C1105-PH1 Construction Administration - Driftmier Architects

9/7/2011 Driftmier providing contract administration support as needed.

C1106 LWB and Cable FM Sonar Planning

Lake Whatcom Boulevard and Cable Sewer Force Mains. Review force main alignments and access points to plan future sonar assessment of internal pipe. Determine logistics and access point installations required to perform sonar scan.

C1106-ADM Force Main Inspection / Cleaning Investigation - Wilson

8/1/2011 Received preliminary task order from Wilson. Staff reviewing.

8/11/2011 Task order executed. Wilson proceeding with research and planning.

C1110 SVWTP Asphalt Driveway Repair

Repair asphalt driveway in front of Sudden Valley Water Treatment Plant.

C1110-ADM Project Administration

C1112 Beaver, Flat Car, SV Station Elec Study

The purpose of this project is to provide an electrical coordination study of the Beaver, Flatcar, and Sudden Valley Pump Stations. The focus of the study will be an overcurrent protective device (circuit breakers and fuses) coordination study. This study will determine if the existing configuration of the overcurrent devices will clear (trip or blow) in the proper sequence (the first device upstream of the fault clears before other devices upstream) to protect the equipment and limit the loss of electrical service to the rest of the pump station.

C1112-ADM Project Administration & Engineering - Tetra Tech Task Order

3/3/2011 Board authorized Tetra Tech scope/fee to begin work.

4/27/2011 Staff sent notice to proceed to Tetra Tech. District crew nearly finished gathering electrical field data for study.

5/3/2011 Staff sent electrical field data to Tetra Tech.

6/1/2011 Tetra Tech working on study. Draft document nearing completion for District review.

1/31/2012 Received final study from Tetra Tech. Staff reviewing. Report summary will be presented at future Board meeting.

3/6/2012 Staff reviewed draft report. Tetra Tech addressing few minor District comments and will deliver final report.

C1201 Replace Tool Truck

Replace tool truck.

C1201-ADM Project Administration

3/7/2012 Ordered vehicle off Washington State bid in December 2011. Vehicle should be arriving soon.

4/3/2012 Truck scheduled for delivery to District on 4/3/2012.

C1202 SVWTP & Div 30 Booster Pipe Coatings

Tank and pipe coating at SVWTP and Division 30 Booster Station

C1202-ADM Project Administration

3/7/2012 Staff preparing contract documents for bid and construction.

3/29/2012 Project advertised in Bellingham Herald.

4/10/2012 Mandatory pre-bid meeting and site visit at 2pm. Meet at District office on 1220 Lakeway.

4/17/2012 Bid Opening at 10am at District office.

4/23/2012 Tentative contract award at Board meeting.

C1202-CON Construction Contract

C1203 Replace Water Meter Data Collectors

Replace handheld water meter data collectors used for radio reading meters

C1203-ADM Project Administration

C1204 Reservor Inspection & Maintenance

Interior inspection and maintenance of reservoirs and water treatment plant intake.

C1204-ADM Project Administration

C1204-CON Construction Contract

C1205 Annual CMOM Sewer I&I Repairs

Annual project to reduce sewer main and manhole inflow and infiltration.

C1205-ADM Project Administration

C1205-CON Construction Contract

C1206 Agate WTP Restroom

Add restroom at Agate Water Treatment Plant.

C1206-ENG Project Administration and Engineering

C1206-CON Construction Contract

C1207 Reservoir Overflow Drains to Daylight

Route reservoir overflow drains to daylight.

C1207-ENG Project Administration and Engineering

C1207-CON Construction Contract

C1208 Lowell & Oriental PRV's

Install pressure reducing valve stations at Lowell and Oriental near Lakeway to create a new pressure zone.

C1208-ENG Project Administration and Engineering

2/24/2012 Wilson Task Order executed 2/24/2012. Wilson started topographic survey work, plans, and specifications for construction contract documents.

C1208-CON Construction Contract

C1209 SVWTP Raw Water Motor

Purchase and install new raw motor. Inspect and refurbish old motor for spare.

C1209-ADM Project Administration

C1210 SVWTP Generator Replacement Pre-Design

Pre-design study to look at generator replacement alternatives, permit requirements, and construction cost estimates.

C1210-ENG Project Administration and Engineering

C1211 Wet Well Pressure Transmitters

Install pressure transmitters at sewer pump station to monitor liquid level in wet wells.

C1211-ADM Project Administration

C1212 Shop Pole Building Asphalt Apron

Install 2000 sf asphalt apron in front of shop pole building.

C1212-ADM Project Administration

C1213 Replace Sewer Camera Equipment

Replace sewer camera equipment in sewer camera van.

C1213-ADM Project Administration

C1214 Dead End Blow Offs

Install blow offs at water main dead ends.

C1214-ADM Project Administration

C1215 Water Service Rebuild

Procure materials required for on-going water service rebuild project.

C1215-ADM Project Administration

3/7/2012 Staff solicited quotes from suppliers and ordered materials.

C1216 SVCA Polo Park Bridge Water Main

Relocate water main to accomodate new SVCA bridge.

C1216-ENG Project Administration and Engineering

C1216-CON Construction Contract

C1217 Cathodic Corrosion Assessment

Perform cathodic corrosion assessment on steel reservoirs and tanks at District

C1217-ADM Project Administration

C1218 Annual Generator Load Test & Maint

Perform generator load tests and maintenance on all District generators.

C1218-ADM Project Administration

LAKE WHATCOM WATER AND SEWER DISTRICT AGENDA BILL			
DATE SUBMITTED:	April 3, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL		
MEETING AGENDA DATE:	April 9, 2012		
AGENDA ITEM NUMBER:	7		
SUBJECT:	Manager's Report		
LIST DOCUMENTS PROVIDED ⇨ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Manager's Report 2. 3.		
TYPE OF ACTION REQUESTED	RESOLUTION ☐	FORMAL ACTION/ MOTION ☐	INFORMATIONAL/ OTHER ☒

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

April 9, 2012

Important Upcoming Meetings:

- Meetings Associated with the Lake Whatcom Management Program:
  - Policy Group Meeting: The next Policy Group Meeting is scheduled for Tuesday, April 9 at 9:30 a.m. in the Garden Room of the Whatcom County Civic Center Building. The topic is not scheduled yet. When the topic is noticed I will advise the Board right away. All Policy Group Meetings are publicly noticed by the District.
  - Management Meetings: On Thursday, March 29 I had the opportunity to meet again with Mayor Linville and County Executive Louws in the District's Board room. I thought that this meeting, like the one held at the end of January, was very productive. We are meeting again on April 18. The District will continue to serve as the meeting host. We are beginning a productive discussion on issues such as invasive species within Lake Whatcom and storm water issues around the basin, including the Sudden Valley area.
- Washington Association of Sewer & Water Districts (WASWD) Section III Meeting: The next Section III meeting will be held at the WASWD Spring Conference in Yakima on Thursday, April 12 at 7:30 a.m. in the Convention Center. The room location will be posted at the Convention Center.
- Next Regular Board Meeting: Monday, April 23 at 8:00 p.m. The meeting was originally scheduled for April 25 but was changed in light of the Labor Relations Institute meetings attended by the management staff the last portion of that week.
- Next Employee Staff Meeting: Due to the WASWD Spring Conference this meeting will be held on Tuesday, April 10 at 8:00 a.m. in the District Office. Commissioner Millar is scheduled to attend this month. Scheduling is rotated by alphabetical order each month.
- Next Employee Safety Committee Meeting: Tuesday, April 10 following the Employee Staff Meeting.
- Reminder - WASWD Spring Conference: The Spring Conference meetings will start on Thursday, April 12 and go through Friday the 13th in Yakima. The self-paid charity golf tournament will start on Wednesday the 11th at 10:00 a.m. The

Exhibitor Reception will begin at 5:00 p.m. on the 11th followed by a Welcome Dinner at 6:30 p.m. in the Conference Center. The WASWD Spring Conference is publicly noticed.

Other:

- Upcoming Board Presentations & Other Topics:

  - April 23 Board Meeting - As a follow-up to the March 16 Work Session County Stormwater Manager Kirk Christensen is tentatively scheduled to visit with the Board on Monday, April 23. He can provide a little more detail on storm water activities within the County portion of the Lake Whatcom Basin.

  - May 30 Board Meeting - County Executive Louws is scheduled to meet with the Board at your May 30 morning meeting. He will visit with us at the beginning of the meeting.

  - Public Works Trust Fund (PWTF) Application - Over the next five to seven years the District has plans identified to improve three pump stations. We have talked previously and planned for a possible new bond measure within the next two or three years. However, we have the opportunity to apply for PWTF resources in the month of May. The loan rate is between .05% and 1% depending on the duration of the loan (typically 20 years), while bond market rates presently run between 4% and 5%. This is only an application process.

    We are not committed to these loans as we are only applying for consideration by the State. If approved we could utilize this low interest resource over a five year period as matched up with our current capital improvement plan. Any loan awarded to the District would be brought back to the Board for your review and potential approval.

LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 3, 2012
TO BOARD OF COMMISSIONERS	
FROM: Debi Hill	MANAGER APPROVAL
MEETING AGENDA DATE:	April 9, 2012
AGENDA ITEM NUMBER:	
SUBJECT:	Financial reports as of 3/31/2012
LIST DOCUMENTS PROVIDED ⇨ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Investments/Cash 2. Monthly Budget Analysis
TYPE OF ACTION REQUESTED	RESOLUTION ☐ / FORMAL ACTION/ MOTION ☐ / INFORMATIONAL/ OTHER ☒

BACKGROUND / EXPLANATION OF IMPACT
Information only

FISCAL IMPACT
n/a

RECOMMENDED BOARD ACTION
n/a

PROPOSED MOTION
n/a

LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 03/31/2012

Cash		$ 1,315,000		
LGIP		$ 552,000		0.13%
FHLB - ProEquity	Non-callable	$ 1,000,000	Jun-12	0.71%
FHLB - ProEquity	Non-callable	$ 750,000	Dec-12	0.60%
FMAC - ProEquity	Non-callable	$ 1,000,000	May-13	0.66%
FNMA - ProEquity	Non-callable	$ 500,000	Jul-14	1.05%
		$ 5,117,000		

MONTHLY BUDGET ANALYSIS

OPERATING FUND - 401

	Description	2012 Budget	YTD 3/31/2012 25%	
REVENUES				
401-343-20-00	Latecomer Fee	1,000	325	33%
401-343-40-10	Water Sales Metered (9% rate increase) *	1,478,133	296,589	20%
401-343-40-17	Water Sales Late Charges	64,000	13,769	22%
401-343-40-18	Water Sales Lock/Unlock	7,500	3,690	49%
401-343-40-19	Water Sales Other	24,000	3,430	14%
401-343-50-11	Sewer Service Residential (4.5% rate increase) *	3,207,832	716,206	22%
401-343-50-19	Sewer Service Other	1,300	140	11%
401-360-10-00	Bank fees	1,100	362	33%
401-361-11-10	Investment Interest	-		
401-369-10-00	Sale of scrap/junk recycle		652	
401-379-10-20	Permits Operation portion (5 new connection permits)	15,000	3,307	22%
	TOTAL REVENUES	**4,799,865**	**1,038,470**	**22%**

MONTHLY BUDGET ANALYSIS	Description		2012 Budget	YTD 3/31/2012 25%	
OPERATING FUND - 401					
EXPENDITURES					
401-53X-10-00	Bank Fees		4,000	2,025	51%
401-53X-10-10	Payroll (3% cola plus step increases - 2012)		1,322,322	311,945	24%
401-53X-10-20	Personnel Benefits (15% increase - 2012)		515,940	125,671	24%
401-53X-10-31	Gen Admin Supplies		27,000	14,438	53%
401-53X-10-32	Meetings/Team building		2,000	100	5%
	County Auditor filing fees		3,000	2,000	67%
	Answering Service		1,500	342	23%
	Springbrook Annual Maintenance		20,000	20,469	102%
	WA State Auditor		10,000		0%
	Wilson Engineering		10,000	2,531	25%
	Wilson Engineering - Admin Code Update			10,011	
	Resick and Hansen		30,000	9,742	32%
	Legal labor support			454	
	3D - Computer support		15,000	6,817	45%
	Varner,Systma CPA firm		5,000	2,300	46%
	Tetra Tech		10,000	918	9%
	Cartegraph		8,000	9,780	122%
	Auto Desk		800		0%
	Rockwell		700		0%
	MWH		1,200		0%
	Custodial/Building maint. services/Security		6,800	1,802	27%
	Landscaping service		4,000	1,035	26%
	Interlocal - Lake Whatcom Management Program		25,000	11,032	44%
	Interlocal - Invasive Species		40,000		0%
	Docuware/Web site maintenance		4,000	5,279	132%
	Generator Load Testing		18,000		0%
	Cathodic assessment		2,000		0%
	Cyberlock software		2,000		0%
	Misc			677	
401-53X-10-41	Professional Services (TOTAL)		217,000	85,189	39%
401-53X-10-42	Communication		50,000	10,747	21%
401-53X-10-43	Memberships/Dues		10,000	6,418	64%
401-53X-10-44	Advertising		2,000	-	0%
401-53X-10-45	Admin Lease		3,000	658	22%
401-53X-10-46	Insurance		75,000	-	0%
401-53X-10-49	Admin Misc.		3,000	-	0%
401-53X-10-53	B&O Taxes		144,000	34,652	24%
401-53X-40-43	Training & Travel		25,000	7,041	28%
401-53X-50-31	Maintenance Supplies		45,000	11,570	26%
401-53X-50-48	Oper Repair/Maint (includes Asset Mgmnt tools)		85,000	11,476	14%
	Edge Analytical - water		10,000	960	10%
	Emergency Response - sewer tank trucks		5,000		0%
401-53X-60-41	Operations Contracted (TOTAL)		15,000	4,611	31%
401-534-60-47	Water Ops City of Bellingham		18,000	6,697	37%
401-535-60-47	Sewer Ops City of Bellingham		675,000	250,064	37%
401-53X-80-31	Operations Gen Supplies		55,000	12,204	22%
401-53X-80-32	Operations Fuel		50,000	8,094	16%
401-53X-80-34	Safety supplies		10,000	2,008	20%
401-53X-80-35	Small tools (Meter replacement, Generators)		15,000	-	0%
401-53X-80-47	General Utilities		215,000	57,068	27%
401-53X-80-49	Laundry		4,000	1,130	28%
	TOTAL OPERATING EXPENSES		**3,587,262**	**963,806**	**27%**
TRANSFERS					
401-597-10-40					
	Transfers Out to Capital Projects Fund 420		650,000	92,000	
	Transfers Out to 2009 Bond Debt Service Fund 450		297,000		
	Transfers Out to Water Loan Debt Service Fund 470		92,500		
	Transfers Out to ULID 18 Debt Svc Fund 480 (09 Bond reserve)		113,335		
	TOTAL EXPENDITURES		**4,740,097**	**1,055,806**	**22%**
OPERATING FUND	**REVENUES**		**4,799,865**	**1,038,470**	
	EXPENDITURES		**(4,740,097)**	**(1,055,806)**	
	CASH/INVESTMENTS BALANCE			**164,000**	

MONTHLY BUDGET ANALYSIS	Description		2012 Budget	YTD 3/31/2012	
RATE FUNDED SYSTEM REPLACEMENT FUND - 415					
415-361-11-00	Investment Interest		15		
	TOTAL REVENUES		**15**	**-**	
	TOTAL EXPENDITURES				
RATE FUNDED SYSTEM REPLACEMENT FUND	**REVENUES**		**15**	**-**	
	EXPENDITURES		**-**	**-**	
	CASH/INVESTMENTS BALANCE			**13,525**	

MONTHLY BUDGET ANALYSIS	Description		2012	YTD
CAPITAL PROJECTS FUND - 420			Budget	3/31/2012
420-343-40-19	DEA Permits		2,500	
420-361-11-00	Investment interest		-	
420-379-10-10	CTED Grant			
420-379-10-30	Permits Capital Portion (5 permits for 2012)		35,000	6,704
420-379-10-40	Latecomer Fees		500	
420-397-10-40	Transfers In from Operating Fund 401		650,000	92,000
	Transfer In from System Replacement Fund 415			
	TOTAL REVENUES		**688,000**	**98,704**
420-534-10-41	DEA Contracted Services		2,500	
420-534-60-41	Contracted Operations		-	
420-534-60-60	Capital Outlay Water Utility		-	
420-534-90-61	DEA Refunds		10,000	
420-594-60-62	Capital Outlay - Structures			
420-594-60-64	Capital Outlay - Projects			
	Previous Projects			
C10-06	Sewer Emerg Equip			50,343
C11-03	Pole Building			7,828
C11-05	Operations Building remodel			26,709
C11-11	SVWTP Skylight			2,449
	New Projects		583,660	
	Install asphalt apron at operations center	5,000		
	Replace tool truck	52,000		
	Install level transducers in pump stations	16,000		
	Replace camera equipment	37,960		
	CMOM	160,000		
	SVWTP replace generator (pre-design and permitting)	56,243		
	SVWTP raw water pump motors	32,898		
	SVWTP Div 30 booster, steel reservoir coatings	37,000		
	Blow off installations at dead ends	37,960		
	Div 7,22 & 30 reservoirs - daylight overflow/drain pipes	13,000		
	Meter reading handheld data collectors	13,000		
	Agate Heights WTP - restroom facilities	22,000		
	Reservoirs - inspection & maintenance	35,000		
	Water service rebuilids	15,600		11,219
	Beaver Creek bridge replacement	50,000		
	Geneva Project		208,100	
	TOTAL EXPENDITURES		**804,260**	**98,548**
CAPITAL PROJECTS FUND	**REVENUES**		**688,000**	**98,704**
	EXPENDITURES		**(804,260)**	**(98,548)**
	CASH/INVESTMENTS BALANCE			**139,000**

MONTHLY BUDGET ANALYSIS	Description		2012 Budget	YTD 3/31/2012
CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430				
430-361-11-00	Investment interest		-	
	TOTAL REVENUES		-	
430-594-60-64	Capital Outlay		257,157	
C09-01	Cable-Ranch-PM Pump stations			9,843
C09-02	Telemetry Improvements			1,783
C09-11	SVWTP Control System			33,681
C09-13	LLR Fiber Optic Cable			38,411
430-597-10-40	Transfers out to Bond Debt Service Fund 450		150,000	
	TOTAL EXPENDITURES		407,157	83,718
CAPITAL BOND PROJECTS FUND	REVENUES		-	
	EXPENDITURES		(407,157)	(83,718)
	CASH/INVESTMENTS BALANCE			327,433

MONTHLY BUDGET ANALYSIS	Description		2012 Budget	YTD 3/31/2012	
2009 BOND DEBT SERVICE FUND - 450					
450-361-11-00	Investment interest				
450-397-10-40	Transfers in from Operating Fund 401		297,000		
	Transfers in from Bond Capital Projects Fund 430		150,000		
	TOTAL REVENUES		**447,000**	**-**	
450-535-10-41	Bond Admin Fee				
450-535-10-89	Bond Interest payments		226,834		
450-582-35-00	Redemption of Long Term Debt		220,000		
	TOTAL EXPENDITURES		**446,834**	**-**	
2009 BOND DEBT SERVICE FUND	**REVENUES**		**447,000**	**-**	
	EXPENDITURES		**(446,834)**	**-**	
	CASH/INVESTMENTS BALANCE			**-**	

MONTHLY BUDGET ANALYSIS	Description		2012	YTD	
			Budget	3/31/2012	
2009 BOND RESERVE FUND (RESTRICTED) - 460					
460-361-11-00	Investment interest		500		
	TOTAL REVENUES		**500**	**-**	
	TOTAL EXPENDITURES		**-**		
2009 BOND RESERVE FUND	**REVENUES**		**500**	**-**	
	EXPENDITURES		**-**	**-**	
	CASH/INVESTMENTS BALANCE			**497,817**	

MONTHLY BUDGET ANALYSIS	Description		2012 Budget	YTD 3/31/2012	
WATER LOANS DEBT SERVICE FUND - 470					
470-361-11-10	Investment interest		-		
470-397-10-40	Transfers In from Operating Fund 401		92,500		
	TOTAL REVENUES		**92,500**	**-**	
470-582-35-00	Redemption of Long Term Debt		74,542		
470-592-35-02	Debt Service Interest Loan 44		6,385		
470-592-35-03	Debt Service Interest Loan 119		894		
470-592-35-04	Debt Service Interest Loan 064		10,395		
	TOTAL EXPENDITURES		**92,216**	**-**	
WATER LOANS DEBT SERVICE FUND	**REVENUES**		**92,500**	**-**	
	EXPENDITURES		**(92,216)**	**-**	
	CASH/INVESTMENTS BALANCE			**89**	

MONTHLY BUDGET ANALYSIS	Description		2012 Budget	YTD 3/31/2012	
ULID 18 LOAN DEBT SERVICE FUND (RESTRICTED) - 480					
480-361-11-10	Investment interest		5,000	111	
480-361-50-00	ULID 18 Interest/Penalties		45,000	37,533	
480-379-10-30	Latecomers Fee		3,000		
480-156-40-00	Current ULID 18 Principal Payments		60,000	18,460	
480-397-10-40	Transfers In from Operating Fund 401 (repayment)		113,335		
	TOTAL REVENUES		**226,335**	**56,104**	
480-535-10-89	Sewer Debt Service Charges Misc		400	200	
480-582-35-00	Redemption of Long Term Debt		239,302		
480-592-35-05	Debt Service Interest Loan 44A		6,399		
480-592-35-06	Debt Service Interest Loan 44B		58,228		
480-592-35-07	Debt Service Interest Loan 063		7,277		
480-597-10-40	Transfers Out				
	TOTAL EXPENDITURES		**311,606**	**200**	
ULID 18 LOAN DEBT SERVICE	**REVENUES**		**226,335**	**56,104**	
	EXPENDITURES		**(311,606)**	**(200)**	
	CASH/INVESTMENTS BALANCE			**3,900,665**	

MONTHLY BUDGET ANALYSIS	Description		2012	YTD	
ULID 18 LOAN RESERVE FUND (RESTRICTED) - 490			Budget	3/31/2012	
490-361-11-10	Investment interest				
	TOTAL REVENUES				
	TOTAL EXPENDITURES		-		
ULID 18 LOAN RESERVE FUND	REVENUES		-		
	EXPENDITURES		-		
	CASH/INVESTMENTS BALANCE			177,035	

LAKE WHATCOM WATER & SEWER DISTRICT

AGENDA BILL

MEETING DATE April, 2012
Schedule of Meetings

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9 Regular Meeting 6:30 p.m.	10 Staff Meeting 8:00 a.m.	11	12 WASWD CONFER.	13 WASWD CONFER.	14
15	16	17	18	19	20	21
22	23 Regular Meeting 8:00 a.m.	24	25	26	27	28
29	30		**APRIL 2012**			

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
MAY 2012		1	2	3	4	5
6	7	8	9 Regular Meeting 6:30 p.m.	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30 Regular Meeting 8:00 a.m.	31		