



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

SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

August 10, 2015

6:30 p.m. – Special 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. Award Contract for Generator Maintenance and Load Testing
 - B. Monthly Budget Analysis
 - C. Summary of Existing District Projects
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. General Manager Performance Evaluation – Executive Session per RCW 42.30.140(4) – 30 Minutes
10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT
AGENDA BILL

DATE SUBMITTED:	August 3, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	August 10, 2015		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Award Contract for Generator Maintenance and Load Testing		
LIST DOCUMENTS PROVIDED ⇨ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Bid Summery		
	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

As part of the emergency preparedness program the District does maintenance and load testing on standby and portable generators.

An advertisement for bids was published in the Bellingham Herald on 7/10/2015. A pre-bid meeting was held on 7/14/2015. Bids were opened on 7/28/2015.

FISCAL IMPACT

The District's 2015 budget includes \$20,000 for generator maintenance and load testing.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Award 2015 Generator Maintenance & Load Testing contract to Tri County Diesel Marine for a total contract amount not to exceed \$21,177.97 (including tax).

Bid Summary

2015 Generator Maintenance & Load Testing

Bid Opening: 7/28/2015



Name of Firm	Tri County Diesel Marine	Cummins NW LLC
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ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
A	Maintenance Services	1	\$ 9,378.31	\$ 9,378.31	\$ 14,883.55	\$ 14,883.55
B	Load Testing	1	\$ 7,435.44	\$ 7,435.44	\$ 6,581.71	\$ 6,581.71

Additive Alternates

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
C	Load Testing (Portable Generators)	1	\$ 2,705.12	\$ 2,705.12	\$ 2,359.10	\$ 2,359.10

Subtotal	\$ 19,518.87
8.5% Sales Tax	\$ 1,659.10
Total Contract Amount	\$ 21,177.97

Subtotal	\$ 23,824.36
8.5% Sales Tax	\$ 2,025.07
Total Contract Amount	\$ 25,849.43

Addenda	Yes	Addenda	No
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LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	August 3, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	August 10, 2015		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Monthly Budget Analysis as of 7/31/2015		
	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 2015	YTD 7/31/2015 58%	
OPERATING FUND - 401				
REVENUES				
401-343-40-10	Water Sales Metered (5% rate increase) *	1,823,692	1,050,207	58%
401-343-50-11	Sewer Service Residential (5% rate increase) *	3,618,687	2,129,082	59%
401-343-50-19	Sewer Service Other	5,500	2,843	52%
401-359-81-10	Combined Fees	40,000	16,255	41%
401-359-90-00	Late fees	65,000	34,612	53%
401-361-11-10	Investment Interest	2,000	366	18%
401-369-10-00	Sale of scrap metal and surplus	-	1,720	
401-379-10-20	Permits Operation portion (5 new connection permits)	10,000	17,499	175%
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	68,850	94%
	TOTAL REVENUES	5,637,879	3,328,852	59%

MONTHLY BUDGET ANALYSIS		Description	Budget 2015	YTD 7/31/2015	
OPERATING FUND - 401					58%
EXPENDITURES					
401-53X-10-10	Admin Payroll (2% cola plus step increases - 2015)	580,500	330,859	57%	
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	220,000	120,196	55%	
401-53X-10-31	Gen Admin Supplies	21,000	14,177	68%	
401-53X-10-31-01	Meetings/Team building	1,500	870	58%	
401-53X-10-40	Bank Fees	18,000	14,708	82%	
	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	178,601	83%	
401-53X-10-42	Communication	50,000	28,402	57%	
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	102,886	57%	
401-53X-40-43	Training & Travel	20,000	21,273	106%	
401-53X-40-43-01	Tuition reimbursement	6,000	-	0%	
401-53X-50-31	Maintenance Supplies	125,000	82,586	66%	
401-53X-50-48	Operations Repair/Maint	65,000	32,943	51%	
401-53x-50-49	Insurance Claims	-	6,633		
401-53X-80-41	Operations Contracted	10,000	4,974	50%	
401-534-80-47	Water City of Bellingham	42,000	19,406	46%	
401-535-80-47	Sewer City of Bellingham Treatment Fee	800,000	334,226	58%	
401-535-80-47-01	Sewer City of Bellingham Post Point Improvements	215,000	-	0%	
401-53X-80-10	Operations Payroll	870,750	535,472	61%	
401-53X-80-20	Operations Personnel Benefits	330,000	194,795	59%	
401-53X-80-32	Operations Fuel	36,000	14,534	40%	
401-53X-80-35	Safety Supplies	12,000	9,060	76%	
401-53x-80-35-01	Safety Supplies Boots	2,500	595	24%	
401-53X-80-47	General Utilities	210,000	115,724	55%	
401-53X-80-49	Laundry	2,000	1,532	77%	
	OPERATING EXPENDITURES	4,040,250	2,176,745	54%	
TRANSFERS					
	Transfers Out to System Reinvestment Fund 420	815,000	347,500		
	Transfers Out to DWSRF Projects Fund 440		11,188		
	Transfers Out to 2008 Bond Debt Service Fund 450	448,050	101,453		
	Transfers Out to Water Loan Debt Service Fund 470	63,700	117,185		
	TOTAL EXPENDITURES	5,367,000	2,754,049		
OPERATING FUND					
	OPERATING REVENUES	5,637,879	3,328,852		
	EXPENDITURES	(5,367,000)	(2,754,049)		
	BEGINNING BALANCE		1,204,151		
	OPERATING RESERVE		(800,000)		
	CASH/INVESTMENTS BALANCE		978,954		

MONTHLY BUDGET ANALYSIS		Description	Budget 2015	YTD 7/31/2015
SYSTEM REINVESTMENT FUND - 420				
420-343-40-19		DEA Permits	-	
420-379-10-30		Permits Capital Portion (5 new connection permits)	40,000	19,978
420-379-10-40		Latecomer Fees	-	
420-397-10-00		Transfers In from Operating Fund 401	815,000	347,500
		Transfers In from Geneva Reserve Fund 410	-	
		Transfers In from System Replacement Fund 415	-	
		TOTAL REVENUES	855,000	367,478
420-534-10-41		DEA Contracted Services	-	
420-534-90-81		DEA Refunds	-	
420-534-60-41		Contracted Professional Services		
420-594-38-62		Capital Outlay - Structures		
420-594-38-63		Capital Outlay - Water/Sewer Systems		
420-594-38-64		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 14-08	Sewer Push Camera	7,000	10,502
	C 14-07	Low 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	6,109
	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	855,000	367,667
SYSTEM REINVESTMENT FUND		REVENUES	855,000	367,478
		EXPENDITURES	(855,000)	(367,667)
		BEGINNING BALANCE		366
		CASH/INVESTMENTS BALANCE		177

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2016	7/31/2016
SEWER/STORM WATER CONTINGENCY FUND - 425			
425-361-11-00	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	91
425-594-38-63	Water/Sewer Systems	-	-
425-594-38-64	Machinery/Equipment	-	-
	TOTAL EXPENDITURES	200	91
SEWER/STORM WATER CONTINGENCY FUND	REVENUES	5,020	2,173
	EXPENDITURES	(200)	(91)
	BEGINNING BALANCE		922,695
	CASH/INVESTMENTS BALANCE		924,777

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	7/31/2015
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		Budget	YTD
	Description	2015	7/31/2015
DWSRF PROJECTS FUND - 440			
440-333-66-46-40	Division 22 Reservoir (Permits and Desgn)	100,000	44,718
440-333-66-46-41	Geneva AC Mains (Permits, Design and Construction)	2,500,000	988,522
440-397-10-00-40	Transfers In From Operating Fund		11,166
	TOTAL REVENUES	2,600,000	1,054,406
440-594-34-62	Division 22 Reservoir (Permits and Desgn)	100,000	7,255
440-594-34-63	Geneva AC Mains (Permits, Design and Construction)	2,500,000	1,012,856
	TOTAL EXPENDITURES	2,600,000	1,020,111
DWSRF PROJECTS FUND	REVENUES	2,600,000	1,054,406
	EXPENDITURES	(2,600,000)	(1,020,111)
	BEGINNING BALANCE	-	(42,048)
	CASH/INVESTMENTS BALANCE	-	(7,753)
Expenditures offset by draws as projects progress.			

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	7/31/2015
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
450-591-35-72	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	7/31/2015
2009 BOND RESERVE FUND (RESTRICTED) - 460			
480-361-11-00	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	91
	TOTAL EXPENDITURES	200	91
2009 BOND RESERVE FUND (RESTRICTED)			
	REVENUES	2,860	2,860
	EXPENDITURES	(200)	(91)
	BEGINNING BALANCE		503,812
	CASH/INVESTMENTS BALANCE		506,581

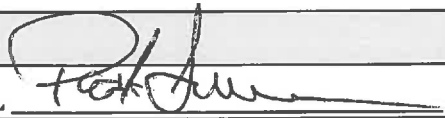
MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2016	7/31/2015
WATER LOANS DEBT SERVICE FUND - 470			
470-361-11-10	Investment Interest		
470-397-10-00	Transfers in from Operating Fund 401	63,700	117,185
	TOTAL REVENUES	63,700	117,185
470-581-34-77-72	Redemption of Long Term Debt Loan 119	8,940	62,583
470-591-34-77-73	Redemption of Long Term Debt Loan 064	47,252	47,252
470-582-34-83-71	Debt Service Interest Loan 44	-	
470-582-34-83-72	Debt Service Interest Loan 119	574	417
470-582-34-83-73	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	7/31/2015
ULID 18 FUND - 480			
480-361-11-00	Investment Interest	-	
480-361-40-00	ULID 18 Interest/Penalties	23,000	21,223
480-368-10-00	Current ULID 18 Principal Payments	50,000	43,051
480-379-10-30	Latecomers Fee	-	5,446
480-387-10-00	Transfers In from Operating Fund 401 (re-payment)	-	
	TOTAL REVENUES	73,000	69,720
480-597-10-00	Transfers Out to Operating Fund 401	73,000	68,850
	TOTAL EXPENDITURES	73,000	68,850
ULID 18 LOAN DEBT SERVICE	REVENUES	73,000	69,720
	EXPENDITURES	(73,000)	(68,850)
	BEGINNING BALANCE		-
	CASH/INVESTMENTS BALANCE		870



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	August 3, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL 		
MEETING AGENDA DATE:	August 10, 2015		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. August 2015 Summary of Existing District Projects		
	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
August 10, 2015	August 6, 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 No of permits projected 2015	5 6

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
C1501	Water Service Rebuilds - Brass

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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	Due end of following month
		July <input checked="" 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 2015	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
	Flagging Card Training (Rich)	Completed 7/22/2013	Due Triennially Next Due 2016

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	245	100%
Field Crew - Managers	25	11	44%
Office Managers	40	40	100%
Office - Staff	56	56	100%
	434	415	96%

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	August 13, 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-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.
- 7/29/2015 Conditional Use Permit and Variance Permit applications submitted to Whatcom County.
- 8/4/2015 Staff working with G&O on scope of work for next project phase - detailed design, plans, specs, estimates, and bidding.

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, Willson, 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 and are in service.
- 8/4/2015 Tiger is about 80% done installing main lines (main lines should be done mid-August). New service lines are about 50% installed. First batch of asphalt patching occurring week of 8/3/2015.
- 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.
- 8/4/2015 Agreement amendment in process of being executed. Design revisions will begin soon.

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.

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

- 8/4/2015 Staff developing Request for Proposals for qualified seismic structural condition assessment of steel reservoirs. Will advertise in Bellingham Herald when finished.

C1506 2015 Sewer System Rehab

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. C1506A = Smoke Testing, C1506B = Whatcom Falls Manhole.

C1506A

- 6/11/2015 Bid advertisement sent to Bellingham Herald
- 6/17/2015 Pre-bid meeting
- 6/25/2015 Bid opening
- 7/29/2015 Board awards smoke testing contract. Staff executing contracts. Work will occur late summer and fall.

C1506B

- 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.
- 8/4/2015 Wilson finalizing plans, details, and notes for submittal to City of Bellingham for review and approval.

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:	August 3, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	August 10, 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

August 10, 2015

Special Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** There is no meeting in August. The next meeting is set for **September 21, 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 of the next meeting with the Mayor and County Executive has not been set at this time.
- **Next Regular Board Meeting:** The next regular meeting will be held on **Wednesday, August 26, 2015 at 8:30 a.m.**
- **Employee Staff Meeting:** The next staff meeting is set for **Tuesday, August 11, 2015 at 8:00 a.m.** in the Board Room. Commissioner Ford is scheduled to attend this meeting. Scheduling is rotated by alphabetical order each month.
- **Employee Safety Committee Meeting:** The next meeting is set for **August 13, 2015 at 9:00 a.m.** in the Small Conference Room.
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The upcoming Section III meeting will be held on **Tuesday, August 11, 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 **August 19, 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.

- **Annual Summer Picnic Sponsored by AFSCME Council 2 Local 114WD:** The annual summer picnic/lunch will be held on Thursday, August 13 at the District Shops at noon.
- **WASWD Fall Conference:** As a reminder the Fall Conference will be held in Wenatchee September 23 - 25. Commissioners Millar, Mc Roberts, and Weide are planning on attending and have been registered.
- **SVCA Spirit Day:** Spirit Day will be held on Saturday, August 15 between 12:00 p.m. and 5:00 p.m. near the ball fields in Sudden Valley. The District, like last year, will have an out - door covered table with our logo/name on it. It is an opportunity to meet rate payers and answer questions they may have about the District.

It went over very well last year. It would be good to have a Commissioner or two at the booth. In addition, the District will be sponsoring the RE Sources booth which will be looking for vehicle oil leaks. The purpose of all this is to prevent toxic oil run off into the Lake, particularly after it starts to rain this fall.