



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

REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS

AGENDA

*December 31, 2014*

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. Boulevard Sewer Pump Station – Final Acceptance
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 17, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	December 31, 2014		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Boulevard Sewer Pump Station Upgrade-Final Acceptance		
LIST DOCUMENTS PROVIDED → NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. 1. RH2 letter dated December 2, 2014		
	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**

Interwest Construction Inc. has completed all contract requirements and punch list items except for delivery of revised electrical operations and maintenance (O&M) manuals. Staff recommends accepting the Boulevard Sewer Pump Station Improvements Project as complete if outstanding manuals are received prior to the Board meeting. Staff will report the status of the O&M manuals at the meeting.

**FISCAL IMPACT**

On May, 28, 2014, the Board of Commissioners awarded a construction contract to Interwest Construction, Inc. for a total contract amount of \$383,757.99 including sales tax. Actual expenses are summarized as follows:

Original Construction Contract	\$353,694.00
<u>Change Orders #1 thru #3</u>	<u>\$107.43</u>
Subtotal	\$353,801.43
<u>8.5% Sales Tax</u>	<u>\$30,073.12</u>
<b>Grand Total</b>	<b>\$383,874.55</b>

**RECOMMENDED BOARD ACTION**

See proposed motion.

**PROPOSED MOTION**

Accept the Boulevard Sewer Pump Station Project as complete and direct staff to close out the project.



December 2, 2014

RH2 ENGINEERING, INC.  
www.rh2.com  
mailto:rh2@rh2.com  
1.800.720.8052

Mr. Bill Hunter, P.E., Assistant Manager  
Mrs. Kristin Hemenway, P.E., Construction Engineer  
Lake Whatcom Water and Sewer District  
1220 Lakeway Drive  
Bellingham, WA 98229

WASHINGTON  
LOCATIONS

Sent Via: E-mail

Subject: Acceptance of Boulevard Sewer Pump Station Improvements

BOTHELL  
MAIN OFFICE  
22722 29<sup>th</sup> Drive SE, Suite 210  
Bothell, WA 98021

Dear Mr. Hunter and Mrs. Hemenway:

BELLINGHAM

RH2 Engineering, Inc., (RH2) has reviewed the Boulevard Sewage Pump Station Improvements after several punchlist meetings and correspondence with Interwest Construction Inc. and their subcontractors Seven Sisters and QCC. This effort has included multiple site visits, revised punchlists, along with review and delivery of spare mechanical and electrical parts as required by the contract.

EAST WENATCHEE

ESAQUAH

RICHLAND

*Final punchlist completion occurred today with delivery of spare electrical parts to the District. RH2 accepts the sewer pump station as complete with the exception of Interwest Construction providing a paper and CD copy of the revised electrical Operations and Maintenance Manual. We recommend the District accept the project as complete.* Should you have any questions or concerns, please contact me at (360) 676-0836, ext. 5342. It has been a pleasure to work with the District staff on this project.

TACOMA

OREGON  
LOCATIONS

NORTHERN OREGON  
MAIN OFFICE  
6500 SW Macadam Ave. Suite 100  
Portland, OR 97239

Sincerely,

RH2 ENGINEERING, INC.

SOUTHERN OREGON  
Central Point

Dan Burwell, P.E.  
Project Manager

COASTAL OREGON  
North Bend

DWB/jq



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 17, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	December 31, 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

December 31, 2014

### Board Meeting

#### Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
  - **Policy Group Meeting:** The next meeting is tentatively set for February 25, 2015. The time has not been set as of yet. There is no January meeting. Remember, all Policy Group Meetings are publicly noticed by the District.
  - **Management Meeting:** My next meeting with the Mayor and County Executive has been set for January 14, 2015 at the District Office.
- **Next Regular Board Meeting:** The next regular meeting is scheduled for **Wednesday, January 14, 2015** at 6:30 p.m.
- **Employee Staff Meeting:** The next meeting is set for **Thursday, January 15, 2015 at 8:00 a.m.** in the Board Room. Commissioner Millar 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 coming Section III meeting will be on **Tuesday, January 13, 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 **January 21, 2015** 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.
- **FYI - Water Consumption Use/Loss in the District:** District staff has looked at water consumption information statistics for the last 5 fiscal years (2010 -2014). The following should be of interest:

Average Daily Water Consumption by System (gpd/ERU)

System	2010	2014
Sudden Valley	145	121
Geneva	89	75
Agate Heights	216	217
Johnson Wells	188	163
Eagleridge	219	224

Unaccounted for System Water Losses

System	2010	2011	2012	2013	2014
Sudden Valley	18.6%	18.8%	15.2%	12.1%	10.7%
Geneva	15.7%	13.4%	8.4%	10.2%	8.8%
Agate Heights	6.8%	7.0%	3.6%	0.8%	3.6%
Johnson Wells	-0.17%	-8.6%	-1.4%	-5.9%	-5.8%
Eagleridge	0.73%	4.3%	5.7%	3.1%	4.2%

- **Upcoming Topics for Discussion in 2015:** We typically do not set aside a special meeting or retreat to address policy or long range planning issues for the coming year. Rather the Board has preferred to schedule out topics for discussion through our regular meeting schedule if possible.

The following are topics that Bill, Debi, and I are proposing for discussion. They include: long term engineering consultant needs, making water available on the Northshore, water system merging, Lake Whatcom Policy Group issues, & financial policies related to debt, operating reserves and emergency/contingency funds. If you have topic items we would love to hear what they are so that we can plan for them in the first part of 2015.

- **Annual WASWD Commissioner's Workshop:** As reminder the WASWD Commissioner's Workshop will be held at the Lynnwood Convention Center on Saturday, January 31. This is always a good resource on updates to various open meeting, elected official laws, and pertinent policy issues impacting the industry. Please let me know if there is an interest. Need to know ASAP.