



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

March 13, 2013

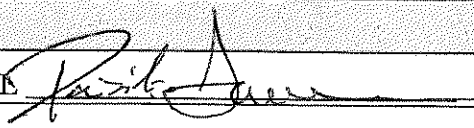
6:30 p.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Selection of Engineering Consultants for Design of Four Projects – Committee Report
 - B. Monthly Budget Analysis
 - C. Summary of Existing District Projects
 - D. Sewer Comprehensive Plan Update
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	March 6, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL 		
MEETING AGENDA DATE:	March 13, 2013		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Selection of Engineering Consultants for the Design of Four Projects – Committee Report		
LIST DOCUMENTS PROVIDED ➡ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District published a Request for Proposals for engineering and architectural services that included four individual projects in the Bellingham Herald on 1/25/2013. Six firms responded with proposals. The six firms and the projects they submitted proposals on are:

1. Sudden Valley Water Treatment Plant Generator Replacement (Total Estimated Project Cost \$380,000)
 - a. Grey & Osborne, Inc.
 - b. RH2 Engineering, Inc.
 - c. Tetra Tech, Inc.
2. Strawberry Point and Boulevard Sewer Pump Station Improvements (Total Estimated Project Cost \$1,325,000)
 - a. BHC Consultants, LLC
 - b. Grey & Osborne, Inc.
 - c. RH2 Engineering, Inc.
 - d. Wilson Engineering, LLC
3. Division 22 Reservoir (Total Estimated Project Cost \$960,000)
 - a. Associated Project Consultants, Inc.
 - b. BHC Consultants, LLC
 - c. Grey & Osborne, Inc.
 - d. RH2 Engineering, Inc.
 - e. Wilson Engineering, LLC

4. Geneva Area Asbestos Cement Water Main Replacement (Total Estimated Project Cost \$2,275,000)
 - a. Associated Project Consultants, Inc.
 - b. BHC Consultants, LLC
 - c. Grey & Osborne, Inc.
 - d. RH2 Engineering, Inc.
 - e. Wilson Engineering, LLC

The District formed a consultant selection committee to review and evaluate the proposals, select the most qualified firm for each project, and make a recommendation to the Board of Commissioners to formally select the most qualified firms. The committee included 2 commissioners and 5 staff members.

The committee met on 3/5/2013 and discussed each firm's qualifications for each project using the evaluation criteria outlined in the Request for Proposals. The committee was able to make a decision for 3 projects. More information was requested from the top 2 qualified firms on the AC Main Replacement Project. The committee will meet again on 3/11/2013 and review the additional information and will hopefully be able to make a decision. There is a possibility that an interview will be needed to make the final decision.

The committee will give a verbal report regarding their selection process and make a recommendation to award the contract(s).

FISCAL IMPACT

None at this time. Upon selection of consultants, the District will enter negotiations for scope of work and fees for each project.

RECOMMENDED BOARD ACTION

See proposed motion below.

PROPOSED MOTION

To select the following firms as the most qualified to provide engineering and architectural services for each of the following projects and to authorize staff to begin scope of work and fee negotiations with the most qualified firms:

Most Qualified Firm	Project
_____	SVWTP Generator Replacement
_____	Strawberry Pt. and Boulevard Sewer Pump Station Improvements
_____	Division 22 Reservoir
_____	Geneva Area Asbestos Cement Water Main Replacement



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	March 6, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL <i>Rob Dunn</i>		
MEETING AGENDA DATE:	March 13, 2013		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Monthly Budget Analysis as of 2/1/2013		
	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

		2013 Budget	YTD 2/28/2013 17%	
OPERATING FUND - 401				
REVENUES				
401-343-20-00	Latecomer Fee	1,000	-	0%
401-343-40-10	Water Sales Metered (9% rate increase) *	1,601,383	238,587	15%
401-343-40-18	Water Sales Lock/Unlock	9,500	1,575	17%
401-343-40-19	Water Sales Other (billing suspension, transfer fee etc.)	25,000	3,443	14%
401-343-50-11	Sewer Service Residential (4.5% rate increase) *	3,357,845	596,717	18%
401-343-50-19	Sewer Service Other (transfer fee, return item etc.)	1,300	1,470	113%
401-359-80-00	Late Charges / Lien fees	65,000	17,065	26%
401-360-10-00	Bank fees	2,000	293	15%
401-361-11-10	Investment Interest	-	-	
401-369-10-00	Sale of scrap/junk recycle	-	-	
401-379-10-20	Permits Operation portion (5 new connection permits)	15,000	-	0%
401-398-20-00	Insurance Recoveries	-	4,235	
TOTAL REVENUES		5,078,028	863,385	17%

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 2/28/2013 17%	
OPERATING FUND - 401					
EXPENDITURES					
401-53X-10-10	Payroll (2.3% cola plus step increases - 2013)	1,406,000	219,478	16%	
401-53X-10-20	Personnel Benefits	560,000	92,638	17%	
401-53X-10-31	Gen Admin Supplies	25,000	2,775	11%	
401-53X-10-32	Meetings/Team building	2,000	1,529	76%	
401-53X-10-40	Bank Fees	8,000	1,417	18%	
	County Auditor filing fees	6,000			
	DataBar (Statement processing)	20,000			
	Answering Service	1,500			
	BIAS Financial Software	20,000			
	Webcheck	2,000			
	GE Scada System Software Maintenance	7,500			
	WA State Auditor	10,000			
	Wilson Engineering	10,000			
	Sewer Comp Plan Update	60,000			
	Resick and Hansen	35,000			
	Peninsula Financial Consulting (City Sewer Agreement)	3,500			
	FCS Rate Study	9,500			
	3D - Computer support	15,000			
	Watchguard	5,000			
	Vamer, Systma CPA firm	10,000			
	Tetra Tech	5,000			
	Cartograph	8,000			
	Auto Desk	1,000			
	Rockwell	500			
	Inovise (Engineering)	2,000			
	Custodial/Building maint. services/Security	11,000			
	Landscaping service	4,000			
	Interlocal - Lake Whatcom Management Program	25,000			
	Interlocal - Invasive Species	45,000			
	GIS with Whatcom County	1,000			
	Oasys (Docuware/copy machine contract)	5,000			
	Generator Load Testing	18,000			
	Cyberlock software	1,000			
	South Whatcom Fire Authority	-			
	Misc (Bid notices etc.)	1,000			
401-53X-10-41	Professional Services (TOTAL)	342,500	60,779	18%	
401-53X-10-42	Communication	51,500	7,566	15%	
401-53X-10-43	Memberships/Dues	13,000	9,372	72%	
401-53X-10-44	B&O Taxes	150,000	31,964	21%	
401-53X-10-45	Admin Lease	3,000	597	20%	
401-53X-10-46	Insurance	96,000	-	0%	
401-53X-10-49	Admin Misc.	2,000	-	0%	
401-53X-40-43	Training & Travel	30,000	5,153	17%	
401-53X-40-44	Tuition reimbursement	6,000	-	0%	
401-53X-49-40	Insurance claims	-	-	0%	
401-53X-50-31	Maintenance Supplies	45,000	9,685	22%	
401-53X-50-48	Oper Repair/Maint (includes Asset Mgmt tools)	85,000	12,748	15%	
	Edge Analytical - water	10,000			
	Emergency Response - sewer tank trucks	5,000			
	Misc Operations contracted	18,000			
401-53X-60-41	Operations Contracted (TOTAL)	33,000	676	2%	
401-534-60-47	Water Ops City of Bellingham	30,000	4,102	14%	
401-535-60-47	Sewer Ops City of Bellingham	605,000	50,000	8%	
401-53X-80-31	Operations Gen Supplies	60,000	8,110	14%	
401-53X-80-32	Operations Fuel	40,000	4,818	12%	
401-53X-80-34	Safety supplies	12,000	7,056	59%	
401-53X-80-47	General Utilities	200,000	41,908	21%	
401-53X-80-49	Laundry	5,000	336	7%	
	TOTAL OPERATING EXPENSES	3,810,000	572,707	15%	
TRANSFERS					
401-597-10-00	Transfers Out to Capital Projects Fund 420	790,000			
	Transfers Out to 2009 Bond Debt Service Fund 450	445,500			
	Transfers Out to Water Loan Debt Service Fund 470	92,000			
	TOTAL EXPENDITURES	5,137,500	572,707		
OPERATING FUND					
	REVENUES	5,078,028	863,385		
	EXPENDITURES	(5,137,500)	(572,707)		
	CASH/INVESTMENTS BALANCE		719,352		

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 2/28/2013
RATE FUNDED SYSTEM REPLACEMENT FUND - 415				
415-361-11-00		Investment Interest	-	-
		TOTAL REVENUES	-	-
415-597-10-00		Transfer out to System Reinvestment Fund 420	13,500	
		TOTAL EXPENDITURES	13,500	
RATE FUNDED SYSTEM REPLACEMENT FUND		REVENUES	-	-
		EXPENDITURES	(13,500)	-
		CASH/INVESTMENTS BALANCE		13,538

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 2/28/2013
SYSTEM REINVESTMENT FUND - 420				
420-343-40-19		DEA Permits	2,500	
420-361-11-00		Investment interest	-	
420-379-10-30		Permits Capital Portion (5 permits for 2012)	35,000	
420-379-10-40		Latecomer Fees	500	
420-397-10-00		Transfers In from Operating Fund 401	790,000	
		Transfer In from System Replacement Fund 415	13,500	
		TOTAL REVENUES	841,500	-
420-534-10-41		DEA Contracted Services	2,500	3,429
420-534-60-41		Contracted Operations	-	
420-534-90-61		DEA Refunds	-	
420-594-38-60		Capital Outlay		
		Previous Projects	271,400	
	C10-06	Sewer Emergency Response Equipment	7,700	1,005
	C12-02	SVWTP Coatings		965
	C12-03	Water Meter Data Collectors	22,000	
	C12-06	Agate WTP Restroom	8,000	
	C12-07	Reservoir drains to daylight	13,000	
	C12-08	Lowell & Oriental PRVs		5,428
	C11-10	SVWTP Raw Motors	4,000	
	C12-10	SVWTP Generator	56,200	
	C12-13	Sewer Camera Equipment	80,000	12,677
	C12-14	Dead end blow offs	38,000	
	C12-16	SVCA Polo Park Bridge	40,000	
	C12-18	Sewer I & I Update	2,500	1,748
		New Projects	565,000	
		Safety Equipment	12,000	
		Shop Facility Improvements	5,000	
		Server upgrade	10,000	
		Thermal Imager	3,000	
		Replace air/vac valves	8,000	
		CMOM Projects	88,000	
		SVWTP Diesel Generator	325,000	
		Cathodic Corrosion protection	75,000	
		Johnson well house	10,000	
		Portable dehumidifiers	3,000	
		Backup benchtop analyzer	3,000	
		Demolition hammer	1,000	815
		Water main relocation (Geneva & S Fremont)	10,000	
		Water Service rebuilds	12,000	
		TOTAL EXPENDITURES	838,900	26,067
CAPITAL PROJECTS FUND		REVENUES	841,500	-
		EXPENDITURES	(838,900)	(26,067)
		CASH/INVESTMENTS BALANCE		26,850

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 2/28/2013
SEWER/STORM WATER CONTINGENCY FUND - 425				
425-397-10-00		Transfer in from ULID 18 Fund 480	1,000,000	
		Transfer in from Bond Reserve Fund 490	178,175	
		TOTAL REVENUES	1,178,175	-
425-594-38-64		Machinery/Equipment	225,000	
		TOTAL EXPENDITURES	225,000	-
SEWER/STORM WATER CONTINGENCY FUND		REVENUES	1,178,175	-
		EXPENDITURES	(225,000)	-
		CASH/INVESTMENTS BALANCE		-

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 2/28/2013
CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430				
430-361-11-00		Investment interest	-	
		TOTAL REVENUES	-	
430-594-38-63		Capital Outlay	-	
	C09-01	Cable-Ranch-PM Pump stations	63,000	520
	C09-11	SVWTP Control System	24,000	
		TOTAL EXPENDITURES	87,000	520
CAPITAL BOND PROJECTS FUND		REVENUES	-	
		EXPENDITURES	(87,000)	(520)
		CASH/INVESTMENTS BALANCE		81,754

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 2/28/2013
2009 BOND DEBT SERVICE FUND - 450				
450-361-11-00		Investment interest		
450-397-10-00		Transfers in from Operating Fund 401	445,500	
		TOTAL REVENUES	445,500	-
450-535-10-41		Bond Admin Fee		
450-591-38-83		Bond Interest payments	225,500	-
450-591-38-72		Redemption of Long Term Debt	220,000	-
		TOTAL EXPENDITURES	445,500	-
2009 BOND DEBT SERVICE FUND		REVENUES	445,500	-
		EXPENDITURES	(445,500)	-
		CASH/INVESTMENTS BALANCE		26

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 2/28/2013
2009 BOND RESERVE FUND (RESTRICTED) - 460				
460-361-11-00		Investment interest	3,000	
		TOTAL REVENUES	3,000	-
		TOTAL EXPENDITURES	-	
2009 BOND RESERVE FUND		REVENUES	3,000	-
		EXPENDITURES	-	-
		CASH/INVESTMENTS BALANCE		501,181

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 2/28/2013
WATER LOANS DEBT SERVICE FUND - 470				
470-361-11-10		Investment interest	-	
470-397-10-00		Transfers in from Operating Fund 401	92,000	
		TOTAL REVENUES	92,000	-
470-591-38-79		Redemption of Long Term Debt	74,542	
470-592-34-83		Debt Service Interest Loan 44	6,385	
470-592-34-83		Debt Service Interest Loan 119	894	
470-592-34-83		Debt Service Interest Loan 064	10,395	
		TOTAL EXPENDITURES	92,216	-
WATER LOANS DEBT SERVICE FUND		REVENUES	92,000	-
		EXPENDITURES	(92,216)	-
		CASH/INVESTMENTS BALANCE		373

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 2/28/2013
ULID 18 LOAN DEBT SERVICE FUND (RESTRICTED) - 480				
480-361-11-10		Investment interest	100	154
480-361-50-00		ULID 18 Interest/Penalties	40,000	4,655
480-379-10-30		Latecomers Fee	3,000	-
480-156-40-00		Current ULID 18 Principal Payments	60,000	9,146
480-397-10-00		Transfers In from ULID 18 Reserve Fund 490	178,175	
		TOTAL REVENUES	281,275	13,955
480-535-10-49		Sewer Debt Service Charges Misc	400	54
480-591-35-79		Redemption of Long Term Debt	3,000,000	1,340,614
480-592-35-83		Debt Service Interest Loan 44A		1,449
480-592-35-83		Debt Service Interest Loan 44B		8,372
480-592-35-83		Debt Service Interest Loan 063		
480-597-10-00		Transfers Out to Sewer/SW Contingency Fund 425	1,000,000	
		TOTAL EXPENDITURES	4,000,400	1,350,489
ULID 18 LOAN DEBT SERVICE		REVENUES	281,275	13,955
		EXPENDITURES	(4,000,400)	(1,350,489)
		CASH/INVESTMENTS BALANCE		2,441,077

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 2/28/2013
ULID 18 LOAN RESERVE FUND (RESTRICTED) - 490				
490-361-11-10		Investment interest	175	
		TOTAL REVENUES	175	-
490-597-10-00		Transfers out to Sewer/SW Contingency Fund 425	178,175	
		TOTAL EXPENDITURES	178,175	-
ULID 18 LOAN RESERVE FUND		REVENUES		-
		EXPENDITURES		-
		CASH/INVESTMENTS BALANCE		178,202



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	March 6, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>Paul Hunter</i>		
MEETING AGENDA DATE:	March 13, 2013		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. March 2013 Summary of Existing District Projects		
NUMBER OF PAGES INCLUDING AGENDA BILL:	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
March 13, 2013	March 7, 2013	LE/BH
Status of Water and Sewer Permit Issuance		
SCOPE	Provide a monthly update on permit activity.	
STATUS		Permits Issued 2013
	No of permits issued	0
	No of permits projected 2013	5
		Permits Issued 2012
		8

Completed Capital Projects in 2013	

Completed DEAs in 2013	
D0534	Polly's Plat – Butch Kvamme (AKA Whatcom Overlook Short Plat)

State Required Report Status				
Report Title	Due	Preparation	Due Date	Last Date Submitted
Chlorination Report (Agate Heights)	Monthly	Kevin	Postmarked 10th of month	July 10, 2012
Community Right to Know (Hazardous Materials)	Annually	Bill and Rich	March 2013	January 6, 2012
Consumer Confidence Reports	Annually	Kevin	July	<ul style="list-style-type: none"> • Geneva – 5/12 • Sudden Valley 5/12 • Eagleridge – 5/12 • Agate Heights – 5/12
CPR/First Aid Training	Biennially	Rich	Nov/Dec 2014	Completed 12/18/12
Department of Revenue	Monthly	Debi	End of following month	February 1, 2013
Flagging Card Training	Triennially	Rich	8/11/13	8/11/10
Hazardous Waste Activity Report	Annual	Rich	Annual 3/31	January 31, 2013
Labor & Industries Payroll Report	Quarterly	Norma	Quarterly	December 2012
OSHA 300 Log	Annually	Rich	February 2014	January 28, 2013
Surface Water Treatment Rule Report (Sudden Valley WTP)	Monthly	Kevin	Postmarked 10th of month	July, 2012
Unemployment Report	Quarterly	Norma	Quarterly	December 2012
WA State Cross Connection Report	Annual	Rich	Annual	May 16, 2012
Washington State Financial Report	Annual	Debi	May 29	April, 2012
Water Use Efficiency Perform Report	Annual	Kevin	July 1	March 8, 2011

SAFETY PROGRAM SUMMARY (Completed by Rich Munson)

****Annual Safety Training****

Staff has been participating in a local government on-line training system. Each employee is assigned with an individual training course that is relevant to their position. 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. (as of 11/13/2012)

****Dates of Safety Committee Meetings****

January 13, 2013 - Complete	

Summary Of Work-Related Injuries & Illnesses (2013)	
Total Number of Work Related Injuries	1
Total Number of Days of Job Transfer or Restriction	0
Total Number of Days Away From Work	13
Summary Of Work-Related Injuries & Illnesses (2012)	
Total Number of Work Related Injuries	9
Total Number of Days of Job Transfer or Restriction/Light Duty	24 days as of 1/3/2013
Total Number of Days Away From Work	9

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.
- 4/4/2011 Advertise
- 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.
- 4/19/2011 Pre-Bid Meeting 10am
- 4/28/2011 2nd re-bid opening. One bid received.
- 4/28/2011 Bid Opening 2pm
- 5/11/2011 Award

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.
- 7/25/2012 Staff and Tetra Tech waiting to make final PLC operational changes and program updates after summer peak demand (work scheduled for January 15 2013).
- 2/6/2013 Tetra Tech onsite to make final PLC changes (move reservoir level signals from old PLC to new PLC). One reservoir done, one more day needed to complete changes. Last day will be scheduled as soon as possible.
- 2/12/2013 Tetra Tech finishes PLC changes. Project complete.

C0911-CON Construction Contract - Technical Systems Inc

- 6/1/2011 Contractor preparing bonds, insurance and contract forms.
- 7/12/2011 Notice to Proceed (180 day contract)
- 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.
- 1/7/2012 Substantial Completion
- 2/6/2012 Final Completion (30 days after Substantial Completion)
- 3/6/2012 Contractor installing remaining equipment on punch list 3/7/2012.

- 5/31/2012 Contractor provided training to District staff on new equipment. Tetra Tech reviewing O&M manuals submitted by Contractor.
- 7/3/2012 All work appears complete. Tetra Tech reviewing contract requirements and will be issuing a recommendation to close out the project.
- 7/25/2012 Board accepts project as complete. Staff closing out construction contract.

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-ADM Project Administration

- 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.
- 2/15/2012 Riteway Electric completed installation of generator plugs and manual transfer switches at Rock Ridge and Edgewater Sewer Pump Stations.
- 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.
- 5/3/2012 District crews almost finished with transfer switch wiring.
- 5/29/2012 Agate Bay generator startup completed by supplier. Training provided to District crew. Generator and automatic transfer switch online. Tetra Tech will update PLC and telemetry to include new generator alarms next time they are here.
- 7/3/2012 Staff and Tetra Tech working together to implement telemetry to monitor generator status.
- 9/6/2012 Float in low MH along LWB near Strawberry Point installed. Crew scheduling Tetra Tech to make PLC programming changes at Strawberry Point PS and SCADA for new alarm.
- 9/19/2012 Strawberry Point MH float alarm put into service.

C1203 Replace Water Meter Data Collectors

Replace handheld water meter data collectors used for radio reading meters

C1203-ADM Project Administration

- 7/3/2012 Staff researching meter reading equipment options.

C1206 Agate WTP Restroom

Add restroom at Agate Water Treatment Plant.

C1206-ENG Project Administration and Engineering

- 3/28/2012 Task Order executed with Wilson Engineering to assist in permitting, plans, and structural design.
- 5/2/2012 Wilson preparing conditional use permit revision application for submittal to County.
- 6/6/2012 Wilson working with County on conditional use permit revision.
- 7/3/2012 Staff and Wilson working with County to complete project permitting.

- 8/1/2012 Permitting almost complete at County.
- 9/6/2012 Still waiting for County to issue permit.
- 10/2/2012 County issued building permit. Staff will begin construction this fall.

C1206-CON Construction Contract

- 11/6/2012 District crews beginning construction.

C1207 Reservoir Overflow Drains to Daylight

Route reservoir overflow drains to daylight.

C1207-ENG Project Administration and Engineering

C1207-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

- 10/3/2012 Staff issued purchase order for new motor. Existing motors will be swapped out, inspected, and refurbished. At completion of project District will have one spare motor in stock.
- 11/6/2012 District received new motor. Crews will install new motor.
- 2/6/2013 Crews installed new motor. Existing motor will be reconditioned and replace 2nd motor.

C1211 Wet Well Pressure Transmitters

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

C1211-ADM Project Administration

- 7/3/2012 Staff preparing materials list for each site.
- 8/1/2012 Staff obtaining quotes for 15 pressure transducers.
- 9/6/2012 Received transducers. Crews beginning installation. Staff will coordinate with Tetra Tech for PLC programming to incorporate new SCADA information and alarms.
- 10/3/2012 Installation and SCADA integration of transducers is in progress.
- 11/6/2012 Transmitters have been installed at Strawberry Point, Edgewater, Geneva, and Dellesta. Crews continue to install equipment.

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.

C1214-CON Construction Contract

C1216 SVCA Polo Park Bridge Water Main

Relocate water main to accomodate new SVCA bridge.

C1216-CON Construction Contract

- 7/16/2012 Email Advertisement for Bids to MRSC Shared Small Works Roster Contractors
- 7/31/2012 Bid Opening 2:05pm
- 8/1/2012 Bid cancelled 7/26/2012. All plan holders were notified 7/27/2012 of cancellation. Cancellation was due to permitting delays on SVCA's project. Project now tentativley scheduled for Summer 2013.

C1216-ENG Project Administration and Engineering

- 6/4/2012 Staff reviewing Task Order scope received from Wilson 6/4/2012. SVCA hoping to get permits mid-July with construction starting in August.
- 6/21/2012 Site visit with staff and Wilson. District staff to install isolation valves in July prior to bridge construction.
- 11/6/2012 Crews in progress of relocating water services to prepare for installation of isolation valves and thrust blocks.
- 11/28/2012 Services have been moved and isolation valves installed on the main. Crews will be installing reverse thrust blocks when weather allows this winter. District will be ready for SVCA construction summer 2013.

C1301 Flush Truck, Vac Trailer, Boom Truck

Replace existing flush truck and vac truck. Purchase boom truck.

C1301-ADM

- 2/6/2013 Staff researching vac trailers, flush trucks, and combo vac/flush trucks. Crews demo'd a vac trailer unit on 1/31/2013 at the shop.
- 2/6/2013 Staff collected pump station site measurements needed to define boom truck performance specs. District advertising for bids to install spec'd boom on truck procured through state bid.
- 2/28/2013 District received bids for boom and installation of boom on truck provided District. District finalizing truck specs for ordering off state bid.

C1302 2013 Inflow & Infiltration Projects

Projects to reduce inflow and infiltration into District's sewer system. Tasks may include smoke testing, manhole grouting, sewer main spot repairs, and other methods to find and reduce I&I.

C1302-ADM

C1303 SVWTP Generator

Replace undersized SVWTP natural gas generator with larger diesel unit capable of running treatment plant with two booster pumps on plus Afternoon Beach Sewer Pump Station.

C1303-ENG

- 1/25/2013 Advertise Request for Proposal in Bellingham Herald. (This request includes 3 other projects: Division 22 Reservoir, Strawberry Point & Boulevard Sewer Pump Stations, and Geneva Area AC Water Main Replacement).
- 2/21/2013 RFP Submittals due 4pm
- 3/5/2013 Tentative notification of short-list for interviews
- 3/12/2013 Tentative interviews
- 3/13/2013 Tentative recommendation to Board

C1304 Steel Reservoir Cathodic Protection

Install cathodic protection systems in District's steel reservoirs: Geneva, Div 30, Div 22, Div 7, & SVWTP Contact Tank.

C1304-ADM

- 2/6/2013 Staff writing contract documents and specifications. Tentative advertisement for bids in April/May 2013 with installation in summer/fall 2013.

C1305 Johnson Shed Roof

Replace aging cedar roof on Johnson Well shed.

C1305-ADM

C1306 LLR Sewer Air-Vac Valve Replacement

Replace iron/steel air-vac valves with nylon valves.

C1306-ADM

C1307 Replace Treatment Plant Dehumidifiers

Replace old portable dehumidifiers used at water treatment plants.

C1307-ADM

C1308 Backup Benchtop Analyzer

Procure backup benchtop analyzer used at treatment plants.

C1308-ADM

C1310 Water Service Rebuilds

Procure brass and fittings required for water service rebuilds.

C1310-ADM

C1311 Thermal Imager

Procure thermal imager used to find electrical panel hot spots and view motor/bearing heat patterns.

C1311-ADM

2/6/2013 Staff researching thermal imaging devices.

C1312 Shop Diesel Tank Concrete Pad

Install concrete pad and bollards to protect diesel fuel tank at shop.

C1312-ADM

C1313 Safety Grates at Pump Stations

Install safety grates in several sewer pump station wet wells: Sudden Valley, Beaver, Flatcar, & North Point.

C1313-ADM

C1314 Replace Server Hardware

Replace District's server hardware. Server runs all of District's accounting, engineering, and operations software and databases.

C1314-ADM

C1315 Sewer Comprehensive Plan Update

The District is required to update its Sewer Comprehensive Plan every six years. The last update was completed in September 2007 and conditionally approved by the Department of Ecology in February, 2008.

C1315-PH1 Sewer Comprehensive Plan Update

3/6/2013 Staff and Wilson working on Task Order scope of work.

C1315-PH2 Stormwater Chapter

3/6/2013 Staff and Wilson working on Task Order scope of work.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	March 6, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	March 13, 2013		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Sewer Comprehensive Plan Update		
LIST DOCUMENTS PROVIDED ⇒	1. Task Orders #2013-001 and #2013-002		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	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

Review and discuss Sewer Comprehensive Plan Update scope of work, particularly the new chapter on stormwater management and what options/alternatives the Board would like to pursue.

FISCAL IMPACT

\$60,000 is included in the 2013 adopted budget for the sewer comprehensive plan update. Proposed Task Order #2013-001 has a not-to-exceed cost of \$59,974.

The Board authorized an expenditure of \$15,000 from the Sewer/Stormwater Contingency Fund to develop a new stormwater chapter. Proposed Task Order #2013-002 has a not to exceed cost of \$12,295.

RECOMMENDED BOARD ACTION

See motion.

PROPOSED MOTION

Authorize the General Manager to execute Task Orders #2013-001 (Sewer Comprehensive Plan Update) with an amount not-to-exceed \$59,974 and #2013-002 (New Stormwater Chapter) with an amount not-to-exceed \$12,295.

TASK ORDER #2013-001
Lake Whatcom Water and Sewer District
General Engineering Services

DESCRIPTION:

The District is required to update its Sewer Comprehensive Plan every six years. The last update was completed in September 2007 and conditionally approved by the Department of Ecology in February, 2008.

The District has requested that Wilson Engineering prepare the sewer plan update. The scope for this effort is included in the attached spreadsheet.

SCOPE OF WORK:

District Project Number: C13.

Project name: Sewer Comprehensive Plan Update

Project includes:

See attached spreadsheet.

Assumptions and limitations:

- District provides manpower to download and format SCADA history for all sewer pump stations (run times, metered flows) for wet weather and dry weather periods
- District provides pertinent information for recent pump station replacement projects (pre-design reports, plans, pump curves, etc. for Tomb, North Point, Ranch House, Cable Street, and Afternoon Beach PS).
- District supplies GIS files with physical properties (invert elevations, slopes) in a form that can be easily imported into InfoSewer.
- District takes the lead on the North Shore sewer interceptor modeling effort.

COST SUMMARY:

Estimate of hours:

See attached spreadsheet.

Subconsultant fees:

None anticipated.

Other Direct Costs:

Nominal costs associated with mailings. Estimate = \$125

Task Order Total Price (time & materials not to exceed):

Task 1 -	\$5,324
Task 2 -	\$2,150
Task 3 -	\$7,954
Task 4 -	\$5,036
Task 5 -	\$6,523
Task 6 -	\$3,638
Task 7 -	\$3,976
Task 8 -	\$5,920
Task 9 -	\$3,796
Task 10 -	\$14,184
Task 11 -	\$1,348
Direct Costs	\$125

Total = \$59,974

PROJECT SCHEDULE:


Milestone dates (goals):

- Kick-off meeting - early March
- Facilities Assessment meeting - April 2012
- Draft Sewer Plan / Presentation to District, Board - May 2013
- Final Sewer Plan for Agency Review - June 2013

AUTHORIZATION:

Lake Whatcom Water and Sewer District Wilson Engineering, LLC

By: _____
Patrick Sorensen
General Manager

By: 
Melanie Mankamy, PE
Senior Partner

Dated: _____

Dated: March 6, 2013

Task 2013-001

Sewer Comprehensive Plan Update

Task Description	Fixed Expense	Principal Engineer	Senior Project Engineer	Project Engineer	Engineer I (EIT)	GIS Analyst	Senior CAD Tech	Cost
Rate (\$/hr) =	L.S.	\$148	\$128	\$113	\$97	\$95	\$80	
Task 1: Project Meetings and Public Involvement								
Progress Meetings (two)			4	4	4			\$ 1,352
Track and report progress & expenditures monthly			12					\$ 1,536
Public Meetings (one, including Prep)			4	8		4	8	\$ 2,436
Sub-Total	\$ -	0	20	12	4	4	8	\$ 5,324
Task 2: Data Acquisition/Review								
Existing Sewer Plan; other documents			2	4	4			\$ 1,096
Existing GIS Data, AutoCAD maps			1	2		4	4	\$ 1,054
Sub-Total	\$ -	0	3	6	4	4	4	\$ 2,150
Task 3: Data Analysis								
Import / Adjust Pump Station Drainage Basin boundaries			1			4	12	\$ 1,468
Review SCADA data / pump run times gathered and formatted by District Staff			1	2	4			\$ 742
Develop Dry Weather flows by Drainage Basin / Pump Station			2		16			\$ 1,808
Develop Wet Weather flows by Drainage Basin / Pump Station			2		16			\$ 1,808
Flow and Loading Projections			4	4	12			\$ 2,128
Sub-Total	\$ -	0	10	6	48	4	12	\$ 7,954
Task 4: Facilities Assessment								
Review Cartograph data- Facility inspection data; condition assessment data			2	4	16			\$ 2,260
Site Visit / Field "Survey" (as needed)				8	8			\$ 1,680
Identify Candidate Maintenance Improvements with Staff Input			2	4	4			\$ 1,096
Sub-Total	\$ -	0	4	16	28	0	0	\$ 5,036
Task 5: Sewer System Modeling								
LWB Interceptor from Strawberry Point to Cable St								
Develop Hydraulic Model loads (physical properties input by District)			1	12	8			\$ 2,260
Perform Model Runs			1	4				\$ 580
Review Model Predictions			2	2				\$ 482
Conduct Improvement Alternatives Analysis			2	4				\$ 708
Identify Candidate Collection System Improvements			2	2				\$ 482
North Shore Interceptor from MH NT-1 to MH NT-38								
Assist District to Develop Hydraulic Model loads (physical properties input by District)			1	4				\$ 580
Assist District to Perform Model Runs			1	2				\$ 354
Review Model Predictions			2	2				\$ 482
Assist District to Conduct Improvement Alternatives Analysis			1	2				\$ 354
Identify Candidate Collection System Improvements			1	1				\$ 241
Sub-Total	\$ -	0	14	35	8	0	0	\$ 6,523
Task 6: Future Demand Analysis								
Review/Establish Service Area Goals and Policies			4	8				\$ 1,416
Identify Existing and Future Service Area Boundaries			2	4				\$ 708
Population Forecasts			2	8				\$ 1,160
Land Use Projections			1	2				\$ 354
Sub-Total	\$ -	0	9	22	0	0	0	\$ 3,638

Task 2013-001

Sewer Comprehensive Plan Update

Task Description	Fixed Expense	Principal Engineer	Senior Project Engineer	Project Engineer	Engineer I (EIT)	GIS Analyst	Senior CAD Tech	Cost
Rate (\$/hr) =	L.S.	\$148	\$128	\$113	\$97	\$95	\$80	
Task 7: Prepare Maps								
Overall System Map			1	2			8	\$ 994
Collection Systems			2	4			16	\$ 1,988
Sewer Pump Facilities			1	2			8	\$ 994
								\$ -
Sub-Total	\$ -	0	4	8	0	0	32	\$ 3,976
Task 8: Capital Facilities Plan								
Future Maintenance and Operational Improvement Project Narratives/Cost Ests			4	12				\$ 1,868
Future Administrative, Financial and Planning Improvements			2	4				\$ 708
Future Capital Improvement Project Narratives/Cost Est			12	16				\$ 3,344
								\$ -
Sub-Total	\$ -	0	18	32	0	0	0	\$ 5,920
Task 9: Cost Analysis								
Revenue Requirement Analysis			8	12				\$ 2,380
Cost of Service Analysis			4	8				\$ 1,416
								\$ -
Sub-Total	\$ -	0	12	20	0	0	0	\$ 3,796
Task 10: Prepare Sewer Plan								
Prepare Draft Plan			20	40		16	4	\$ 8,920
Present to District for Review			4	4			8	\$ 1,604
Incorporate Comments			4	4			8	\$ 1,604
Prepare Final Plan and Submit to Agencies			4	8			8	\$ 2,056
								\$ -
Sub-Total	\$ -	0	32	56	0	16	28	\$ 14,184
Task 11: SEPA Checklist								
Prepare non-project SEPA checklist			2	4			8	\$ 1,348
								\$ -
Sub-Total	\$ -	0	2	4	0	0	8	\$ 1,348
Direct Expenses	\$ 125							\$ 125
Project Total	\$ -	-	128	217	92	28	92	\$ 59,974

TASK ORDER #2013-002
Lake Whatcom Water and Sewer District
General Engineering Services

DESCRIPTION:

The District is required to update its Sewer Comprehensive Plan every six years. The District has requested that Wilson Engineering prepare the sewer plan update (see Task Order 2013-001).

The District's counsel has suggested that this Sewer Plan Update include a chapter that addresses stormwater management matters, since the Board has had several discussions on the subject in the recent past. The initial scope for this Task Order is to identify and present options and possible approaches for Board discussion. The scope for this effort is included in the attached spreadsheet.

SCOPE OF WORK:

District Project Number: CO

Project name: Stormwater Chapter Scope for Sewer Comprehensive Plan Update

Project includes:

Researching what the District can do with respect to stormwater management, coordinating with other agencies, preparing a tech memo discussing the findings, preparing maps and exhibits, and conducting work sessions with the Board. See attached spreadsheet for additional details.

Assumptions and limitations:

- Public and private stormwater facility locations are readily available in GIS format
- Results of this effort will define the contents to be included in the Stormwater Chapter

COST SUMMARY:

Estimate of hours:

See attached spreadsheet.

Subconsultant fees:

None anticipated.

Other Direct Costs:

Nominal costs associated with large format maps. Estimate = \$100

Task Order Total Price (time & materials not to exceed):

Task 1 - \$2,952
Task 2 - \$4,052
Task 3 - \$3,089
Task 4 - \$2,202
Direct Costs \$100

Total = \$12,395

PROJECT SCHEDULE:

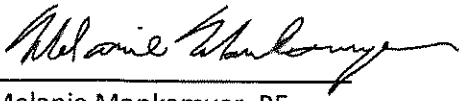
Milestone dates (goals):

- Kick-off meeting - early March
- Draft Tech Memo / First Board Workshop - April 2012
- Final Tech Memo / Second Board Workshop - May 2013

AUTHORIZATION:

Lake Whatcom Water and Sewer District Wilson Engineering, LLC

By: _____
Patrick Sorensen
General Manager

By: 
Melanie Mankamy, PE
Senior Partner

Dated: _____

Dated: March 1, 2013

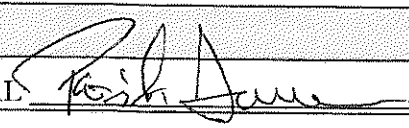
Task 2013-002
Stormwater Chapter for
Sewer Comprehensive Plan Update

Task Description	Fixed Expense	Principal Engineer	Senior Project Engineer	Project Engineer	GIS Analyst	Senior CAD Tech	Cost
Rate (\$/hr) =	L.S.	\$148	\$128	\$113	\$95	\$80	
Task 1: Project Management							
Track and report progress & expenditures monthly			8				\$ 1,024
Board Work Sessions (two)			8	8			\$ 1,928
							\$ -
Sub-Total	\$ -	0	16	8	0	0	\$ 2,952
Task 2: Stormwater Predesign Investigation							
A. Research							\$ -
1. WAC & RCW Review			1	2			\$ 354
2. Whatcom County Code Review			1	2			\$ 354
3. Whatcom County Phase II Permit Compliance Program Review			1	4			\$ 580
4. Lake Whatcom Comprehensive Stormwater Plan Review			1	4			\$ 580
B. Planning and Agency Coordination							
1. ID Cooperative Opportunities							
a. Programmatic Opportunities			2	2			\$ 482
b. Capital Improvement Opportunities			2	2			\$ 482
2. Governance and Funding Mechanisms			2	4			\$ 708
3. Coordination with Whatcom County Stormwater Staff			4				\$ 512
							\$ -
Sub-Total	\$ -	0	14	20	0	0	\$ 4,052
Task 3: Document Preparation							
A. Tech Memo Narrative Preparation			2	8			\$ 1,160
B. Tech Memo Figures/Tables Preparation				2	2	2	\$ 576
C. QA/QC & Legal Review							\$ -
1. In-house Review		2					\$ 296
2. Legal Review	400		1				\$ 528
3. Incorporation of review comments			1	2	1	1	\$ 529
							\$ -
Sub-Total	\$ 400.00	2	4	12	3	3	\$ 3,089
Task 4: Full-size Maps							
Overall Stormwater Facilities Map			1	2	4		\$ 734
Public Stormwater Facilities			1	2	4		\$ 734
Private Stormwater Facilities			1	2	4		\$ 734
							\$ -
Sub-Total	\$ -	0	3	6	12	0	\$ 2,202
Project Total	400	2	37	46	15	3	\$ 12,295



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	March 6, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL: 		
MEETING AGENDA DATE:	March 13, 2013		
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 <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

March 13, 2013

6:30 p.m.

Important Upcoming Meetings:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The April 8, 2013 meeting has been cancelled. The next meeting is now scheduled for May 6, 2013 at 9:30 a.m. in the Fireplace Room in the Municipal Court Building (east side of building) located at 625 Halleck Street. The Agenda topics have not been set as of this date. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Joint Councils/Commissioners Meeting:** Scheduled for March 28, 2013 in the Bellingham Central Library Meeting Room at 6:00 p.m.
 - **Management Meeting:** There is not a meeting scheduled at this time.
 - **Staff Technical Team Meeting:** The next meeting has been scheduled for March 21, 2013.
- **Next Regular Board Meeting:** Is scheduled for Wednesday, **March 27, 2013** at **8:00 a.m.**
- **Next Employee Staff Meeting:** Is scheduled for **Thursday, March 14, 2013** at **8:00 a.m.** in the Board Room. Commissioner Weide 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 **Tuesday, March 12, 2013** starting at **6:00 p.m.** All WASWD Section III Meetings are publicly noticed by the District.
- **Next Employee Safety Committee Meeting:** Wednesday, **March 13** at **8:00 a.m.** in the District Conference Room.
- **Whatcom Water Districts Caucus Meeting:** An extra meeting has been scheduled for **Tuesday, March 12, 2012** at **3:00 p.m.** to discuss future direction in light of the County Council's recent position to not fund the PUD for future facilitation work associated with watershed planning. In addition, the next regular meeting is scheduled for **Wednesday, March 27, 2013** at **3:00 p.m.** Both meetings are in the District's Board Room and are publicly noticed.

Other

- **Upcoming Geneva Neighborhood Association Meeting:** Reminder. The GNA will be holding a neighborhood meeting on Wednesday, March 27, 2013 between 6:30 and 8:00 p.m. at the Fire House in Geneva.
- **Meeting with WDOE- Lake Whatcom Implementation Report:** On March 3, 2013 Steve Hood from WDOE presented WDOE's L.W. Implementation Report to the Lake Whatcom Policy Group. This report will be open for review for the next 90 days by the public before it is completed and submitted to the U.S. EPA. Steve Hood has been asked to meet with the Board at the Wednesday, April 10 meeting in order to make a brief presentation and address any questions. A copy of this report and summary was emailed to each Board member on Monday, March 4, 2013. If you cannot find it please contact me and I will re-send it to you. Staff will be noticing this particular topic through our regular sources, such as on-line, the Sudden Valley Community Association offices, and the Sudden Valley Views.