



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

October 8, 2014

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. Appoint New Representative to Whatcom County Council of Governments
 - B. Monthly Budget Report
 - C. Summary of Existing District Projects
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 29, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	October 8, 2014		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Appoint New Representative to Whatcom County Council of Governments		
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

Commissioner Lambert who resigned her position on the Board effective September 25, 2014 served as the District's representative to the Whatcom County Council of Governments. The Board now needs to appoint a new District representative.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

Appoint a new Whatcom County Council of Governments representative for the District.

PROPOSED MOTION

No motion necessary.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 29, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	September 10, 2014		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Monthly Budget Analysis as of 9/30/2014		
	2.		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL/ OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Information only

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

n/a

PROPOSED MOTION

n/a



MONTHLY BUDGET ANALYSIS

		2014 Budget	YTD 9/30/2014	
OPERATING FUND - 401				
REVENUES				
401-343-40-10	Water Sales Metered (9% rate increase) *	1,701,326	1,278,307	75%
401-343-50-11	Sewer Service Residential (3% rate increase) *	3,537,394	2,593,448	73%
401-343-50-19	Sewer Service Other (Multi units)	9,500	4,332	46%
401-343-81-10	Combined Fees (Locks, Liens, Transfers, Suspensions)	33,000	28,205	85%
401-359-90-00	Late Charges	65,000	48,025	74%
401-361-11-00	Investment Interest	200	1,474	737%
401-369-10-00	Sale of scrap/junk recycle	-	1,671	
401-369-90-00	Bank Fees	3,000	1,544	51%
401-379-10-20	Permits Operation portion (5 new connection permits)	10,000	34,019	340%
401-395-40-00	Sale of capital assets		5,000	
401-398-20-00	Insurance Recoveries			
401-397-10-40	Transfers in from ULID 18 Fund 480	83,000	75,000	90%
	TOTAL REVENUES	5,442,420	4,071,025	74.8%

MONTHLY BUDGET ANALYSIS		Description	2014	YTD	
			Budget	9/30/2014	
OPERATING FUND - 401				75%	
401-53X-10-10		Payroll (1% cola plus step increases - 2014)	1,450,000	1,043,789	72%
401-53X-10-20		Personnel Benefits	570,000	378,434	66%
401-53X-10-31		Gen Admin Supplies	25,000	16,065	64%
401-53X-10-32		Meetings/Team building	2,500	1,288	52%
401-53X-10-40		Bank Fees (BofA, Xpress)	9,500	11,874	125%
		Interlocal - Lake Whatcom Management Program	25,000	3,480	
		Interlocal - Invasive Species	50,000	22,222	
		Interlocal - Lake Whatcom Tributary Monitor	5,000	1,570	
401-534-10-41-00		Water Quality Assurance Programs (TOTAL)	80,000		
		County Auditor filing fees (Simplifile)	6,000		
		DataBar (Statement processing)	20,000		
		Answering Service	1,500		
		Simplifile (Lien filing)			
		BIAS Financial Software	20,000		
		Webcheck (Title company transactions)	2,000		
		GE Scada System Software Maintenance	7,500		
		WA State Auditor (2 year audit)	18,500		
		Wilson Engineering	10,000		
		Sewer Comp Plan Update C13-15	20,886		
		Legal counsel	38,000		
		FCS Rate Study	48,500		
		3D - Computer support (includes new server install)	30,000		
		Docu Ware annual maint/support	5,000		
		Data Pro - Time clock system	1,500		
		Watchguard	1,000		
		CPA firm	10,000		
		ESRI (ARC GIS)	2,000		
		Cartegraph	8,000		
		SCADA/PLC Support (Engineering)	5,000		
		Auto Desk (Engineering)	1,000		
		Rockwell (Engineering)	500		
		Inovise (Engineering)	2,000		
		Master Meter	2,000		
		Custodial/Building maint. services/Security	11,000		
		Landscaping service	4,000		
		GIS with Whatcom County	1,000		
		Camera Van software	1,500		
		Oasys (Docuware/copy machine contract)	5,000		
		Generator Load Testing	20,000		
		Cyberlock software	1,000		
		Misc (Bid notices etc.)	1,000		
401-53X-10-41-01		Professional Services (TOTAL)	385,386	243,293	63%
401-53X-10-42		Communication	40,000	36,263	91%
401-53X-10-43		Memberships/Dues	16,000	13,396	84%
401-53X-10-44		B&O Taxes	175,000	123,154	70%
401-53X-10-45		Admin Lease	2,500	1,862	74%
401-53X-10-46		Insurance	102,000	-	0%
401-53X-10-49		Admin Misc.	1,000	595	60%
401-53X-40-43		Training & Travel	30,000	14,146	47%
401-53X-40-44		Tuition reimbursement	6,000	-	0%
401-53X-40-49		Insurance claims	5,000	57,686	
401-53X-50-31		Maintenance Supplies	145,000	98,230	68%
401-53X-50-48		Oper Repair/Maint (includes Asset Mgmt tools)	35,000	43,000	123%
		Edge Analytical - water	7,000		
		Emergency Response - sewer tank trucks	5,000		
401-53X-60-41		Operations Contracted (TOTAL)	12,000	7,863	66%
401-534-60-47		Water Ops City of Bellingham	30,000	30,202	101%
401-535-60-47		Sewer Ops City of Bellingham	800,000	535,970	67%
401-53X-80-32		Operations Fuel	30,000	26,688	89%
401-53X-80-34		Safety supplies	12,000	638	5%
401-53X-80-34-01		Safety boots		1,638	
401-53X-80-47		General Utilities	210,000	153,149	73%
401-53X-80-49		Laundry	2,000	1,387	69%
		TOTAL OPERATING EXPENSES	4,095,886	2,867,882	70.0%
		Transfers Out to Capital Projects Fund 420	900,000	481,000	
		Transfers Out to 2009 Bond Debt Service Fund 450	447,450	106,375	
		Transfers Out to Water Loan Debt Service Fund 470	65,500	65,339	
		TOTAL EXPENDITURES	5,508,836	3,520,596	63.9%
OPERATING FUND		REVENUES	5,442,420	4,071,025	
		EXPENDITURES	(5,508,836)	(3,520,596)	
		BEGINNING BALANCE	500,000	1,073,881	
		CASH/INVESTMENTS BALANCE	433,584	1,625,671	

MONTHLY BUDGET ANALYSIS

	Description		2014 Budget	YTD 9/30/2014
SYSTEM REINVESTMENT FUND - 420				
420-343-40-19	DEA Permits		2,500	-
420-361-11-00	Investment interest		-	
420-369-90-20	Prior Year Expense Reimb.			38,642
420-379-10-30	Permits Capital Portion (5 permits for 2012)		40,000	63,824
420-379-10-40	Latecomer Fees		500	
420-397-10-00	Transfers In from Operating Fund 401		900,000	481,000
	TOTAL REVENUES		943,000	583,466
420-534-10-41	DEA Contracted Services		2,500	
420-534-60-41	Contracted Operations		-	
420-534-90-61	DEA Refunds		-	
420-594-38-60	Capital Outlay			
	Previous Projects		231,933	
	C12-07 Reservoir Drains to Daylight	13,000		
	C12-14 Dead end blow offs	37,980		
	C12-16 Polo Park Bridge	49,351		34,254
	C13-03 SVWTP Generator			168,566
	C13-04 Cathodic Corrosion protection	75,000		
	C13-08 Backup benchtop analyzer	3,000		
	C13-13 Safety Grates at Pump Stations	9,376		3,262
	C13-14 Server upgrade	15,000		15,301
	C13-16 Boulevard Sewer Pump Station	39,246		39,246
	New Projects		944,000	
	C 13-16 Boulevard Sewer Pump Station	570,000		248,471
	C 14-03 Water System Rehab/Replacement projects	120,000		
	C 14-04 CMOM - Sewer I&I	103,000		
	C 14-05 Strawberry Point Pump Station - Predesign	101,958		60,900
	C 14-06 Sewer Push Camera	7,000		
	C 14-07 Lowe Pump Station	7,000		
	C 14-08 SVWTP Spare Raw Water Pump	5,000		
	C 14-09 Dehumidifiers	5,000		4,955
	C 14-10 Water Service Rebuilds	12,000		7,263
	C 14-11 Gravel/Asphalt material bin at shop	5,000		654
	C 14-12 Admin building irrigation system	-		
	TOTAL EXPENDITURES		1,178,433	582,872
SYSTEM REINVESTMENT FUND				
	REVENUES		943,000	583,466
	EXPENDITURES		(1,178,433)	(582,872)
	BEGINNING BALANCE		300,000	0
	CASH/INVESTMENTS BALANCE		64,567	593
SEWER/STORM WATER CONTINGENCY FUND - 425				
425-361-11-00	Investment Interest		930	869
	TOTAL REVENUES		930	869
425-535-10-41	Comp Plan Stormwater Chapter		4,821	9,653
425-535-10-89	Bank Fees		100	151
425-594-38-64	Machinery/Equipment			1,300
	TOTAL EXPENDITURES		4,921	11,104
SEWER/STORM WATER CONTINGENCY FUND				
	REVENUES		930	869
	EXPENDITURES		(4,921)	(11,104)
	BEGINNING BALANCE		933,450	932,970
	CASH/INVESTMENTS BALANCE		929,459	922,734

MONTHLY BUDGET ANALYSIS		Description	2014 Budget	YTD 9/30/2014
CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430				
430-361-11-00		Investment Interest	-	
		TOTAL REVENUES	-	
430-594-38-63		Capital Outlay	-	
	C09-01	Cable-Ranch-PM Pump stations (Retainage)	57,250	
		TOTAL EXPENDITURES	57,250	-
CAPITAL BOND PROJECTS FUND		REVENUES	-	
		EXPENDITURES	(57,250)	-
		BEGINNING BALANCE	57,250	62,683
		CASH/INVESTMENTS BALANCE		62,683
DWSRF PROJECTS FUND - 440				
440-382-90-31		Division 22 Reservoir		
440-382-90-43		Geneva AC Mains		140,259
		TOTAL REVENUES		140,259
440-594-34-62	C14-01	Division 22 Reservoir		21,939
440-594-34-63	C14-02	Geneva AC Mains		144,714
		TOTAL EXPENDITURES		166,653
DWSRF PROJECTS FUND		REVENUES		140,259
		EXPENDITURES		166,653
		BEGINNING BALANCE		
		CASH/INVESTMENTS BALANCE		(26,395)
Expenditures offset by draws as projects progress.				
2009 BOND DEBT SERVICE FUND - 450				
450-361-11-00		Investment interest		
450-397-10-00		Transfers in from Operating Fund 401	447,450	106,375
		TOTAL REVENUES	447,450	106,375
450-535-10-41		Bond Admin Fee	300	300
450-591-35-72		Redemption of Long Term Debt	235,000	
450-591-35-83		Bond Interest payments	212,150	106,075
		TOTAL EXPENDITURES	447,450	106,375
2009 BOND DEBT SERVICE FUND		REVENUES	447,450	106,375
		EXPENDITURES	(447,450)	(106,375)
		BEGINNING BALANCE	-	-
		CASH/INVESTMENTS BALANCE		
2009 BOND RESERVE FUND (RESTRICTED) - 460				
460-361-11-00		Investment interest	500	2,860
		TOTAL REVENUES	500	2,860
460-535-10-89		Debt Service Charges	100	166
		TOTAL EXPENDITURES	100	166
2009 BOND RESERVE FUND		REVENUES	500	2,860
		EXPENDITURES	100	166

MONTHLY BUDGET ANALYSIS		Description	2014 Budget	YTD 9/30/2014
		BEGINNING BALANCE	501,170	501,157
		CASH/INVESTMENTS BALANCE	501,770	503,851
WATER LOANS DEBT SERVICE FUND - 470				
470-397-10-00		Transfers in from Operating Fund 401	65,500	65,339
		TOTAL REVENUES	65,500	65,339
470-591-38-79		Redemption of Long Term Debt	56,193	56,192
470-592-34-83		Debt Service Interest Loan 119	715	715
470-592-34-83		Debt Service Interest Loan 064	8,505	8,505
		TOTAL EXPENDITURES	65,413	65,412
WATER LOANS DEBT SERVICE FUND		REVENUES	65,500	65,339
		EXPENDITURES	(65,413)	(65,412)
		BEGINNING BALANCE		
		CASH/INVESTMENTS BALANCE		-
ULID 18 LOAN DEBT SERVICE FUND (RESTRICTED) - 480				
480-361-50-00		ULID 18 Interest/Penalties	30,000	26,051
480-368-10-00		Current ULID 18 Principal Payments	50,000	49,308
480-379-10-30		Latecomers Fee	3,000	-
		TOTAL REVENUES	83,000	75,359
480-591-35-73		Principal payment		294
480-592-35-83		Interest payment		1
480-597-10-01		Transfers Out to Operating Fund 401	83,000	75,000
		TOTAL EXPENDITURES	83,000	75,295
ULID 18 LOAN DEBT SERVICE		REVENUES	83,000	75,359
		EXPENDITURES	(83,000)	(75,295)
		BEGINNING BALANCE		
		CASH/INVESTMENTS BALANCE		64



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 29, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>Paul Hunter</i>		
MEETING AGENDA DATE:	October 8, 2014		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. October 2014 Summary of Existing District Projects		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	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	
October 8, 2014		October 2, 2014		LE/BH	
Status of Water and Sewer Permit Issuance					
SCOPE	Provide a monthly update on permit activity.				
STATUS			Permits Issued 2014	Permits Issued 2013	
	No of permits issued		14	16	
	No of permits projected 2014		5		

Completed Capital Projects in 2014	
C1410	Water Service Rebuilds
C1409	Sudden Valley WTP and Agate Heights WTP Dehumidifiers
C1314	Replace Server Hardware
C1313	Safety Grates at Pump Stations
C1211	Wet Well Pressure Transmitters
C1216	SVCA Polo Park Bridge Replacement Water Main Relocation
C1303	SWWTP Generator Replacement
C1315	Sewer Comprehensive Plan Update

State Required Report Status								
Reporting	Name of Report & Preparer	Completed						When Due
MONTHLY	Chlorination Report Agate Heights (Kevin)	Jan	Feb	Mar	Apr	May	June	Postmarked by 10 th of month
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Surface Water Treatment Rule Report (SWWTP) (Kevin)	July	Aug	Sept	Oct	Nov	Dec	Postmarked by 10 th of month
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Jan	Feb	Mar	Apr	May	June	
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Department of Revenue (Debi)	July	Aug	Sept	Oct	Nov	Dec	Due end of following month	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ANNUALLY	Community Right to Know (Hazardous Materials) (Rich)	Completed March 3, 2014						Due by March 31st
	WA State Cross Connection Report (Rich)	Completed April 24, 2014						Due Annually
	Consumer Confidence Reports (Kevin)	Completed April, 2014						<ul style="list-style-type: none"> • Geneva- 4/14 • Sudden Valley 4/14 • Eagleridge – 4/14 • Agate Hghts – 4/14
	Hazardous Waste Activity Report (Rich)	Completed March 3, 2014						Due by March 31st
	OSHA 300 Log (Rich)	Completed January 30, 2014						Due by Feb 28th
	Water Use Efficiency Performance Report (Kevin)	Completed April 2014						Due by July 1st
	Washington State Financial Report (Debi)	Completed May 2014						Due by May 31st

Reporting	Name of Report & Preparer	Completed	When Due
OTHER	CPR/First Aid Training (Rich)	Completed 12/18/12	Due Biennially Next Due 2014
	Flagging Card Training (Rich)	Completed 7/22/2013	Due Triennially Next Due 2016

SAFETY PROGRAM SUMMARY***

Completed by Rich Munson

Annual Safety Training

Staff participates 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 and manage their training with their workload.

Weekly Crew Safety Meetings

Safety meetings for the field crew take place every Tuesday at 4:45 p.m.

Dates of Safety Committee Meetings

January 8, 2014	July 10, 2014
February 12, 2014	August 12, 2014
March 13, 2014	September 24, 2014
April 9, 2014	
May 14, 2014	
June 10, 2014	

Summary Of Work-Related Injuries & Illnesses

Year	2014	2013	2012	2011
Total Number of Work Related Injuries	0	11	8	5
Defined as a work related injury or illness that results in: <ul style="list-style-type: none"> • Death • Medical treatment beyond first aid • Loss of consciousness • Significant injury or illness diagnosed by a licensed health care professional • Days away from work (off work) • Restricted work or job transfer 				
Total Number of Days of Job Transfer or Restriction (Light duty or other medical restriction)	0	5	24	0
Total Number of Days Away From Work (At home, in hospital, not at work)	0	13	9	0

Lake Whatcom Water & Sewer District
Capital Improvement Projects Staff Report

C1207 Reservoir Overflow Drains to Daylight

Route reservoir overflow drains to daylight.

C1207-ENG Project Administration and Engineering

4/2/2014 Staff working with G&O to look at overflow/drain line improvements for Division 22 as part of project C1401.

C1207-CON Construction Contract

C1214 Dead End Blow Offs

Install blow offs at water main dead ends.

C1214-CON Construction Contract

C1214-ADM Project Administration

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

C1304 Steel Reservoir Cathodic Protection

Install cathodic protection systems in District's steel reservoirs: Geneva, Div 30, Div 22, Div 7, & SVWTP Contact Tank.

C1304-ADM Project Administration and Engineering

- 2/6/2013 Non-Mandatory Prebid Meeting - 10am
- 10/2/2013 Staff finalizing bid/contract documents.
- 10/14/2013 Tentative Advertisement for Bids in Bellingham Herald.
- 10/29/2013 Bid Opening - 2pm. Two bids were received.
- 11/13/2013 Recommend Board reject all bids and rebid project due to unclear specifications regarding two different types of systems (vertical and horizontal systems).
- 12/4/2013 Staff refining specifications for re-bid in February/March 2014.
- 8/2/2014 Advertisement for Bids published in Bellingham Herald
- 8/19/2014 Non-Mandatory Prebid Meeting at 10am
- 8/26/2014 Bid Opening - 2:05pm
- 9/10/2014 Board of Commissioners awards contract to low bidder - Norton Corrosion Limited from Woodinville, WA - for \$37,650.59 including sales tax.
- 9/11/2014 Notice of Intent to Award letter sent to contractor. Staff and contractor working on executing construction contract.

C1306 LLR Sewer Air-Vac Valve Replacement

Replace iron/steel air-vac valves with nylon valves.

C1306-ADM Project Administration

- 4/3/2013 Staff solicited quotes from local suppliers. Ordered and received 9 valves from HD Supply (low quote). There are a total of 14 valves on the force main. Remaining 5 valves will be budgeted and purchased in 2014. Crews will begin installing new valves this spring.
- 10/2/2013 Crews have replaced a couple valves that failed on other forcemains using this inventory.

C1316 Boulevard Sewer Pump Station

Replace Boulevard Sewer Pump Station.

C1316-PH1 Predesign

- 9/11/2013 Board approves predesign scope of work for RH2.
- 10/1/2013 District received signed agreements from RH2. Need District attorney and GM signatures for execution. RH2 beginning predesign work.
- 10/30/2013 Staff met with RH2 to review data collected so far and discuss options to include in pre-design report. RH2 is scheduling a pre-application meeting with County - time/date to be determined.
- 11/6/2013 RH2 working on pre-design report. Draft will be ready for staff review in about 2 weeks.
- 12/4/2013 RH2 will present draft pre-design report at 12/11/2013 Board Meeting.
- 12/19/2013 RH2 and staff met with Whatcom County for permit pre-application meeting. No surprises in regards to permitting requirements.
- 1/22/2014 District staff and RH2 met with two neighboring property owners to discuss project and any concerns they might have. We did learn that stormwater (both groundwater and surface runoff) have been a challenge in that area. RH2 updated and finalized predesign report with neighbor comments/concerns.
- 2/4/2014 District staff and RH2 working on scope of work and fee estimate for design phase. Scope/fee will be discussed at 2/12/2014 Board meeting.
- 4/23/2014 Substantial Shoreline Development Permit Public Hearing 130pm at Whatcom County Council Chambers. Shoreline permit was approved.
- 5/7/2017 RH2 pursuing minor misc County permits for project.

C1316-PH2 Design & Bidding

- 2/12/2014 Board authorized phase 2 work - design and bidding.
- 3/6/2014 RH2 working on detailed plans and specifications.
- 3/26/2014 RH2 and District crew review 60% complete drawings. RH2 continuing detailed design incorporating District comments.
- 5/7/2014 District reviewed 90% plans and specs. RH2 finishing design and bid documents.
- 5/9/2014 Advertisement for Bids in Bellingham Herald
- 5/14/2014 Non Mandatory Prebid Meeting
- 5/22/2014 Bid Opening 205pm.
- 5/28/2014 Award Construction Contract at Board Meeting. Awarded to Interwest Construction.
- 6/3/2014 RH2 reviewed bidder responsibility, bid responsiveness, and check references. All looked good. A Notice of Intent to Award was sent to contractor.
- 9/29/2014 RH2 assisting with contract admin as needed.

C1316-CON Construction - Interwest Construction Inc.

- 6/3/2014 Notice of Intent to Award sent to Interwest Construction, Inc. Contractor gathering bonds, insurance, signing contracts, etc.
- 7/7/2014 Notice to Proceed - 90 calendar day contract
- 8/5/2014 Contractor performing sitework. Bypass pumping to begin next week.
- 9/29/2014 Sitework nearly finished. Electrical panels and wiring being installed. Contractor working on mechanical - installing pumps, rails, etc.
- 10/5/2014 Substantial Completion Date
- 10/25/2014 Final Completion Date

C1401 Division 22 Reservoir

Add new Division 22 Reservoir. Funded by DWSRF Loan. Loan Amount = \$994,850 at 1.5% for 20 years + 4 years for construction.

C1401-PH1 Predesign

- 10/2/2013 DWSRF loan contract will be executed by State on 10/8/2013. Staff will work with Grey and Osborne to prepare scope of work and fee. Scope/fee will be presented to Board tentatively at 11/13/2013 meeting for review/approval.
- 11/6/2013 Loan contract is executed. Execution date was 10/9/2013.
- 1/29/2014 Board approved scope of work and fee for Predesign work.
- 2/4/2014 Staff and G&O compiling AE agreement and exhibits for execution.
- 3/6/2014 Signed AE agreements received from consultant. District attorney doing final review. Agreements will then be executed by Patrick.
- 4/1/2014 G&O and staff had project kick-off meeting. G&O compiling list of information/data to begin predesign work. Topo survey will begin in a couple weeks.
- 5/7/2014 Consultant has performed topographic/boundary survey. Staff compiling water system data needed for consultants predesign work.

- 8/5/2014 G&O working on reservoir sizing after receiving water system data/info from staff. DOH cultural review in progress.
- 8/23/2014 Published Notice to the Public of Intent to Request Release of Funds in Bellingham Herald. This is required as part of the cultural review process. Have to wait 30 days before beginning test pits or geotechnical borings.
- 9/23/2014 Predesign progress meeting with G&O and District staff. Staff reviewed first 3 chapters of predesign report. G&O will update few minor items and continue final predesign tasks. Set goal to present predesign report to at 1st Board meeting in November.

C1402 Geneva Area AC Mains

Replacement of AC water mains in Geneva area. Funded by DWSRF Loan. Loan Amount = \$2,398,750 at 1.5% for 20 years + 4 years for construction.

C1402-PH1 Predesign

- 10/2/2013 DWSRF loan contracts will be executed by State on 10/8/2013. Staff working with Wilson Engineering to develop scope of work and fee. Scope/fee will tentatively be presented to Board at 11/13/2013 meeting.
- 11/6/2013 Loan contract is executed. Execution date was 10/7/2013.
- 12/4/2013 Staff working with Wilson to develop Scope of Work and Fee that includes DWSRF loan contract requirements. Scope/Fee will be presented at 12/11/2013 Board Meeting for approval.
- 12/11/2013 Board authorized GM to execute agreement with Wilson.
- 1/2/2014 AE agreement executed. Work includes predesign, permitting, topographic surveying, design, and bidding.
- 1/7/2014 Site walk-thru with District staff and Wilson engineers and surveyors.
- 1/9/2014 Conference call with DWSRF project manager, Cathy Brockmann. Key District and Wilson staff attended. Meeting covered basic loan contract requirements and setup coordination between parties.
- 2/4/2014 Wilson preparing preliminary drawings for conceptual water main locations/design. Topographic surveying to follow, when desired alignments are identified.
- 3/6/2014 Wilson performing preliminary engineering and topographic surveying.
- 4/2/2014 Wilson continues preliminary engineering and topo surveying work.
- 4/22/2014 Wilson and District staff meet to coordinate project activities. Topographic surveying and predesign work is in full swing.
- 6/3/2014 Wilson continues topographic surveying, mapping, and pre-design.
- 7/9/2014 Wilson presents predesign/project report to Board at meeting. Report is essentially done but will be finalized after receiving public comments after a public meeting tentatively scheduled in September 2014.
- 8/5/2014 Wilson continues topographic surveying, mapping, and development of preliminary plan set to be used at public meeting. DOH cultural review in progress.
- 8/23/2014 Published Notice to the Public of Intent to Request Release of Funds in Bellingham Herald. This is required as part of the cultural review process. Have to wait 30 days before beginning any excavations for test pits or geotechnical borings.
- 9/30/2014 Neighborhood workshop meeting held at District office. Staff sent invitations to properties adjacent to project limits.

C1403 2014 Water System Rehab and Replacement

Combines several separate District projects into one recurring annual project. The intent is to rehabilitate or replace aging water distribution system mains, service lines, hydrants, and valves. As infrastructure is assessed and found nearing end of useful life, it will be scheduled for renewal using this annual project budget.

C1403-ADM

- 1/2/2014 Staff compiling list of water assets for rehab and/or replacement.
- 6/20/2014 Advertisement for Bids in Bellingham Herald
- 7/10/2014 Prebid Meeting
- 7/16/2014 Bid Opening
- 7/30/2014 Board awards contract to Carman's Construction LLC from Oak Harbor in an amount not to exceed \$100k. Budget will allow replacement of approx 23 hydrants in Sudden Valley.
- 7/31/2014 Notice of Intent to Award mailed to Carman's Construction LLC
- 8/5/2014 Staff working with contractor to execute construction contract.

C1403-CON

C1404 2014 Sewer System Rehab and Replacement

C1404-CON

- 8/5/2014 Pro-Vac to begin smoke testing 8/11/2014 in Sudden Valley.
9/29/2014 Pro-Vac has completed all originally planned smoke testing and is just about done with additional requested areas.

C1404-ADM

- 1/2/2014 Staff compiling list of assets for rehab and/or replacement.
4/24/2014 Advertisement sent to Bham Herald
4/27/2014 Advertisement in Bham Herald
5/5/2014 Pre-Bid Meeting
5/15/2014 Bid Opening
5/28/2014 Notice of Intent to Award sent to Pro-Vac
V
5/28/2014 Tentative - Award Construction Contract at Board Meeting.
8/4/2014 Notice to Proceed set to Pro-Vac - 120 day contract
8/5/2014 Pro-Vac to begin smoke testing in Sudden Valley 8/11/2014.
12/2/2014 Contract Completion Date.

C1405 Strawberry Pt. Sewer PS Improvements

Replace Strawberry Point Sewer Pump Station.

C1405-PH1 Predesign

- 2/4/2014 Staff and RH2 working on scope of work and fee estimate. Scope/fee will be on the 2/12/2014 Board meeting agenda.
2/12/2014 Board authorizes phase 1 - predesign work.
2/26/2014 Board authorizes a revision to phase 1 not-to-exceed amount.
3/6/2014 Signed AE agreements received from consultant. District attorney doing final review. Agreements will then be executed by Patrick.
3/6/2014 Staff collecting technical information for RH2 to begin preliminary design.
4/2/2014 RH2 reviewing pump station run time data for last couple years. Staff to provide detailed on/off data for selected key dates.
5/7/2014 Topographic survey is done. RH2 continuing predesign work.
8/5/2014 County pre-application submitted. Waiting to hear back from County on meeting date.
8/12/2014 RH2 to meet with District crew to go thru design criteria. Information will be documented in pre-design report which is in progress.
9/24/2014 RH2 presents predesign report to Board of Commissioners. Staff and RH2 will continue with project as described in predesign report.

C1406 Sewer Push Camera for 2" and 4" Pipe

Procure sewer push camera for small diameter pipe.

C1406-ADM

C1407 Lowe Sewer PS VFD

Replace rotophase with VFD.

C1407-ADM

C1408 SVWTP Spare Raw Water Pump VFD

Procure spare VFD for SVWTP raw water pump.

C1408-ADM

C1411 Shop Gravel/Asph Mat'l Bin Improvements

Add concrete slab and vertical row of concrete ecology blocks to gravel/asphalt material bins located as shop.

C1411-ADM

8/5/2014 Crews cleared existing material bin area. Staff reviewing best location for material bins and will begin preparing for concrete slab.

9/29/2014 Rebar and formwork procured and onsite. District crews will begin forming slab.

C1412 Admin Building Irrigation System

Install irrigation system at Admin Building.

C1412-ADM

4/2/2014 Staff obtaining quotes from landscape companies for installation of irrigation system.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 29, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	October 8, 2014		
AGENDA ITEM NUMBER:	7.0		
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

October 8, 2014

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is scheduled for Monday, **October 6 at 1:30 p.m.** in the Fireplace Room at 625 Halleck Street in the Muni Court Building. Topics include AIS education, program expenditures and revenues. The balance of the meetings this year will be at this location. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** The next meeting has not been scheduled at this time.
- **Next Regular Board Meeting:** The next regular meeting is scheduled for **Wednesday, October 24, 2014** at 8:00 a.m.
- **Employee Staff Meeting:** The next meeting is set for **Thursday, October 9, 2014 at 8:00 a.m.** in the Board Room. Commissioner Weide is scheduled to attend this meeting. 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 **Tuesday, October 14, 2014** at Bob's Burger and Brew in Tulalip at 6:15 p.m. All WASWD Section III Meetings are publicly noticed by the District.
- **Whatcom Water District's Caucus Meeting:** The next meeting is set for **October 15, 2014** at 1:00 p.m. in the District Board Room. This meeting is held on the third Wednesday of each month.

Other:

- **Committee Meeting Reports as Needed:** This is a place holder for Board and staff members to report on recent committee meeting reports since the last Board Meeting.
- **Out of Office:** I will be out of the area attending training with the Washington Public Risk Pool from October 4 through the 8th. I will miss the October 8th Board meeting. Bill will represent me at the meeting. I will be back in the office on the 9th. In addition, I will be on vacation attending my son's wedding between October 16 through the 20th. I will be back in the office on the 21st.
- **State Audit:** FYI. The semi-annual audit continues. This will take approximately two weeks to complete. State Auditor's staff will be in the office during this time frame.
- **Upcoming Administrative Code Updates:** One of our goals for this year is to complete and add a section to the Code addressing the District's debt and other fiscal policies. These are presently not in the Administrative Code. We anticipate introducing this information to you in November.

- **Updated SEPA Policy**: In addition, with Bob Carmichael's help we are working on a revised SEPA Policy for inclusion in the Administrative Code. This should also be presented to you by November.
- **2015 Budget Preparation**: It is time again. The 2015 budget development process will be started up in early October.



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

Lake Whatcom Water and Sewer District is seeking candidates to fill a position on the Board of Commissioners. Applicants must live within the boundary that comprises Commissioner District #3 which includes the North Shore area and Divisions 25, 27, 28, and 30 in Sudden Valley. The appointed person will serve until a candidate is elected in the November 2015 election. If the appointed person wishes to continue to serve on the Board, he or she would have to run for election in the Fall of 2015. The person elected will serve the remainder of the unexpired term which ends in 2019. Minimum qualifications for the position are:

1. Must reside within the boundaries of Commissioner District Position #3 as described above and shown on the District's web site at www.lwwsd.org.
2. Must be a citizen of the United States.
3. Must be a registered voter within Commissioner District #3.

To apply, please submit letter and resume to the District's office, 1220 Lakeway Drive Bellingham, Washington 98229, or by email at general.inbox@lwwsd.org. The deadline for submission is November 30, 2014. If you have any questions contact General Manager Patrick Sorensen at (360)734-9224.