



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

Date: April 4, 2022

RE: Virtual Meeting Attendance

For the foreseeable future, Lake Whatcom Water & Sewer District's Board of Commissioners will be attending regular meetings by phone/video conference. Per Governor Inslee's [Proclamation No. 20-28.3](#), the District will provide access to interested public via phone/internet utilizing the GoToMeeting platform.

Attending a Meeting

If you would like to attend the April 13, 2022 regular board meeting, access 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. This is *not a requirement* for making a public comment, but is helpful to the staff and commissioners for planning purposes.

April 13, 2022 Regular Board Meeting
Wed, April 13, 2022 6:30 PM – 8:00 PM (PST)

Join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/193273077>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3412](tel:+18722403412)

Access Code: 193-273-077

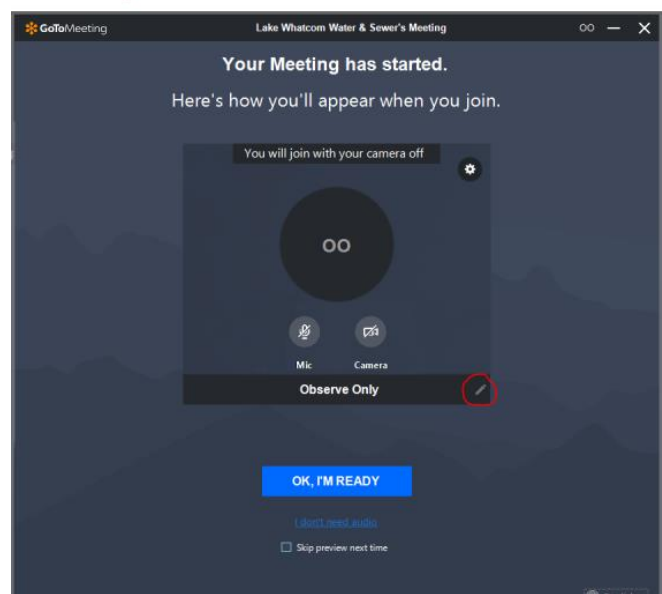
New to GoToMeeting? Get the app now and be ready when the meeting starts:

<https://meet.goto.com/install>

Attending as an Observer only

If you wish to observe a meeting, but do not plan to speak or appear on video during the meeting, you may attend anonymously.

When you click the link to log in to the meeting, a black box will appear like the one pictured below. Click the pencil icon (circled) and change your name to "Observe Only." Also make sure that your microphone and camera icon are grey and not green. You will be muted by the meeting administrator and will not be included in the roll call.



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.

Page 1 of 54



LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

AGENDA

April 13, 2022


6:30 p.m. – Regular Session

1. CALL TO ORDER
2. ROLL CALL
3. CONFIRMATION OF COMPLIANCE WITH REMOTE MEETING ATTENDANCE PROTOCOLS
4. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Board of Commissioners. Please state your name prior to making comments.
5. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
6. CONSENT AGENDA
7. SPECIFIC ITEMS OF BUSINESS
 - A. Euclid Sewer Pump Station Improvement Project A/E Agreement Amendment
 - B. Eagleridge Booster Station Conversion Project Discussion
 - C. November 2021 Flood Event Lessons Learned Presentation
8. OTHER BUSINESS
9. STAFF REPORTS
 - A. General Manager
10. PUBLIC COMMENT OPPORTUNITY
11. ADJOURNMENT



**AGENDA
BILL
Item 6**

Consent Agenda

DATE SUBMITTED:	April 5, 2022	MEETING DATE:	April 13, 2022
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 04.13.2022****

BACKGROUND / EXPLANATION OF IMPACT

- Payroll for Pay Period #07 (03/19/2022 through 04/01/2022) totaling \$43,490.60
- Payroll Benefits for Pay Period #07 totaling \$49,388.29
- 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 2022 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."

CHECK REGISTER

PAYROLL

Lake Whatcom W-S District

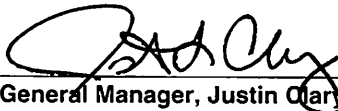
Time: 11:18:06 Date: 04/05/2022

04/07/2022 To: 04/07/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
999	04/07/2022	Payroll	5	EFT		3,547.74	03/19/2022 - 04/01/2022 PR 7
1000	04/07/2022	Payroll	5	EFT		3,763.32	03/19/2022 - 04/01/2022 PR 7
1001	04/07/2022	Payroll	5	EFT		2,680.20	03/19/2022 - 04/01/2022 PR 7
1002	04/07/2022	Payroll	5	EFT		2,725.63	03/19/2022 - 04/01/2022 PR 7
1004	04/07/2022	Payroll	5	EFT		1,806.55	03/19/2022 - 04/01/2022 PR 7
1005	04/07/2022	Payroll	5	EFT		3,015.81	03/19/2022 - 04/01/2022 PR 7
1006	04/07/2022	Payroll	5	EFT		2,130.58	03/19/2022 - 04/01/2022 PR 7
1007	04/07/2022	Payroll	5	EFT		3,468.30	03/19/2022 - 04/01/2022 PR 7
1008	04/07/2022	Payroll	5	EFT		2,072.57	03/19/2022 - 04/01/2022 PR 7
1009	04/07/2022	Payroll	5	EFT		2,349.56	03/19/2022 - 04/01/2022 PR 7
1010	04/07/2022	Payroll	5	EFT		2,589.77	03/19/2022 - 04/01/2022 PR 7
1012	04/07/2022	Payroll	5	EFT		2,173.08	03/19/2022 - 04/01/2022 PR 7
1013	04/07/2022	Payroll	5	EFT		3,223.81	03/19/2022 - 04/01/2022 PR 7
1014	04/07/2022	Payroll	5	EFT		2,961.15	03/19/2022 - 04/01/2022 PR 7
1015	04/07/2022	Payroll	5	EFT		2,618.98	03/19/2022 - 04/01/2022 PR 7
1003	04/07/2022	Payroll	5	12697		1,485.12	03/19/2022 - 04/01/2022 PR 7
1011	04/07/2022	Payroll	5	12698		887.43	03/19/2022 - 04/01/2022 PR 7
401 Water Fund						13,288.50	
402 Sewer Fund						30,211.10	
						43,499.60	Payroll:
							43,499.60

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 4/5/2022
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

BENEFITS**CHECK REGISTER**

Lake Whatcom W-S District

Time: 11:30:08 Date: 04/05/2022

04/07/2022 To: 04/07/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1016	04/07/2022	Payroll	5	EFT	UNITED STATES TREASURY	16,392.31	941 Deposit for Pay Cycle(s) 04/07/2022 - 04/07/2022
1017	04/07/2022	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 04/07/2022 To 04/07/2022 - SUP ENF
1018	04/07/2022	Payroll	5	12699	AFLAC	354.85	Pay Cycle(s) 04/07/2022 To 04/07/2022 - AFLAC Pre-Tax; Pay Cycle(s) 04/07/2022 To 04/07/2022 - AFLAC Post-Tax
1019	04/07/2022	Payroll	5	12700	AFSCME LOCAL	316.00	Pay Cycle(s) 04/07/2022 To 04/07/2022 - Union Dues; Pay Cycle(s) 04/07/2022 To 04/07/2022 - Union Fund
1020	04/07/2022	Payroll	5	12701	DEPARTMENT OF RETIREMENT SYSTEMS	5,018.00	Pay Cycle(s) 04/07/2022 To 04/07/2022 - DCP
1021	04/07/2022	Payroll	5	12702	HRA VEBA TRUST (PAYEE)	530.00	Pay Cycle(s) 04/07/2022 To 04/07/2022 - VEBA
1022	04/07/2022	Payroll	5	12703	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 04/07/2022 To 04/07/2022 - ICMA
1023	04/07/2022	Payroll	5	12704	WA ST HEALTH CARE AUTHORITY	15,092.53	Pay Cycle(s) 04/07/2022 To 04/07/2022 - PEBB Medical; Pay Cycle(s) 04/07/2022 To 04/07/2022 - PEBB ADD LTD; Pay Cycle(s) 04/07/2022 To 04/07/2022 - PEBB SMK Surcharge; Pay Cycle(s) 04/07/2022 To 04/07
1024	04/07/2022	Payroll	5	12705	WA ST PUBLIC EMP RET PLAN 2	8,206.04	Pay Cycle(s) 04/07/2022 To 04/07/2022 - PERS 2
1025	04/07/2022	Payroll	5	12706	WA ST PUBLIC EMP RET PLAN 3	3,170.22	Pay Cycle(s) 04/07/2022 To 04/07/2022 - PERS 3
401 Water Fund						36,715.15	
402 Sewer Fund						12,673.14	
						<u>49,388.29</u>	
						49,388.29	Payroll: 49,388.29

CHECK REGISTER **BENEFITS**

Lake Whatcom W-S District


Time: 11:30:08 Date: 04/05/2022

04/07/2022 To: 04/07/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
-------	------	------	--------	-------	----------	--------	------

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 4/5/2022
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**

**Euclid Sewer
Pump Station Improvements
Architectural/Engineering Agreement
Amendment**

DATE SUBMITTED:	March 31, 2022	MEETING DATE:	April 13, 2022
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, Assist. GM/District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Services During Construction Scope of Work		
	2. RH2 Letter Regarding Rate Schedule for Engineering Services in 2022		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The Euclid Sewer Pump Station is located along the westerly shore of Lake Whatcom at an approximate address 1700 Euclid Avenue. The station and system controls were last upgraded 23 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, and automatic transfer switch and stationary generator installation.

The Board of Commissioners awarded a construction contract to Colacurcio Brothers, Inc during its March 9, 2022 meeting.

Staff is in the process of executing the contract and issuing a notice to proceed given to the contractor. Staff requested the design engineer, RH2 Engineering Inc., prepare a scope of work and fee for Services During Construction to assist District staff with inspection, submittal review, evaluating requests for information, change order support, onsite meetings, record drawings, testing and startup, and SCADA software development.

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

FISCAL IMPACT

The 2022 budget allocates \$75,000 for Euclid Services During Construction. Proposed Amendment No. 7 time and material not to exceed amount is \$79,767 which is 6.4% over the budgeted amount.

Note that construction contract bids came in approximately \$32,00 under budget. The overage for Services During Construction can be absorbed into the overall project budget.

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

Phase 1A – Euclid Design, and Phase 1B	
– Dellesta and Edgewater Predesign	\$193,002
Amendment No. 1 – Supplemental Survey	\$3,393
Amendment No. 2 – Mitigation Plan	\$18,867
Amendment No. 3 – Edgewater & Dellesta Phase 2B Design	\$62,210
Amendment No. 4 – Edgewater/Dellesta SDC	\$93,157
Amendment No. 5 – Euclid Service During Bidding	\$6,413
Amendment No. 6 – Euclid REBID Service During Bidding	\$10,664
 <i>Proposed Amendment No. 7</i>	
<i>Euclid Services During Construction</i>	<i>\$79,767</i>
<hr/>	
Proposed Total Price	\$467,473

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

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Operational Optimization

RECOMMENDED BOARD ACTION

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

PROPOSED MOTION

A recommended motion is:

“I move to authorize the General Manager to execute Architectural/Engineering Agreement Amendment No. 7 for Euclid Sewer Pump Station Improvements Services During Construction with RH2 Engineering, Inc. for time and materials not to exceed \$79,767 as presented.”

EXHIBIT A
Scope of Work
Contract Amendment No. 7
Lake Whatcom Water and Sewer District
Euclid Sewer Pump Station Improvements
Phase 3 – Services During Construction
March 2022

Background

RH2 Engineering, Inc., (RH2) has completed the design phase of the Euclid Sewer Pump Station Improvements project for the Lake Whatcom Water and Sewer District (District). The project was rebid in February 2022. The rebid was required due to bid irregularities forcing a contested bid; therefore, all initial bids were rejected. Construction will occur in the spring and summer months, and the contractor will be allowed two summer seasons to complete the work to allow flexibility in procurement of materials and timing of labor due to the COVID pandemic. RH2 will assist District staff with services during construction (SDC) as described in this Scope of Work.

PHASE 3 – SERVICES DURING CONSTRUCTION

Assumptions

- *This Scope of Work for SDC assumes there will be one (1) contractor working on the project.*
- *Special inspections will be performed by others via direct contract with the District and are not included in this Scope of Work.*
- *District staff will be responsible for scheduling special inspections.*
- *RH2 is not responsible for site safety, or for directing the contractor in their work.*
- *Work described in this Scope of Work will be performed to the amount outlined in the accompanying Fee Estimate.*

Task 1 – Construction Contract Administration

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

Approach:

- 1.1 Coordinate and attend a pre-construction meeting that will include the District, RH2, and the contractor. Provide agenda and minutes in electronic format (MS Word). *It is assumed that no conformed for construction plans and specifications will be necessary as addendum prepared during bidding are expected to be minor.*
- 1.2 Attend construction meetings every four (4) weeks when active construction is occurring with involved parties at the project site. Prepare and distribute meeting minutes. Coordinate with

the District's personnel throughout the construction phase, as requested. *Nine (9) hours of RH2's time is assumed for this effort. Additional effort, as needed, will be mutually determined between RH2 and the District.*

- 1.3 Respond to requests for information (RFIs) submitted by the contractor. Respond to technical questions posed by the contractor. *Twelve (12) hours of RH2's time is assumed for this effort. Additional effort, as needed, will be mutually determined between RH2 and the District. The District will lead this effort and RH2 will assist.*
- 1.4 Complete project management review, including schedule, budget, and monthly invoices.

District Responsibilities and Products:

- Coordinate delivery of construction plans and specifications to the contractor and District.
- Review monthly invoices and provide ongoing progress and scheduling communication.
- Attendance at the following:
 - Pre-construction meeting.
 - Meetings held every four (4) weeks during active construction.

RH2 Products:

- Attendance at the following:
 - Pre-construction meeting.
 - Meetings held every four (4) weeks during active construction.
- Meeting agendas and minutes for meetings listed in Task 2 in electronic format (PDF and MS Word).
- RFI responses in electronic PDF format.
- Monthly invoices and ongoing correspondence in electronic PDF format.

Task 2 – Submittal Review

Objective: Provide submittal reviews during construction.

Approach:

- 2.1 Review and approve or reject, if necessary, shop drawings, equipment submittals, specifications, schedules, and construction sequence regarding pumps, mechanical, emergency power generator, electrical, and control components required for the project. *It is assumed that each submittal will be approved after the second review cycle; additional effort, as needed, will be performed by mutual amendment to this contract.*

District Responsibilities and Products:

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

RH2 Products:

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

Task 3 – On-Site Construction Observation

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

Approach:

- 3.1 Provide engineer(s) onsite to observe the progress of construction and construction activities, including mechanical, structural, and electrical construction. *RH2 and the District will schedule construction observations to occur during certain portions of construction progress. Prepare and provide a written report of each visit to the District. The level of involvement required of RH2 will be re-evaluated during construction and may be adjusted based on contractor qualifications and project schedule. For the purposes of estimation and District direction regarding time involvement, RH2 has estimated one (1) site visit every four (4) weeks at three (3) hours each, to be performed by one (1) RH2 staff person (either Orin Paul, PE, or Mark Braaksma, PE, with Dan Burwell, PE, supporting as necessary) for the duration of June 2022 to the end of September 2022, and June 2023 to September 2023, plus up to two (2) additional site visits to fill in during District staff vacations. In addition, on-site construction observation includes twice weekly electrical reviews that will be completed by RH2 (Kevin Schalk, PE, or Mark Braaksma, PE) for September 2023.*
- 3.2 Support the District in reviewing change orders and supporting information, as required. Submit change orders and supporting information to the District for execution.

Assumptions:

- *Changes to RH2's level of involvement in construction observation that affect the assumption of hours in the attached Fee Estimate shall be mutually negotiated between RH2 and the District.*

District Responsibilities and Products:

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

RH2 Products:

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

Task 4 – Testing and Startup

Objective: Assist the District with pump testing and startup.

Approach:

- 4.1 Provide on-site review by the project manager and electrical engineer during pump station control testing and startup. *The site visit and follow up is assumed to take 36 hours total.*
- 4.2 Attend on-site emergency power generator testing and startup. *The site visit is assumed to be attended by one (1) electrical engineer for one (1) eight (8) hour day, including off-site support.*
- 4.3 Conduct final on-site construction observation and meet with District Staff and Contractor to verify punchlist is complete. Perform final walkthrough for completion of punch list items and specified construction by the contractor. *It is anticipated that the contractor will complete the final punch list items prior to the final on-site construction observation. Effort is limited to the 38 hours identified in the Fee Estimate. If more meetings are required they shall be accommodated by a mutually negotiated amendment to the contract.*

Assumptions:

- *The contractor will complete the punch list review with two (2) meetings lasting no more than two (2) hours per meeting.*

RH2 Products:

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

Task 5 – SCADA Software Development

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

Approach:

- 5.1 Provide the District with data point definition for the control components in the design. Attend a control system software workshop with District staff to discuss control software development. *This data will be used by RH2 for software development purposes and by the District for integrating the facility controller with the human machine interface (HMI) computer systems.*
- 5.2 Develop programmable logic control (PLC) software for the sewer pump station.
- 5.3 Develop operator interface (OI) software for the sewer pump station.

- 5.4 Attend control system panel shop testing of telemetry panel hardware and software, and the pump control panel. *Panel shop testing and follow up is assumed to take 16 hours to complete.*
- 5.5 Attend control system field testing of telemetry panel hardware and software, and the pump control panel at the project site. *Control system field testing is assumed to take 25 hours total.*
- 5.6 Provide software training to District Staff and operations and maintenance (O&M) manual material for the PLC and OI software. *This effort is assumed to take 18 hours to complete.*

Assumptions:

- *The District will be responsible for programming the communications equipment and HMI upgrades at the District offices. Facility data point definitions will be provided by RH2 to the District at least two (2) weeks in advance of Task 5 – Testing and Startup. If needed, changes in RH2's level of effort that affect the assumption of hours in the attached Fee Estimate shall be mutually negotiated between RH2 and the District.*

District Responsibilities and Products:

- Address potential HMI and communications issues.
- Attend field testing and training

RH2 Products:

- Data point definitions, PLC programming, and OI programming at the site; and copies of the PLC and OI programs.
- Attendance at control system factory and field testing of the telemetry panel hardware and software, and pump control panel.
- O&M manual materials in electronic PDF format.
- Software training for District staff.

Task 6 – Construction Records

Objective: Prepare construction record drawings.

Approach:

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

Assumptions:

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

RH2 Products:

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

District Responsibilities and Products for Phase 3 – Construction

- Pay for construction plan production by others.
- Pay Puget Sound Energy (PSE) power drop costs and coordinate with PSE during construction.
- Provide construction observation personnel to monitor construction progress and respond to questions relating to existing facilities and utilities.
- Provide comments during the submittal process.
- Coordinate, contract, and pay for all special inspection services, such as soil compaction and hot mix asphalt (HMA) inspection.
- Attendance at the following:
 - Pre-construction meeting.
 - Lead construction meetings every four (4) weeks.
 - Daily on-site construction observation during active construction.
 - Testing and startup.
 - Final project punch list walkthrough.

RH2 Products for Phase 3 – Services During and Construction

- Meeting agendas for above-listed meetings that RH2 attends.
- Meeting minutes for above-listed meetings that RH2 attends.
- RFI and submittal responses supporting the District Lead.
- Change order forms supporting the District Lead.
- Construction observation reports for days onsite.
- Punch list.
- Startup completion reports.
- SCADA system programming and O&M manual materials.
- Construction record drawings.

Schedule

It is anticipated that construction completion will occur in September 2023.

EXHIBIT B

Fee Estimate

Contract Amendment No. 7

Lake Whatcom Water and Sewer District

Euclid Sewer Pump Station Improvements

Phase 3 - Services During Construction

Mar-22

Description		Total Hours	Total Labor	Total Expense	Total Cost
Task 1	Construction Contract Administration	45	\$ 8,614	\$ 363	\$ 8,977
Task 2	Submittal Review	78	\$ 14,722	\$ 758	\$ 15,480
Task 3	On-Site Construction Observation	60	\$ 11,884	\$ 859	\$ 12,743
Task 4	Testing and Startup	55	\$ 11,023	\$ 584	\$ 11,607
Task 5	SCADA Software Development	120	\$ 25,792	\$ 1,027	\$ 26,819
Task 6	Construction Records	21	\$ 3,810	\$ 331	\$ 4,141
PROJECT TOTAL		379	\$ 75,845	\$ 3,922	\$ 79,767

Exhibit B-1				
Negotiated Hourly Rates of Pay				
2022 Fee Schedule				
Subconsultant: RH2 ENGINEERING, INC				
Staff Classification	Negotiated Hourly Rate	Overhead Multiplier 195.10%	Fee Multiplier 12.00%	Negotiated Rate Per Hour
Professional I	\$ 45.99	\$ 89.73	\$ 16.29	\$ 152.00
Professional II	\$ 50.83	\$ 99.17	\$ 18.00	\$ 168.00
Professional III	\$ 55.07	\$ 107.43	\$ 19.50	\$ 182.00
Professional IV	\$ 60.21	\$ 117.47	\$ 21.32	\$ 199.00
Professional V	\$ 64.75	\$ 126.32	\$ 22.93	\$ 214.00
Professional VI	\$ 68.68	\$ 134.00	\$ 24.32	\$ 227.00
Professional VII	\$ 73.52	\$ 143.44	\$ 26.04	\$ 243.00
Professional VIII	\$ 77.15	\$ 150.53	\$ 27.32	\$ 255.00
Professional IX	\$ 77.15	\$ 150.53	\$ 27.32	\$ 255.00
Technician I	\$ 35.10	\$ 68.47	\$ 12.43	\$ 116.00
Technician II	\$ 38.12	\$ 74.38	\$ 13.50	\$ 126.00
Technician III	\$ 43.57	\$ 85.00	\$ 15.43	\$ 144.00
Technician IV	\$ 46.90	\$ 91.50	\$ 16.61	\$ 155.00
Technician V	\$ 51.13	\$ 99.76	\$ 18.11	\$ 169.00
Technician VI	\$ 56.28	\$ 109.80	\$ 19.93	\$ 186.00
Technician VII	\$ 61.12	\$ 119.24	\$ 21.64	\$ 202.00
Technician VIII	\$ 64.14	\$ 125.14	\$ 22.71	\$ 212.00
Administrative I	\$ 22.69	\$ 44.27	\$ 8.04	\$ 75.00
Administrative II	\$ 27.23	\$ 53.13	\$ 9.64	\$ 90.00
Administrative III	\$ 32.37	\$ 63.16	\$ 11.46	\$ 107.00
Administrative IV	\$ 38.12	\$ 74.38	\$ 13.50	\$ 126.00
Administrative V	\$ 43.87	\$ 85.59	\$ 15.54	\$ 145.00
In-House Copies	B/W - 8.5x11	\$ 0.09		
In-House Copies	B/W - 8.5x14	\$ 0.14		
In-House Copies	B/W - 11x17	\$ 0.20		
In-House Copies	Color - 8.5x11	\$ 0.90		
In-House Copies	Color - 8.5x14	\$ 1.20		
In-House Copies	Color - 11x17	\$ 2.00		
CAD Plots	Large	\$ 25.00		
CAD Plots	Full	\$ 10.00		
CAD Plots	Half	\$ 2.50		
CAD/GIS System	Per Hour	\$ 27.50		
Mileage		Current IRS Rate		
Subconsultants will be billed at cost plus 15'		15%		
Outside Services		At Cost		
Outside direct costs for permit fees, reports, maps, data, reprographics, couriers, postage, and non-mileage related travel expenses that are necessary for the execution of the project and are not specifically identified elsewhere in the contract will be billed at cost.				



RH2 ENGINEERING
Bellingham

4164 Meridian Street, Suite 302
Bellingham, WA 98226
1.800.720.8052 / rh2.com

March 25, 2022

Mr. Bill Hunter, PE
Assistant Manager
Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

Sent via: Email and US Mail

Subject: Rate Schedule for Engineering Services in 2022

Dear Mr. Hunter:

As we customarily do each year, RH2 Engineering, Inc., (RH2) would like to present you with our new 2022 rates. Our objective, as always, is to address the needs of our clients while providing high quality, professional services at competitive rates.

To meet the rising costs of our workforce, healthcare, rent, and overall operating expenses, RH2 is seeking a 2022 rate increase of approximately 4.5% for all classifications. We have been able to limit our rate increases to an average of 2.2% over the past several years. However, we find it necessary to raise our rates more for the coming year to keep up with current escalating inflation and overhead. It is our hope that costs will stabilize and return to a more normal increase beyond 2022.

We look forward to working with you in 2022 and greatly appreciate your continued business. Please do not hesitate to contact me with any questions or concerns.

Attached, please find RH2's 2022 rate schedule.

Sincerely,

Dan Burwell, PE

DB/ms

Attachment: 2022 Rate Schedule

**WASHINGTON
LOCATIONS**

Bellingham
Bothell (Corporate)
East Wenatchee
Issaquah
Richland
Tacoma

**OREGON
LOCATIONS**

Medford
Portland

**IDAHO
LOCATIONS**

Meridian


ATTACHMENT

Negotiated Hourly Rates of Pay 2022 Fee Schedule				
Subconsultant: RH2 ENGINEERING, INC				
Staff Classification	Negotiated Hourly Rate	Overhead Multiplier 195.10%	Fee Multiplier 12.00%	Negotiated Rate Per Hour
Professional I	\$ 45.99	\$ 89.73	\$ 16.29	\$ 152.00
Professional II	\$ 50.83	\$ 99.17	\$ 18.00	\$ 168.00
Professional III	\$ 55.07	\$ 107.43	\$ 19.50	\$ 182.00
Professional IV	\$ 60.21	\$ 117.47	\$ 21.32	\$ 199.00
Professional V	\$ 64.75	\$ 126.32	\$ 22.93	\$ 214.00
Professional VI	\$ 68.68	\$ 134.00	\$ 24.32	\$ 227.00
Professional VII	\$ 73.52	\$ 143.44	\$ 26.04	\$ 243.00
Professional VIII	\$ 77.15	\$ 150.53	\$ 27.32	\$ 255.00
Professional IX	\$ 77.15	\$ 150.53	\$ 27.32	\$ 255.00
Technician I	\$ 35.10	\$ 68.47	\$ 12.43	\$ 116.00
Technician II	\$ 38.12	\$ 74.38	\$ 13.50	\$ 126.00
Technician III	\$ 43.57	\$ 85.00	\$ 15.43	\$ 144.00
Technician IV	\$ 46.90	\$ 91.50	\$ 16.61	\$ 155.00
Technician V	\$ 51.13	\$ 99.76	\$ 18.11	\$ 169.00
Technician VI	\$ 56.28	\$ 109.80	\$ 19.93	\$ 186.00
Technician VII	\$ 61.12	\$ 119.24	\$ 21.64	\$ 202.00
Technician VIII	\$ 64.14	\$ 125.14	\$ 22.71	\$ 212.00
Administrative I	\$ 22.69	\$ 44.27	\$ 8.04	\$ 75.00
Administrative II	\$ 27.23	\$ 53.13	\$ 9.64	\$ 90.00
Administrative III	\$ 32.37	\$ 63.16	\$ 11.46	\$ 107.00
Administrative IV	\$ 38.12	\$ 74.38	\$ 13.50	\$ 126.00
Administrative V	\$ 43.87	\$ 85.59	\$ 15.54	\$ 145.00
In-House Copies B/W - 8.5x11 \$ 0.09				
In-House Copies B/W - 8.5x14 \$ 0.14				
In-House Copies B/W - 11x17 \$ 0.20				
In-House Copies Color - 8.5x11 \$ 0.90				
In-House Copies Color - 8.5x14 \$ 1.20				
In-House Copies Color - 11x17 \$ 2.00				
CAD Plots Large \$ 25.00				
CAD Plots Full \$ 10.00				
CAD Plots Half \$ 2.50				
CAD/GIS System Per Hour \$ 27.50				
Mileage Current IRS Rate				
Subconsultants will be billed at cost plus 15% 15%				
Outside Services At Cost				
Outside direct costs for permit fees, reports, maps, data, reprographics, couriers, postage, and non-mileage related travel expenses that are necessary for the execution of the project and are not specifically identified elsewhere in the contract will be billed at cost.				



**AGENDA
BILL
Item 7.B**

**Eagleridge Water Booster Station
Conversion Project Discussion**

DATE SUBMITTED:	April 1, 2022	MEETING DATE:	April 13, 2022
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Letter to Eagleridge Customers dated March 30, 2022		
	2. Memo to Board dated April 01, 2022		
	3. Project Alternatives Summary Table		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The Eagleridge neighborhood, located within the District's service area, is a subdivision of 64 single family residential homes situated on the north shore of Lake Whatcom just outside of Bellingham city limits. The District provides water service to Eagleridge residents via an intertie with the City of Bellingham's water system. The neighborhood's water and sewer infrastructure was constructed by the private developer of the subdivision in 1988 and dedicated to the District.

The Eagleridge Water System is classified as a Group A water system regulated by the Washington State Department of Health (DOH) and serves the entire Eagleridge neighborhood, as well as seven additional homes located immediately north of Donald Avenue (70 total homes). When the water system was originally designed and constructed, the City's water pressure at the location of the connection (intertie) between the two systems was not sufficient to serve the Eagleridge neighborhood. As a result, a booster pump station was constructed at the location of the intertie (2029 Northshore Road) that consists of a CMU (concrete masonry unit) building that houses three pumps for domestic (general) water service, two pumps for fire suppression, pump controls, and an auxiliary diesel generator (to ensure continuous water service throughout power outages).

At some point between infrastructure construction in 1988 and 2016, the City increased the water pressure in the service area the feeds the Eagleridge water system. During this same timeframe, the District began planning for replacement of the pump control system, which was approaching the end of its useful life. Based on this, a project was identified in the District's most recent Water System Comprehensive Plan update (approved by DOH in

2018) to study whether part or all of the pump station could be decommissioned. In 2020, the District requested that Wilson Engineering perform a detailed hydraulic analysis to determine if the City's system pressure on their side of the intertie is sufficient to meet regulatory requirements in the Eagleridge system (Washington Administrative Code 246-290-230 requires that Group A water systems provide a minimum of 30 pounds per square inch [psi] pressure at service water meters).

Wilson Engineering's hydraulic analysis concluded that the domestic pumps are no longer necessary and can be removed from service, with the City's pressure being sufficient to meet regulatory requirements for the domestic demands of the Eagleridge system. However, the fire pumps must remain, as the analysis found that the City pressures were not sufficient to deliver the minimum required flow and pressure in a fire flow scenario. The hydraulic analysis did, however, find that the existing fire pumps are oversized, and concluded that the existing pump control valves for the fire pumps should be modified to add a pressure reducing function.

District Design and Construction Standards, as well as the District's Administrative Code establish a District-wide policy to provide a minimum of 30 psi under peak hour demand at all water meters. The intent of this policy is to meet minimum design criteria defined in the "Water System Design Manual" published by the DOH and WAC Chapter 246-290. Based upon this policy, the District submitted a report to DOH in August 2021 seeking approval for removal of the domestic pumps. DOH granted project approval in November 2021. With the District's determination that system pressures meet current District policy and DOH's approval of the project, the District then provided outreach to Eagleridge system customers via a letter dated December 6, 2021.

Since issuance of the December 6 letter, there has been ongoing dialogue with Eagleridge customers regarding the impacts of the proposed project. The Board has discussed the project during a regularly scheduled meeting held on January 12 and a work session held on February 9. Attached is a letter dated March 30 that was issued to all Eagleridge customers that provides additional information regarding the expected impacts of the project and addresses comments received by representatives of the Donald Avenue customers and the Eagleridge HOA. Also attached is a memorandum dated April XX that addresses a request from the Board to provide a comparison of the expected Eagleridge water system pressures with other District water systems. Finally, there is a table that summarizes the various project alternatives discussed during the February 9 work session.

FISCAL IMPACT

The estimated cost to retrofit the fire pumps and replace the domestic pumps is \$156,000 (\$130,000 for construction/equipment with a 20 percent multiplier for engineering design), with operational costs of the 20-year planning horizon being \$50,000. The estimated cost to retrofit the fire pumps and remove the domestic pumps is \$13,000 with no associated operational costs anticipated. Therefore, removal of the domestic pumps would save the water utility approximately \$143,000 in near-term capital costs and \$50,000 in operational costs over the next 20 years.

APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)

Product Quality

Customer Satisfaction

Operational Optimization

Financial Viability

RECOMMENDED BOARD ACTION

No action is recommended at this time.

PROPOSED MOTION

Not applicable.



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

March 30, 2022

Re: Eagleridge Water Booster Conversion Project

Dear Eagleridge Water System Customer:

The District appreciates our ongoing dialogue with the Eagleridge Homeowners Association and the seven water system customers located on Donald Avenue regarding the planned Eagleridge Booster Station Conversion Project. The District received a letter dated February 8, 2022, from Tom Rosenberg and Claire Beiser representing the Donald Avenue customers, and a letter dated February 9, 2022, from Brian and Maureen Sullivan representing the Eagleridge HOA. Both letters are enclosed for ease of reference. The purpose of this letter is to address comments raised within both letters, request clarification on a few of the comments, and to assist in better understanding the effects of proposed water pressures at customers' homes.

Project Background and Impact

The District provides water service to Eagleridge customers via a connection with the City of Bellingham's water system (referred to as an "intertie"). At the time of design and construction of the Eagleridge water system, the pressure within the City's water system necessitated construction of the booster station to meet Washington State regulations for a public water system. Washington Administrative Code 246-290-230 requires a minimum of 30 pounds per square inch (psi) under *peak hourly demand* conditions (the highest-use scenario under normal operating conditions). The District required the developer, Eagle Ridge Associates, to construct the booster station as a condition of development. At some point after construction of the Eagleridge water system, the City constructed improvements within its water system that resulted in an increase in Eagleridge water system pressures far above the State requirements (current peak hourly demand pressures within the Eagleridge system range between 68 and 101 psi). As a public agency expected to operate its systems in the most cost-efficient manner possible, as the booster station components approached the end of their useful lives, the District performed a hydraulic analysis to determine whether replacement was necessary to meet State requirements. The analysis concluded that the domestic pumps are not required and may be removed from service. Based upon this analysis, the Washington State Department of Health (DOH), which regulates public drinking water systems, approved removing the domestic pumps from service.

As has been voiced by a number of customers, the proposed project would result in a drop in pressures within the Eagleridge water system of approximately 34 psi under peak hourly demand scenarios; however, a drop of this magnitude is not anticipated within most of your homes. District standards require that all homes have a pressure reducing valve (PRV), which is typically set somewhere between 40-80 psi. This is an optimal range for residential water pressure and protects the home and its appliances against pressure that is so high it may cause damage. The District developed a map (enclosed) showing anticipated water pressures the Eagleridge system will deliver under *average day demand* (typical) conditions at the ground floor of each home. One

can anticipate a 4- to 5-psi drop from that value on the second floor of a home, assuming a 9- to 12-foot rise in elevation. Most homes are expected to be within the optimal 40-80 psi range at which the home's PRV should currently be set.

Response to Rosenberg/Beiser February 8 Letter

The following responses are provided numerically to correspond with the comments in Mr. Rosenberg and Ms. Beiser's letter.

1. The District's first letter, dated December 6, 2021, incorrectly stated the estimated replacement cost of the domestic booster pumps as \$275,000. This was the cost estimated to replace the three domestic pumps *and* the two fire pumps, *and* all system controls. The mistake was corrected in the District's letter dated January 4, 2022. The capital cost of replacing the three domestic pumps would be closer to \$156,000 (\$130,000 for construction/equipment with a 20 percent multiplier for engineering design). Operation of the pumps would then be an additional \$50,000 over the 20-year planning horizon.
2. Please refer to the discussion above pertaining to anticipated project impacts. While there would be a decrease in the public water system, typical water pressures at most of the homes served by the water system would be in the optimal service range that each home's PRV should currently be set at.
3. The stated opinion that the regulatory requirement of 30 psi at the meter is not an appropriate household standard is noted and will be considered by the Board. As to what was stated by the DOH engineer to Mr. Rosenberg, the District was not a party to the discussion and therefore cannot comment on it.
4. The stated opinion that the cost to customers will be very burdensome and unreasonable is noted and will be considered by the Board. As to the possible workarounds not mentioned in the December 6, 2021 letter, the purpose of that letter was to notify all 70 customers of the planned project, most of whom are not expected to be significantly impacted (refer to discussion above). The District intended to follow up with outreach to customers at higher elevations of the system after the holidays; however, contact from a number of customers in mid- to late-December initiated that phase of outreach.

The February 8 letter also references a concern regarding the project's fairness relating to a reduction in level-of-service. The District has adopted a uniform rate structure whereby all customers pay the same rate regardless of location (Eagleridge, Agate Heights, Geneva, Sudden Valley, etc.). The water system pressures anticipated following project implementation would be consistent with pressures currently provided in the District's other water systems. Therefore, the proposed project would provide a level-of-service (in the form of water pressures) consistent with that provided other District customers at the same rate those customers currently pay.

Response to Sullivan February 9 Letter

The following responses are provided numerically to correspond with the comments in Mr. and Ms. Sullivan's letter. The responses also attempt to clarify the purpose of separate agreements that the District entered between the City of Bellingham (for connection to the City's water system) and the private Eagleridge developer (for acceptance of the Eagleridge water [and sewer] system infrastructure).

1. The District entered an interlocal agreement with the City of Bellingham in June 1988, which was subsequently amended in June 1989. The purpose of the interlocal agreement and its amendment was to allow for District connection to the City's water system and for District purchase of City water, in support of the Eagleridge development and adjacent parcels. At the time of development of the interlocal agreement and its amendment, the City's water system could not meet water pressures required by the State within the future water system of the proposed development. Therefore, a clause was included within the agreement (Paragraph No. 3 of the original and Paragraph Nos. 3 and 4 of the amendment) whereby the District would pay the City \$35,000 to perform upgrades to the City's water system to provide sufficient pressures for the Eagleridge development, unless the District constructed or had constructed a water pumping station. Because the Eagleridge developer constructed the water pumping station, the District was not required to pay the City and the City did not perform the above-mentioned water system upgrades.

The District entered into separate developer extension agreements (DEAs) with the private developer, Eagle Ridge Associates, for construction of water and sewer infrastructure necessary to serve the planned Eagleridge subdivision as a condition of the District providing water and sewer service to the development.

None of the agreements or amendments obligated the District to meet service standards exceeding state regulatory requirements for the Eagleridge development.

2. Paragraph No. 4 of the amended interlocal agreement between the District and the City of Bellingham executed in June 1989 references a \$300 fee the District would pay to the City of Bellingham for each future connection to the District's water system that would be served by the water supplied through the City-District intertie. This fee compensated the City for each connection's proportionate share of impacts to the City of Bellingham's water system capacity. The March 5, 1990, letter from the District to the Eagleridge developer accepted the dedication of the developer-constructed water and sewer infrastructure to the District with assurances that the District has capacity to "meet all state and county health department standards for a public water supply system." Acceptance of the infrastructure did not create an obligation of the District to provide water service beyond state regulatory requirements.
3. As indicated, the water booster station was required at the time of development of Eagleridge subdivision because pressures in the City of Bellingham's water system were insufficient to meet minimum operational regulatory requirements throughout the planned subdivision. The City subsequently increased pressures within its water system, which in turn increased pressures within the Eagleridge water system. The increased pressure did not create an obligation of the District to provide water service beyond state requirements.
4. Please refer to the Project Impacts section above and the enclosed figure. Most water system customers will have 40-80 psi water pressure at their homes, consistent with what their PRVs are currently regulating pressures at. Based on the information at hand, it does not appear most residents will require supplemental pumping systems. Supplemental pumping systems could be beneficial for homes located at higher elevations of the system where owners desire a higher water pressure based on their personal preference and needs.
5. The proposed project was reviewed, found to comply with applicable state laws and regulations, and approved by the DOH Office of Drinking Water.

6. The District requests additional information and/or explanation of the claims that it has accrued more than 150% of funds in capital reserves billed to Eagleridge customers and that over \$170,000 in rates was paid by Eagleridge customers to replace the existing pumps and operate for the next 20 years. Please note that the District operates under a cash basis of accounting, not accrual accounting. As such, the District does not depreciate its equipment/infrastructure. Rather, a component within the District's rate structure generates annual funding dedicated to system reinvestment, which is based at approximately 1% of the original value of the District's combined infrastructure for that utility. The District funds its capital (system reinvestment) program based upon its six-year capital improvement program, which identifies and prioritizes projects necessary to ensure continuity of service in compliance with State and federal regulations for the entire District system. The domestic pumps of the Eagleridge booster station were not included in the District's six-year capital improvement plan because they are not required for the water system to meet State and federal regulations.

Next Steps

As indicated earlier, the District appreciates that it is difficult to evaluate the impact of the proposed project to water pressures at one's tap without experiencing it. The HOA's proposal to conduct a *test day* in which the domestic pumps are turned off to allow customers to assess resulting water pressure is well taken. We will be collaborating with you soon to identify a date(s) that are mutually agreeable.

In the meantime, though the project was originally scheduled for implementation this Spring, this is no longer the case. The District intends to provide time for affected customers to provide input, and for the Board to consider all additional information, before deciding how to proceed. Discussion on the project is scheduled for the Board's April 13, 2022, meeting (meeting starts at 6:30 p.m. and an access link will be available on the District's website on or before April 8).

Again, thank you for the ongoing dialogue regarding this project. Should you have any questions, please do not hesitate to contact me at 360.734.9224. Also, additional information specific to this project is available on the District's website (www.lwwsd.org)—select the "Eagleridge Water Booster Conversion Project" from the "Projects" dropdown menu in the website banner.

Sincerely,

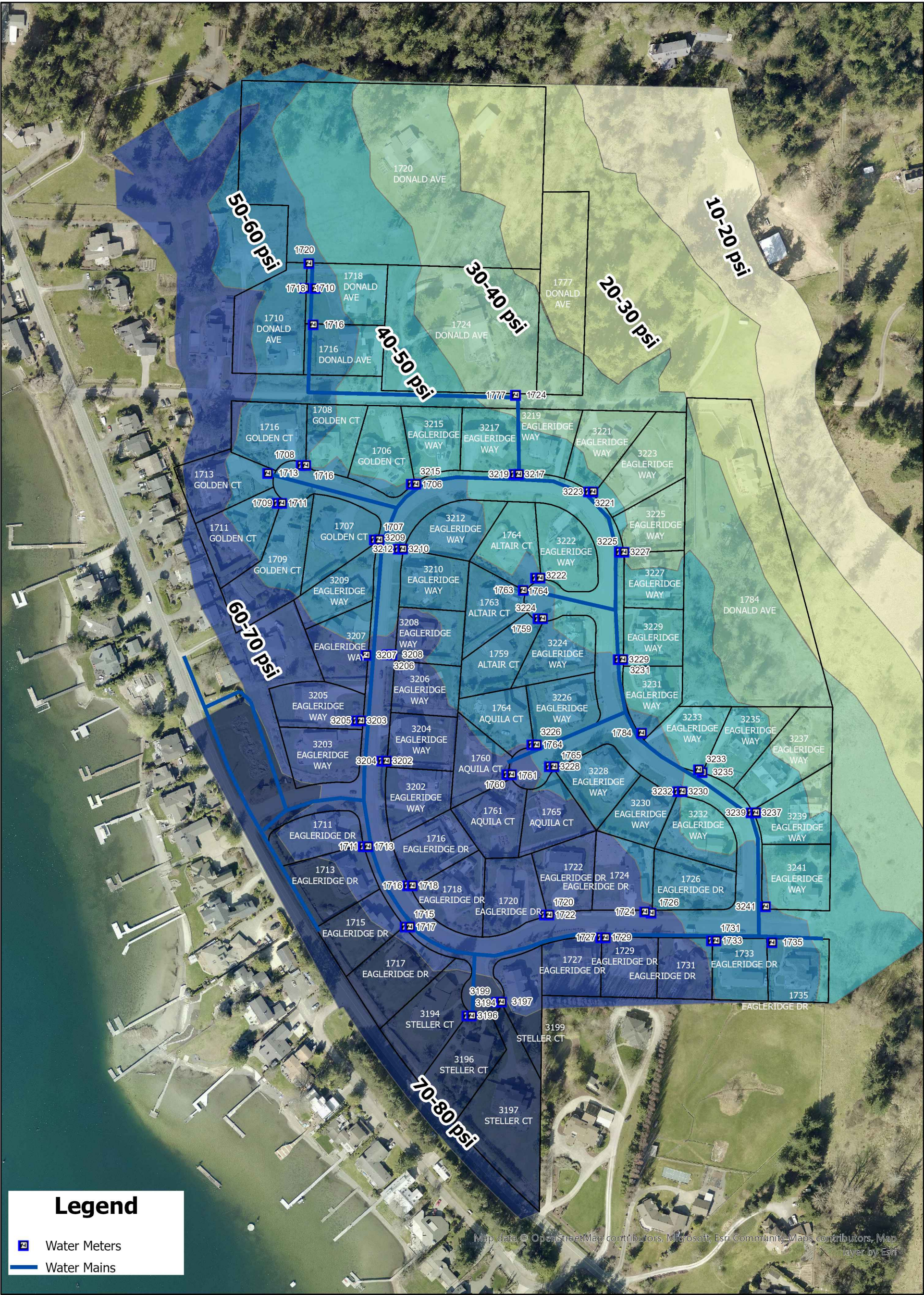
Lake Whatcom Water and Sewer District



Justin L. Clary
General Manager

Enc. Water Pressure Map after Removal of Domestic Pumps
Tom Rosenberg and Claire Beiser letter dated February 8, 2022
Brian and Maureen Sullivan letter dated February 9, 2022

cc: Board of Commissioners



Eagleridge Water System

Calculated Water Pressure
for Average Day Demand
after Removal of Domestic Booster Pumps

District Project #C2011

Map prepared by Lake Whatcom Water and Sewer District
2/16/2022

8 February 2022

Dear Lake Whatcom Water District Commissioners

It has been approximately two months since the Eagleridge and Donald Avenue homeowners received the letter from Justin Clary dated December 6, 2021 and several weeks since the January 12 meeting of the Commissioners. We have spoken to many Donald Avenue and Eagleridge homeowners, and we believe many people now have a better understanding of the potential implications of this project. We expect that the Commissioners now have a better understanding of the project's implications as well.

Here is what we have learned in the weeks since we initially received the letter of December 6:

- 1) The cost to replace the domestic pumps is approximately \$122,000, not \$275,000 as stated in the letter.
- 2) The decrease in service is not "slight" as mentioned in the December 6 letter. In many cases the decrease in service will be 40-60% or more, which is unacceptable. Some homes would be rendered completely nonfunctional.
- 3) The regulatory requirement of 30 psi at the meter is not an appropriate standard for a functioning household. It is a standard merely to prevent contamination. When we spoke to the engineer at the Department of Health who approved this project, she told us 30 psi represented a "D minus level of service". She could not understand why the District would want to make this change.
- 4) The cost to the customers to compensate for this decrease in service (booster pumps, generators, electrical service, etc.) is very burdensome and frankly unreasonable. Of note, these "workarounds" were not mentioned in the December 6 letter. These suggestions only came to light after several homeowners contacted Mr. Clary.

We and many of the other affected homeowners cannot understand why this project is being considered. From a fairness perspective reducing the level of service to so many customers who have been paying high rates that should accommodate operation, maintenance and replacement is just not right. This is not how loyal customers should be treated. The project also doesn't seem to make financial sense.

Spend the \$122,000 to upgrade the pumps to provide the same level of service for the next 20-30 years. Don't transfer the responsibility to provide appropriate level of service to your customers after they have been financing the replacement of the pumps for over 30 years.

We are happy to discuss this issue with you further and look forward to attending the work session on February 9.

Thank you for your indulgence.

Respectfully,

Tom Rosenberg and Claire Beiser

February 9, 2022

Lake Whatcom Water & Sewer District
Justin Clary
General Manager
1220 Lakeway Drive
Bellingham, WA 98229

Dear Mr. Clary,

The homeowners of the Eagleridge Development formed a sub-committee to address concerns with LWWSD's proposal to decommission the Eagleridge Water Booster Pumps. The necessity for the pumps was deemed necessary by the District to provide "adequate" PSI to residents of the Eagleridge Development and other homes on the north shore of Lake Whatcom.

Since receiving the December 6, 2021, letter from the District, you have heard from Eagleridge and effected Donald Avenue homeowners expressing the harm and the many reasons "why" the decommissioning of pumps is neither fair nor equitable. We ask that the District Commissioners and staff take a step back, review how they came to their decision to decommission pumps and objectively take into consideration the following key points:

1. The District and the City of Bellingham in an Amendment to a pre-existing Inter-Local Agreement in November of 1989, deemed the Eagleridge Pumping Station was necessary to provide "adequate" water and sewer services. Explanation for the necessity was due to at the time, residents of Eagleridge at higher elevations, with multi-story homes were experiencing low PSI whereby upper floor water fixtures only provided trickles of water.

Subsequently, the District entered into an Agreement with the developer Eagleridge Associates, in lieu of the District funding a surety bond with the City of Bellingham to ensure a pumping station was constructed. The District's Agreement with the Developer was to provide "structure, infrastructure, pumps, electrical components and property" for which the Eagleridge Pumping Station was built and remains in operation.

2. The District, in the revised Inter-Local Agreement of November 1989, with the City of Bellingham agreed to pay the city the sum of \$300 per property connection, for adequate water and sewer connection services to the "Eagle Ridge Plat and to all additional connections in District 10's North Shore Service Area".

Homeowners subsequently purchased property and their homes infrastructure and exterior irrigation were designed based on the “adequate” water pressure that the District reaffirmed in a March 5, 1990, letter to the Developer, stating they would provide. The proposed decommissioning of pumps resulting in a 40% degradation of water services is neither fair nor equitable and will cause harm to the affected homeowners in not being able to properly operate their homes and subject them to undo harm.

3. For 30 plus years, the District has established the precedent of what qualifies as “adequate” PSI. Accordingly, the District billed homeowners for their water and sewer services and homeowners paid those bills establishing an implied agreement between the parties whereby keeping all previously existing agreements to provide “adequate” water services intact.
4. Shifting of expense to maintain adequate water PSI to the homeowner would result in costly modifications, individual household addition of a water booster pump and reconfigurations/additions of irrigation stations. Estimates to date are exceeding \$5000 for just the pump and installation. This did not include electrical hook-up, modifications to main panel nor a generator to ensure household function ability adding thousands of dollars that individual homeowners would have to burden.

The proposed 40% degradation in PSI pressure will obsolete existing automatic irrigation systems. This will require modifications to valves, heads and potentially an additional expense of \$2000 per water station deemed needed to properly maintain “adequate” irrigation flow to irrigate landscape. This is yet another example of thousands of dollars that individual homeowners would have to burden.

In total the District is asking 70 residents to spend an estimated \$10,000 per home, with a cumulative impact of \$700,000. Homeowners burdening such excessive cost or risk the devaluation of one’s home is neither fair nor equitable and not without the risk of harm.

5. The District to date, has stated justification for their decision is supported by WAC 246-290-230, Paragraph 5, as the basis for which decommissioning pumps is permissible under state standards. We would ask that the District review the differences allowed in the statute and what is being proposed is neither a new public water system nor addition to an existing system. It is in fact a permanent removal of a feature of a system that has been in operational existence since 1990.

6. Continued ongoing debate, discussion, and spending resource time on both the District and Homeowners part vs. simply replacing the pumps, at the estimated cost of \$122, 000 is unnecessary when to date, funds more than 150% of the cost to do so have been accrued in capital reserves through billing for services to Eagleridge customers. Fundamentally, the end of life of the pumps were budgeted for replacement by year 20 of use, which is the standard for this type of equipment.

Homeowners have already paid the \$170,000 to cover both the cost of the 3 pumps replacement and estimated maintenance for the next 20 years. This is an inconsequential expenditure in comparison to the \$18.5 million dollar water treatment plant for Sudden Valley residents.

The homeowners of the Eagleridge Development ask that in the Board's closed working session on February 9, 2022, to discuss the Eagleridge Booster project consider the points outlined. We encourage the Board to take the opportunity to step back, review all the facts that have been presented and postpone further discussion on a testing of the system without pumps functioning when fundamentally, the overall premise of decommissioning the Eagleridge Pumping Station is neither fair nor equitable.

Best regards,

Brian & Maureen Sullivan

On behalf of the homeowners of the Eagleridge Development

cc: Joan Mceachran – President, Eagleridge Homeowners Association
Lake Whatcom Water & Sewer District Board Members, Laura Abele,
John Carter, Bruce Ford and Leslie Roberts



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: April 1, 2022

RE: Eagleridge Booster Conversion Project
District Project No. C2011

The Lake Whatcom Water and Sewer District's (District) planned Eagleridge Booster Conversion Project (District Project No. C2011) has generated significant dialogue with customers of the Eagleridge water system. Under the planned project, the three existing domestic pumps that supplement pressures from the City of Bellingham's (City) water system would be removed from service based upon the pumping system approaching the end of its useful life, and that existing pressures within the City's water system are sufficient to meet statutory requirements ([Washington Administrative Code 246-290-230](#)) and District policy. Please refer to the District's memorandum dated February 2, 2022, for additional background on the project.

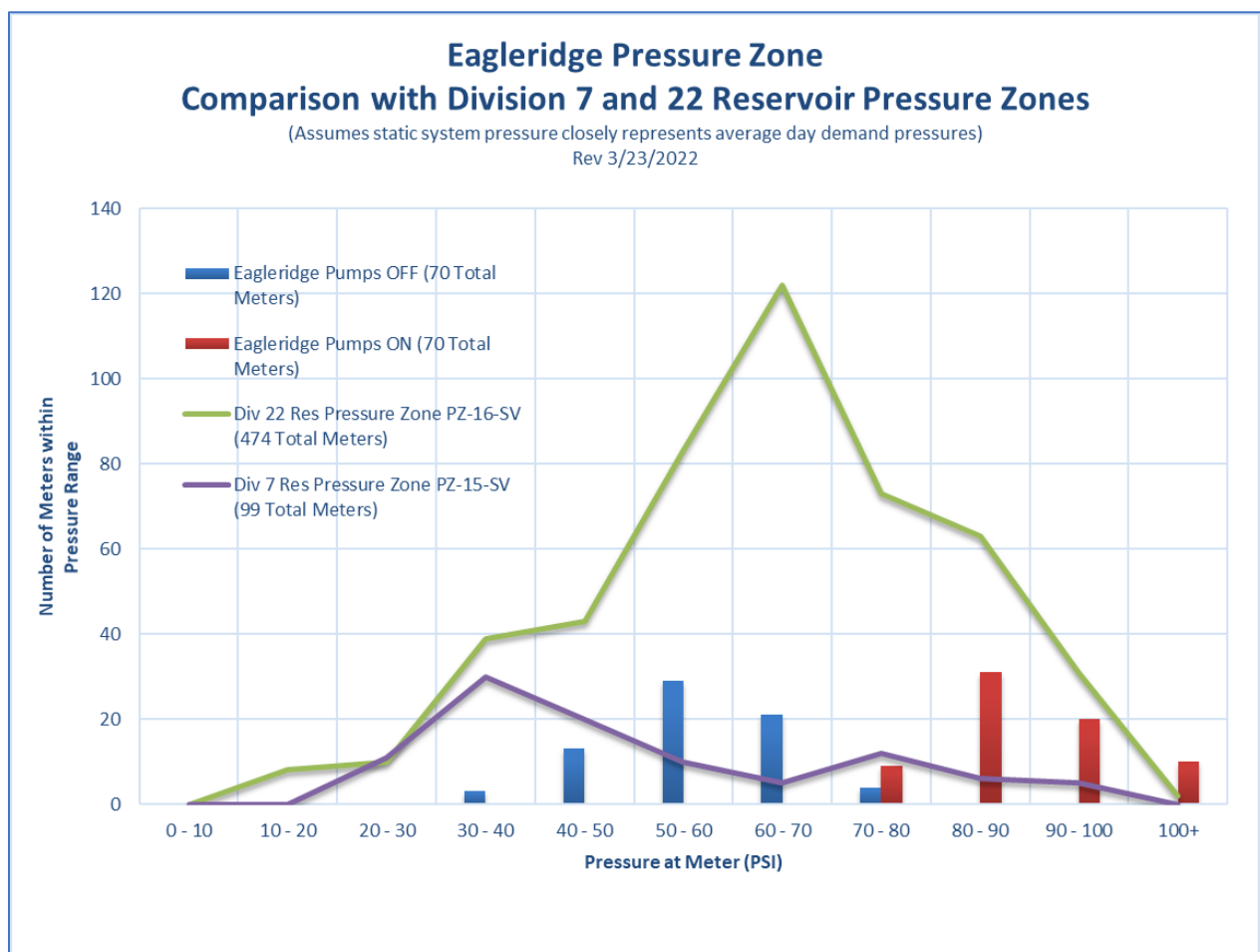
It has been correctly noted that implementation of the project would result in a drop in pressure in the District's public Eagleridge water system. However, as District staff and consultants have previously indicated, the water system pressures would remain in compliance with statutory requirements and District policy (minimum of 30 pounds per square inch [psi] pressure). The attached figure, which has been presented during prior Board discussion, presents a pressure contour map of the Eagleridge water system without the domestic pumps in operation. During prior discussion with the Board, District staff has indicated that the water system pressures without the pumps would be similar to pressures provided to customers served by other District water systems. Based on this, the Board requested similar pressure contour maps be generated for other District water systems. The purpose of this memorandum is to present pressure contour maps representing current conditions of other District water systems for comparison to the anticipated pressures in the Eagleridge water system without the domestic pumps.

Water System Pressure Comparison

Due to the complexity of the District's South Shore water system (serving the Geneva and Sudden Valley communities) created by varying topography, District staff limited the analysis to two pressure zones. Both pressure zones are located in Sudden Valley, one served by the Division 7 water reservoir (PZ-15-SV) and the other served by the Division 22 water reservoirs (PZ-16-SV). For comparison to the 70-homes served by the Eagleridge water system, Pressure Zone PZ-15-

SV serves 99 homes and Pressure Zone PZ-16-SV serves 474 homes. Attached are figures showing the pressure contours present within those zones.

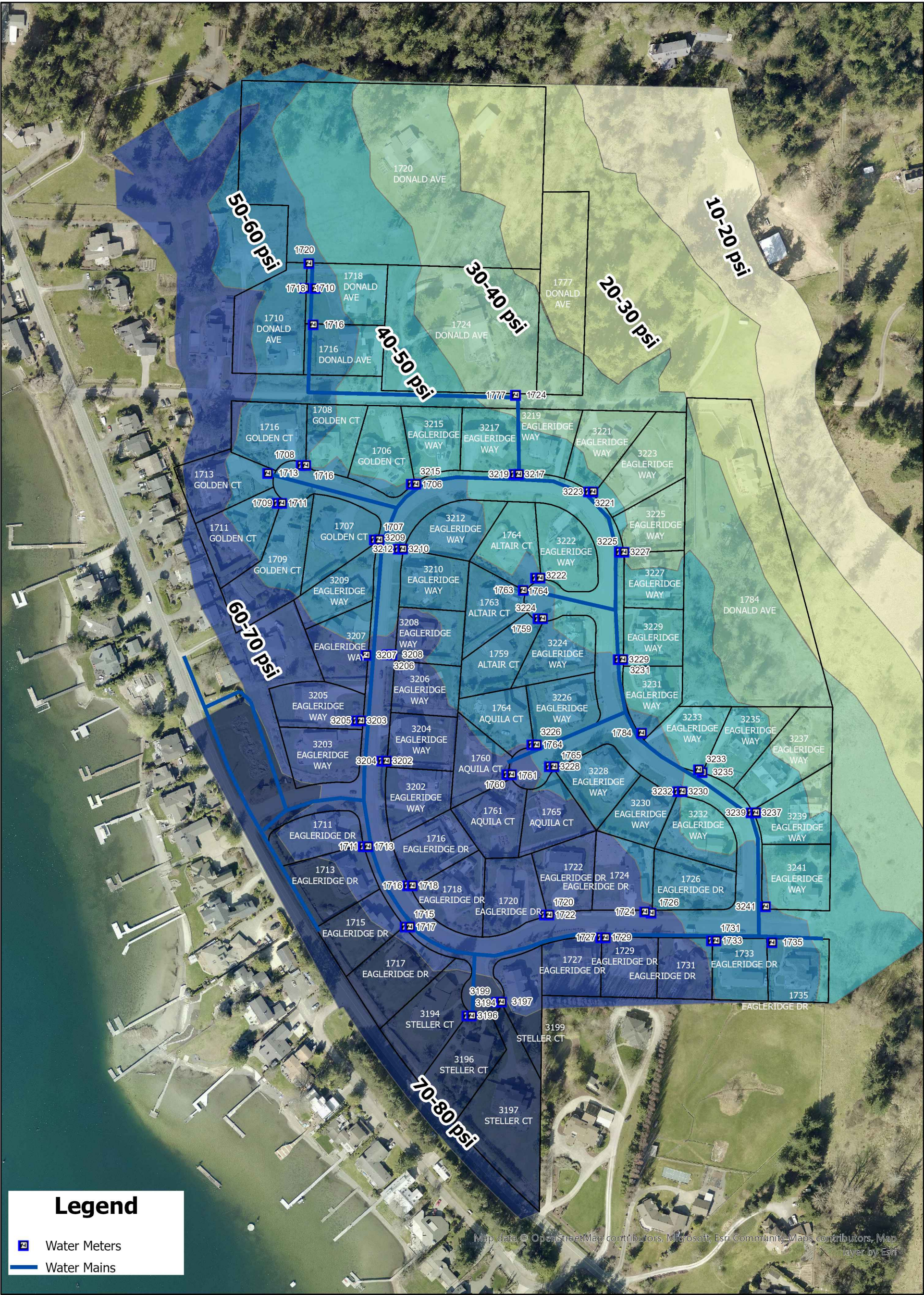
The following chart compares water pressures at each water meter within the two South Shore water system pressure zones and the Eagleridge water system. For ease of analysis, the bars within the chart show the number of Eagleridge water system connections within each 10-psi contour (both for with the booster pumps [red bars] and without the booster pumps [blue bars]), and the lines present the number of connections within each 10-psi contour for each South Shore water system pressure zone.



Conclusions

Current pressures within the Eagleridge water system (i.e., with the booster pumps supplementing the pressure provided by the City's water system at the intertie) are on the upper end of pressures provided in the two selected South Shore water system pressure zones. Implementation of the proposed project will result in water system pressures that align with existing pressures in the

selected two South Shore water system pressure zones. The much broader varying topography of the South Shore system pressure zones results in a wider range of system pressures within each zone (there are connections in the pressure contours both exceeding and below those anticipated for all Eagleridge system connections without the booster pumps).

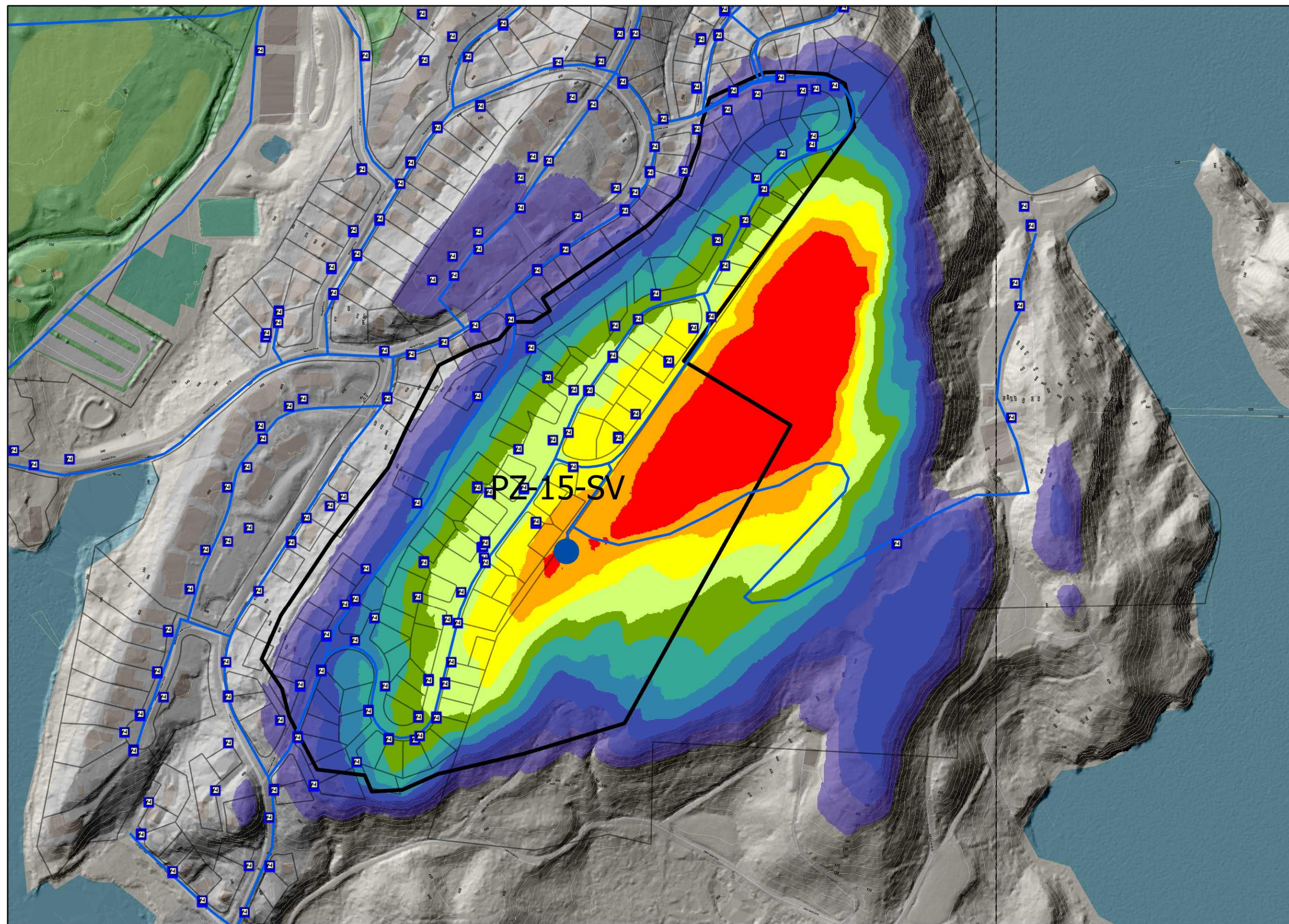


Eagleridge Water System

Calculated Water Pressure
for Average Day Demand
after Removal of Domestic Booster Pumps

District Project #C2011

Map prepared by Lake Whatcom Water and Sewer District
2/16/2022



300
Feet

Legend

PZ-15-SV Pressure
(PSI)

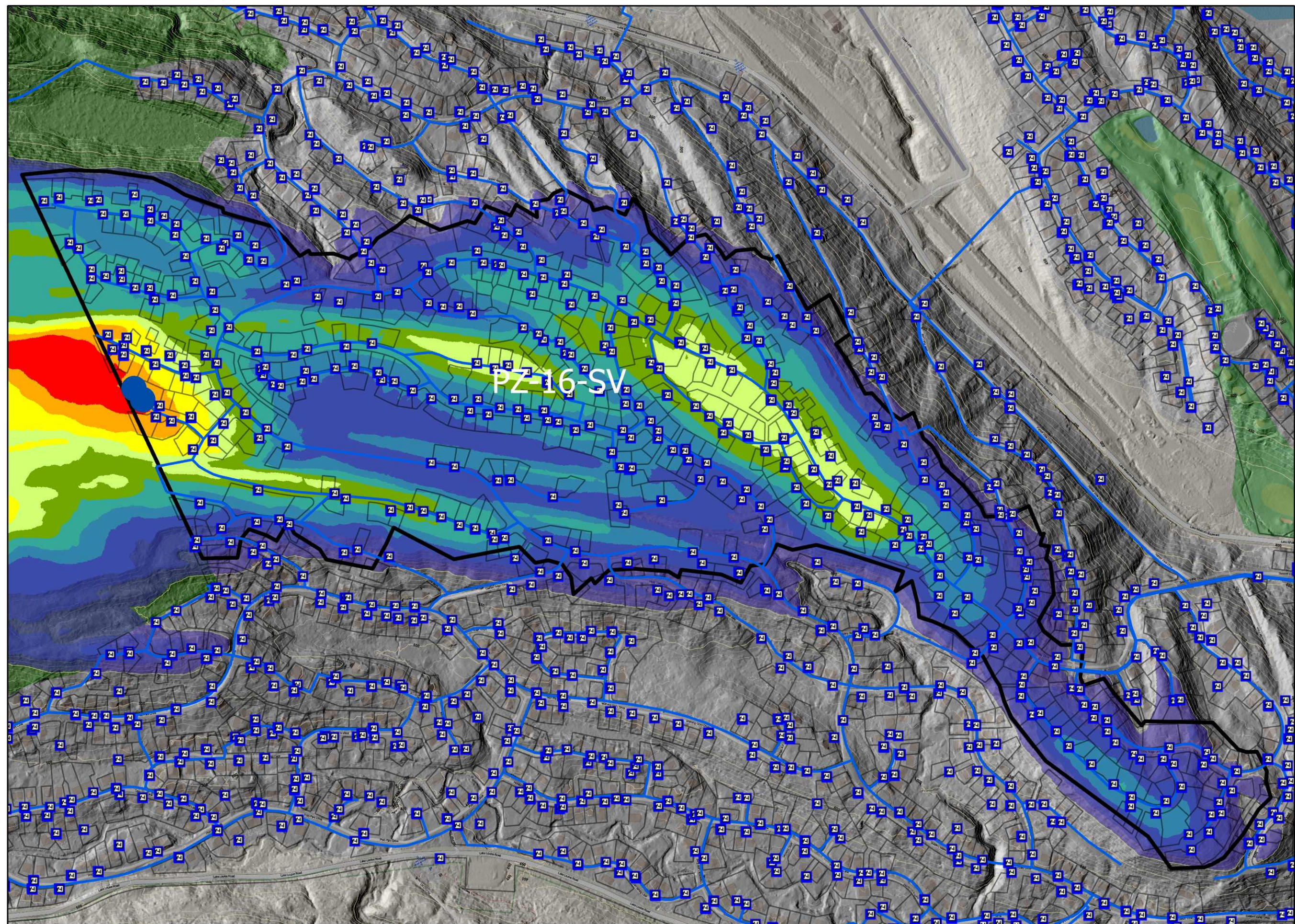
Value

- 100 - 90 PSI
- 90 - 80 PSI
- 80 - 70 PSI
- 70 - 60 PSI
- 60 - 50 PSI
- 50 - 40 PSI
- 40 - 30 PSI
- 30 - 20 PSI
- 20 - 10 PSI
- 10 - 0 PSI
- Mains
- Tanks
- Meters
- Pressure-PZ-15-SV

Division 7 Reservoir
Pressure Zone PZ-15-SV

Calculated Static
Water Pressure

Map prepared by
Lake Whatcom Water and Sewer District
3/24/2022



500
Feet

Legend

PZ-16-SV
Pressures (PSI)
Value

- 100 - 90 PSI
- 90 - 80 PSI
- 80 - 70 PSI
- 70 - 60 PSI
- 60 - 50 PSI
- 50 - 40 PSI
- 40 - 30 PSI
- 30 - 20 PSI
- 20 - 10 PSI
- 10 - 0 PSI
- Mains
- Tanks
- Meters
- Pressure Zone PZ-16-SV

Division 22 Reservoir
Pressure Zone PZ-16-SV

Calculated Static
Water Pressure

Map prepared by
Lake Whatcom Water and Sewer District
3/24/2022


Eagleridge Water Booster Station Conversion Project Alternatives
Lake Whatcom Water and Sewer District

Option	Pros	Cons	Status
1 Maintain Existing Policy			
1A - Implement Proposed Project.	<p>Engineering and permitting is 100% complete, project is ready to construct.</p> <p>Lowest cost solution.</p> <p>Most efficient solution for future operations and maintenance.</p>	<p>Reduction in level of service by some customers accustomed to higher pressures.</p> <p>Customers that desire higher pressure will need to install and maintain private booster pump and backflow device.</p>	Under Consideration
1B - Booster Station Replaced by Developer Extension Agreement.	<p>Other customers not responsible for financing improvement that exceeds District policy.</p> <p>Private contractor can perform work and avoid prevailing wages.</p>	<p>DEA formation challenging (getting all 70, or majority customers to financially participate).</p> <p>Pump station adds ongoing operation and maintenance costs indefinitely into the future.</p> <p>Pump station only benefits higher elevation properties. Lower elevation properties will see little to no benefit.</p>	Unlikely
1C - Booster Station Replaced by Utility Local Improvement District	<p>Other customers not responsible for financing improvement that exceeds District Policy.</p>	<p>Needs approval of 60% of water system customer base.</p> <p>Requires District financial and labor resources to manage and administer project.</p> <p>Plans, specifications, and construction contract documents need to be prepared for public bidding.</p> <p>Public works project requiring prevailing wages.</p> <p>District finances all project costs up front. Assessments may take decades to track, collect, and manage. Requires additional labor resources to administer assessments.</p> <p>Expensive solution both in terms of financing and labor.</p> <p>+ same Cons as Option 1B</p>	Unlikely
2 Revise Policy to allow for District Replacement of Booster Station			
2A - Minimum Pressure based upon Structure Location	<p>Provides policy justifying pump replacement financed by District.</p>	<p>Financial and labor resources costs unknown. Potential system improvements not included in current CIP and long-term rate plan.</p> <p>Significant effort to study and understand consequences that impact other areas of the District required to draft policy.</p> <p>Some parcels are many acres in size with large elevation differences. Pressure may be adequate at lower elevation, but inadequate at higher elevation.</p> <p>Policy controlled by individual, private systems rather than publicly-owned system.</p> <p>Policy inconsistent with most WA Group A water systems.</p> <p>Benefits small group of customers. Costs borne by majority of customers that will not likely benefit from improvements.</p> <p>Pump station adds ongoing operation and maintenance costs indefinitely into the future.</p>	Under Consideration
2B - Capital Projects Accommodate Legacy Systems	<p>Provides policy justifying pump replacement financed by District</p>	<p>Financial and labor resources costs unknown. Potential system improvements not included in current CIP and long-term rate plan.</p> <p>Significant effort to study and understand consequences that impact other areas of the District required to draft policy.</p> <p>May restrict flexibility of future projects in designing to projected capacity needs.</p> <p>Pump station add ongoing operation and maintenance costs indefinitely into the future.</p>	Under Consideration
2C - Booster Station Replaced by Rate Surcharge on Benefiting Customers	<p>Provides policy justifying pump replacement financed by District</p>	<p>District finances upfront costs of project.</p> <p>District administration of surcharge specific to Eagleridge customer accounts.</p> <p>Pump station adds ongoing operation and maintenance costs indefinitely into the future.</p> <p>Pump station only benefits higher elevation properties. Lower elevation properties will see little to no benefit.</p>	Under Consideration



**AGENDA
BILL
Item 7.C**

**November 2021 Flood Event
Lessons Learned**

DATE SUBMITTED:	April 5, 2022	MEETING DATE:	April 13, 2022
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

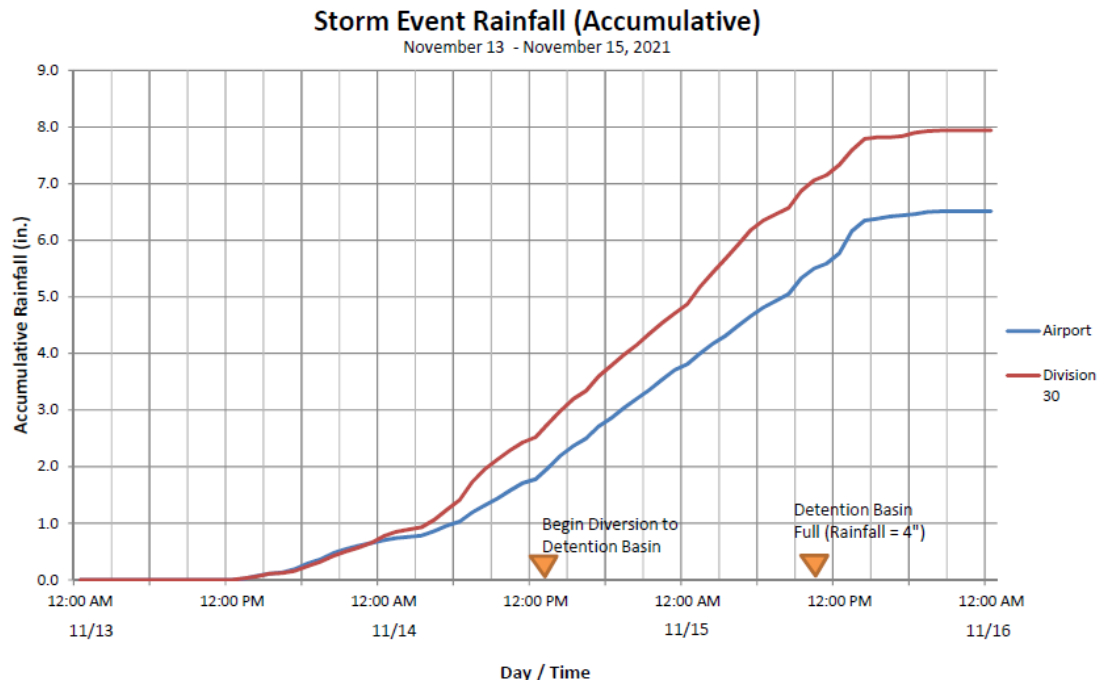
BACKGROUND / EXPLANATION OF IMPACT

Staff will share operational and emergency response lessons learned from the county-wide flood event that began November 14, 2021. The event caused damage to multiple District water and sewer facilities, some of which are still out of service or in emergency operations. The District is currently working with FEMA to secure grant funding assistance to recover, restore, and mitigate against future events. Recovery and mitigation efforts are anticipated to occur over the next 18 months.

The focus of this presentation are the lessons learned during District response to the event. Details of the damaged facilities and restoration/mitigation efforts will come at future board meetings as the District works through the recovery/mitigation process with FEMA.

Staff is in the process of incorporating the lessons learned into the District's Emergency Response Plans and Wet Weather Response Standard Operating Procedures. The intent is to capture this knowledge so that it can benefit current and future staff during response to future events.

The cumulative rainfall chart below provides a brief synopsis of the rainfall amounts that caused county-wide flooding. District rain gauges at the Division 30 Reservoir and Airport Sewer Pump Station, both in Sudden Valley, recorded 6.5 to 8-inches of rain over a two-day period from Sunday, November 14, through Monday, November 15.



Staff recognized early in the event, that it appeared to be significant. To capture knowledge and ideas during emergency operations, staff kept a running list of ideas and items. Below is the list of operational lessons learned. During the board meeting, staff will review each of these items and verbally explain why/how each idea came about.

1. Stage the District's tanker truck at the detention basin if it is known an event is coming.
2. Install sandbags at Louise Sewer Pump Station each October. Stock sandbags and sand at shop (October latest).
3. Check shop fuel tank level prior to event. Fill portable generators and pumps.
4. Stage davit crane at North Point sewer pump station (for expedited pump removal/repair).
5. Issue fuel cards to crew (back up to shop fuel tank).
6. Develop and distribute maps at each sewer pump station wet well showing lowest manhole rims in influent pipeline segments where overflows would occur from surcharged sewer main/manholes.
7. High flow velocities in sewer pipe carried rocks, mud, old floats to sewer pump station wet wells, causing pump failure/damage.
8. Quickly ran short of personnel. There was equipment available, but no operators.
9. Sudden Valley Water Treatment Plan backwash basin pumps contributed to Ranch House Sewer Pump Station's inability to keep up which eventually overflowed. If plant is running 20-hours per day (usually in summer) this could be a larger issue.

10. Call and have private tanker companies on standby before the storm hits with after hour phone numbers readily posted.
11. Make sure everyone has passwords for automatic transfer switches to disable automatic generator exercises each Monday morning.
12. Move Rain-for-Rent portable pump to Sudden Valley Flowmeter earlier in the response.
13. Need more emergency response planning and coordination with the Whatcom County Health Department and residents regarding public notice: LAKE DRAWN WATER PUBLIC HEALTH ALERT - For Residents Who Draw Their Drinking Water Directly From Lake Whatcom.
14. Consider installing/inflating the Ranch House aquadam from November through March to have Ranch House Detention Basin Berm ready.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None.


PROPOSED MOTION

None.



**AGENDA
BILL
Item 9.A**

**General Manager's
Report**

DATE SUBMITTED:	April 5, 2022	MEETING DATE:	April 13, 2022
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. General Manager's Report 2. 2022-2027 Strategic Business Plan Implementation Status		
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, April 13, 2022 – 6:30 p.m.

Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Apr 27, 2022	8:00 a.m.	Remote Attendance
Employee Staff Meeting	Thu Apr 14, 2022	8:00 a.m.	Remote Attendance Commissioner McRoberts to attend
Investment Comm. Meeting	Wed Apr 27, 2022	10:00 a.m.	Remote Attendance
Safety Committee Meeting	Thu Apr 28, 2022	8:00 a.m.	Remote Attendance
Lake Whatcom Management Program			
Policy Group Meeting	Wed Jun 1, 2022	3:00 p.m.	Remote Attendance
Joint Councils Meeting	March 2023	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Tue May 10, 2022	6:00 p.m.	TBD
Whatcom Water Districts Caucus Meeting	Wed Apr 20, 2022	2:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed May 11, 2022	3:00 p.m.	Remote Attendance

Committee Meeting Reports

Safety Committee:

- Committee met on March 31; discussion included status on scheduled training and revision to District safety programs, crew-proposed safety equipment purchases, and the results of testing of fall protection anchors installed at the Geneva sewer lift station.

Investment Committee:

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

Upcoming Board Meeting Topics

- Post Point Resource Recovery Project presentation by City of Bellingham
- General facilities charges analysis kick-off presentation
- Division 7 Reservoir design contract amendment approval

2022 Initiatives Status

Administration and Operations

Capital Improvement Project Financing Plan

- Develop a financial plan that proactively prepares the District for significant capital projects on the near-term horizon while maintain Board-defined operational levels-of-service.
The financial plan development has yet to be initiated; related efforts include meeting with Cathi Read of the state Department of Commerce's Small Communities Initiative to discuss funding strategies, application for a FEMA Hazard Mitigation Grant for the Sudden Valley WTP chlorine contact basin replacement; and ongoing dialogue with city of Bellingham staff regarding financing the Post Point WWTP resource recovery project.

General Facilities Charges Review

- Conduct a review of District water and sewer general facilities (connection) charges (GFCs) to ensure appropriate fees are being assessed to new development.
A contract has been executed with FCS Group and work has been initiated.

Records Management System Overhaul

- Complete transition of the District's current records management system to a more robust system that ensures compliance with statutory requirements and gains efficiencies in document management.
A District-consultant meeting was conducted on January 27 and management has reviewed the draft document inventory list. Next step is to analyze the integration of records protection/recovery into applicable District emergency response documents.

Safety Program Update

- Continue systematic review and revision of District's safety programs by updating nine programs in 2022.
The safety committee has finalized an update to the personal protection equipment program, and is reviewing revisions to the safety responsibilities program and the slip, trips and falls safety program. The heat-related illness program is under review.

Capital Improvement Program Support

- Support the Engineering Department through management of specific capital improvement project(s).
The general manger is managing the Eagleridge Water Booster-Metering Station Conversion project (District Project No. C2011) and completed the Commissioner Boundary update (District Project No. A2116).

Emergency Response/System Security

Emergency Readiness

- Re-engage with Whatcom County Department of Emergency Management to hold tabletop emergency response exercises, as well as a field exercise (pandemic-dependent).
District tabletop exercise is scheduled for May 19 at the Whatcom County Division of Emergency Management facility.

Cybersecurity Assessment

- Hire an IT-service provider to perform a third-party assessment of the District's vulnerability to cybercriminal attack.
To be initiated.

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 March 2 (commissioner redistricting public hearing) and March 21 (sewage overflow at North Point lift station).

Intergovernmental Relations

- *J Clary, B Hunter and R Munson attended a meeting on March 30 with FEMA staff regarding reimbursement for costs incurred associated with the 2021 flood event.*
- *J Clary had a phone conversation with Eric Johnston, City of Bellingham PW Director, on March 30 regarding presentation to the District Board on the Post Point Resource Recovery Project status.*
- *J Clary scheduled to attend (and present at) the WASWD Spring Conference on April 6-8.*
- *J Clary scheduled to attend the City of Bellingham PW Committee meeting on April 11 to monitor discussion pertaining to the Post Point Resource Recovery Project.*
- *J Clary scheduled to chair the Whatcom Water Alliance meeting on April 13.*

Lake Whatcom Water Quality

Lake Whatcom Management Program

- Participate in meetings of Lake Whatcom Management Program partners.
No LWMP-related meetings held since the March 30 Board meeting.

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.

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Executive Department Goals		2022 YTD	2023	2024	2025	2026	2027
1.	Facilitate achievement of annually establish Board initiatives						
	Workload Indicators						
	- Meetings with management team to attain Board initiatives	13					
	- Reporting on the status of completion of Board initiatives	6					
	- Annual number of Board initiatives	13					
	- Annual number of Board meetings/work sessions held	7					
	Performance Measures						
	- Completion of initiatives within Board/staff agreed timelines	ongoing					
2.	Biennial EUM self-assessment and update to strategic plan						
	Workload Indicators						
	- Draft departmental strategic plans by June 30 of even-numbered years						
	- Financial forecast updated biennially (even-numbered years)						
	- Balanced budget presented to the Board annually	Fall 2022					
	Performance Measures						
	- Complete strategic plan and financial forecast by Sep 1 (even-numbered years)						
3.	Pursue implementation of performance management throughout operations						
	Workload Indicators						
	- Review literature associated with potential approaches						
	- Meet with applicable vendors/consultants representing potential approaches						
	- Departmental operational reviews to identify optimization opportunities						
	Performance Measures						
	- Number of performance management approaches analyzed						
	- Number of meetings with vendors/consultants						
	- Budgetary allocation supporting implementation of performance management						
	- Implementation of performance management approach						
4.	Overhaul records management system						
	Workload Indicators						
	- Review literature associated with potential approaches	no					
	- Meet with applicable vendors/consultants representing potential approaches	no					

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Executive Department Goals		2022 YTD	2023	2024	2025	2026	2027
	- Departmental operational reviews to identify optimization opportunities	no					
	Performance Measures						
	- Number of records management committee meetins held	0					
	- Number of presentations to Board on topic	0					
	- Budgetary allocation supporting acquisition of new system/software	\$5,000					
	- Implementation of new system	2023					
5.	Expand intergovernmental relations program						
	Workload Indicators						
	- Participation in LWMP data group, ICT, policy group, and joint councils meetings	yes					
	- Participation in WWA, WUCC, COG, and Whatcom Water Districts meetings	yes					
	- Participation in WASWD and WSRMP meetings	yes					
	- Meet with City, County, SVCA, and SWFA staff	yes					
	- Attendance of WASWD and IACC conferences	no					
	- Presentation at SVCA board meetings	no					
	Performance Measures						
	- Annual budgetary allocation supporting organization memberships	complete					
	- Number of LWMP meetings attended	11					
	- Number of WWA, WUCC, COG, and Whatcom Water Districts meetings attended	6					
	- Number of meetings with City, County, SVCA, and SWFA staff	2					
	- Number of conferences attended	0					
	- Number of presentations to SVCA board	0					
6.	Expand public relations program						
	Workload Indicators						
	- Update of District website						
	- Issuance of press releases and Facebook posts on a regular basis	yes					
	- Active participation in community events	yes					
	Performance Measures						
	- Completion of website updted by December 31, 2025						
	- Completion of Board discussion on District rebranding						
	- Number of Facebook likes/followers	150/162					

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Executive Department Goals		2022 YTD	2023	2024	2025	2026	2027
	- Number of press releases issued	2					
	- Number of Facebook posts	10					
	- Number of community events participated in	2					

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Finance Department Goals		2022 YTD	2023	2024	2025	2026	2027
1.	Commit to excellence to improve performance standards and enhance professional growth and development						
	Workload Indicators						
	- Meet with each department member and perform SWOTs within their positions	3					
	- Review each job description within department on a regular basis and seek opportunities for cross-training	yes					
	- Identify professional trainings and webinars that align with job duties for each employee	In progress					
	- Work with Board to develop Public Financial Professionals Appreciation Week	no					
	- Issue weekly updates to staff addressing policies, procedures, events and ongoing projects	11					
	- Increase number of finance staff meetings	6					
	Performance Measures						
	- Complete comprehensive SWOT analysis	In progress					
	- Implement strategies identified through completion of analysis	no					
	- Number of trainings and webinars attended by staff	2					
	- Implementation of cross-training and development tracking system	In progress					
	- Adoption of Public Finance Professionals Appreciation Week	no					
	- Number of weekly updates issued by Finance Manager	11					
	- Number of staff meetings and engagement activities	3					
2.	Improve financial sustainability and forecasting						
	Workload Indicators						
	- Work sessions to develop biennial budget process	0					
	- Development and routine evaluation of forecasting model	In progress					
	- Routine evaluation of financial policies	In progress					
	- Routine evaluation of investments	yes					
	- Number of financial webinars, seminars, and conferences attended	5					
	Performance Measures						
	- Transition to a biennial budget	no					
	- Overhead and personnel costs align with sustainable rate revenue by increasing proportionately to rate increase	yes					

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Finance Department Goals		2022 YTD	2023	2024	2025	2026	2027
	- Forecasting model is utilized on a regular basis for "what if" situations, budgeting, and forecasting	no					
	- Financial policies are kept current and practiced to align with current industry best practices and standards	yes					
	- Investment revenue increases	yes					
	- Financials and financial policies comply with State Auditor's Office	yes					
3.	Develop and implement a supplemental utility customer assistance program						
	Workload Indicators						
	- Meet with state and local agencies to develop program and seek funding for program	In progress					
	- Meet with applicable vendors/consultants representing potential approaches	In progress					
	- Meet with GM and hold work sessions with Board to develop and adopt program	no					
	Performance Measures						
	- Number of meeting with state and local agencies	2					
	- Number of meetings with GM	0					
	- Number of work sessions with the Board	0					
	- Implementation of program	no					
4.	Maximize and utilize technology to improve workflow						
	Workload Indicators						
	- Meet with service providers to better understand the capabilities of Springbrook	In progress					
	- Meet with service providers to investigate potential transition to a different financial management system	In progress					
	- Develop cost-benefit analysis of Springbrook vs. other system	no					
	- Analyze systems' ability to accommodate growth needs, workflow improvement, and reporting	no					
	- Increase staff and management trainings	2					
	Performance Measures						
	- Implementation of alternative system or more detailed use of Springbrook	1					
	- Implementation of document management software	no					
	- Number of staff and management trainings held and increased by use of software	2					

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Engineering Department Goals		2022 YTD	2023	2024	2025	2026	2027
1.	Enhance oversight, management, maintenance, and resiliency of business information, infrastructure SCADA, and cybersecurity systems						
	Workload Indicators						
	- Number of IT consultant support tickets generated	26					
	- Number of IT consultant computer engineer support hours billed	18					
	- Number of SCADA on-call support consultant hours billed	0					
	- Number of SCADA, telemetry, electrical engineer consultant hours billed	0					
	- Number of physical/virtual servers	2/11					
	- Number of terabytes of backup storage utilized	4.97					
	- Number of managed on-premise business applications	5					
	- Number of telemetry communication and control systems issues reported	0					
	Performance Measures						
	- Develop tracking methods to collect workload indicator numbers over time	complete					
	- Develop internal tech memo analyzing job description functions	In Progress					
	- Fund new position						
2.	Improve water/sewer permitting process and status lookups for application, issuance, inspection, and completion						
	Workload Indicators						
	- Number of water/sewer permits processed annually	0					
	- Est. number of permitting-related email exchanges/telephone calls received	46					
	- Number of locations (electronic/paper) permitting info is entered/tracked	8					
	Performance Measures						
	- Explore/research systems and develop implementation costs	no					
	- Develop tech memo to document various options, labor efficiency gains	no					
	- Program implementation						
3.	Increase field inspection/condition grading of assets; improve accuracy of asset locations documented in GIS						
	Workload Indicators						
	- Number of assets field located by GPS	In Progress					
	- Number of assets inspected and assigned condition rating	In Progress					
	- Number of asset locations updated in GIS	In Progress					

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Engineering Department Goals		2022 YTD	2023	2024	2025	2026	2027
Performance Measures	- Number of assets in Cartegraph with active Overall Condition Index decay curves	In Progress					
	- Develop tech memo to est. labor available if other resources allocated to land development						
	- Revise administrative staff job descriptions	no					
	- Hire temporary GIS/engineering intern to assist with field inspection/GPS	no					

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Operations Department Goals		2022 YTD	2023	2024	2025	2026	2027
1.	Ensure continuity of potable water production that meets or exceeds regulatory requirements						
	Workload Indicators						
	- Number of routine water system reports submitted to agencies	15					
	- Number of permit-required water treatment plant samples collected/analyzed	4					
	- Number of permit-required water distribution system samples collected/analyzed	519					
	- Number of hours performing equipment calibration and maintenance	45					
	- Number of hours inventorying and preparing treatment chemicals	9					
	Performance Measures						
	- Meet all Department of Health water quality requirements	yes					
	- Annual receipt of Treatment Optimization Program (TOP) award	pending					
	- Annual issuance of Consumer Confidence Reports by state deadline	pending					
	- Number of annual water quality customer complaints received	0					
	- Operating Permit is color green	Yes					
2.	Sustain, and as applicable enhance, utility efficiency and resiliency through proactive maintenance of electrical systems and SCADA instrumentation						
	Workload Indicators						
	- Scheduled inspections of electrical cabinets, components and assoc. equipment	TBD					
	- Scheduled repair of electrical cabinets, components and assoc. equipment	1					
	- SCADA hardware/software installation and maintenance	TBD					
	- Execution of annual contract for generator inspection/maintenance	pending					
	Performance Measures						
	- Number of inspections per year	TBD					
	- Number of repairs per year	1					
	- Number of generators inspected/maintained per year	pending					
3.	Ensure the effective and reliable collections and conveyance of sewage out of the watershed through routine inspection and prevent. Maintenance						
	Workload Indicators						
	- Weekly inspection of sewer lift stations	168					
	- Annual inspection/maintenance of submersible pumps	22					
	- Annual inspection/maintenance of Smith & Loveless priming components	0					
	- Annual cleaning of all wetwells	24					

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Operations Department Goals		2022 YTD	2023	2024	2025	2026	2027
- Labor hours expended televisign/inspecting and cleaning sewer mains		54.5					
- Manholes inspection		0					
- Labor hours expended to clean/inspect air relief valves		32					
Performance Measures							
- Number of sewer system overflows per year		1					
- Number of lift station true fail alarms per year		TBD					
- Trend of reducing annual lift station energy costs (increased efficiencies)		TBD					
- Trend of reducing costs associated with pump repairs		TBD					
- Miles of sewer main televised/inspected per year		0.94					
- Miles of sewer main cleaned per year		0.25					
- Downward trend of volume of I&I conveyed to City of Bellingham		TBD					
4. Ensure the maximum operable life of District water infrastructure							
Workload Indicators							
- Annual exercise of water valves		no					
- Annual water main/hydrant flushing		initiated					
- Annual pressure reducing valve inspection/repair		2					
- Pressure reducing valve rebuilds		0					
- Reservoir inspection		2					
Performance Measures							
- Number of valves requiring replacement per year		0					
- Number of distribution system water quality violations per year		0					
- Levels of disinfection byproducts monitored		pending					
- Number of customer complaints regarding water pressure per year		1					
- Miles of water main flushed per year		0.14					
- Number of reservoir inspections conducted per year		3					
5. Maintain level-of-service expectations relative to development services							
- Water/sewer connection inquiries processed		46					
- Water/sewer connection permits issued		0					
- Pre-construction meetings attended		2					
- Inspections conducted		9					

2022-2027 Strategic Business Plan Implementation Status
Lake Whatcom Water and Sewer District

Operations Department Goals		2022 YTD	2023	2024	2025	2026	2027
- New water service installations		1					
Performance Measures							
- Number of permits issued within 5 working days per year		0					
- Number of inspections completed per year		15					
- Number of water connections made within 10 working days of request per year		1					