



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

January 28, 2013

8:00 a.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. Lowell & Oriental PRVs – Project Closeout
 - B. Disposal of Surplus Item – Sewer Camera
 - C. Request for Proposals
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	January 23, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	January 28, 2013		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Lowell & Oriental Pressure Reducing Valves - Project Close out		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Wilson memo dated January 21, 2013		
	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

Dirt Works Bellingham, Inc. has completed all contract and punch list items. Staff recommends accepting the Lowell & Oriental Pressure Reducing Valves Project as complete.

FISCAL IMPACT

The 2012 Capital Improvement Project budget for this project was \$208,100 which included engineering and construction. The actual expenses are summarized as follows:

General Engineering Services	\$45,612.00
<i>(Wilson Engineering Task Orders)</i>	
Construction Contract Award Amount	\$99,759.00
Change Orders	\$1,220.22
8.5% Sales Tax	\$8,583.23
Subtotal Construction	<u>\$109,562.45</u>
Grand Total	<u>\$155,174.45</u>

RECOMMENDED BOARD ACTION

Accept project as complete.

PROPOSED MOTION

Accept Lowell & Oriental Pressure Reducing Valves Project as complete and direct staff to close out the project.



January 21, 2013

Carl Hathcock
Construction Engineer
Lake Whatcom Water and Sewer District
1220 Lakeview Drive
Bellingham, WA 98229

Re: Lowell Avenue and Oriental Avenue Pressure Reducing Valve Vault Project
Dirt Works Bellingham, Inc.

Dear Carl:

It is my understanding that the District has confirmed that all project punch list items have been successfully completed by the Contractor and there are no outstanding issues that need to be resolved.

We recommend that the Board accept the project as complete and all appropriate releases be obtained. We also recommend approval of Change Order No. 2 (Contract reduction for unused portion of Schedule B) and Pay Estimate #3 – Final Pay Estimate, both of which are enclosed.

Very Truly Yours,

WILSON ENGINEERING, L.L.C.

A handwritten signature in black ink, appearing to read "C. Schoenfelder", is written over a horizontal line.

Curt Schoenfelder, PE

Enclosures: 3 signed copies of Change Order No. 2 for approval
3 signed copies of Pay Estimate #3 – Final Pay Estimate for approval

cc: Jim LeBlonde, Dirt Works Bellingham, Inc.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	January 22, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Rich Munson/Bill Hunter	MANAGER APPROVAL <i>Rich Munson</i>		
MEETING AGENDA DATE:	January 28, 2013		
AGENDA ITEM NUMBER:	4.B.		
SUBJECT:	Disposal of Surplus Item		
LIST DOCUMENTS PROVIDED ⇨ NUMBER OF PAGES INCLUDING AGENDA BILL: 2	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

Now that the District has purchased a new sewer camera system, staff would like to dispose of the old sewer camera that the District no longer needs.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

To approve the surplus and disposal of the old sewer camera.

PROPOSED MOTION

To declare the District's old sewer camera as surplus and authorize the General Manager to dispose of the property in a manner consistent with state law.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	January 22, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	January 28, 2013		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Request for Proposals		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District is requesting proposals from qualified firms for four separate projects: (1) Sudden Valley Water Treatment Plant Generator Replacement, (2) Strawberry Point and Boulevard Sewer Pump Station Improvements, (3) Division 22 Reservoir, and (4) Geneva Area Asbestos Cement Water Main Replacement. Proposers may submit proposals for one, all, or any combination of projects. The District intends to select the most qualified firm for each individual project.

The selection process is anticipated to proceed as outlined below:

<u>Date</u>	<u>Selection Process</u>
January 25, 2013	Public Announcement of the RFP
February 21, 2013	Submittals Due 4:00 p.m.
March 5, 2013	Notification of short-list for interviews
March 12, 2013	Interviews
March 13, 2013	Recommendation to Board
April 10, 2013	Contract Execution

One or two commissioners are invited to sit on the consultant selection committee with key staff to evaluate qualifications, score proposals, conduct interviews, and make a recommendation to the Board. Staff anticipates at least two meetings: (1) on March 5th to collectively short-list consultants for interviews, and (2) on March 12th for interviews. The goal is to make a recommendation to the Board at the March 13th meeting for formal action.

FISCAL IMPACT

Project schedules and funding strategies are described below. Estimates are total project cost including engineering, permitting, and construction.

(1) SVWTP Generator

Schedule: Begin design and permitting immediately, construction during summer 2013 with system online by October 31, 2013.

Funding: District has budgeted \$380,000 for design and construction. This projected is funded by District rates. Funding has been secured.

(2) Pump Station Improvements

a. Strawberry Point

Schedule: Construction is anticipated for summer 2014 with system online by October 31, 2014. The District plans to begin predesign and permitting summer 2013. A Whatcom County Shorelines Permit is anticipated. Shoreline Permit application target date is August 30, 2013.

Funding: District has applied for a \$675,000 2014 Public Works Trust Fund loan for design and construction. The project made the Recommended 2014 Construction Loan List. However, state legislature may not fund all projects on the list due to state budget limitations. This is a priority project for the District. If PWTF funding falls through, the District plans to finance the project by revenue bond. Revenue bond timing and start of predesign/permitting work is contingent on when state legislature approves (or does not approve) the PWTF loan for the project.

b. Boulevard

Schedule: Construction is anticipated for summer 2014 with system online by October 31, 2014. The District plans to begin predesign and permitting summer 2013. A Whatcom County Shorelines Permit is anticipated. Shoreline Permit application target date is August 30, 2013.

Funding: Project is listed in the District's capital improvement plan for construction in 2014 and will be funded by District rates. The cost estimate is \$650,000 for design and construction. Predesign and permitting timing will coincide with Strawberry Point and be funded by District reserve funds in 2013. District anticipates budgeting design, bidding, and construction in its 2014 budget.

(3) Division 22 Reservoir

Schedule: Construction during summer 2015. The District plans to begin predesign and permitting summer 2013. A Whatcom County Conditional Use Permit is anticipated. CUP application target date is November 29, 2013.

Funding: District has applied for a \$960,000 2014 Public Works Trust Fund loan for design and construction. The project made the Recommended 2014 Construction Loan List. However, state legislature may not fund all projects on the list due to state budget limitations. If PWTF funding falls through, the District plans to finance the project by revenue bond. Revenue bond timing and start of predesign/permitting work is contingent on when state legislature approves (or does not approve) the PWTF loan for the project.

(4) Geneva Area Asbestos Cement Water Main Replacement

Schedule: Begin design as soon as possible with construction during summer 2013.

Funding: District has applied for a \$2,275,000 2014 Public Works Trust Fund loan for design and construction. The project made the Recommended 2014 Construction Loan List. However, state legislature may not fund all projects on the list due to state budget limitations. If PWTF funding falls through, the District may decide to postpone the project indefinitely or possibly finance the project by revenue bond. Start of design work is contingent on when state legislature approves (or does not approve) the PWTF loan for the project.

RECOMMENDED BOARD ACTION

One or two commissioners are requested to sit on the consultant selection committee. Discuss who might be interested and available. Committee members should be selected on or before the February 27, 2013 board meeting.

PROPOSED MOTION



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	January 22, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	January 28, 2013		
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

January 28, 2013

Important Upcoming Meetings:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** Reminder: The next meeting is scheduled for February 4, 2013 at 9:30 a.m. in the Fireplace Room in the Municipal Court Building (east side of building) located at 625 Halleck Street. The meeting location has been changed for February through May as the Garden Room location is undergoing some renovation work. Agenda topics include a review of the March 28, 2013 Joint Councils/Commissioners meeting agenda, the TMDL local comment process, and future 2013 meeting topics. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** There is not a meeting scheduled at this time.
 - **Staff Technical Team Meeting:** The next meeting has not yet been scheduled
- **Next Regular Board Meeting:** Is presently scheduled for Wednesday, February 13, 2013 at 6:30 p.m.
- **Next Employee Staff Meeting:** Is scheduled for Thursday, February 14, 2013 at 8:00 a.m. in the Board Room. Commissioner Weide is scheduled to attend. Scheduling is rotated by alphabetical order each month.
- **Washington Association of Sewer & Water District's Section III Meeting:** The next Section III meeting will be held at Bob's Burger & Brew in Tulalip on Tuesday, February 12, 2013 starting at 6:00 p.m. All WASWD Section III Meetings are publicly noticed by the District.
- **Next Employee Safety Committee Meeting:** Wednesday, February 13th at 8:00 a.m. in the District's Conference Room.
- **Whatcom Water District's Caucus Meeting:** The next meeting is scheduled for Wednesday, January 30, 2013 at 3:00 p.m. in the District's Board Room. The agenda is developed by Roger Brown and made available in advance of the meeting. This meeting is usually held on the last Wednesday of the month and is publicly noticed.

Other

- **Commissioner's Workshop:** Reminder - The Commissioners Annual Workshop is being held on Saturday, January 26, 2013 in Lynnwood. Commissioners Millar and McRoberts will be in attendance. In addition, I will also attend. We will report back to the full Board on the information shared with us.
- **COB Wastewater Treatment Plant Agreement Update:** Bill Hunter and I will be providing the Board with an update regarding the status of the WWTP Agreement.