



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

April 9, 2012

4:30 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. WRIA Discussion – Special Guests Roger Brown and Don Montfort from Birch Bay Water and Sewer District
 - B. Lakeview Maintenance Facility Project Close Out
 - C. Draft Resolution 791 – Discussion of amending the Personnel Policies Manual Regarding Reimbursement for Continuing Education
 - D. Draft Resolution 790 – Discussion of amending the Personnel Policies Manual Regarding Reimbursement for Refreshments for District Meetings
 - E. 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:	April 2, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	April 9, 2012		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	WRIA No. I Discussion – Special Guests Roger Brown and Don Montfort from Birch Bay Water and Sewer District		
LIST DOCUMENTS PROVIDED ⇒	1.		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	3.		
TYPE OF ACTION REQUESTED	RESOLUTION ☐	FORMAL ACTION/ MOTION ☐	INFORMATIONAL/ OTHER ☒

BACKGROUND / EXPLANATION OF IMPACT

At the March 14, 2012 meeting, District legal counsel presented background information on WRIA No. I and the history of our water rights. At the time I represented that Roger Brown from the Birch Bay Water & Sewer District would be visiting with us in the near future in order to present an update on WRIA No. I related issues and His District's concerns. Both Roger and Commissioner Don Montfort will be making this presentation.

FISCAL IMPACT

No action required.

RECOMMENDED BOARD ACTION

No action required at this time.

PROPOSED MOTION

No motion is required.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 2, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>Phil Hunter</i>		
MEETING AGENDA DATE:	April 9, 2012		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Lakeview Maintenance Facility Project Close Out		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Driftmier Letter Dated 3/19/2012		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION ☐	FORMAL ACTION/ MOTION ☒	INFORMATIONAL/ OTHER ☐

BACKGROUND / EXPLANATION OF IMPACT

Express Construction has completed all contract and punch list items. Staff recommends accepting the project as complete and closing out the project.

FISCAL IMPACT

Original budgeted amount: \$700,000.00 (2011 Budget adopted on 11/24/2010)

Construction contract summary:

Architect's Estimate	\$710,436.00
Contract Award Amount	\$640,006.00
Change Order #1	\$355.11
<i>(Additional & deleted framing in Room 106, 108, 111, 112 & Mezzanine. Delete AC in Server Room.)</i>	
Change Order #2	\$89,131.49
<i>(New roof, roof insulation, and roof vapor barrier.)</i>	
Change Order #3	\$2,661.27
<i>(Storage containers, larger OH door, additional mezzanine framing, wood instead of metal column at partial wall, use of existing framing at doors #15 & #19, new lights in shop.)</i>	

Change Order #4	\$2,706.83
<i>(New south exterior wall insulation, electrical for relocated water booster pump.)</i>	
Change Order #5	\$28,134.15
<i>(Improve earthquake resistance with new moment frame lateral system on north wall line)</i>	
Change Order #6	\$6,472.76
<i>(Improve earthquake resistance with additional cable lateral system on south wall line)</i>	
Revised Contract Amount	\$769,467.61
8.5% Sales Tax	\$65,404.75
Total Revised Contract Amount	\$834,872.36

RECOMMENDED BOARD ACTION

Accept project as complete.

PROPOSED MOTION

Accept the Lakeview Operations Center Remodel project as complete and direct staff to close out the project.



**The
Driftmier
Architects, P.S.**

7983 Leary Way NE
Redmond, WA 98052
Phone: (425) 881-7506
Fax: (425) 881-7306

March 19, 2012

Via Email

Mr. Patrick Sorensen
Lake Whatcom Water & Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

Re: Lakeway Office Remodel/Addition
Final Acceptance, Final Payment and Closeout

Dear Mr. Hathcock:

We believe that this project is complete. We recommend that final acceptance be granted by the District and final payment (minus retainage) be made to Express Construction.

Attached in the email containing this letter is the following documents:

- Affidavits of Wages Paid

We are mailing to you all the closeout documents supplied by Express needed to accept this project as complete, including:

- Record drawings on CD
- O&M Manuals (binders)
- Warranties Binder
- Record Submittals on CD
- Record Project Manual
- Original Drawing of building, supplied to Driftmier by District

Dept. of Labor and Industries & Department of Revenue, Notice of Completion of Public Works Contract forms: The email contains the form from the Department of Revenue. The date of acceptance needs to be filled in once the project is accepted by the commissioners, then signed by the District and submitted to the State. We will also email you a PDF of the Affidavit list for the project to include with these forms so you do not have to list out all of the information on the forms.

Please call or email me with questions or concerns.

Sincerely,

Lee Driftmier

Lee Driftmier, Project Manger
The Driftmier Architects, P.S.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 2, 2012
TO BOARD OF COMMISSIONERS	
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>
MEETING AGENDA DATE:	April 9, 2012
AGENDA ITEM NUMBER:	5.C.
SUBJECT:	Draft Resolution 791 – Discussion of Amending the Personnel Policies Manual Regarding Reimbursement for Continuing Education
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Draft Resolution #791
	2. Employee form – Request for Enrollment Approval
	3. Employee form – Educational Assistance Payment Request
	4. Proposed Section 5.09 of the Personnel Policies Manual
TYPE OF ACTION REQUESTED	RESOLUTION ☒ FORMAL ACTION/ MOTION ☒ INFORMATIONAL/ OTHER ☐

BACKGROUND / EXPLANATION OF IMPACT

The District currently pays for all staff training expenses related to required certifications and other training that is beneficial to the District. If approved, Resolution 791 would add a provision to the District's Personnel Policies Manual to reimburse staff members for up to \$2,000.00 per year of continuing education tuition expenses. Tuition reimbursement would require the General Manager's prior approval of the employee's enrollment in a particular program which would benefit the District. For more details, see the attached documents.

FISCAL IMPACT

Funding availability would be dependent upon the annual budget and resources of the District. This policy would not be a guarantee of payment through a full program. The fiscal impact would depend upon how many employees choose to take advantage of the program.

RECOMMENDED BOARD ACTION

Discussion only, no action required at this meeting.

PROPOSED MOTION (IF THE PROPOSAL IS APPROVED)

To adopt Resolution #791 adding Section 5.09 entitled "Continuing Education" to the District's Personnel Policies Manual as written.

DRAFT

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 791

A Resolution of the Board of Commissioners Amending the
Personnel Policies Manual by Adding Section 5.09 Entitled
Reimbursement for Continuing Education

WHEREAS, the District desires to revise and restate its current Personnel Policies Manual concerning employee reimbursement for continuing education.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Lake Whatcom Water and Sewer District Personnel Policies Manual is hereby amended and a new section added to read as follows:

5.09 Continuing Education

The District's Continuing Education Program covers payment for job-related educational programs, college level course work at a regionally accredited college, university or vocational training institution to encourage employees to pursue job-related education. The District will pay reasonable tuition costs for regular full-time employees, subject to the following conditions and requirements:

Employee Eligibility: All regular, full-time employees are eligible to apply for educational assistance provided that they have been employed by the District for a period of six months or longer.

The education must be related to the employee's current position or to a position which is within a reasonable line of professional progression for the employee within the District.

Pre-approval Required: The General Manager shall pre-approve all education requests and have sole discretion in determining whether the education is job-related and/or appropriate. The employee shall present to the General Manager a written plan outlining the proposed education program leading to a certificated degree. This plan shall include a proposed time frame to complete the program, and a schedule of course work required to finish the program. The proposed program must be taken through a regionally accredited college or vocational school. Graduate level programs shall not be eligible for consideration unless such program is to fulfill a specific employment need of the District as determined by the Board.

Criteria: The maximum financial assistance to any individual employee will be \$2,000.00 per calendar year. The District will provide reimbursement for tuition, books, and lab fees associated with the education, but will not reimburse employees for any specific supplies, mileage, meals or lodging.

Tuition payments shall be made only with funds budgeted and available for such purpose by the District. The District reserves the right to deny any request for payment of tuition at any time.

DRAFT

If an employee is receiving tuition reimbursement from any other source, the District's participation shall be second in line and limited to the balance of one hundred percent (100%) subject to the restrictions above.

Employees desiring to participate in this program are required to complete an Employee Request for Enrollment Approval form. Employees must submit the completed form to the General Manager at least thirty (30) days prior to course or program registration. Following review and endorsement, a copy of the processed form will be returned to the employee.

The quarter/semester of tuition is to be paid for by the employee. The District will reimburse the employee upon completion of the education, provided that the employee presents proof of a grade "C" or better; or verification of a passing grade in the event that the course is graded upon a "pass/fail" basis. After successful completion of an approved course the employee is required to complete and submit to the General Manager an Employee Request for Education Assistance Payment form. Upon approval, payment will be made directly to the employee.

While successful completion of a course of study improves an employee's educational background, such accomplishment does not obligate the District to reward participants with promotion, reassignment, compensation increase, or other employment-related benefits.

Employees who use this benefit must commit to a minimum of one year of employment upon completion of course work. Reimbursements will be withheld from the employee's final paycheck if the employee separates from the District sooner than one-year after the completion of the coursework.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 9th day of April, 2012.

Leslie Mc Roberts, President

Todd Citron, Secretary

Deborah Lambert, Commissioner

Laura Weide, Commissioner

John W. Millar, Commissioner

Approved as to form:

Brian L. Hansen, Attorney for District

08



Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

(360) 734-9224

EMPLOYEE REQUEST FOR ENROLLMENT APPROVAL

DRAFT

EMPLOYEE NAME: _____

POSITION: _____

DEPARTMENT: _____

DATES OF EMPLOYMENT: _____

I hereby request approval for enrollment in the following course(s), examination(s), certification(s), or portfolio program(s) covered under the District's Education Assistance Policy. I understand that if my employment with the District is terminated [voluntarily or involuntarily] within one year of course completion and educational assistance, the full amount is due back to the organization upon my departure from employment.

Course, examination, certification, or portfolio program title:

Dates of the course, examination, certification, or portfolio program:

Number of credits: _____

**Assistance amount used to date
(January 1-December 31):** \$ _____

**Assistance amount
remaining:** \$ _____

Note: The District's policy provides for payment or reimbursement for *actual* course/program tuition, application and registration fees, and the cost of required textbooks *only*. Other fees will not be automatically covered by the District.

Reasons for course, examination, and certification program selection (describe the relationship to your current employment position responsibilities, of pertinent):

Supervisor comments and recommendations:

APPROVAL:

(Signature)

(Title)

Date: _____

(Department)



Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

(360) 734-9224

EMPLOYEE REQUEST FOR EDUCATIONAL ASSISTANCE PAYMENT

DRAFT

EMPLOYEE NAME: _____

POSITION: _____

DEPARTMENT: _____

DATES OF EMPLOYMENT: _____

___I have successfully completed my course(s) of study and hereby request fee reimbursement.

My course tuition receipt(s) and grade report(s) are attached.

Total Assistance, Tuition, and Other

Approved Fees: \$ _____

Employee signature: _____

Date: _____

The District's policy provides for payment or reimbursement for *actual* course or program tuition, application and registration fees, and the cost of required textbooks *only*. Other fees will not be automatically covered by the District.

I understand that if my employment with the organization is terminated [voluntarily or involuntarily] within one year of course completion and educational assistance, the full amount is due back to the organization upon my departure from employment.

APPROVAL:

(Signature)

(Title)

Date: _____

(Department)

DRAFT

5.09 Continuing Education

The District's continuing education program covers payment for job-related educational programs, college level course work at a regionally accredited college, university or vocational training institution to encourage employees to pursue job-related education. The District will pay reasonable tuition costs for regular full-time employees, subject to the following conditions and requirements:

Employee Eligibility:

- (a) All regular, full-time employees are eligible to apply for educational assistance provided that they have been employed with the District for a period of 6 months or more.
- (b) The education must be related to the employee's current position or to a position which is within a reasonable line of professional progression for the employee within the District.

Approval:

The General Manager shall pre-approve all education requests and have sole discretion in determining whether the education is job related or appropriate. The employee shall present to the General Manager a written plan outlining the proposed education program leading to a certificated degree. This plan shall include a proposed timeframe to complete the program, and a schedule of course work required to finish the program. The proposed program must be taken through a regionally accredited college or vocational school. Graduate level programs shall not be eligible for consideration unless such program is to fulfill a specific employment need of the District as determined by the Board.

Criteria

- (a) The maximum financial assistance to any one (1) employee will be \$2,000.00 per calendar year. The District will provide reimbursement for tuition, books, and lab fees associated with the education, but will not reimburse employees for any specific supplies, mileage, meals or lodging.
- (b) Tuition payments shall be made only with funds budgeted and available for such purpose by the District. The District reserves the right to deny any request for payment of tuition at any time.
- (c) If an employee is receiving tuition reimbursement from any other source, the District's participation shall be 1) second in line and 2) limited to the balance of one hundred percent (100%) subject to the restrictions above.
- (d) Employees desiring to participate in this program are required to complete an Employee Request for Enrollment Approval. Employees

must submit the completed form to the District Manager at least 30 days before course or program registration. Following review and endorsement a copy of the processed form will be returned to the employee.

- (e) The quarter/semester of tuition is to be paid by the employee. The District will reimburse the employee upon completion of the education, provided the employee presents proof of a grade "C" or better; or verification of a passing grade in the event the course is "pass/fail". After successful completion of an approved course the employee is required to complete and submit to the General Manager an Employee Request for Education Assistance Payment. Upon approval, payment will be made directly to the employees.
- (f) While successful completion of a course of study improves an employee's educational background, such accomplishment does not obligate the organization to reward participants with promotion, transfer, reassignment, compensation increase or other employment-related benefits.
- (g) Staff who use this benefit must commit to one year of employment upon completion of course work. Reimbursements will be withheld from final paycheck if employee separates from the District sooner than one-year upon completion of coursework.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 4, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	April 9, 2012		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Draft Resolution 790 – Discussion of Amending the Personnel Policies Manual Regarding Reimbursement for Refreshments for District Meetings		
LIST DOCUMENTS PROVIDED ➡ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Draft Resolution #790		
	2. Proposed Section 5.08 of the Personnel Policies Manual		
TYPE OF ACTION REQUESTED	RESOLUTION ☒	FORMAL ACTION/ MOTION ☒	INFORMATIONAL/ OTHER ☐

BACKGROUND / EXPLANATION OF IMPACT

The District's Personnel Policies Manual currently contains language to allow for staff reimbursement of meal expenses incurred during emergency overtime operations or meals purchased while traveling on District business (training, conference attendance, out of town meetings, etc.). However, this policy does not address the purchase of coffee and light refreshments for in-house District meetings. If approved, Resolution 790 would add a provision to the Personnel Policies Manual to reimburse staff members for the purchase of coffee and light refreshments to be served at District meetings. For more details, see the attached documents.

FISCAL IMPACT

No significant impact. The proposed policy would provide the General Manager with the authorization to allow the purchase of coffee and light refreshments for District meetings when appropriate.

RECOMMENDED BOARD ACTION

Discussion only, no action required at this meeting.

PROPOSED MOTION (IF THE PROPOSAL IS APPROVED)

To adopt Resolution #790 adding Section 5.08 entitled "Coffee and Light Refreshments" to the District's Personnel Policies Manual as written.

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 790

A Resolution of the Board of Commissioners
Amending the Personnel Policies Manual by Adding Section 5.08
Reimbursement for Coffee and Light Refreshments

WHEREAS, the District desires to revise and restate its current personnel and policies manual concerning reimbursement for coffee and light refreshments.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Lake Whatcom Water and Sewer District Personnel Policies Manual is hereby amended and a new section shall be added to read as follows:

5.08 Reimbursement for Coffee and Light Refreshments

For purposes of this policy, the term "coffee" includes without limitation any non-alcoholic beverage such as coffee, tea, soft drinks, juice or milk. The term "light refreshment" includes without limitation an edible item or items that may typically be served in a business meeting setting.

Coffee and light refreshments may be served at a meeting where:

The purpose of the meeting is to conduct District business; and the coffee and light refreshment is an integral part of the meeting or training session; and

The District obtains a receipt for the actual costs of the coffee and/or light refreshments.

This authority to serve coffee and light refreshments is not intended for use in the normal daily business of the District, but rather for special situations, meetings, or occasions, as approved in advance when possible by the General Manager or the Board of Commissioners.

The Board of Commissioners hereby authorizes provision of coffee and/or light refreshments at official regular or special meetings of the Board, including executive sessions. This authorization shall not preclude the provision of meals at other District related business activities such as conferences, training and/or business meetings which otherwise would qualify for District reimbursement or payment under the District's meal policy.

2. Repealer. All Resolutions, or parts of Resolutions, in conflict herewith are hereby repealed.
3. Effective Date: This Resolution shall take effect and be in force immediately.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 9th day of April, 2012.

Leslie Mc Roberts, President

Todd Citron, Secretary

Deborah Lambert, Commissioner

Laura Weide, Commissioner

John W. Millar, Commissioner

Approved as to form:

Brian L. Hansen, Attorney for District

DRAFT

5.08 Coffee and Light Refreshments

For purposes of this policy, the term "coffee" includes without limitation any non-alcoholic beverage such as coffee, tea, soft drinks, juice or milk. The term "light refreshment" includes without limitation an edible item or items that may typically be served between main meals.

Coffee and light refreshments may be served at a meeting where:

- The purpose of the meeting is to conduct District business; and
- The coffee and light refreshment is an integral part of the meeting or training session; and
- The District obtains a receipt for the actual costs of the coffee and/or light refreshments.

The District may also pay for or reimburse employees for coffee and light refreshments when employees are engaged in emergency repair or operations substantially beyond their normal duty hours and when the nourishment derived therefrom is reasonably related to effective job performance. This authorization shall not preclude the provisions of meals at emergency repairs or operations substantially beyond their normal duty hours which otherwise would qualify for District reimbursement or payment under the District meal policy.

This authority to serve coffee and light refreshments is not intended for use in the normal daily business of the District, but rather for special situations, meetings, or occasions, as approved in advance when possible by the General Manager or the Board of Commissioners.

The Board of Commissioners hereby authorizes provision of coffee and/or light refreshments at official regular or special meetings of the Board, including executive sessions. This authorization shall not preclude the provision of meals at District Commissioner Board meetings which otherwise would qualify for District reimbursement or payment under the District meal policy.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 2, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	April 9, 2012		
AGENDA ITEM NUMBER:	5.E.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. April 2012 Summary of Existing District Projects		
NUMBER OF PAGES INCLUDING AGENDA BILL:	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION ☐	FORMAL ACTION/ MOTION ☐	INFORMATIONAL/ OTHER ☒

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
April 9, 2012		April 5, 2012	LE/BH
Status of Water and Sewer Permit Issuance			
SCOPE	Provide a monthly update on permit activity.		
STATUS		Permits Issued 2012	Permits Issued 2011
	No of permits issued	1	11
	No of permits projected 2012	5	
Developer Extension Agreements			

D0534	Polly's Plat – Butch Kvamme		
SCOPE	Water and sewer improvements for 11 water and sewer connections. Water system to be looped per Wilson memo dated 10/12/2005 (see project file Wilson memo)		
SIGN DATE	March 30, 2011	EXPIRATION DATE	February 27, 2014
Prior to Commencing Construction		Prior to Final Acceptance	
☒ 1. District Engineer approves design ☐ 2. Reimbursement of District Engineer review costs ☐ 3. Copy of insurance policy ☐ 4. Pay guarantee deposit ☐ 5. Copies of recorded easement ☐ 6. Copies of permits ☐ 7. Pay conformance deposit ☐ 8. Payment and performance bond ☐ 9. Pay 25% general facilities fees ☐ 10. Pays initial facilities inspection deposit ☐ 11. District issue Notice to Proceed w/Construction		☐ 1. District inspects & approves facilities as complete. ☐ 2. Record drawings ☐ 3. Easements and title insurance ☐ 4. Maintenance Bond ☐ 5. Bill of Sale ☐ 6. Latecomers Fees ☐ 7. Supplemental, processing, or administrative fees ☐ 8. Deliver water meters to District	
Tasks/Notes:			
• 12/27/07 Board approved DEA time extension using new DEA template with 3 year term. Bill to prepare and send new DEA to developer for signature. • Sent new DEA to Doug Campbell 1/10/07 • New 3-year DEA signed by District on 2/27/2008 • Received drawings for review. • Transmitted drawings to Wilson on 2/21/2008 to check that plans meet District standards. • Transmitted review comments to Doug Campbell 4/1/08. • Plans received 5/23/08. Forwarded to Wilson Engineering 6/3/08 for plan review. • District approved plans 7/9/08. • Received request for time extension 12/22/10. Notified developer renewal fee is required. • District approved three year DEA time extension at the 1/12/2011 Board meeting. • Staff sent new agreement form to Developer for Execution on 2/22/2011. • New agreement form executed 3/30/2011 • Met with Doug Campbell on 11/21/2011. Developer will be requesting design changes. District will review request when received. • Transmitted review comments to Doug Campbell 2/1/2012 • Received Drawings from Doug Campbell on 3/20/2012. Forwarded to Wilson for review on 3/21/2012 • Review comments transmitted to Doug Campbell on 4/2/2012			

Completed Capital Projects in 2012	

Completed DEAs in 2012	
D0219	North Shore Estates – Cancelled; City bought property

State Required Report Status				
Report Title	Due	Preparation	Due Date	Last Date Submitted
Chlorination Report (Agate Heights)	Monthly	Kevin	Postmarked 10th of month	December 10, 2011
Community Right to Know (Hazardous Materials)	Annually	Bill and Rich	March 2013	January 6, 2012
Consumer Confidence Reports	Annually	Kevin	July	• Geneva – 3/10 • Sudden Valley 3/10 • Eagleridge – 5/10 • Agate Heights – 5/10
CPR/First Aid Training	Biennially	Rich	2012	Completed 11/29/10
Department of Revenue	Monthly	Debi	End of following month	April 2, 2012
Flagging Card Training	Triennially	Rich	8/11/13	8/11/10
Hazardous Waste Activity Report	Annual	Rich	Annual 3/31	February 27, 2012
Labor & Industries Payroll Report	Quarterly	Norma	Quarterly	December 2011
OSHA 300 Log	Annually	Rich	February 2013	January 30, 2012
Surface Water Treatment Rule Report (Sudden Valley WTP)	Monthly	Kevin	Postmarked 10th of month	July, 2011
Unemployment Report	Quarterly	Norma	Quarterly	December, 2011
Washington State Financial Report	Annual	Debi	May 29	May 27, 2011
Water Use Efficiency Performance Report	Annual	Kevin	July 1	March 8, 2011
2011 SAFETY PROGRAM SUMMARY (Completed by Rich Munson)				
Annual Safety Training				
As a part of the District's Safety Training Program, staff will be participating in a local government on-line training system beginning in January of 2012. Each employee is assigned with an individual training course that is relevant to their position. For example, office employees were recently assigned to take a class on Workplace Ergonomics. The courses contain check points, quizzes and tests to ensure the training was completed and understood by the employee. Learners can track their progress through the assigned courses and manage their training with their workload.				
Weekly Crew Safety Meetings				
Safety meetings for the field crew take place every Tuesday at 7:30 a.m.				
Dates of Safety Committee Meetings				
January 10, 2012 - Complete		July 10, 2012		
February 7, 2012 - Complete		August 7, 2012		
March 10, 2012 - Complete		September 11, 2012		
April 10, 2012		October 9, 2012		
May 8, 2012		November 13, 2012		
June 12, 2012		December 11, 2012		
Summary Of Work-Related Injuries & Illnesses (2011)				
Total Number of Work Related Injuries			5	
Total Number of Days of Job Transfer or Restriction			0	
Total Number of Days Away From Work			0	
Summary Of Work-Related Injuries & Illnesses (2012)				
Total Number of Work Related Injuries			3	
Total Number of Days of Job Transfer or Restriction			0	
Total Number of Days Away From Work			0	

Lake Whatcom Water & Sewer District

Capital Improvement Projects Staff Report

C0911 SVWTP Control System & Telemetry

Replace in-plant control system and telemetry system

C0911-ENG Project Administration

C0911-PH1 Design thru Bidding - Tetra Tech

- 10/6/2009 Engineering agreement amendment approved by Board on 10/13/2010. Amendment has been executed. Design kick-off meeting with District staff/crew tentatively scheduled for 11/9/2010.
- 9/2/2010 District working with Tetra Tech to develop scope/fee. A draft scope/fee will be presented to Board for approval.
- 10/6/2010 Professional services agreement amendment for design through bidding is on 10/13/2010 Board agenda for review/approval.
- 11/4/2010 Engineering agreement amendment approved by Board on 10/13/2010. Amendment has been executed. Design kick-off meeting with District staff/crew tentatively scheduled for 11/9/2010.
- 12/2/2010 Tetra Tech working on control system design following kick-off meeting with District staff/crew.
- 1/31/2011 Received 95% drawings and specs from Tetra Tech for District review. Planning to advertise for bids mid-February 2011.
- 4/5/2011 Re-bid advertisement published in Bellingham Herald on 4/7/2011. Pre-bid meeting 10am 4/19/2011, Bid Opening 2pm 4/28/2011. Tentative contract award at 5/11/2011 Board meeting.
- 4/28/2011 2nd re-bid opening. One bid received.

C0911-PH2 Constr Admin, Programming - Tetra Tech

- 6/1/2011 Staff reviewing proposal from Tetra Tech for services during construction and programming. Proposal will be tentatively presented to Board at 6/29/11 meeting.
- 6/29/2011 Board authorized scope of work and fee. Staff will execute agreement amendment.
- 10/4/2011 Staff working with Tetra Tech on PLC programming control descriptions. Programming meeting held 10/6/11 to finalize control strategy.
- 11/2/2011 Tetra Tech developing PLC and SCADA programs.
- 11/22/2011 Staff met with Tetra Tech and Contractor to witness factory test of controls and coordinate installation. Staff then met with Tetra Tech to review program logic.
- 1/4/2012 Tetra Tech working with contractor and staff to develop and implement controls programming.

C0911-CON Construction Contract - Technical Systems Inc

- 6/1/2011 Contractor preparing bonds, insurance and contract forms.
- 7/12/2011 Notice to Proceed was given to Technical Systems, Inc. A pre-construction meeting was held 7/12/2011. Substantial completion is 1/7/2012.
- 8/3/2011 District accepts contractors construction schedule. Installation of panels set for 11/9/2011.
- 12/7/2011 Contractor began installation of new controls on 11/28/2011. Installation is about 90% complete as of 12/7/2011. Contractor continuing installation of wiring for chart recorder and other minor work.
- 1/4/2012 Contractor installing remaining components week of 1/2/2012. Work very close to done. Staff and consultant will be developing punch list in the next week or two.
- 3/6/2012 Contractor installing remaining equipment on punch list 3/7/2012.

C1006 Sewer Emergency Response Equipment (2)

Replace stationary generator at Agate Bay, install portable generator receptacles at Edgewood and Rock Ridge, install float in low MH along LWB near Strawberry Point, upgrade Country Club impellers, and restore Old Flat Car Pump Station.

C1006

- 11/4/2010 Shoreline exemption application paperwork completed. Staff scheduling appointment with County for application submittal.
- 4/5/2011 Staff working on shoreline exemption application for tentative submittal to County April 2011.
- 5/3/2011 Shoreline exemption application paperwork completed. Staff scheduling appointment with County for application submittal.
- 5/9/2011 Staff submitted shoreline exemption permit application to county.

- 8/3/2011 Staff finalizing generator sizing prior to submitting for building permit for slab.
- 9/7/2011 Staff obtaining quotes from contractors to install generator plugs and manual transfer switches at Rocky Ridge and Edgeway Sewer Pump Stations.
- 9/7/2011 60KW generator sized for current and future pump station improvements. Staff gathering weight/dimensions for Wilson to perform structural design. Will have Wilson assist preparation of Whatcom County permit application forms.
- 10/11/2011 Notice To Proceed signed by Riteway Electric. 60 Day contract.
- 11/2/2011 Whatcom County building permit for Agate Bay generator slab pending any day. Quotes were solicited from contractors for work. Low bid was selected, contract ready to execute as soon as permits released. Generator has been ordered.
- 12/7/2011 Agate Bay Generator. Contractor began installation of generator slab, removal of old above ground diesel fuel tank and underground generator. Pad was poured 11/30/2011. As of 12/7/2011, pad ready to receive generator as soon as it arrives.
- 1/3/2012 Agate Bay Generator has been installed on new concrete slab.
- 3/6/2012 Electrical permits and materials to wire new generator and transfer switch have been obtained. District crews to make wiring connection in next week or so. Startup with supply to be scheduled soon after.

C1104 SVWTP Replace Generator Transfer Switch

Replace plant auto transfer switch, add receptacle and manual switch for option of running plant from portable generator, and add switch to select emergency power source for Afternoon Beach Pump Station.

C1104-ENG Project Administration & Engineering - Tetra Tech Task Order

- 7/13/2011 Staff met with Tetra Tech onsite to discuss project options and engineering scope.
- 8/10/2011 Received draft scope/fee from Tetra Tech. Staff reviewing prior to presenting to Board for authorization.
- 11/2/2011 Staff considering to include this project with installation larger generator at SVWTP. The generator pre-design effort in 2012 will look at all the option for installation of a larger generator and associated equipment (i.e. transfer switch).

C1104-CON Construction Contract

C1105 Operations Building Remodel Construction

1010 Lakeview Street Operations Center Remodel construction phase.

C1105-ADM Project Administration

- 2/23/2011 Board awards construction contract to Express Construction. Notice of Intent to Award sent to Express Construction.
- 2/25/2011 District receives award protest from Colacurcio Brothers. Architect, District staff and attorney review protest letter. Response letter sent to Colacurcio on 3/1/2011 maintaining Express Construction is the lowest responsible bid.
- 4/4/2011 Bonds and insurance received, contract executed. Notice to Proceed given to contractor on 4/4/2011. Contractor installing temporary building and facilities for District crew.
- 7/27/2011 Staff issues purchase order for new furniture.
- 9/6/2011 Furniture installed.

C1105-CON Construction Contract - Express Construction Inc

- 5/3/2011 Contractor continues interior demolition. Contractor and architect are working through various issues/changes discovered after wall and ceiling framing was exposed.
- 6/1/2011 Demolition work is done. Framing is 95% done. Rough in plumbing is 95% done. Electrical works is proceeding. Walls tentatively schedule for insulation and wall board in the next 2 weeks.
- 8/3/2011 Exterior painting done, roofing done. Contractor installing cabinets, lighting, and flooring.
- 9/7/2011 Contractor installing last few piece of cabinets and trim. Lateral frame and bracing still need to be installed.
- 10/4/2011 District crew moved into office area on 9/27/2011. Contractor finishing up trim in garage/shop areas and building punch list prepared by Driftmier.
- 11/2/2011 Generator installed, tested, and in operation. Contractor working on minor punch list items.
- 12/7/2011 Contractor chasing down a couple very minor punch list items.
- 1/4/2012 Two punch list items remain: O&M manuals and furnace unit relay chatter noise.
- 3/6/2012 Contractor completed physical punch list items. We are still waiting for O&M manuals and record drawings from contractor before closeout.
- 4/2/2012 District has received O&M manuals and record drawings. Staff will be recommending final acceptance of project at 4/9/2012 Board meeting.