have been diligent in adhering to safety protocols to the point that there has been no reported infection of any employees. Continuing to implement such preventative measures, in combination with the majority of staff that intend to voluntarily receive the vaccine once eligible, should be sufficient to maintain staffing levels that would ensure continuity of operations. Also of note would be the potential impacts of required bargaining with the labor union as a component of mandatory vaccination.

Formal Policy Incentivizing Vaccination. Adopting a policy that incentivizes vaccination, such as one similar to the Clark Regional Wastewater District policy, would formalize the District's encouragement of vaccination beyond what has been communicated via email, as well as document the communication of risks and work-related outcomes should an employee become infected. Such a policy could also provide a means for management's tracking employee vaccinations.

Administratively Incentivize Vaccination. This option essentially maintains the approach to employee vaccination taken to-date (written communication regarding available vaccination programs, education pertaining to vaccination, and encouraging vaccination by providing paid time off to receive the vaccine) without formal adoption of a policy by the Board.

Staff Recommendations

Staff sees little “upside” to mandating vaccination of employees. Between those (the majority of) employees that voluntarily receive the vaccine and continued adherence to implementation of protective measures, there is relatively little risk of impact to the continuity of operations. On the contrary, mandating vaccination will require staff time and potential concessions for collective bargaining with AFSCME, as well as potential impacts to employee relations.

Formally adopting a voluntary vaccination policy has value in encapsulating all District policies relative to vaccination into one document, as well as tracking employee vaccination status (if required). Such a policy would require additional staff time to develop and implement, as well as some costs for legal counsel review.

Continuing under the current option of administratively incentivizing vaccination would require little additional cost to the District. Under this option, the District relies on a set of prior written communications (emails) to employees essentially conveying the same information a formal policy would convey, with actual laws and proclamations as backup. This option appears to be the approach most districts are taking, though larger districts with greater resources are likely more apt to adopt a formal policy.

Staff supports development and formal adoption of a voluntary vaccination policy, as long as the Board recognizes the additional (though minimal) workload and potential cost for implementing. Continuing under the current administrative approach has relatively little risk to the District, as it relies on essentially the same measures that a formal policy would implement.

**CLARK REGIONAL WASTEWATER DISTRICT
COVID-19 VACCINATION POLICY**

Policy #POL-050

Effective: 02/17/21

Purpose

To protect the health and safety of District employees, customers, and the public, and prevent the spread of the novel coronavirus that causes COVID-19. To provide a workplace that is free of hazards and adequate staffing to sustain continuity of operations, as a provider of essential services, during the COVID-19 Pandemic. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and state and local health authorities, as applicable.

Personnel Affected

All District employees, including full-time and part-time, interns, and temporary employees.

Policy

Due to the direct threat to the health and safety of District employees, customers, and the public the District strongly encourages all employees to be vaccinated for the virus that causes COVID-19 (excluding those employees who may have a medical condition or bona fide religious belief that prevents them from so doing). To the extent practicable and allowed by law, the District will seek to limit individuals in the workplace who pose a direct threat to the health or safety of others.

Information – The District will provide employees with access to information about COVID-19 and vaccines and provide them opportunity to ask questions. In accordance with the U.S. Food and Drug Administration Emergency Use Authorization (EUA), employees shall be notified that they have the option to accept or refuse the vaccine.

Access – Employees may (and are encouraged to) voluntarily seek and obtain the vaccine from local healthcare providers, pharmacies, or other state authorized facilities when eligible. The District is not responsible for individual vaccinations, nor will it provide for the vaccine.

Prioritization – The District will comply with, and is subject to, the phased release of the vaccine following local, state, and federal guidelines. If the vaccine supply is limited and/or if otherwise required by local and state authorities, the District will prioritize vaccination of its employees based on business necessity, in the order of precedence as follows:

- Group 1
 - Positions which are designated as ‘essential personnel’ in their job description
 - Facilities maintenance positions
 - Positions with assigned emergency management responsibilities
 - Positions whose duties include providing direct customer contact
- Group 2
 - All remaining positions not included above

**CLARK REGIONAL WASTEWATER DISTRICT
COVID-19 VACCINATION POLICY**

Policy #POL-050

Effective: 02/17/21

Documentation – All employees shall submit a signed COVID-19 Vaccination Acknowledgement form provided by the District. Employees are advised to not provide any personal medical or genetic information. Employees shall also provide copies of proof of vaccination upon receipt.

Reasonable Accommodations – The District recognizes that vaccination may pose a direct medical threat to certain individuals or may violate a sincerely held religious belief.

Hardship – If an employee elects to not receive the vaccine and by so doing places an “undue hardship” on the District, under Title VII of the Civil Rights Act, that cannot be eliminated or reduced to an acceptable level by reasonable accommodation, the employee may be excluded from the workplace to prevent the significant risk of substantial harm to the health or safety of the individual or others. The District shall determine if any other rights apply under the Equal Employment Opportunity laws or other federal, state, and local authorities.

Work Restrictions – Unvaccinated employees may be subject to additional preventative controls and health and safety measures, including changes in job duties, work shifts, quarantine and/or isolation, and/or may be excluded from work activities.

Privacy – The Vaccination Acknowledgement form is considered private health information; it will be maintained separately (and not as part of the employee’s general personnel file) as a confidential medical record for each individual employee. Access to such information shall be limited to District management with a business need-to-know. The District will not disclose the names or identifying information of specific vaccinated or unvaccinated employees or reveal any information that could be used to easily identify such an individual, unless otherwise required by law and/or consented to in writing by the affected employee.

Workday – Employees will be permitted to receive the vaccination during their regular assigned shift, if necessary, and will be paid, at their regular rate of pay, for reasonable time taken to receive vaccinations (such time shall not be counted as “actual time worked” for purposes of calculating overtime hours). Employees will be permitted time once for each dose of the vaccine (if applicable). Any additional time needed shall be taken as paid leave. Employees shall, to the extent practicable, schedule appointments outside of the workday and shall communicate and work with their managers, when necessary, to schedule appropriate time to comply with this policy.

Health and Safety Guidelines – All employees, vaccinated and unvaccinated, will be required to follow and comply with all current health and safety guidelines, laws, policies, and orders (e.g., physical distancing, face masks, hand hygiene) until such a time as and until those requirements are lifted.

**CLARK REGIONAL WASTEWATER DISTRICT
COVID-19 VACCINATION POLICY**

Policy #POL-050

Effective: 02/17/21

Close Contact/Symptomatic – Any employee, vaccinated or unvaccinated, who displays symptoms of COVID-19, or any unvaccinated employee who has been in Close Contact with a suspected or confirmed case of COVID-19, will immediately be isolated, removed from the workplace, and subject to quarantine/isolation. The employee will not be permitted to return to the workplace until they have met applicable local, state, and federal guidelines.

Paid Leave – Any employee, vaccinated or unvaccinated, who is unable to work or telework due to COVID-19 or COVID-19-related issues, including self-quarantine/isolation, will be required to use District paid leave, emergency paid sick leave per FFCRA (if available), compensatory time-off or leave without pay for all work absences. Detailed information about these time off benefits can be viewed in the Employee Handbook.

Changed Conditions – The COVID-19 Pandemic is ever changing and evolving. The District reserves the right to revisit and revise this policy should conditions warrant it.

Responsibilities:


- **Staff**
 - Sign and submit to Human Resources a completed COVID-19 Vaccination Acknowledgement form.
 - Schedule, receive and document the COVID-19 vaccination, when voluntarily electing to receive it, and provide Human Resources with copies of proof of vaccination.
 - Abide by and comply with this policy and all related health and safety guidelines and policies regarding COVID-19.
- **Supervisor/Manager**
 - Continue to monitor and enforce compliance with the District's COVID-19 policies and protocol.
 - Work with Human Resources and unvaccinated staff to identify and implement any necessary work restrictions.
 - Notify Human Resources immediately of any necessary work restrictions and work with staff and Human Resources to comply.
- **Human Resources**
 - Identify and track COVID-19 Acknowledgement forms and proof of vaccination.
 - Provide information to staff about COVID-19, vaccination, health insurance, and paid leave and answer staff questions in a timely manner.
 - Maintain accurate and confidential records.
 - Consult with Supervisor/Manager on any inquiries regarding work restrictions.

Please direct any questions regarding this policy to Human Resources.

**CLARK REGIONAL WASTEWATER DISTRICT
COVID-19 VACCINATION POLICY**

Policy #POL-050

Effective: 02/17/21



John M. Peterson, General Manager

February 17, 2021

Effective Date

REVIEWED:



COVID-19 VACCINATION ACKNOWLEDGEMENT

Employee: _____ Position: _____

I understand that the District is a provider of essential services. I understand that the District and local, state, and federal authorities have declared that a state of emergency exists due to the COVID-19 Pandemic, which poses a direct threat to the health and safety of District employees, customers, and the public. I understand that vital staffing must be maintained to ensure continuity of operations, which is a necessity to protect public and environmental health. I understand that the decision to be vaccinated against COVID-19 is one that I may voluntarily make or decline but that meeting all other aspects of the District's COVID-19 and related emergency response plans, policies, guidelines, and procedures is a condition of my employment.

Please carefully review and acknowledge your understanding by initialing each of the following:

- I have been provided information about COVID-19 and the vaccines, and I have had the opportunity to ask questions about the same.
- I understand the risk that COVID-19 poses to me, my peers, and to District customers.
- I have received and read the District's COVID-19 Vaccination Policy.
- I understand that I can receive the vaccination during work hours, if necessary.
- I understand that if I become ill with COVID-19, I will be excluded from work and will be required to take District paid leave, emergency paid sick leave per FFCRA (if available), compensatory time-off, or leave without pay for any time away from work.
- I acknowledge that the District may have to implement additional preventative controls and measures to prevent the spread of COVID-19, including Work Restrictions; I acknowledge that my position may not support said measures.
- I understand that the District may not be obligated to provide continued remote/telework opportunities when employees are permitted to return to the workplace in accordance with local and state guidelines.
- I acknowledge that the District, as an essential service provider, may, at a future date, require all employees to be vaccinated due to business necessity and/or in compliance with state order.

I hereby attest that:

- ☐ Yes – I voluntarily elect to receive the COVID-19 vaccine and will provide proof of vaccination upon receipt.
- ☐ No – I voluntarily elect not to receive the COVID-19 vaccine. I understand that it is my responsibility to request the vaccine if I change my mind in the future. I have made this decision on my own, and the District is not responsible or liable for any consequences arising or resulting from my voluntary decision to not receive the vaccine.


Signature: _____

Date: _____



**AGENDA
BILL
Item 9.A**

**General Manager's
Report**

DATE SUBMITTED:	March 25, 2021	MEETING DATE:	March 31, 2021
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, March 31, 2021 – 8:00 a.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Apr 14, 2021	6:30 p.m.	Remote Attendance
Employee Staff Meeting	Thu Apr 15, 2021	8:00 a.m.	Remote Attendance Commissioner Citron to attend
Investment Comm. Meeting	Wed Apr 28, 2021	10:00 a.m.	Remote Attendance
Safety Committee Meeting	Thu Apr 22, 2021	8:00 a.m.	Remote Attendance
Lake Whatcom Management Program			
Data Group Meeting	Thu Apr 8, 2021	9:00 a.m.	Remote Attendance
Policy Group Meeting	Wed Jun 2, 2021	3:00 p.m.	Remote Attendance
Joint Councils Meeting	Wed Mar 31, 2021	6:30 p.m.	Remote Attendance
Other Meetings			
WASWD Section III Meeting	Fri Apr 16, 2021	8:30 a.m.	Remote Attendance (during WASWD conference)
Whatcom Water Districts Caucus Meeting	Wed Apr 21, 2021	1:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed May 12, 2021	3:00 p.m.	Remote Attendance

Committee Meeting Reports

Safety Committee:

- The committee met on March 25; discussion included review of the CPR/First Aid/AED training all District staff received and respirator fit testing operations staff received on March 23; and the status on safety program reviews, identification of appropriate fall protection anchors to be installed as sewer wet wells, and asbestos certification requirements specific to water/wastewater workers.

Investment Committee:

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

Upcoming Important Board Meeting Topics

- Sudden Valley water treatment plant alternatives analysis
- Resolutions updating portions of the District's fiscal management policies
- Budget amendment and contract closeout associated with Division 30 water transmission main emergency repair
- Accessory dwelling unit policy discussion
- City of Bellingham presentation on its Resource Recovery project status
- District rate study progress presentation

2021 Initiatives Status

Administration and Operations

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.
The management team has initiated plan development taking into consideration the results of the Effective Utility Management self-assessment completed in 2020.

Rate Study

- Conduct a rate study for the water and sewer utilities for the six-year planning horizon, including funding strategies related to significant capital improvements anticipated during and beyond the planning horizon.
A contract for the rate study has been executed and work is proceeding.

Investment Policy Review

- Conduct a comprehensive review of the District's investment policy aimed at optimizing return on investments while sufficiently protecting District funds.
The investment policy was discussed by the board during its February 10 work session. Revisions will be presented in a resolution for board consideration in April.

Capital Improvement Program Support

- Support the Engineering Department through management of specific capital improvement project(s).
The general manager is managing the Eagleridge Water Booster-Metering Station Conversion project (District Project No. C2011).

Fill Anticipated Finance Manager Position Vacancy

- With the retirement of the District's Finance Manager anticipated in July 2021, engage in a recruitment and hiring process that allows for seamless transition of leadership in the Finance Department.
Advertisement for applications was issued on February 24, 2021; first review of applicants is scheduled to begin March 25, 2021.

Negotiate Successor District-AFSCME Agreement

- With the current labor agreement scheduled to expire December 31, 2021, negotiate a successor agreement that aligns with District financial capacity and Board goals.
To be initiated summer 2021.

Emergency Response/System Security

America's Water Infrastructure Act-compliant Risk Management Program

- Conduct a USEPA-compliant risk and resilience assessment by June 30, 2021.
Sewer and water utility assessments are complete and were certified on February 8, 2021.
- Develop a USEPA-compliant emergency response plan by December 31, 2021.
Update to the District's emergency response plan is underway.

Community/Public Relations

General

- Website
The District's web content is reviewed and updated on a regular basis.
- Social Media
Posts are made to District Facebook and LinkedIn pages regularly; Nextdoor is regularly monitored for District-related posts.
- Press Releases
Press releases were issued on February 24 (public notification of daytime road closures assoc. with Division 30 water main repairs) and March 1 (EnviroStars certification).

Intergovernmental Relations

- *J Clary was appointed chair of the Whatcom Water Alliance during its meeting on March 10.*
- *J Clary and R Munson attended the Water and Sewer Risk Management Pool semi-annual membership meeting on March 11.*
- *J Clary represented the District during the Whatcom County (virtual) open house associated with the Natural Hazard Mitigation Plan update on March 23 and attended a stakeholder coordinating meeting on March 24.*
- *J Clary and other District staff are scheduled to attend a meeting with Sudden Valley Community Association staff on April 1 to coordinate development permitting/inspection activities for the 2021 construction season.*

Public Works Board

- *Pursue appointment as WASWD representative on the Washington State Public Works Board. Following board approval, J Clary submitted an application for appointment to the Public Works Board on February 11, 2021. J Clary has since been notified that he is a finalist for the appointment (now under consideration by Governor Inslee).*

Lake Whatcom Water Quality

Management Program

- *Participate in meetings of Lake Whatcom Management Program partners. J. Clary attended the Data Group meeting on March 11, the Interjurisdictional Coordinating Team meeting on March 18, and the Executive Team meeting on March 29. J Clary is scheduled to present at the Joint Councils meeting on March 31.*


Onsite Septic System Conversion Program

- *Pursue connection of the one remaining septic-served parcel located within 200 feet of District sewer system identified in the memorandum to the Board dated April 9, 2020. To be initiated.*



**AGENDA
BILL
Item 9.B**

**Engineering Department
Report**

DATE SUBMITTED:	March 25, 2021	MEETING DATE:	March 31, 2021
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Engineering Department Report		
	2. Summary of District Projects		
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 regarding District projects and current priorities in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



Lake Whatcom Water & Sewer District Engineering Department Report

Prepared for the March 31, 2021 Board Meeting
Data Compiled 3/24/21 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	3904	70	44	2
Remaining Capacity (ERUs)	**	15	13	0
Permitted ERUs Under Construction	13	0	0	0
Pre-paid Connection Certificates & Expired Permit	14	0	5	0
Water Availabilities (trailing 12 months)	70	0	0	0
Subtotal - Commitments not yet connected	97	0	5	0
Available ERUs	**	15	8	0

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

Annual Reports		
Name Of Report	Deadline	Completed
Report Number of Sewer ERUs to City of Bellingham Prepared by: Bill	January 15	March 22, 2021
Other Reports		
Name Of Report	Deadline	Last Completed
Water Right Permit No. G1-22681 Development Extension	Due Every 5 Years Next Due Feb 15, 2023	
Water Right Permit No. S1-25121 Development Extension	Due Every 5 Years Next Due March 30, 2023	

Summary of District Projects

Report Prepared 3/25/2021

Project Number	Project Title / Tasks	Authorized Budget	Spent to Date	Amount Remaining	2021 Schedule											
					J	F	M	A	M	J	J	A	S	O	N	D
C 1802	Dellesta, Edgewater & Euclid Sewer Pump Stations	\$1,690,604	\$579,483	\$1,111,121												
C 1814	Agate Heights WTP and Opal Booster Upgrades	\$359,320	\$109,606	\$249,714												
C 1908	Fire Flow Improvements - Hydraulic Model Calibration	\$15,000	\$11,209	\$3,791												
C 1909	Little Strawberry Bridge Water Main Predesign & Estimate	\$20,000	\$0	\$20,000												
C 1910	SVWTP and AHWTP Misc Component Replacement															
C 1910	(Raw pH Probe, 4 Pump Control Valves, 2 Surge Valves, Spare Transfer Pump, AHWTP Finish Meter)	\$72,000	\$70,768	\$1,232												
C 1913	SVWTP 20-Year Facility Plan	\$159,710	\$84,428	\$75,282												
M 1917	Beaver & Flat Car PLC and UPS Improvements	\$118,191	\$28,520	\$89,671												
C 2003	Sewer System Rehab and Replacement Projects	\$116,640	\$119,998	\$3,358												
C 2006	SCADA Telemetry - Managed Ethernet Switches	\$20,000	\$158	\$19,842												
C 2007	Administrative Server Hardware	\$25,000	\$0	\$25,000												
C 2011	Convert Eagleridge Booster to Metering Station	\$30,000	\$22,603	\$7,397												
C 2012	Austin-Fremont PRV Rebuild	\$10,000	\$0	\$10,000												
C 2013	Geneva and Div 22 Res Impressed Current Cathodic Protection	\$40,000	\$42,315	\$2,315												
C 2016	SVWTP Misc Component Replacement (CCB Fiberglass Ladder, Spare 300 Amp Breakers, Div 22 Finish Meter, Raw Meter, CCB Pressure Transmitter, Intake Anchorage Warning Signs)	\$40,000	\$14,559	\$25,441												
A 2021	AWIA Risk Assessment and Emergency Response Plans	\$10,000	\$0	\$10,000												
A 2025	Rate Study	\$30,000	\$14,760	\$15,240												
A 2101	General Engineering Services - 5 Year Contract															
C 2102	Annual Asphalt Patching	\$35,000														
C 2103	Centimeter Grade GPS with Real Time Corrections & Training	\$20,000														
C 2104	Exterior Receptacles for Block Heaters and Battery Chargers	\$10,000														
C 2105	HDPE Pipe Electro fusion Machine & Crew Training	\$11,000														
C 2106	SVWTP to SVPS Telemetry Comm Study, Testing	\$10,000														
C 2107	Camp Firwood Dead End Water Main Auto Flusher	\$5,000														
C 2108	SVWTP Raw Water Intake Piping Verify Alignment / Excavation	\$15,000														
C 2109	Geneva Res Insertavalve for Emergency Isolation	\$25,000														
C 2110	Divison 30 Booster PLC and UPS Improvements	\$60,000														
C 2111	Div 7 Reservoir Predesign, Esmts & Permitting	\$63,000														
C 2112	Rocky Ridge & Lakewood Predesign and Shoreline Permitting	\$140,000														
C 2113	Flat Car Reverse Flow to SVPS - Design & Permitting	\$50,000														
C 2114	LWBI CIPP, and I&I	\$115,000														
A 2115	Water Use Efficiency Goals Update															
A 2116	Commissioner District Boundary Census Update															
M 2117	Janitorial Services															

NOTATION LEGEND

A___ Administrative Project
C___ Capital Project
M___ Maintenance Project

Sewer Project (Green Font)

Water Project (Blue Font)


Sewer and Water Project (Black Font)

p Planned (labor not started)
a Active (labor underway)
c Completed (no further labor needed)
t Target Completion



**AGENDA
BILL
Item 9.C**

**Finance Department
Report**

DATE SUBMITTED:	March 25, 2021	MEETING DATE:	March 31, 2021
TO: BOARD OF COMMISSIONERS	FROM: Debi Denton, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Feb 2021 Financial Reports		
	2. Feb 2021 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

Updated information regarding District finances in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.

LAKE WHATCOM WATER AND SEWER FUND SUMMARY 2021



	401	402	460	
	WATER	SEWER	BOND RESERVE (RESTRICTED)	TOTAL
2021 REVENUES	442,639	732,717	-	1,175,356
2021 EXPENDITURES	(426,610)	(614,824)	-	(1,041,434)
2020 BALANCE CARRYOVER	1,042,064	1,515,055	772,334	3,329,453
2020 CONTINGENCY CARRYOVER	460,000	796,088		1,256,088
	-----	-----	-----	-----
2021 BALANCE	\$1,518,093	\$2,429,036	\$772,334	\$4,719,463
2021 ALLOCATED TO OPERATING RESERVES	-\$540,000	-\$430,000		-\$970,000
2021 ALLOCATED TO CONTINGENCY	-\$460,000	-\$815,000		-\$1,275,000
AVAILABLE 2021 BALANCE	\$518,093	\$1,184,036	\$772,334	\$2,474,463

LAKE WHATCOM WATER AND SEWER DISTRICT				
	Description	Budget	2/28/2021	17%
WATER - 401				
REVENUES				
401-343-40-10	Water Sales Metered (4% base rate increase) *	2,770,313	404,076	14.59%
401-343-41-10	Permits (15 new connection permits) \$6,400	96,000	-	0.00%
401-343-81-10	Combined Fees (Increase in Lien and Lock fees)	17,500	1,091	6.23%
401-359-90-00	Late fees	27,500	-	0.00%
401-361-11-00	Investment Interest	20,000	37,384	186.92%
401-369-10-00	Sale of scrap metal and surplus	1,000	-	0.00%
401-369-10-01	Miscellaneous	1,000	88	8.80%
401-369-40-00	Judgements and Settlements	-	.	
401-395-10-00	Sale of Capital Assets	-	-	
401-395-20-00	Insurance Recoveries	-	-	
	TOTAL REVENUES	2,933,313	442,639	15.09%
	* Per Resolution 844 effective 1/1/2021			
	Scheduled annual rate increase			
	Description	Budget	2/28/2021	17%
SEWER - 402				
REVENUES				
402-343-41-10-02	Permits (15 new connection permits) \$9,500	142,500	-	0.00%
402-343-50-11	Sewer Service Residential (2.5% rate increase) *	4,256,228	692,194	16.26%
402-343-50-19	Sewer Service Other	4,500	799	17.76%
402-343-50-80	Latecomer's Fees	-	-	0
402-361-11-00-02	Investment Interest	20,000	37,384	186.92%
402-361-40-00-80	ULID 18 Interest/Penalties	2,500	352	14.08%
402-368-10-00-80	ULID 18 Principal Payments	8,000	961	12.01%
402-369-10-00-02	Sale of scrap metal and surplus	1,000	-	0
402-369-10-00-02	Miscellaneous	1,000	1,027	102.70%
402-369-40-02	Judgements and Settlements	4,141	-	0
402-395-10-00-02	Sale of Capital Assets	-	-	0
402-395-20-02	Insurance Recoveries	-	-	0
	TOTAL REVENUES	4,439,869	732,717	16.50%
	* Per Resolution 844 effective 1/1/2021			
	Scheduled annual rate increase			

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	2/28/2021	17%
WATER - 401	OPERATING EXPENDITURES			
401-534-10-10	Admin Payroll (2.1% cola plus step increases - 2021)	355,000	55,462	15.62%
401-534-10-20	Admin Personnel Benefits	163,000	26,700	16.38%
401-534-10-31	Gen Admin Supplies/Equipment (Master Meter Software)	25,000	689	2.76%
401-534-10-31-01	Meetings/Team building	2,000	636	31.80%
401-534-10-40	Merchant Services Fees	10,000	2,003	20.03%
401-534-10-40-01	Bank Fees	750	88	11.73%
	Interlocal - Invasive Species (City) (8% increase)	55,000	-	
	Interlocal - Lake Whatcom Tributary Monitor (County)	5,000	-	
	Mutt Mits	5,000	-	
401-534-10-41	Water Quality Assurance Programs (TOTAL)	65,000	-	
	Master Meter annual support	2,000		
	South Whatcom Fire (hydrant maintenance)	1,000		
	County Auditor Filing Fees	3,000		
	Statement processing	12,500		
	Answering Service	750		
	Time clock system	750		
	Financial Software Maintenance	6,000		
	Web Check services	2,500		
	CPA (Financial statements)	3,000		
	Rate Study	20,000		
	Records management system	15,000		
	Employee Assistance Program	600		
	IT/Cyber security support	15,000		
	Anti virus subscription	500		
	Office software upgrade	5,000		
	Building security	1,000		
	Building custodial	5,000		
	Pest control	500		
	Landscaping service	4,000		
	Scada System Software Maintenance - Operations	5,000		
	Safety software	5,000		
	Hearing/Drug/Employee testing	750		
	SCADA/PLC Support - Engineering/Operations	5,000		
	Cartegraph - Engineering/Operations	8,500		
	Auto Desk - Engineering	500		
	Rockwell - Engineering/Operations	250		
	ESRI - ARC GIS	750		
	Whatcom County Emergency Management	10,000		
	Misc (Bid notices etc.)	2,500		
401-534-10-41-01	Professional Services (TOTAL)	136,350	27,802	20.39%
401-534-10-41-02	Water Engineering Services	20,000	2,238	11.19%
401-534-10-41-03	Water Legal Services	20,000	1,125	5.63%
401-534-10-42	Communication	30,000	4,454	14.85%
401-534-10-45	Admin Lease (copy/printers)	5,000	833	16.66%
401-534-10-46	Property Insurance	90,000	263	0.29%
401-534-10-49	Admin Misc.	500	-	0.00%
401-534-10-49-01	Memberships/Dues/Permits	15,000	6,988	46.59%
401-534-10-49-02	WA State Dept of RevenueTaxes/County Stormwater fees	115,000	18,384	15.99%
401-534-40-43	Admin Training & Travel	10,000	305	3.05%
401-534-40-43-01	Tuition reimbursement	500	-	0.00%
401-534-50-31	Operations/Maintenance Supplies	120,000	10,476	8.73%
401-534-50-31-01	Small Assets/tools	40,000	527	1.32%
401-534-50-48	Operations Repair/Maint contracted work	55,000	3,999	7.27%
401-534-50-49	Insurance Claims	2,500	-	0.00%
401-534-60-41	Operations Contracted (water testing)	12,500	995	7.96%
401-534-60-47	Water City of Bellingham	40,000	6,114	15.29%
401-534-80-10	Operations Payroll (2.1% cola plus step increases - 2021)	570,500	94,181	16.51%
401-534-80-20	Operations Personnel Benefits (Medical,Retirement etc)	245,000	41,518	16.95%
401-534-80-32	Fuel	10,000	1,219	12.19%
401-534-80-35	Safety Supplies	10,000	492	4.92%
401-534-80-35-01	Safety Supplies Boots	1,250	-	0.00%
401-534-80-35-02	Emergency Preparedness	5,000	-	0.00%
401-534-80-43-00	Water - Operatoins Training/Travel/Certification	10,000	1,173	11.73%
401-534-80-47	General Utilities (Electric, gas, water, garbage)	115,000	22,086	19.21%

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	2/28/2021	17%
401-534-80-49	Laundry	2,000	266	13.30%
	Payroll liability		1,090	
	WATER OPERATING EXPENDITURES	2,301,850	332,106	14.43%
DEBT SERVICE				
401-591-34-77-01	Redemption of Long Term Debt Geneva AC Mains	119,937	-	
401-591-34-77-02	Redemption of Long Term Debt Div 22 Reservoir	65,475	-	
401-592-34-83-01	Debt Service Interest Geneva AC Mains	26,986	-	
401-592-34-83-02	Debt Service Interest Div 22 Reservoir	16,696	-	
SYSTEM REINVESTMENT				
	2021 System Reinvestment Projects	606,650		
401-534-10-41-20	20 Year Plan for SVWTP C19-13	64,350	14,835	
401-594-34-62-01	Water Structures		22,670	
401-594-34-63-01	Water System		56,999	
401-594-34-64-01	Water Equipment		-	
401-594-34-65-01	Small Water Projects		-	14.08%
WATER FUND	TOTAL WATER REVENUES	2,933,313	442,639	
	TOTAL WATER EXPENDITURES	(3,201,944)	(426,610)	13.32%
	2020 BALANCE CARRYOVER	920,000	1,042,064	
	2020 CONTINGENCY CARRYOVER	460,000	460,000	
	2021 ALLOCATED TO OPERATING RESERVES	(540,000)	(540,000)	
	2021 ALLOCATED TO WATER CONTINGENCY	(460,000)	(460,000)	
	AVAILABLE 2021 YEAR END BALANCE	111,369	518,093	

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	2/28/2021	17%
SEWER - 402				
OPERATING EXPENDITURES				
402-535-10-10	Admin Payroll (2.1% cola plus step increases - 2021)	355,000	55,462	15.62%
402-535-10-20	Admin Personnel Benefits	155,000	26,641	17.19%
402-535-10-31	Gen Admin Supplies/Equipment	25,000	703	2.81%
402-535-10-31-01	Meetings/Team building	2,000	809	40.45%
402-535-10-40	Merchant Services Fees	10,000	2,003	20.03%
402-535-10-40-01	Bank Fees	750	88	
	Camera Van Software annual support	1,500		
	County Auditor Filing Fees	3,000		
	Statement processing	12,500		
	Answering Service	750		
	Time clock system	750		
	Financial Software Maintenance	6,000		
	Web Check services	2,500		
	CPA (Internal audit and Financial statements)	3,000		
	Rate study	20,000		
	Records management system	7,500		
	Employee Assistance Program	600		
	IT/Cyber security support	15,000		
	Anti virus subscription	500		
	Office software upgrade	5,000		
	Building security for offices	1,000		
	Building custodial	5,000		
	Pest control	500		
	Landscaping service	4,000		
	Scada System Software Maintenance - Operations	5,000		
	Safety software	5,000		
	Hearing/Drug/Employee Testing	750		
	SCADA/PLC Support - Engineering/Operations	5,000		
	Cartegraph - Engineering/Operations	8,500		
	Auto Desk - Engineering	500		
	Rockwell - Engineering/Operations	250		
	IT Pipes	1,500		
	ESRI - ARC GIS	750		
	Whatcom County Emergency Management	10,000		
	Misc (Bid notices etc.)	2,500		
402-535-10-41-01	Professional Services (TOTAL)	128,850	24,776	19.23%
402-535-10-41-02	Engineering Services	20,000	3,375	16.88%
402-535-10-41-03	Legal Services	20,000	1,125	5.63%
402-535-10-41-04	DEA expenditures	-	-	
402-535-10-42	Communication	30,000	4,454	14.85%
402-535-10-45	Admin Lease (copy/printers)	5,000	833	16.66%
402-535-10-46	Property Insurance	90,000	263	0.29%
402-535-10-49	Admin Misc.	500	-	0.00%
402-535-10-49-01	Memberships/Dues/Permits	10,000	5,683	56.83%
402-535-10-49-02	WA State Dept of RevenueTaxes/County Stormwater fees	115,000	18,384	15.99%
402-535-40-43	Admin Training & Travel	10,000	55	0.55%
402-535-40-43-01	Tuition reimbursement	500	-	0.00%
402-535-50-31	Operations/Maintenance Supplies	50,000	2,857	5.71%
402-535-50-31-01	Small Assets/tools	30,000	2,213	7.38%
402-535-50-48	Operations Repair/Maint contracted work	95,000	15,539	16.36%
402-535-50-49	Insurance Claims	2,500	540	21.60%
402-535-60-41	Operations Contracted (generator load testing)	25,000	-	0.00%
402-535-60-47	Sewer City of Bellingham Treatment Fee	750,000	232,530	31.00%
402-535-80-10	Operations Payroll (2.1% cola plus step increases - 2021)	476,500	77,376	16.24%
402-535-80-20	Operations Personnel Benefits (Medical,Retirement etc)	232,000	33,417	14.40%
402-535-80-32	Fuel	13,000	1,250	9.62%
402-535-80-35	Safety Supplies	10,000	492	4.92%
402-535-80-35-01	Safety Supplies Boots	1,250	-	0.00%
402-535-80-35-02	Emergency Preparedness	5,000	-	0.00%
402-535-80-43-00	Operations Training/Travel/Certification	10,000	-	0.00%
402-535-80-47	General Utilities (Electric, gas, water, garbage)	105,000	23,109	22.01%
402-535-80-49	Laundry	2,000	399	19.95%
	SEWER OPERATING EXPENDITURES	2,784,850	534,376	19.19%

LAKE WHATCOM WATER AND SEWER DISTRICT

	Description	Budget	2/28/2021	17%
<i>DEBT SERVICE</i>				
402-591-35-72-03	2016 Bond Principal Payments	435,000	-	
402-592-35-83-03	2016 Bond Interest Payments	205,425	-	0.00%
<i>SYSTEM REINVESTMENT</i>				
	2021 Sewer System Reinvestment Projects	1,508,000		
402-594-35-62-02	Sewer Structures		2,233	
402-594-35-63-02	Sewer System		77,530	
402-594-35-64-02	Sewer Equipment		685	
402-594-35-65-02	Small Sewer Projects		-	
SEWER FUND	TOTAL SEWER REVENUES	4,439,869	732,717	
	TOTAL SEWER EXPENDITURES	(4,933,275)	(614,824)	12.46%
	2020 BALANCE CARRYOVER	1,130,000	1,515,055	
	2020 CONTINGENCY CARRYOVER	796,000	796,000	
	2021 ALLOCATED TO SEWER OPERATING RESERVES	(430,000)	(430,000)	
	2021 ALLOCATED TO SEWER CONTINGENCY	(815,000)	(815,000)	
	AVAILABLE 2021 YEAR END BALANCE	187,594	1,183,948	



LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 2/28/2021

Petty Cash	\$ 1,600	
Cash	\$ 456,597	0.45%
Public Funds Account	\$ 1,002,718	0.05%

WA Federal	\$ 1,460,915	
Local Gov't Investment Pool	\$ 236,331	0.14%

		PAR VALUE		YIELD
FHLMC - Pro Equity	Non-callable	\$ 969,734	Jan-22	0.06%
FHLB - Pro Equity	Callable	\$ 751,663	Apr-23	0.80%
FFCB - Pro Equity	Callable	\$ 799,999	Jan-24	0.19%
FANNIE MAE - Pro Equity	Callable	\$ 500,823	Jun-24	0.21%

US Bank Safekeeping	\$ 3,022,219
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TOTAL	<u>\$ 4,719,465</u>
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USE OF FUNDS:

Bond Reserve - Restricted	\$ 772,334
Contingency - Assigned	\$ 1,275,000
Operating - Unassigned	\$ 970,000
Unassigned	\$ 1,702,131

<u>\$ 4,719,465</u>

Feb-21

ADJUSTMENTS


240013007	\$	723.83	Water Leak Credit
240003206	\$	1,567.08	Water Leak Credit

TOTAL	\$	2,290.91	
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**AGENDA
BILL
Item 9.D**

**Operations Department
Report**

DATE SUBMITTED:	March 25, 2021	MEETING DATE:	March 31, 2021
TO: BOARD OF COMMISSIONERS		FROM: Brent Winters, Operations Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Operations Department Report	
		2. Status of District Water & Sewer Systems	
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 regarding District operations in advance of the Board meeting.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None.



Lake Whatcom Water & Sewer District Operations & Maintenance Department Report

Prepared for the March 31, 2021 Board Meeting
Data Compiled 3/24/21 by RH, BW, RM

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										
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										
Annual Reports														
Name Of Report	Deadline	Completed												
WA State Cross Connection Report Prepared by: Rich	May													
OSHA 300 Log Prepared by: Rich	February 1	February 18, 2021												
Water Use Efficiency Performance Report Prepared by: Kevin	July 1													
Community Right to Know (Hazardous Materials) Prepared by: Rich & Brent	March 31													
Consumer Confidence Reports Prepared by: Kevin	June 30	Geneva		SV		EagleR		Agate Ht						
Other Reports														
Name Of Report	Deadline	Last Completed												
CPR/First Aid Training Coordinated by: Rich	Due Biennially Next Due 2023	March 23, 2021												
Flagging Card Training Coordinated by: Rich	Due Triennially Next Due 2022	June 6, 2019												

Safety Program Summary			
Completed by Rich Munson & Brent Winters			
Summary of Annual Safety Training			
<i>2021 Testing Period - Jan 1, 2021 to May 1, 2021</i>			
	Enrollments	Completions	% Complete
Engineering - Managers	81	57	70%
Engineering - Staff	28	5	18%
Field Crew - Managers	43	12	28%
Field Crew - Staff	328	138	42%
Office - Managers	25	0	0%
Office - Staff	96	52	54%
Overall	601	264	44%

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

Dates of Completed Safety Committee Meetings						
1/28/2021						
2/23/2021						
3/25/2021						
Summary of Work-Related Injuries & Illnesses						
	Current Month	2021	2020	2019	2018	2017
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						
• 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	0	0	0	13
Total Number of Days Away from Work (at home, in hospital, not at work)	0	0	0	0	0	4
Near Misses	0	0	0	2	2	1
Safety Coordinator Update						

Status of District Water and Sewer Systems
Prepared by Brent Winters Operations and Maintenance Manager
3/31/2021 Board Meeting

Safety Activities	
<ol style="list-style-type: none"> Continuing social distancing of crew. Kevin Cook is reporting directly to the water plant, the rest of the crew is reporting directly to their assigned vehicle and then attending the morning briefing via "Go to Meeting." No injuries or near misses. Daily safety reminders directly relevant to the day's tasks. Jobsite tailgate meetings by project lead. 	
Water Utility Activities	
<i>Water Treatment Plants</i> <ol style="list-style-type: none"> Sudden Valley <ol style="list-style-type: none"> Plant is operating well, averaging 0.5 million gallons per day (MGD). Agate Heights <ol style="list-style-type: none"> Plant is operating well, averaging .01 million gallons per day (MGD). <i>Distribution System</i> <ol style="list-style-type: none"> Assisted contractor with flushing, testing and commissioning the new Division 30 transmission main. March 13th 3:00 a.m. Division 30 Booster building intrusion. Intrusion alarm alerted Kevin to unauthorized entry. Sheriff arrived and made a report. Minor damage and theft of UPS. Door has been repaired and intrusion switch is functional. Water leaks repaired in the past 30 days. <ol style="list-style-type: none"> 1336 Oriental 3 Cascade Lane 4 Hillside Place 20 Clear Lake Court 4010 Cedarbrook Court 	
Sewer Utility Activities	
<i>Lift Stations</i> <ol style="list-style-type: none"> North Point lift station pump #1 has been repaired and installed. We will pull pump #2 and send it to the shop for evaluation and repair next week. Rain For Rent pump has been installed as a backup should pump #1 fail. Provided bypass pumping at Flatcar while the Beaver lift station PLC replacement project was under construction. <i>Collection System</i> <ol style="list-style-type: none"> Continued to clean and televise sewer mains as weather permits. 	
Fleet	
<i>Vehicles</i> <ol style="list-style-type: none"> All vehicles are in service. <i>Equipment</i> <ol style="list-style-type: none"> Old vac truck blower has been repaired and is ready to be reinstalled. Delivery of the new service truck is scheduled for March 27th. 	
Facilities	
<i>Shop Building</i> <ol style="list-style-type: none"> Performing shop and grounds maintenance as fill in work between projects. 	
Development	
<ol style="list-style-type: none"> Inspector is actively working with six (6) contractors making connection to our system. 	