



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

July 25, 2012

8:00 a.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Utility Billing Reconciliation Report
 - B. Polo Park Bridge Watermain Relocation
 - C. Sudden Valley Water Treatment Plant Control Panel Improvements-Project Close out
 - D. General Manager Performance Evaluation Process (Executive Session 30 minutes)
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	July 17, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>Bill Hunter</i>		
MEETING AGENDA DATE:	July 25, 2012		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Utility Billing Reconciliation Report		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION ☐	FORMAL ACTION/ MOTION ☐	INFORMATIONAL/ OTHER ☒

BACKGROUND / EXPLANATION OF IMPACT

An internal audit was performed by staff to compare District account information with Whatcom County Assessor's records.

Summary of Analysis:

- County Assessor's data published January 26, 2012 was utilized for the study.
- Developed parcels were selected from the assessor's data where the appraised property improvements are greater than \$20,000.
- The District account database was compared to the developed parcel list. Developed parcels that did not have either a water or sewer account were reviewed individually. GIS was used to visually see where the missing water/sewer account parcels were located.

Summary of Results:

- Water Accounts. 14 parcels were flagged for review. None of the parcels turned out to be using District water without a District meter and billing account. Most were sewer-only customers along Lake Whatcom Boulevard. Several accounts needed minor data updates to be properly selected in the District account query. The remaining were homes still under construction that have not yet requested water to be turned on.
- Sewer Accounts. 15 parcels were flagged for review. Two parcels appear to be served by sewer and are not being billed. One parcel appears to have an accessory dwelling unit in addition to the main house and should be charged for 2 equivalent residential units (ERU). One parcel is across the road from a sewer main, is not hooked up to sewer, but should be per District policies. The remaining parcels were still under construction or had inconsistencies with site address between the District account database and the County Assessor database.

Staff will follow up with the 4 parcels identified with sewer billing issues.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None.

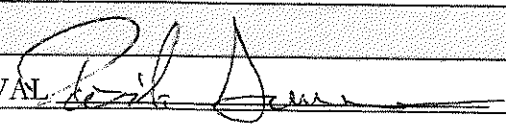
PROPOSED MOTION

None.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	July 17, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL 		
MEETING AGENDA DATE:	July 25, 2012		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Polo Park Bridge Watermain Relocation		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION ☐	FORMAL ACTION/ MOTION ☒	INFORMATIONAL/ OTHER ☐

BACKGROUND / EXPLANATION OF IMPACT

Sudden Valley Community Association (SVCA) is scheduled to begin work on replacing a failing culvert on Polo Park Drive with a new bridge in Division 8 between Lots 121 and 122. There is an 8-inch District water main that runs under the culvert and needs to be relocated and attached to the new bridge. SVCA has contracted with a contractor for bridge construction. SVCA is a private organization and is not required to follow public works contracting law.

The District's public water main relocation work will be done by separate public works contract. On July 16th, 2012 contactors on the District's small works roster were sent an Advertisement for Bids. Bids are due on July 31st, 2012.

The construction window in the creek is very tight due to environmental restrictions. Staff requests that the Board authorize the General Manager to award and execute a contract with the lowest responsible bidder following the July 31st bid opening with a not to exceed contract amount (including sales tax) of \$35,000. Waiting for Board approval at the August 8th meeting could delay SVCA's project.

Wilson's cost estimate is \$30,000 and includes a 15% contingency plus a healthy budget for traffic flagging. Flagging costs might be reduced some if the road is completely closed for construction of the bridge.

FISCAL IMPACT

2012 Budget includes \$30,000 for the construction contract.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Authorize the General Manager to award and execute a construction contract with the lowest responsible bidder up to \$35,000 including sales tax.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	July 17, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL		
MEETING AGENDA DATE:	July 25, 2012		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Sudden Valley Water Treatment Plant Control Panel Improvements – Project Close out		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Tetra Tech memo dated 7/18/2012		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION ☐	FORMAL ACTION/ MOTION ☒	INFORMATIONAL/ OTHER ☐

BACKGROUND / EXPLANATION OF IMPACT

Technical Systems, Inc. has completed all contract and punch list items. Staff recommends accepting the project as complete and closing out the project.

FISCAL IMPACT

This project is the last of the 2009 revenue bond projects to be completed. On 5/9/2011 the Board allocated \$150,815.00 of bond funding towards the SVWTP Control Panel Improvements construction and awarded the contract to Technical Systems, Inc.

Construction contract summary:

Engineer's Estimate \$120,672.00
(not including sale tax)

Contract Award Amount	\$139,000.00
8.5% Sales Tax	\$11,815.00
Total	\$150,815.00

RECOMMENDED BOARD ACTION

Accept project as complete.

PROPOSED MOTION

Accept the Sudden Valley Water Treatment Plant Control Panel Improvements project as complete and direct staff to close out the project.



TETRA TECH

Memorandum

Date: July 18, 2012
To: Bill Hunter
District Engineer/ Asst. General Manager
Lake Whatcom Water and Sewer District
1220 Lakeway Dr
Bellingham, WA 98229
c:
From: Bryan Kawamura
Tetra Tech
19803 North Creek Parkway
Bothell, WA, 98011
Project No./Name: Lake Whatcom Water and Sewer District Telemetry Improvements
C0911:7336 Sudden Valley WTP Improvements
Subject: Project Completion and Closeout

Dear Bill:

Technical Systems Incorporated has completed the fabrication and installation portion of the District Telemetry Improvements project. All punch list items have been completed, and a final payment request has been received and approved.

Tetra Tech recommends that the Board accepts this project as complete and close the contract with Technical Systems Incorporated.

Sincerely,
Tetra Tech Inc.

Bryan Kawamura, P.E.

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LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	July 17, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	July 25, 2012		
AGENDA ITEM NUMBER:	5. <i>f.D.</i>		
SUBJECT:	General Manager Performance Evaluation Process (Executive Session 30 minutes)		
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

The closed session was scheduled to "iron out" the final details of Patrick's evaluation. The actual evaluation itself and any applicable salary adjustment are to occur in open session.

FISCAL IMPACT

Unknown at this time.

RECOMMENDED BOARD ACTION

Combine the information that has been gathered from various sources into one cohesive performance evaluation and determine salary adjustment, if any.

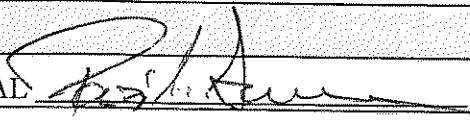
PROPOSED MOTION

Unknown at this time.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	July 17, 2012		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	July 25, 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

July 25, 2012

Important Upcoming Meetings:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is scheduled for August 6, 2012. The agenda has not been prepared as of this date. All Policy Group Meetings are publicly noticed by the District.
 - **Management Meetings:** There is no meeting scheduled at this time.
- **Next Regular Board Meeting:** Wednesday, August 8, 2012 at 6:30 p.m.
- **Next Employee Staff Meeting:** Thursday, August 9, 2012 at 8:00 a.m. in the Board Room. Commissioner Millar is scheduled to attend. Scheduling is rotated by alphabetical order each month.
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The next Section III meeting will be held at Bob's Burger & Brew in Tulalip on August 14, 2012 at 6:00 p.m. All Section III Meetings are publicly noticed by the District.
- **Next Employee Safety Committee Meeting:** Tuesday, August 7, 2012 at 8:00 a.m.