



LAKE WHATCOM WATER AND SEWER DISTRICT
1220 LAKEWAY DRIVE
BELLINGHAM, WASHINGTON 98229

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

December 5, 2012


6:30 p.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Non-union Staff COLA for 2013
 - B. Summary of Existing District Projects
 - C. Union Contract Bargaining Update (Executive Session Per RCW 42.30.140 (4), 30 Minutes)
 - D. Potential Litigation (Executive Session Per RCW 42.30.110 – 30 Minutes)
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

| | | | |
|---|---|--|--|
| DATE SUBMITTED: | November 27, 2012 | | |
| TO BOARD OF COMMISSIONERS | | | |
| FROM: Patrick Sorensen | MANAGER APPROVAL  | | |
| MEETING AGENDA DATE: | December 5, 2012 | | |
| AGENDA ITEM NUMBER: | 5.A. | | |
| SUBJECT: | Non-union Staff COLA for 2013 | | |
| LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____ | 1. | | |
| | 2. | | |
| | 3. | | |
| TYPE OF ACTION REQUESTED | RESOLUTION <input type="checkbox"/> | FORMAL ACTION/ MOTION <input checked="" type="checkbox"/> | INFORMATIONAL/ OTHER <input type="checkbox"/> |

BACKGROUND / EXPLANATION OF IMPACT

Traditionally the non-represented employees have received the same annual COLA increase as the represented (union) employees. Non-union employees include the District Engineer/Assistant General Manager, Finance Manager/Treasurer, Maintenance Supervisor, Administrative Assistant and the General Manager. For 2013 the represented employee's COLA will be 2.3%.

FISCAL IMPACT

Based upon the proposed 2.3% COLA increase for the five non-represented employees the cost is \$_____. This amount like the COLA for the represented employees is allowed for in the 2013 budget.

RECOMMENDED BOARD ACTION

That non-represented employees receive the same COLA increase for 2013 as the represented employees will receive, which is 2.3%.

PROPOSED MOTION

To authorize a 2.3% COLA for the non-represented employees, effective January 1, 2013.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

| | | | |
|---|--|---|---|
| DATE SUBMITTED: | December 5, 2012 | | |
| TO BOARD OF COMMISSIONERS | | | |
| FROM: Bill Hunter and Staff | MANAGER APPROVAL <i>[Signature]</i> | | |
| MEETING AGENDA DATE: | December 5, 2012 | | |
| AGENDA ITEM NUMBER: | 5.B. | | |
| SUBJECT: | Summary of Existing District Projects | | |
| LIST DOCUMENTS PROVIDED ⇒ | 1. December 2012 Summary of Existing District Projects | | |
| NUMBER OF PAGES INCLUDING AGENDA BILL: | 2. | | |
| | 3. | | |
| TYPE OF ACTION REQUESTED | RESOLUTION <input type="checkbox"/> | FORMAL ACTION/ MOTION <input type="checkbox"/> | INFORMATIONAL/ OTHER <input checked="" type="checkbox"/> |

BACKGROUND / EXPLANATION OF IMPACT

Information only

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

Review and discuss

PROPOSED MOTION

n/a

LAKE WHATCOM WATER AND SEWER DISTRICT Summary of Existing District Projects

| Meeting Date | | Effective Date | | Prepared by |
|--|--|---------------------|---------------------|-------------|
| December 5, 2012 | | November 30, 2012 | | LE/BH |
| Status of Water and Sewer Permit Issuance | | | | |
| SCOPE | Provide a monthly update on permit activity. | | | |
| STATUS | | Permits Issued 2012 | Permits Issued 2011 | |
| | No of permits issued | 8 | 11 | |
| | No of permits projected 2012 | 5 | | |
| **Developer Extension Agreements** | | | | |

| | | | | |
|--|--|---------------------------|---|--|
| D0534 | Polly's Plat – Butch Kvamme | | | |
| SCOPE | Water and sewer improvements for 11 water and sewer connections. Water system to be looped per Wilson memo dated 10/12/2005 (see project file Wilson memo) | | | |
| SIGN DATE | March 30, 2011 | EXPIRATION DATE | February 27, 2014 | |
| Prior to Commencing Construction | | Prior to Final Acceptance | | |
| <input checked="" type="checkbox"/> | 1. District Engineer approves design | <input type="checkbox"/> | 1. District inspects & approves facilities as complete. | |
| <input checked="" type="checkbox"/> | 2. Reimbursement of District Engineer review costs | <input type="checkbox"/> | 2. Record drawings | |
| <input checked="" type="checkbox"/> | 3. Copy of insurance policy | <input type="checkbox"/> | 3. Easements and title insurance | |
| <input checked="" type="checkbox"/> | 4. Pay guarantee deposit | <input type="checkbox"/> | 4. Maintenance Bond | |
| <input type="checkbox"/> | 5. Copies of recorded easement | <input type="checkbox"/> | 5. Bill of Sale | |
| <input checked="" type="checkbox"/> | 6. Copies of permits | <input type="checkbox"/> | 6. Latecomers Fees | |
| <input checked="" type="checkbox"/> | 7. Pay conformance deposit | <input type="checkbox"/> | 7. Supplemental, processing, or administrative fees | |
| <input checked="" type="checkbox"/> | 8. Payment and performance bond | <input type="checkbox"/> | 8. Deliver water meters to District | |
| <input checked="" type="checkbox"/> | 9. Pay 25% general facilities fees | | | |
| <input checked="" type="checkbox"/> | 10. Pays initial facilities inspection deposit | | | |
| <input checked="" type="checkbox"/> | 11. District issue Notice to Proceed w/Construction | | | |
| Tasks/Notes: | | | | |
| <ul style="list-style-type: none"> • 12/27/07 Board approved DEA time extension using new DEA template with 3 year term. Bill to prepare and send new DEA to developer for signature. • Sent new DEA to Doug Campbell 1/10/07 • New 3-year DEA signed by District on 2/27/2008 • Received drawings for review. • Transmitted drawings to Wilson on 2/21/2008 to check that plans meet District standards. • Transmitted review comments to Doug Campbell 4/1/08. • Plans received 5/23/08. Forwarded to Wilson Engineering 6/3/08 for plan review. • District approved plans 7/9/08. • Received request for time extension 12/22/10. Notified developer renewal fee is required. • District approved three year DEA time extension at the 1/12/2011 Board meeting. • Staff sent new agreement form to Developer for Execution on 2/22/2011. • New agreement form executed 3/30/2011 • Met with Doug Campbell on 11/21/2011. Developer will be requesting design changes. District will review request when received. • Transmitted review comments to Doug Campbell 2/1/2012 • Received Drawings from Doug Campbell on 3/20/2012. Forwarded to Wilson for review on 3/21/2012 • Received drawings from Doug Campbell on 4/4/12. Forwarded to Wilson for review on 4/5/12. • No further review comments. Notified Doug Campbell to submit originals to be stamped "APPROVED" by the District on 4/11/12. • Sent checklist letter to obtain Notice to Proceed and account summary to Doug Campbell 7/12/2012 • Notice to Proceed with Construction given to developer at pre-construction meeting on 8/14/2012 • Construction still in progress as of 11/28/2012 | | | | |

| **Completed Capital Projects in 2012** | |
|---|---|
| C1105 | Operations Building Remodel Construction |
| C1110 | SWWTP Asphalt Driveway Repair |
| C1112 | Beaver, Flat Car and Sudden Valley Pump Stations Electrical Study |
| C1201 | Procure tool truck |
| C1202 | Sudden Valley WTP and Division 30 Booster Pump Pipe Coatings |
| C1204 | Reservoir Inspection and Maintenance |
| C1205 | Annual CMOM Sewer I & I Repairs |
| C1212 | Shop Pole Building Asphalt Apron |
| C1215 | Water Service Rebuilds |
| C1217 | Cathodic Corrosion Assessment |
| C1218 | Annual Generator Load Test and Maintenance |

| **Completed DEAs in 2012** | |
|-----------------------------------|---|
| D0219 | North Shore Estates – Cancelled; City bought property |

****State Required Report Status****

| Report Title | Due | Preparation | Due Date | Last Date Submitted |
|---|-------------|---------------|--------------------------|--|
| Chlorination Report (Agate Heights) | Monthly | Kevin | Postmarked 10th of month | July 10, 2012 |
| Community Right to Know (Hazardous Materials) | Annually | Bill and Rich | March 2013 | January 6, 2012 |
| Consumer Confidence Reports | Annually | Kevin | July | <ul style="list-style-type: none"> • Geneva – 5/12 • Sudden Valley 5/12 • Eagleridge – 5/12 • Agate Heights – 5/12 |
| CPR/First Aid Training | Biennially | Rich | Nov/Dec 2012 | Completed 11/29/10 |
| Department of Revenue | Monthly | Debi | End of following month | November 1, 2012 |
| Flagging Card Training | Triennially | Rich | 8/11/13 | 8/11/10 |
| Hazardous Waste Activity Report | Annual | Rich | Annual 3/31 | February 27, 2012 |
| Labor & Industries Payroll Report | Quarterly | Norma | Quarterly | October 2012 |
| OSHA 300 Log | Annually | Rich | February 2013 | January 30, 2012 |
| Surface Water Treatment Rule Report (Sudden Valley WTP) | Monthly | Kevin | Postmarked 10th of month | July, 2012 |
| Unemployment Report | Quarterly | Norma | Quarterly | October, 2012 |
| WA State Cross Connection Report | Annual | Rich | Annual | May 16, 2012 |
| Washington State Financial Report | Annual | Debi | May 29 | April, 2012 |
| Water Use Efficiency Perform Report | Annual | Kevin | July 1 | March 8, 2011 |

2011 SAFETY PROGRAM SUMMARY (Completed by Rich Munson)

****Annual Safety Training****

Beginning in January of 2012 staff has been participating in a local government on-line training system. Each employee is assigned with an individual training course that is relevant to their position. The courses contain check points, quizzes and tests to ensure the training was completed and understood by the employee. Learners can track their progress through the assigned courses and manage their training with their workload.

****Weekly Crew Safety Meetings****

Safety meetings for the field crew take place every Tuesday at 7:30 a.m. (as of 11/13/2012)

****Dates of Safety Committee Meetings****

| | |
|-----------------------------|-------------------------------|
| January 10, 2012 - Complete | July 10, 2012 - Complete |
| February 7, 2012 - Complete | August 7, 2012 - Complete |
| March 10, 2012 - Complete | September 25, 2012 - Complete |
| April 10, 2012 - Complete | October 9, 2012 - Postponed |

| | |
|--|------------------------------|
| May 8, 2012 - Complete | November 13, 2012 - Complete |
| June 12, 2012 - Complete | December 11, 2012 |
| **Summary Of Work-Related Injuries & Illnesses (2011)** | |
| Total Number of Work Related Injuries | 5 |
| Total Number of Days of Job Transfer or Restriction | 0 |
| Total Number of Days Away From Work | 0 |
| **Summary Of Work-Related Injuries & Illnesses (2012)** | |
| Total Number of Work Related Injuries | 8 |
| Total Number of Days of Job Transfer or Restriction/Light Duty | 24 days as of 11/5/2012 |
| Total Number of Days Away From Work | 9 |

Lake Whatcom Water & Sewer District

Capital Improvement Projects Staff Report

C0911 SVWTP Control System & Telemetry

Replace in-plant control system and telemetry system

C0911-ENG Project Administration

C0911-PH1 Design thru Bidding - Tetra Tech

- 10/6/2009 Engineering agreement amendment approved by Board on 10/13/2010. Amendment has been executed. Design kick-off meeting with District staff/crew tentatively scheduled for 11/9/2010.
- 9/2/2010 District working with Tetra Tech to develop scope/fee. A draft scope/fee will be presented to Board for approval.
- 10/6/2010 Professional services agreement amendment for design through bidding is on 10/13/2010 Board agenda for review/approval.
- 11/4/2010 Engineering agreement amendment approved by Board on 10/13/2010. Amendment has been executed. Design kick-off meeting with District staff/crew tentatively scheduled for 11/9/2010.
- 12/2/2010 Tetra Tech working on control system design following kick-off meeting with District staff/crew.
- 1/31/2011 Received 95% drawings and specs from Tetra Tech for District review. Planning to advertise for bids mid-February 2011.
- 4/4/2011 Advertise
- 4/5/2011 Re-bid advertisement published in Bellingham Herald on 4/7/2011. Pre-bid meeting 10am 4/19/2011, Bid Opening 2pm 4/28/2011. Tentative contract award at 5/11/2011 Board meeting.
- 4/19/2011 Pre-Bid Meeting 10am
- 4/28/2011 2nd re-bid opening. One bid received.
- 4/28/2011 Bid Opening 2pm
- 5/11/2011 Award

C0911-PH2 Constr Admin, Programming - Tetra Tech

- 6/1/2011 Staff reviewing proposal from Tetra Tech for services during construction and programming. Proposal will be tentatively presented to Board at 6/29/11 meeting.
- 6/29/2011 Board authorized scope of work and fee. Staff will execute agreement amendment.
- 10/4/2011 Staff working with Tetra Tech on PLC programming control descriptions. Programming meeting held 10/6/11 to finalize control strategy.
- 11/2/2011 Tetra Tech developing PLC and SCADA programs.
- 11/22/2011 Staff met with Tetra Tech and Contractor to witness factory test of controls and coordinate installation. Staff then met with Tetra Tech to review program logic.
- 1/4/2012 Tetra Tech working with contractor and staff to develop and implement controls programming.
- 7/25/2012 Staff and Tetra Tech waiting to make final PLC operational changes and program updates after summer peak demand (work scheduled for 1st 2 weeks in January 2013).

C0911-CON Construction Contract - Technical Systems Inc

- 6/1/2011 Contractor preparing bonds, insurance and contract forms.
- 7/12/2011 Notice to Proceed (180 day contract)
- 7/12/2011 Notice to Proceed was given to Technical Systems, Inc. A pre-construction meeting was held 7/12/2011. Substantial completion is 1/7/2012.
- 8/3/2011 District accepts contractors construction schedule. Installation of panels set for 11/9/2011.
- 12/7/2011 Contractor began installation of new controls on 11/28/2011. Installation is about 90% complete as of 12/7/2011. Contractor continuing installation of wiring for chart recorder and other minor work.
- 1/4/2012 Contractor installing remaining components week of 1/2/2012. Work very close to done. Staff and consultant will be developing punch list in the next week or two.
- 1/7/2012 Substantial Completion
- 2/6/2012 Final Completion (30 days after Substantial Completion)
- 3/6/2012 Contractor installing remaining equipment on punch list 3/7/2012.
- 5/31/2012 Contractor provided training to District staff on new equipment. Tetra Tech reviewing O&M manuals submitted by Contractor.
- 7/3/2012 All work appears complete. Tetra Tech reviewing contract requirements and will be issuing a recommendation to close out the project.

C1006 Sewer Emergency Response Equipment (2)

Replace stationary generator at Agate Bay, install portable generator receptacles at Edgewood and Rock Ridge, install float in low MH along LWB near Strawberry Point, upgrade Country Club impellers, and restore Old Flat Car Pump Station.

C1006-ADM Project Administration

- 11/4/2010 Shoreline exemption application paperwork completed. Staff scheduling appointment with County for application submittal.
- 4/5/2011 Staff working on shoreline exemption application for tentative submittal to County April 2011.
- 5/3/2011 Shoreline exemption application paperwork completed. Staff scheduling appointment with County for application submittal.
- 5/9/2011 Staff submitted shoreline exemption permit application to county.
- 8/3/2011 Staff finalizing generator sizing prior to submitting for building permit for slab.
- 9/7/2011 Staff obtaining quotes from contractors to install generator plugs and manual transfer switches at Rocky Ridge and Edgeway Sewer Pump Stations.
- 9/7/2011 60KW generator sized for current and future pump station improvements. Staff gathering weight/dimensions for Wilson to perform structural design. Will have Wilson assist preparation of Whatcom County permit application forms.
- 10/11/2011 Notice To Proceed signed by Riteway Electric. 60 Day contract.
- 11/2/2011 Whatcom County building permit for Agate Bay generator slab pending any day. Quotes were solicited from contractors for work. Low bid was selected, contract ready to execute as soon as permits released. Generator has been ordered.
- 12/7/2011 Agate Bay Generator. Contractor began installation of generator slab, removal of old above ground diesel fuel tank and underground generator. Pad was poured 11/30/2011. As of 12/7/2011, pad ready to receive generator as soon as it arrives.
- 1/3/2012 Agate Bay Generator has been installed on new concrete slab.
- 2/15/2012 Riteway Electric completed installation of generator plugs and manual transfer switches at Rock Ridge and Edgewater Sewer Pump Stations.
- 3/6/2012 Electrical permits and materials to wire new generator and transfer switch have been obtained. District crews to make wiring connection in next week or so. Startup with supply to be scheduled soon after.
- 5/3/2012 District crews almost finished with transfer switch wiring.
- 5/29/2012 Agate Bay generator startup completed by supplier. Training provided to District crew. Generator and automatic transfer switch online. Tetra Tech will update PLC and telemetry to include new generator alarms next time they are here.
- 7/3/2012 Staff and Tetra Tech working together to implement telemetry to monitor generator status.
- 9/6/2012 Float in low MH along LWB near Strawberry Point installed. Crew scheduling Tetra Tech to make PLC programming changes at Strawberry Point PS and SCADA for new alarm.
- 9/19/2012 Strawberry Point MH float alarm put into service.

C1106 LWB and Cable FM Sonar Planning

Lake Whatcom Boulevard and Cable Sewer Force Mains. Review force main alignments and access points to plan future sonar assessment of internal pipe. Determine logistics and access point installations required to perform sonar scan.

C1106-ADM Force Main Inspection / Cleaning Investigation - Wilson

- 8/1/2011 Received preliminary task order from Wilson. Staff reviewing.
- 8/11/2011 Authorize Task Order
- 8/11/2011 Task order executed. Wilson proceeding with research and planning.
- 9/20/2011 Present/Discuss Alternatives with District
- 9/30/2011 Deliver final Technical Memo to District
- 5/2/2012 District staff working with Wilson to complete planning report.
- 7/3/2012 Received draft study from Wilson. Staff reviewing document.

C1203 Replace Water Meter Data Collectors

Replace handheld water meter data collectors used for radio reading meters

C1203-ADM Project Administration

7/3/2012 Staff researching meter reading equipment options.

C1206 Agate WTP Restroom

Add restroom at Agate Water Treatment Plant.

C1206-ENG Project Administration and Engineering

- 3/28/2012 Task Order executed with Wilson Engineering to assist in permitting, plans, and structural design.
- 5/2/2012 Wilson preparing conditional use permit revision application for submittal to County.
- 6/6/2012 Wilson working with County on conditional use permit revision.
- 7/3/2012 Staff and Wilson working with County to complete project permitting.
- 8/1/2012 Permitting almost complete at County.
- 9/6/2012 Still waiting for County to issue permit.
- 10/2/2012 County issued building permit. Staff will begin construction this fall.

C1206-CON Construction Contract

- 11/6/2012 District crews beginning construction.

C1207 Reservoir Overflow Drains to Daylight

Route reservoir overflow drains to daylight.

C1207-ENG Project Administration and Engineering

C1207-CON Construction Contract

C1208 Lowell & Oriental PRV's

Install pressure reducing valve stations at Lowell and Oriental near Lakeway to create a new pressure zone.

C1208-ENG Project Administration and Engineering

- 2/24/2012 Wilson Task Order executed 2/24/2012. Wilson started topographic survey work, plans, and specifications for construction contract documents.
- 4/16/2012 Wilson completes design and construction documents for bidding.

C1208-CON Construction Contract

- 4/16/2012 Advertisement for Bids - Published in Bellingham Herald
- 4/24/2012 Non-mandatory Pre-Bid Meeting - 10:00am
- 5/2/2012 Bid Opening - 2:05pm
- 5/9/2012 Award Contract to Dirt Works Bellingham, Inc.
- 5/31/2012 Pre-Construction meeting held. Notice to Proceed will be given to contractor mid-June.
- 6/18/2012 Notice to Proceed (90 day contract)
- 7/25/2012 Oriental PRV put into service. Contractor moving on to install Lowell PRV.
- 9/16/2012 Substantial Completion
- 10/3/2012 Contractor working on minor punch list items.
- 10/16/2012 Final Completion (30 days after Substantial Completion)
- 11/6/2012 Contractor has completed all work. Staff preparing final project documentation. Project will be ready to accept as complete soon.
- 11/28/2012 Oriental vault not water tight - suspect ground water infiltration. Contractor needs to correct prior to District accepting project as complete.

C1209 SVWTP Raw Water Motor

Purchase and install new raw motor. Inspect and refurbish old motor for spare.

C1209-ADM Project Administration

- 10/3/2012 Staff issued purchase order for new motor. Existing motors will be swapped out, inspected, and refurbished. At completion of project District will have one spare motor in stock.
- 11/6/2012 District received new motor. Crews will install new motor.

C1210 SVWTP Generator Replacement Pre-Design

Pre-design study to look at generator replacement alternatives, permit requirements, and construction cost estimates.

C1210-ENG Project Administration and Engineering

- 11/6/2012 Staff preparing Request for Proposals for pre-design, design, and construction administration. Tentatively will advertise in November and select consultant in December.

C1211 Wet Well Pressure Transmitters

Install pressure transmitters at sewer pump station to monitor liquid level in wet wells.

C1211-ADM Project Administration

- 7/3/2012 Staff preparing materials list for each site.
- 8/1/2012 Staff obtaining quotes for 15 pressure transducers.
- 9/6/2012 Received transducers. Crews beginning installation. Staff will coordinate with Tetra Tech for PLC programming to incorporate new SCADA information and alarms.
- 10/3/2012 Installation and SCADA integration of transducers is in progress.
- 11/6/2012 Transmitters have been installed at Strawberry Point, Edgewater, Geneva, and Dellesta. Crews continue to install equipment.

C1213 Replace Sewer Camera Equipment

Replace sewer camera equipment in sewer camera van.

C1213-ADM Project Administration

- 5/3/2012 Staff have been researching various manufacturers of sewer camera equipment. Equipment vendors have been onsite for demos as well as providing budget quotes and equipment specifications. Budget quotes have been significantly more than what was budgeted in the 2012 CIP. Staff is preparing specifications for bid advertisement tentatively slated for mid-summer.
- 6/7/2012 Advertisement for Bids - Published in Bellingham Herald
- 6/21/2012 Bid Opening - 10:05am
- 7/3/2012 Staff reviewing bids and plan to make a recommendation at 7/25/2012 board meeting.
- 7/25/2012 TENTATIVE - Award Contract at Board meeting.
- 8/6/2012 After considering variations in bids, staff determine to re-bid using revised equipment performance specifications.
- 8/10/2012 Re-Advertisement for Bid Published in Bellingham Herald.
- 8/23/2012 Bid Opening. 4 bids were received. Staff reviewing bids and plan to make a recommendation to board soon.
- 11/14/2012 Board awards contract.
- 11/15/2012 Staff issues purchase order for equipment.

C1214 Dead End Blow Offs

Install blow offs at water main dead ends.

C1214-ADM Project Administration

- 11/28/2012 Crews researching and inspecting dead end mains. Compiling list of dead ends with proposed installation sketches.

C1214-CON Construction Contract

C1216 SVCA Polo Park Bridge Water Main

Relocate water main to accomodate new SVCA bridge.

C1216-CON Construction Contract

- 7/16/2012 Email Advertisement for Bids to MRSC Shared Small Works Roster Contractors
- 7/31/2012 Bid Opening 2:05pm
- 8/1/2012 Bid cancelled 7/26/2012. All plan holders were notified 7/27/2012 of cancellation. Cancellation was due to permitting delays on SVCA's project. Project now tentatively scheduled for Summer 2013.

C1216-ENG Project Administration and Engineering

- 6/4/2012 Staff reviewing Task Order scope received from Wilson 6/4/2012. SVCA hoping to get permits mid-July with construction starting in August.
- 6/21/2012 Site visit with staff and Wilson. District staff to install isolation valves in July prior to bridge construction.
- 11/6/2012 Crews in progress of relocating water services to prepare for installation of isolation valves and thrust blocks.
- 11/28/2012 Services have been moved and isolation valves installed on the main. Crews will be installing reverse thrust blocks when weather allows this winter. District will be ready for SVCA construction summer 2013.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

| | | | |
|---|--|---|---|
| DATE SUBMITTED: | November 27, 2012 | | |
| TO BOARD OF COMMISSIONERS | | | |
| FROM: Patrick Sorensen | MANAGER APPROVAL <i>[Signature]</i> | | |
| MEETING AGENDA DATE: | December 5, 2012 | | |
| AGENDA ITEM NUMBER: | 7 | | |
| SUBJECT: | Manager's Report | | |
| LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____ | 1. Manager's Report | | |
| | 2. | | |
| | 3. | | |
| TYPE OF ACTION REQUESTED | RESOLUTION <input type="checkbox"/> | FORMAL ACTION/ MOTION <input type="checkbox"/> | INFORMATIONAL/ OTHER <input checked="" type="checkbox"/> |

BACKGROUND / EXPLANATION OF IMPACT

Updated information from the General Manager in advance of the Board meeting.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None

General Manager Comments

December 5, 2012

Important Upcoming Meetings:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** Reminder, the next meeting is scheduled for December 3, 2012 at 9:30 a.m. in the Garden Room. Agenda items include a discussion on the Bellingham Homeowners Incentive Program in 2012 and for 2013, an update on the County's Lake Whatcom Overlay District for storm water regulations, an update on the 2013 Aquatic Invasive Species Inspection Program, and plans for the Joint Councils/Commission meeting scheduled for March 2013. A copy of the agenda was emailed to you previously. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** There is no meeting scheduled at this time.
 - **Staff Technical Team Meeting:** The next meeting is scheduled for December 13, 2012, though I will be on vacation.
- **Next Regular Board Meeting:** Is presently scheduled for Wednesday, **December 26, 2012 at 8:00 a.m.** The Board can change either the time or the date by a day or two (Thursday or Friday morning) if you wish.
- **Next Employee Staff Meeting:** Thursday, **December 6, 2012 at 8:00 a.m.** in the Board Room. Commissioner Lambert is scheduled to attend. Scheduling is rotated by alphabetical order each month.
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The next Section III meeting will be held at Bob's Burger & Brew in Tulalip on Tuesday, December 11, 2012 starting at 6:00 p.m. All WASWD Section III Meetings are publicly noticed by the District.
- **Next Employee Safety Committee Meeting:** Wednesday, December 11, 2012 at 8:00 a.m. in the District Conference Room.
- **Whatcom Water Districts Caucus Meeting:** Wednesday, December 19, 2012 at 3:00 p.m. in the District Board Room. Commissioner McRoberts and I represent the District at this meeting, which is held on the last Wednesday of the month. Commissioner representatives from other districts in the County will attend this meeting. There is not an agenda as of this date. This meeting is publicly noticed and you are welcome to attend.

Other

- **Geneva Homeowners Association Meeting:** The Homeowners Association has scheduled a meeting for December 12 at 6:30 p.m. at the Fire Station in Geneva. I have not seen an agenda yet, though I have asked them if there are any topics or issues they would like us to address.
- **2012 Wrap Up Report:** I will provide a summary report on 2012 activities at the January 9, 2013 meeting. We will also provide for an open discussion time for the Board and staff to discuss 2013 and your priorities. We can do that on the 9th or at our morning meeting on January 30, 2013. Based upon prior conversations with the Board this would be our version of a planning meeting, but on site and scheduled through a regular meeting.
- **State Auditor Report:** On Thursday, November 29 the State Auditor's Office met with staff and Commissioner Citron in an Exit Conference regarding the previous year's accountability and financial statement audit. It was a clean audit with no findings or management letter items. A few recommendations are provided. An email copy was sent directly to you November 29th by the Auditor.