



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

July 8, 2015

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. Monthly Budget Analysis
 - B. 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:	July 1, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL _____		
MEETING AGENDA DATE:	July 8, 2015		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Monthly Budget Analysis as of 6/30/2015		
	2.		
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

n/a

PROPOSED MOTION

n/a



MONTHLY BUDGET ANALYSIS

		Budget	YTD	
		2015	6/30/2015	50%
OPERATING FUND - 401				
REVENUES				
401-343-40-10	Water Sales Metered (5% rate increase) *	1,823,692	853,716	47%
401-343-50-11	Sewer Service Residential (5% rate increase) *	3,618,687	1,780,344	49%
401-343-50-19	Sewer Service Other	5,500	2,488	45%
401-359-81-10	Combined Fees	40,000	14,115	35%
401-359-90-00	Late fees	65,000	29,362	45%
401-361-11-10	Investment Interest	2,000	296	15%
401-369-10-00	Sale of scrap metal and surplus	-	1,515	
401-379-10-20	Permits Operation portion (5 new connection permits)	10,000	15,583	156%
401-395-20-00	Insurance recovery	-	7,418	
401-395-40-00	Sale of Capital Assets	-	-	
401-397-10-00-80	Transfer in from ULID 18 Fund 480	73,000	57,850	79%
	TOTAL REVENUES	5,637,879	2,762,687	49%

MONTHLY BUDGET ANALYSIS		Description	Budget 2016	YTD 6/30/2015 50%	
OPERATING FUND - 401					
EXPENDITURES					
401-53X-10-10	Admin Payroll (2% cola plus step increases - 2015)	725,625	291,879	40%	
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	275,000	105,252	38%	
401-53X-10-31	Gen Admin Supplies	21,000	12,403	59%	
401-53X-10-31-01	Meetings/Team building	1,500	554	37%	
401-53X-10-40	Bank Fees	18,000	11,888	65%	
	Interlocal - Lake Whatcom Management Program 50,000				
	Interlocal - Invasive Species 15,000				
	Interlocal - Lake Whatcom Tributary Monitoring 15,000				
401-534-10-41-00	Water Quality Assurance Programs (TOTAL)	80,000	1,931	2%	
	County Auditor Filing Fees (Simplifile)	7,000			
	Data Bar (Statement processing)	30,000			
	Answering Service	2,000			
	Data Pro (Time clock system)	1,500			
	BIAS Financial Software	20,000			
	Web check services	5,000			
	GE Scada System Software Maintenance - Operations	7,500			
	WA State Auditor (next audit in 2016)	-			
	Wilson Engineering	7,000			
	Legal Counsel	25,000			
	3D - Computer support	20,000			
	CPA (Internal audit and Financial statements)	10,000			
	Salary Study per union contract	19,000			
	Camera Van Software	1,500			
	SCADA/PLC Support - Engineering/Operations	5,000			
	Cartegraph - Engineering/Operations	8,000			
	Auto Desk - Engineering	1,000			
	Rockwell - Engineering/Operations	500			
	Inovise - Engineering	2,000			
	Master Meter	2,000			
	Custodial/Building maint. services/Security	9,000			
	Landscaping service	4,000			
	Docuware/Web site maintenance and upgrade	5,000			
	Generator Load Testing	20,000			
	Cyberlock software	1,000			
	Watchguard	1,000			
	Misc (Bid notices etc.)	1,000			
401-53X-10-41-01	Professional Services (TOTAL)	215,000	163,142	71%	
401-53X-10-42	Communication	50,000	21,608	43%	
401-53X-10-45	Admin Lease	2,000	898	45%	
401-53X-10-46	Property Insurance	110,000	-	0%	
401-53X-10-49	Admin Misc.	1,000	298	30%	
401-53X-10-49-01	Memberships/Dues	15,000	9,388	63%	
401-53X-10-49-02	WA State Dept of Revenue Taxes (3% increase)	180,000	74,121	41%	
401-53X-40-43	Training & Travel	20,000	19,789	99%	
401-53X-40-43-01	Tuition reimbursement	6,000	-	0%	
401-53X-50-31	Maintenance Supplies	125,000	81,175	49%	
401-53X-50-48	Operations Repair/Maint	65,000	28,096	43%	
401-53x-50-49	Insurance Claims	-	6,079		
401-53X-60-41	Operations Contracted	10,000	4,330	43%	
401-534-60-47	Water City of Bellingham	42,000	8,872	21%	
401-535-60-47	Sewer City of Bellingham Treatment Fee	600,000	293,498	49%	
401-535-60-47-01	Sewer City of Bellingham Post Point Improvements	215,000	-	0%	
401-53X-80-10	Operations Payroll	725,624	459,119	63%	
401-53X-80-20	Operations Personnel Benefits	275,000	180,192	58%	
401-53X-80-32	Operations Fuel	36,000	11,749	33%	
401-53X-80-35	Safety Supplies	12,000	5,315	44%	
401-53x-80-35-01	Safety Supplies Boots	2,500	429	17%	
401-53X-80-47	General Utilities	210,000	105,822	50%	
401-53X-80-49	Laundry	2,000	1,242	62%	
	OPERATING EXPENDITURES	4,040,249	1,848,887	46%	
TRANSFERS					
	Transfers Out to System Reinvestment Fund 420	815,000	344,500		
	Transfers Out to 2009 Bond Debt Service Fund 450	448,050	101,453		
	Transfers Out to Water Loan Debt Service Fund 470	63,700	117,185		
	TOTAL EXPENDITURES	5,366,999	2,412,005		
OPERATING FUND					
	OPERATING REVENUES	5,637,879	2,762,687		
	EXPENDITURES	(5,366,999)	(2,412,005)		
	BEGINNING BALANCE		1,204,151		
	OPERATING RESERVE		(800,000)		
	CASH/INVESTMENTS BALANCE		754,833		

MONTHLY BUDGET ANALYSIS		Budget	YTD
DESCRIPTION		2015	8/30/2015
SYSTEM REINVESTMENT FUND - 420			
420-343-40-19	DEA Permits	-	
420-378-10-30	Permits Capital Portion (5 new connection permits)	40,000	16,719
420-378-10-40	Latecomer Fees	-	
420-397-10-00	Transfers In from Operating Fund 401	815,000	344,500
	Transfers In from Geneva Reserve Fund 410	-	
	Transfers In from System Replacement Fund 415	-	
	TOTAL REVENUES	865,000	361,219
420-534-10-41	DEA Contracted Services	-	
420-534-90-61	DEA Refunds	-	
420-534-80-41	Contracted Professional Services		
420-594-38-62	Capital Outlay - Structures		
420-594-38-83	Capital Outlay - Water/Sewer Systems		
420-594-38-84	Capital Outlay - Machinery/Equipment		
	Previous year projects	90,000	
	C 12-07 Reservoir Drains to Daylight	13,000	
	C 12-14 Dead End Blow Offs	38,000	
	C 13-04 Cathodic		37,960
	C 13-16 Boulevard Sewer Pump Station		64,800
	C 14-03 2014 Water System Rehab		101,477
	C 14-05 Strawberry Point Pump Station Pre-Design	5,400	18,855
	C 14-06 Sewer Push Camera	7,000	10,502
	C 14-07 Lowe Sewer Pump Station VFD	7,000	6,549
	C 14-08 SWWTP Spare Raw Pump VFD	5,000	1,991
	C 14-11 Shop Gravel/Asph Bins	4,600	3,142
	C 14-12 Admin Bldg Irrigation	10,000	-
	2015 Capital Projects	765,000	
	C 14-05 Strawberry Point Pump Station Replacement	620,000	88,823
	C 15-01 Water Service Rebuilds	10,000	
	C 15-02 SWWTP Chlorine Analyzer - Replace	5,000	
	C 15-03 SWWTP Clearwell Overflow Drain	5,000	
	C 15-04 Security - Intrusion Alarms at Reservoirs (install pilot system at 1 site)	5,000	
	C 15-05 Reservoir Condition Assessment - Seismic, Structural Repairs, Coatings	35,000	
	C 15-06 CMOM - Sewer I&I	85,000	27,459
	TOTAL EXPENDITURES	865,000	361,558
SYSTEM REINVESTMENT FUND	REVENUES	865,000	361,219
	EXPENDITURES	(865,000)	(361,558)
	BEGINNING BALANCE		366
	CASH/INVESTMENTS BALANCE		27

MONTHLY BUDGET ANALYSIS		Budget	YTD
Description		2015	6/30/2015
SEWER/STORM WATER CONTINGENCY FUND - 425			
425-381-11-00	Investment Interest	5,020	2,173
425-397-10-00	Transfers in from ULID 18 Fund 480	-	
	Transfers in from Bond Reserve Fund 490	-	
	TOTAL REVENUES	5,020	2,173
425-535-10-41	Stormwater Comp Plan	-	
425-535-10-42	Debt Service Charges	200	78
425-594-38-63	Water/Sewer Systems	-	
425-594-38-64	Machinery/Equipment	-	
	TOTAL EXPENDITURES	200	78
SEWER/STORM WATER CONTINGENCY FUND	REVENUES	5,020	2,173
	EXPENDITURES	(200)	(78)
	BEGINNING BALANCE		922,695
	CASH/INVESTMENTS BALANCE		924,790

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	6/30/2015
CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430			
430-361-11-00	Investment Interest	-	
	TOTAL REVENUES	-	-
430-594-38-63	Capital Outlay - Water/Sewer Systems	62,683	-
	TOTAL EXPENDITURES	62,683	-
CAPITAL BOND PROJECTS FUND	REVENUES	-	-
	EXPENDITURES	(62,683)	-
	BEGINNING BALANCE		62,683
	CASH/INVESTMENTS BALANCE		62,683

MONTHLY BUDGET ANALYSIS			
	Description	Budget 2015	YTD 6/30/2015
DWSRF PROJECTS FUND - 440			
440-333-66-46-40	Division 22 Reservoir (Permits and Desgn)	100,000	
444-333-66-46-41	Geneva AC Mains (Permits, Design and Construction)	2,500,000	110,240
	TOTAL REVENUES	2,600,000	110,240
440-594-34-62	Division 22 Reservoir (Permits and Desgn)	100,000	3,445
440-594-34-63	Geneva AC Mains (Permits, Design and Construction)	2,500,000	391,484
	TOTAL EXPENDITURES	2,600,000	394,929
DWSRF PROJECTS FUND	REVENUES	2,600,000	110,240
	EXPENDITURES	(2,600,000)	(394,929)
	BEGINNING BALANCE	-	(42,048)
	CASH/INVESTMENTS BALANCE	-	(326,737)
Expenditures offset by draws as projects progress.			

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	6/30/2015
2009 BOND DEBT SERVICE FUND - 450			
450-361-11-00	Investment Interest		
450-397-10-00	Transfers In from Operating Fund 401	448,050	101,452
	Transfers In from Bond Capital Projects Fund 430	-	
	TOTAL REVENUES	448,050	101,452
450-535-10-41	Bond Admin Fee	300	78
450-581-35-72	Redemption of Long Term Debt	245,000	
450-592-35-83	Bond Interest Payments	202,750	101,375
	TOTAL EXPENDITURES	448,050	101,453
2009 BOND DEBT SERVICE FUND			
	REVENUES	448,050	101,452
	EXPENDITURES	(448,050)	(101,453)
	BEGINNING BALANCE	-	1
	CASH/INVESTMENTS BALANCE	-	-

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	6/30/2015
2009 BOND RESERVE FUND (RESTRICTED) - 460			
460-361-11-00	Investment Interest	2,860	2,860
	Transfers In From ULID 18 Fund 480		
	TOTAL REVENUES	2,860	2,860
460-535-10-89	Debt Service Charges	200	78
	TOTAL EXPENDITURES	200	78
2009 BOND RESERVE FUND (RESTRICTED)			
	REVENUES	2,860	2,860
	EXPENDITURES	(200)	(78)
	BEGINNING BALANCE		503,812
	CASH/INVESTMENTS BALANCE		506,584

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	6/30/2015
WATER LOANS DEBT SERVICE FUND - 470			
470-381-11-10	Investment Interest		
470-397-10-00	Transfers in from Operating Fund 401	63,700	117,185
	TOTAL REVENUES	63,700	117,185
470-591-34-77-72	Redemption of Long Term Debt Loan 119	8,940	62,583
470-591-34-77-73	Redemption of Long Term Debt Loan 064	47,252	47,252
470-592-34-83-71	Debt Service Interest Loan 44	-	-
470-592-34-83-72	Debt Service Interest Loan 119	574	417
470-592-34-83-73	Debt Service Interest Loan 064	6,930	6,930
	TOTAL EXPENDITURES	63,696	117,182
WATER LOANS DEBT SERVICE FUND			
	REVENUES	63,700	117,185
	EXPENDITURES	(63,696)	(117,182)
	BEGINNING BALANCE		-
	CASH/INVESTMENTS BALANCE		3

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	6/30/2015
ULID 18 FUND - 480			
480-381-11-00	Investment Interest	-	-
480-381-40-00	ULID 18 Interest/Penalties	23,000	17,088
480-388-10-00	Current ULID 18 Principal Payments	50,000	35,386
480-379-10-30	Latecomers Fee	-	5,446
480-397-10-00	Transfers In from Operating Fund 401 (re-payment)	-	-
	TOTAL REVENUES	73,000	57,918
480-597-10-00	Transfers Out to Operating Fund 401	73,000	57,850
	TOTAL EXPENDITURES	73,000	57,850
ULID 18 LOAN DEBT SERVICE			
	REVENUES	73,000	57,918
	EXPENDITURES	(73,000)	(57,850)
	BEGINNING BALANCE		-
	CASH/INVESTMENTS BALANCE		68



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	July 1, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL _____		
MEETING AGENDA DATE:	July 8, 2015		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. July 2015 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
July 8, 2015	July 2, 2015	LE/BH
Status of Water and Sewer Permit Issuance		
SCOPE	Provide a monthly update on permit activity.	
STATUS	Permits Issued 2015	Permits Issued 2014
No of permits issued	5	15
No of permits projected 2015	5	

Completed Capital Projects in 2015	
C1304	Steel Reservoir Cathodic Protection
C1404	2014 Sewer System Rehab and Replacement
C1406	Acquire Sewer Push Camera for 2" and 4" Pipe
C1408	SWWTP Spare Raw Water VFD
C1411	Shop Gravel/Asphalt Material Bins

State Required Report Status			
Reporting	Name of Report & Preparer	Completed	When Due
MONTHLY	Chlorination Report Agate Heights (Kevin)	Jan <input checked="" type="checkbox"/> Feb <input checked="" type="checkbox"/> Mar <input checked="" type="checkbox"/> Apr <input checked="" type="checkbox"/> May <input checked="" type="checkbox"/> June <input checked="" type="checkbox"/>	Postmarked by 10 th of month
		July <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec <input type="checkbox"/>	
	Surface Water Treatment Rule Report (SWWTP) (Kevin)	Jan <input checked="" type="checkbox"/> Feb <input checked="" type="checkbox"/> Mar <input checked="" type="checkbox"/> Apr <input checked="" type="checkbox"/> May <input checked="" type="checkbox"/> June <input checked="" type="checkbox"/>	Postmarked by 10 th of month
		July <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec <input type="checkbox"/>	
	Department of Revenue (Debi)	Jan <input checked="" type="checkbox"/> Feb <input checked="" type="checkbox"/> Mar <input checked="" type="checkbox"/> Apr <input checked="" type="checkbox"/> May <input checked="" type="checkbox"/> June <input type="checkbox"/>	Due end of following month
		July <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec <input type="checkbox"/>	
ANNUALLY	Community Right to Know (Hazardous Materials) (Rich)	Completed February 24, 2015	Due by March 31st
	WA State Cross Connection Report (Rich)	Completed April 20, 2015	Due Annually May
	Consumer Confidence Reports (Kevin)	Completed April, 2015	<ul style="list-style-type: none"> • Geneva- 4/15 • Sudden Valley 4/15 • Eagleridge – 4/15 • Agate Hghts – 4/15
	Hazardous Waste Activity Report (Rich)	Completed February 24, 2015	Due by March 31st
	OSHA 300 Log (Rich)	Completed January 30, 2015	Due by Feb 1st
	Water Use Efficiency Performance Report (Kevin)	Completed April 2014	Due by July 1st
	Washington State Financial Report (Debi)	Completed May 2015	Due by May 31st
	Report Number of Sewer ERUs to City of Bellingham	Completed March 5, 2015	Due by January 15th
OTHER	CPR/First Aid Training (Rich)	Completed 6/10/2015	Due Biennially Next Due 2017

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"/>	
	Flagging Card Training (Rich)	July	Aug	Sept	Oct	Nov	Dec	Due Triennially Next Due 2016
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed 7/22/2013

SAFETY PROGRAM SUMMARY***
Completed by Rich Munson

Summary of Annual Safety Training			
	Enrollments	Completions	% Complete
Engineering - Managers	44	44	100%
Engineering - Staff	24	24	100%
Field Crew	245	240	97%
Field Crew - Managers	25	11	44%
Office Managers	40	20	50%
Office - Staff	56	56	100%
	434	395	91%

Weekly Crew Safety Meetings

Safety meetings for the field crew take place every Tuesday at 3:30 p.m.

Dates of Safety Committee Meetings

January 15, 2015	
February 24, 2015	
March 26, 2015	
April 14, 2015	
June 11, 2015	
July 9, 2015	

Summary Of Work-Related Injuries & Illnesses

Year	2015	2014	2013	2012
Total Number of Work Related Injuries	0	1	11	8
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	0	5	24
Total Number of Days Away From Work (At home, in hospital, not at work)	0	0	13	9

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.

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.

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 G&O - Predesign, Permitting

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.

- 3/3/2015 Staff provided G&O remaining data and info in February to complete the predesign report. G&O is scheduled to make a presentation to the Board at the 3/25/2015 meeting.
- 3/25/2015 G&O presented predesign report to board. There was overall consensus with the plan. Staff and G&O will proceed with permitting and coordination with SCVA.
- 4/30/2015 District submitted pre-application meeting packet to Whatcom County. Pre-App meeting scheduled for 11am on 5/21/2015.
- 5/21/2015 Pre-Application Meeting at Whatcom County - 11am. District and G&O attended. Reviewed permitting requirements with County staff.
- 6/1/2015 Received County's Pre-Application Meeting Findings. Staff and G&O working on Conditional Use Permit application. Staff will coordinate with County for onsite critical areas review (look for wetlands).
- 7/1/2015 Received comments from DOH on project report. G&O and staff will respond to comments. G&O and staff are working on the conditional use permit application.

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 Wilson - Predesign, Permitting, Design, Bidding

- 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.
- 11/4/2014 Project / predesign report completed by Wilson. District staff will send to DOH for review/approval. Wilson and District staff continuing to work on detailed plans.
- 11/6/2014 Project report was mailed to DOH for review/approval.
- 12/3/2014 DOH reviewed project report and will provide letter to acknowledge they received it to comply with the DWSRF loan requirements. No issues with report.
- 12/4/2014 Staff, Wilson, and Bob Carmichael are reviewing and updating the District's front end contract documents. Front end documents will be sent to state for review/approval mid-December following completion of updates.
- 1/6/2015 Staff and Bob Carmichael met to review front end contract documents. Updates almost complete.
- 2/20/2015 Wilson met with County road inspector to discuss and coordinate right-of-way encroachment permits. DOE was notified of the project for their general permit process related to erosion and sedimentation control. DOH approved the plans and technical specs.
- 2/26/2015 The project was advertised in the Bellingham Herald and Seattle DJC, two mandatory prebid meetings were held, 5 bids were received and opened. Wilson and staff review bids and criteria. A recommendation to award is planned for the 3/11/2015 board meeting.
- 3/11/2015 Board selected bid alternate for ductile iron pipe and awards contract to Tiger Construction. Staff will proceed with executing the contract documents.

- 3/31/2015 Wilson is coordinating permits with agencies. DOE general stormwater permit was advertised in Bellingham Herald on 3/22/2015 and 3/30/2015. DOE will issue permit after 30-day comment period on 4/30/2015. County encroachment permits will be ready to pick up soon. County Land Disturbance Permit has been approved but cannot be released until June 1.
- 4/1/2015 Staff and Wilson compiling bonds, insurance, etc for complete set of executed contract documents.

C1402-PH2 Wilson - Services During Construction

- 4/29/2015 Board authorized General Manager to execute amendment to Wilson agreement for services during construction.
- 6/3/2015 Staff and Wilson are in process of executing amendment documents.

C1402-CON Construction Contract - Tiger Construction Ltd.

- 4/10/2015 Notice to Proceed issued to Tiger.
- 4/22/2015 Pre-Construction Meeting with Tiger, Wilson, and Dept of Commerce
- 4/29/2015 District mailed 36 property owners nearby pipe bursting and directional drill sites notifying them construction to begin Mid-May.
- 5/4/2015 District mailed 200+ property owners located within 100-feet of the pipe alignment an informational card directing them to the District website for more details and notifying them of the neighborhood meeting on 5/13/2015.
- 5/13/2015 Neighborhood informational meeting at District office 530pm - 630pm.
- 5/18/2015 Tiger anticipates starting pipe bursting and directional drill sections.
- 6/1/2015 Trenching begins.
- 6/3/2015 Tiger is in full speed construction mode. They have completed the pipe bursting section and will be transferring services to that new line. They are working on the two directional drilling locations and open trench installation on Lakeview street.
- 7/1/2015 Tiger is about 50% done installing main lines. New service lines are about 33% installed. Several new mains have been pressure tested, disinfected, coliform tested are in service.
- 10/7/2015 Substantial Completion Date
- 11/6/2015 Final 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.
- 10/15/2014 RH2 and District staff meet with County Public Works Roads and Stormwater department heads. Meeting was to coordinate county road/stormwater projects with District's pump station project.
- 10/29/2014 RH2 submits substantial shoreline development permit to county.
- 11/25/2014 As part of the shoreline permitting process, County sent notices out to properties within 1000 feet of project. Written comments are due December 26, 2014.

C1405-PH2 Design

- 12/10/2014 Board of Commissioners authorize GM to execute contract amendment with RH2 for design phase.
- 12/11/2014 Contract amendment executed with RH2 for design phase.
- 1/28/2015 RH2 working thru detailed design, plans and specs with District staff.
- 3/4/2015 Shorelines permit hearing. Hearing examiner will approved the permits. RH2 working on detailed design. 60-percent review plans will be ready 3-18-2015 for staff.
- 3/26/2015 Staff met with RH2 to review 60% plans and specs. RH2 will make some minor revisions and submit preliminary plans to County engineering as part of the right-of-way encroachment permit application.

- RH2 is proceeding with detailed design with the target of advertising for bids mid-April.
- 4/27/2015 District staff reviewed 90% plans and specs.
 - 5/1/2015 Advertisement for Bids published in Bellingham Herald and Seattle DJC.
 - 5/13/2015 Non-Mandatory Pre-Bid Meeting at 2pm.
 - 5/19/2015 Bid Opening - 1pm
 - 5/27/2015 Bid prices came in too high. Board rejected all bids. Staff will make some value engineering revisions and rebid January 2016.
 - 7/1/2015 Staff reviewing RH2 draft agreement amendment for value engineering and rebid in 2016.

C1407 Low Sewer PS VFD

Replace rotophase with VFD.

C1407-ADM

- 1/5/2015 Staff obtaining quotes for VFD's from vendor. District electrician reviewing electrical panel space requirements and proposed VFD dimensions.
- 1/22/2015 VFD's received by District. District crew will install in pump station.

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.

C1501 Water Service Rebuilds

Order brass parts for service rebuilds performed by District crew.

C1501-ADM

C1502 SVWTP Chlorine Analyzer

Purchase new chlorine analyzer for Sudden Valley Water Treatment Plant.

C1502-ADM

C1503 SVWTP Clearwell Overflow

Redirect clearwell emergency overflow piping from backwash tank to daylight.

C1503-ADM

- 3/26/2015 Staff began topography survey, field measurements, mapping, and research of buried pipe and structures. Design of a solution is in progress.
- 5/4/2015 Staff developed plan and profile for proposed improvements and will be coordinating with SVCA for work to occur this summer. It is anticipated the work will be done by District crews and equipment.

C1504 Reservoir Site Security

Install site security system as 1 reservoir site. Pilot project to evaluate equipment, configuration, and telemetry options.

C1504-ADM

- 5/4/2015 District staff have done initial research on available security camera systems and motion detection. List of equipment and options is in development. Initial pilot site will be the SVWTP.

C1505 Reservoir Condition Assessment

Reservoir condition and seismic assessment. Summarize state of District's reservoirs, evaluate seismic risks,

and determine future capital improvements and priorities.

C1505-ADM

C1506 2015 Sewer System Rehab and Replacement

Combines several separate projects into one recurring annual project. The intent is to rehabilitate or replace aging sewer system mains and manholes as well as searching for sources of inflow and infiltration. Work includes smoke testing, manhole and main repairs, etc as deficiencies are found and prioritized.

C1506-ADM

- 3/19/2015 Staff, Wilson, and City of Bellingham met onsite to review project objectives. The manhole located near the entrance of Whatcom Fall park is severely corroded by H2S from the District LLRI outfall. The manole is made of brick and need to be replaced.
- 3/26/2015 District executes task order with Wilson to assist with developing detailed plans and notes for the manhole replacement. District staff will advertise, and contract the work, as well as perform contract administration. Wilson will provide technical assistance/submittal review as needed.
- 3/31/2015 Staff working on a solution to get old-Flat Car sewer pump station going. Flow must be diverted from the LLRI in order to install the new manhole at Whatcom Falls park later this summer.
- 4/1/2015 Wilson proceeding with topo and manhole structure survey and design.
- 5/4/2015 District staff, Wilson, and City have been coordinating for replacement of Whatcom Falls Park manhole replacement.

C1506-CON

C1507 SVCA Louise Creek Water Main Relocation

Sudden Valley Community Association is daylighting Louise Creek which is currently piped. A District water main runs across the proposed creek alignment and needs to be relocated. Louise Creek work is tentatively schedule for construction in summer 2016.

C1507-ADM

- 2/6/2015 District staff met with Wilson and WA Dept of Fish and Wildlife onsite to discuss SVCA's project to daylight a failing culvert. The District has an existing water main than crosses the proposed creek alignment. More coordination will occur as SVCA works through their design and permitting.

C1508 Northshore Road Sewer Service Area

Explore requirements to extend sewer to 80+ properties at end of Northshore Road that are currently on septic systems on shore of Lake Whatcom.

C1508-ADM

- 4/22/2015 District, Wilson, and Bob Carmichael met with County Planners Mark Personious, Gary Davis, and Matt Aamot to discuss CUP and LAMIRD options for extending sewer to properties on septic systems at end of Northshore Road.
- 4/27/2015 Wilson Task Order executed to research property data and past septic system failure rates, develop pre/post 1990 construction maps, meetings, etc.
- 7/1/2015 Wilson continues research on septic system data.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	July 1, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL _____		
MEETING AGENDA DATE:	July 8, 2015		
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

July 8, 2015

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is set for **July 13, 2015 at 2:30 p.m.** in the City of Bellingham's Fireplace Meeting Room located in the bottom floor of the Municipal Court Building next to the City's Information Technology Office at 625 Halleck Street. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** The date for the next meeting with the Mayor and County Executive has not been set at this time.
- **Next Regular Board Meeting:** The next regular meeting is scheduled for **Wednesday, July 29, 2015 at 8:00 a.m.**
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, July 9, 2015 at 8:00 a.m.** in the Board Room. Commissioner Citron is scheduled to attend this meeting. Scheduling is rotated by alphabetical order each month.
- **Safety Committee Meeting:** The next meeting is July 9, 2015 at 9:00 a.m.
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The upcoming Section III meeting will be held on **Tuesday, July 14, 2015 at 6:15 p.m.** held at Bob's Burger & Brew in Tulalip. All WASWD Section III Meetings are publicly noticed by the District.
- **Whatcom Water District's Caucus Meeting:** The next Caucus meeting is set for **July 15, 2015 at 1:00 p.m.** in the Board Room.

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.
- **Missed Board Meeting:** FYI, Commissioner Citron will not be available for the August 12 meeting.

- **WASWD Fall Conference:** As a reminder the Fall Conference will be held in Wenatchee September 23 - 25.