



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

REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS

AGENDA

*April 10, 2013*

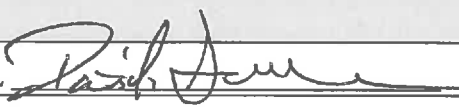
6:30 p.m. – Regular Session

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. Lake Whatcom Water Quality Improvement Report and Implementation Strategy – Presentation by Steve Hood from the Department of Ecology
  - B. Sudden Valley Water Treatment Plant Generator Replacement - Engineering Agreement
  - C. Disposal of Surplus Item – Vactor Truck
  - D. Monthly Budget Analysis
  - 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 1, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	April 10, 2013		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Lake Whatcom Water Quality Improvement Report and Implementation Strategy – Presentation by Steve Hood from the Department of Ecology		
LIST DOCUMENTS PROVIDED ⇒	1.		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	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**

Steve Hood from the Bellingham Department of Ecology office will be making a presentation and addressing any questions from the Board or the public regarding the recent WDOE report regarding the proposed rehabilitation and clean-up of Lake Whatcom. This discussion was advertised in the Sudden Valley Views.

**FISCAL IMPACT**

Not yet determined, though the cost to the state and community could be spread out over the next 50+ years.

**RECOMMENDED BOARD ACTION**

Not required at this meeting.

**PROPOSED MOTION**

Not applicable.

# What is TMDL

- Total Maximum Daily Load or Water Clean-up Plan
  - Pollution diet
  - How much pollution can a water body take and still meet standards?



# Why TMDL

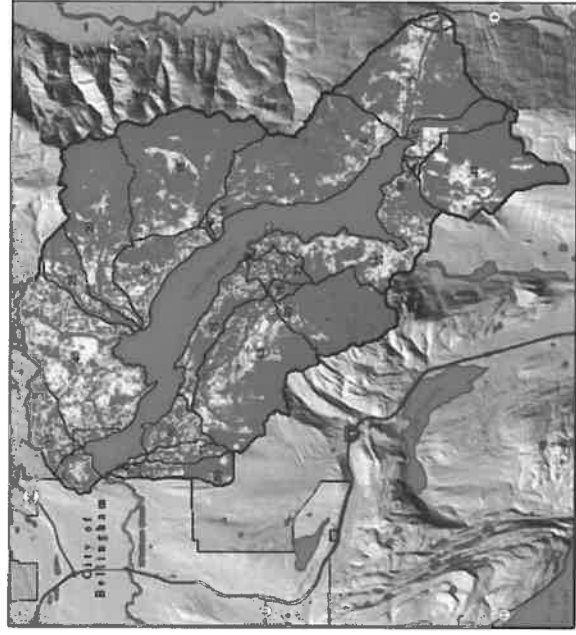
- Each **state** has to make a list of waters that don't meet the standards
- Each **state** has to come up with plans on what it takes those waters to meet standards
- Priority for Lake Whatcom stems from importance as Drinking Water Source



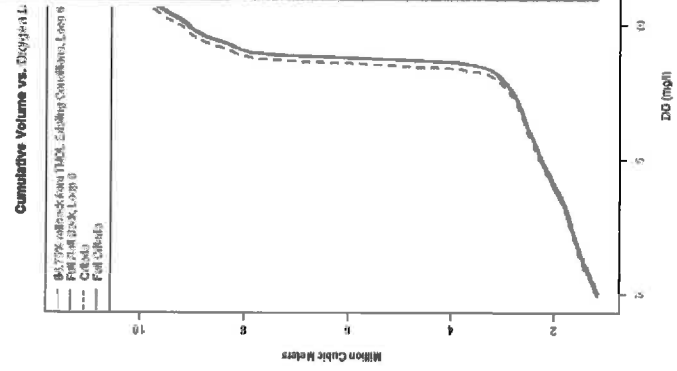
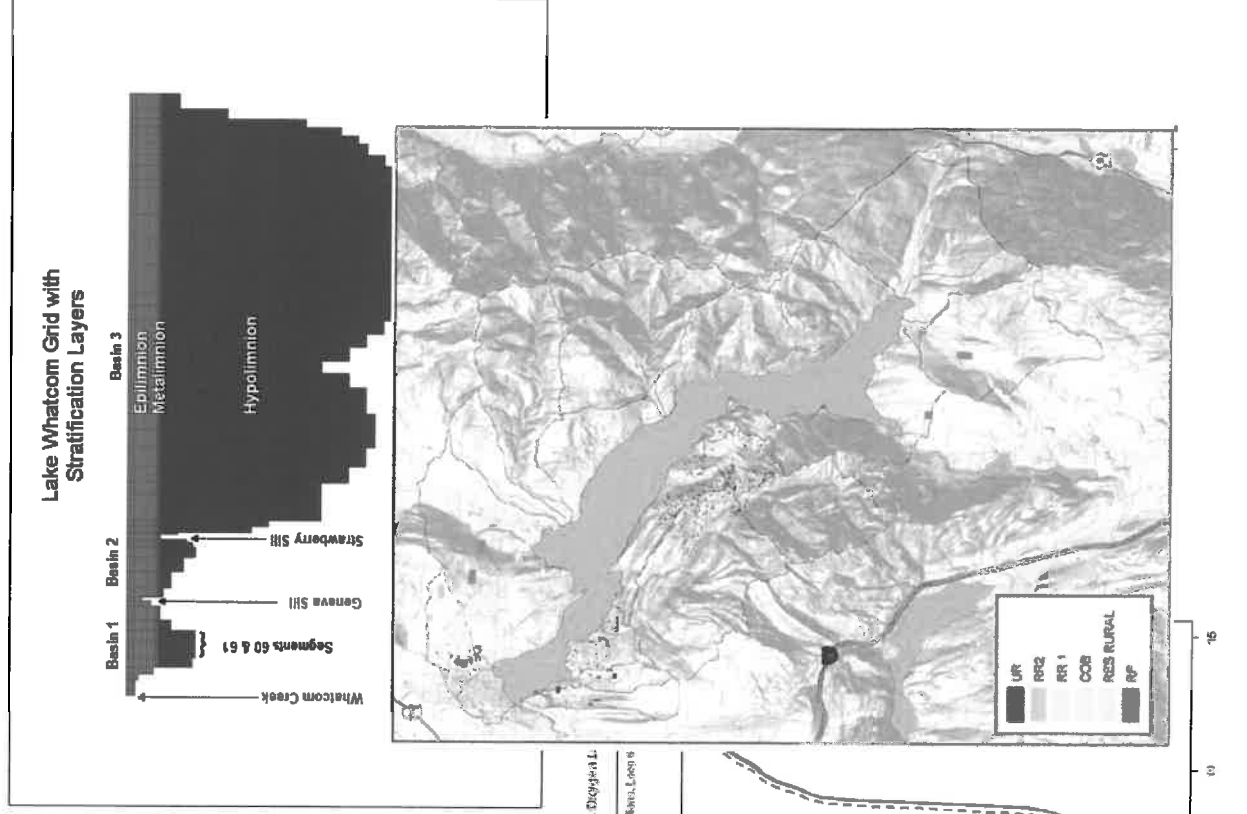
# History/timeline

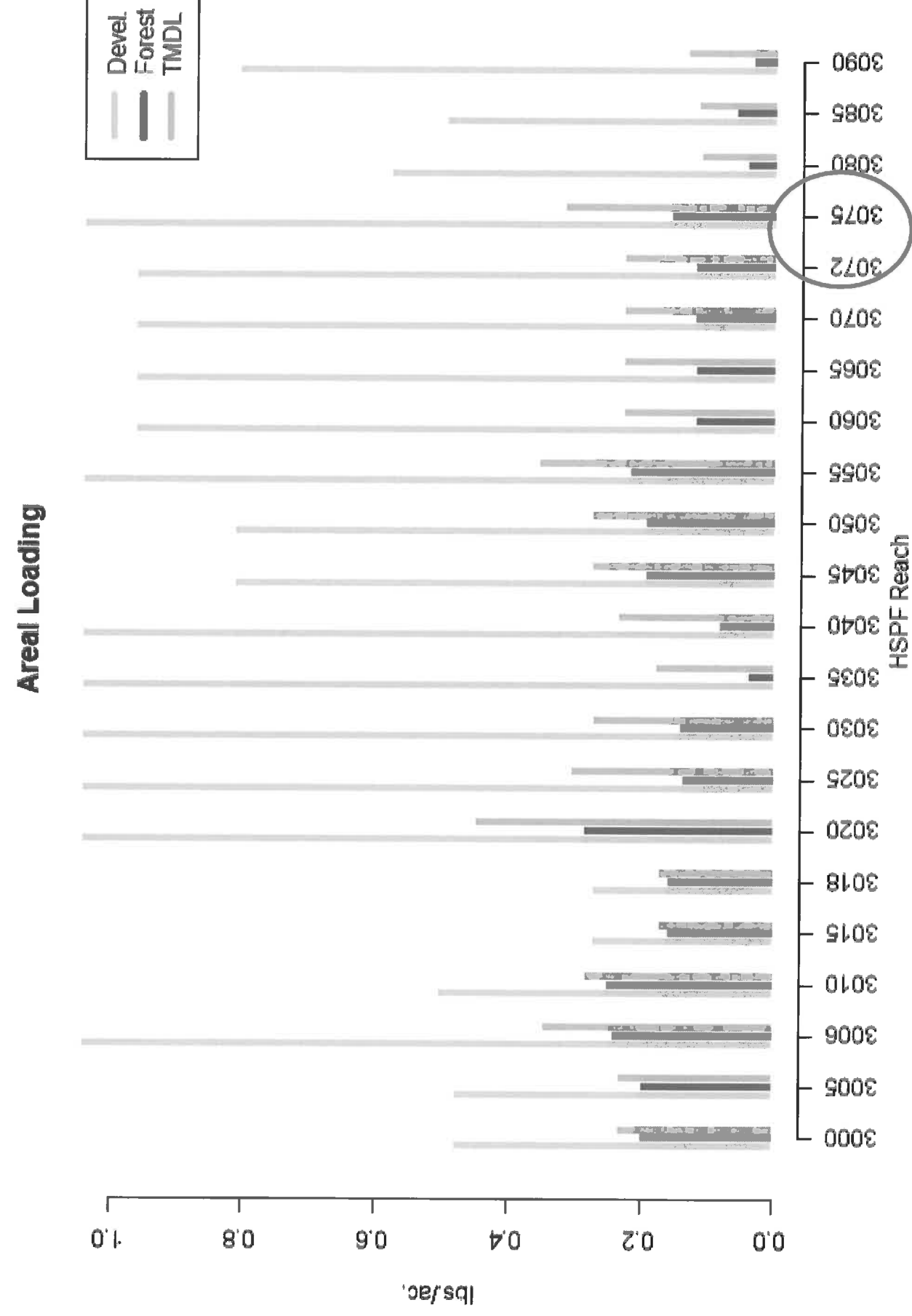
- 1996 – Lake Whatcom Proposed for 303(d) based on nuisance algae
  - Not listed
- 1998 – Lake evaluated for Dissolved Oxygen
  - Listed
- 2002 – TMDL study starts
- 2005 – Initial WQ models
- 2008 – Final WQ models
- 2013 – Public Comment on TMDL

Loading - HSPF

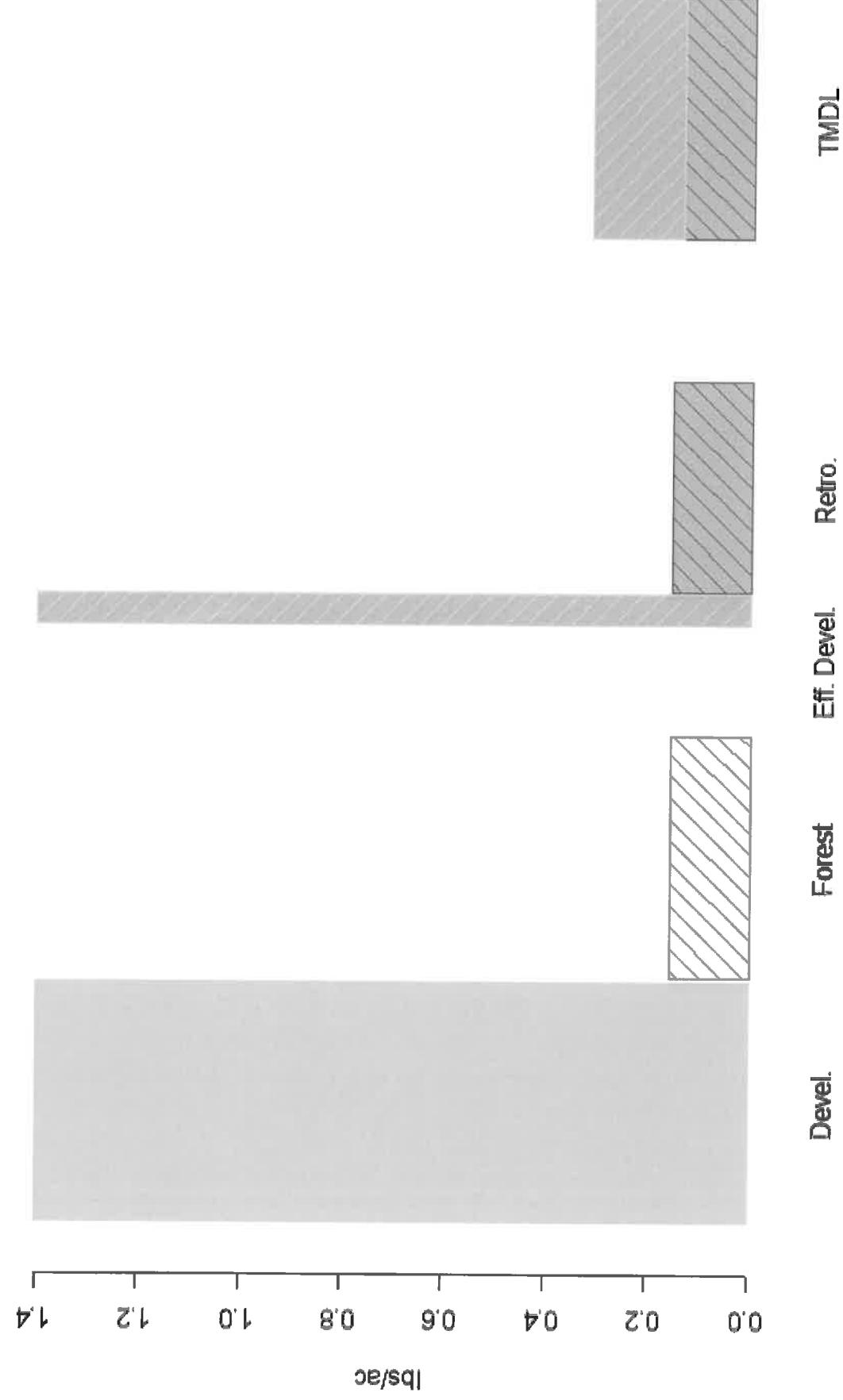


Response- CE-QUAL-W2





Sudden Valley





# How does development function like a forest?

- Full dispersion
  - Limit impervious area (10%)
  - Disperse into reserved forest area (65%)
- Full infiltration
  - Wildwood

## • Rainwater harvest

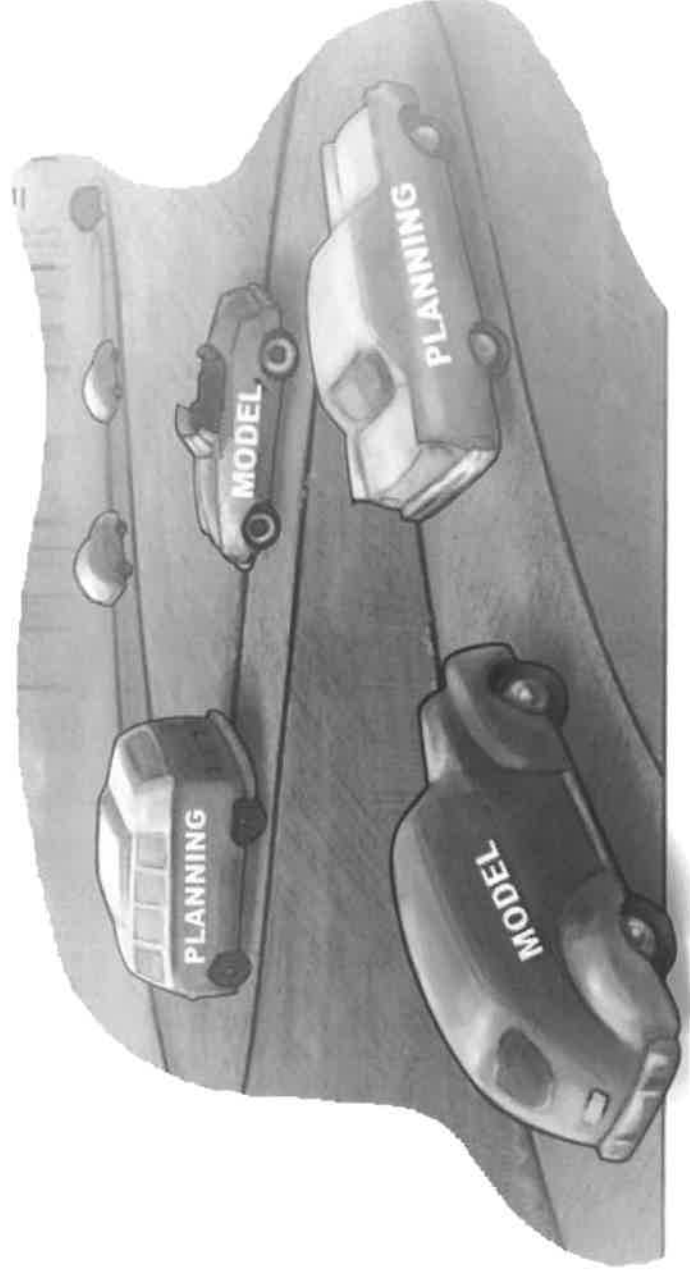


- Replace water source with stored rainwater. Irrigation and summer use increases infiltration



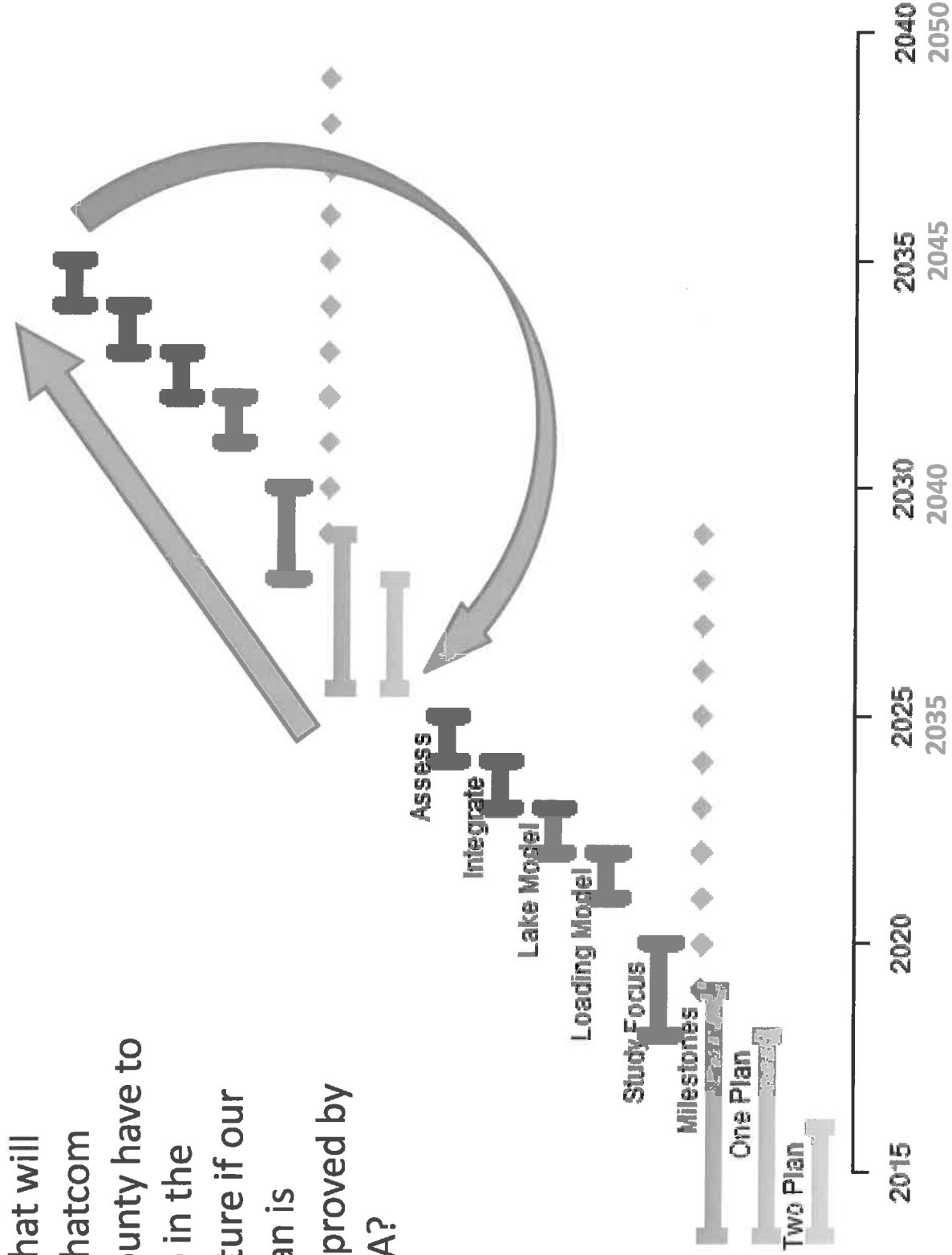
# What about Uncertainty

- We need to constantly improve the models and our implementation plan.
- When we know more we know more we can adjust.



Continuous Improvement Timelines

What will  
Whatcom  
County have to  
do in the  
future if our  
plan is  
approved by  
EPA?



# What next?

- More information at
  - <http://www.ecy.wa.gov/programs/wq/tmdl/LkWhatcom/LkWhatcomTMDL.html>
- Comments to Steve Hood at Ecology
  - [Steve.hood@ecy.wa.gov](mailto:Steve.hood@ecy.wa.gov)
  - 1440 10<sup>th</sup> St  
Suite 102  
Bellingham WA 98225



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 1, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL 		
MEETING AGENDA DATE:	April 10, 2013		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Sudden Valley Water Treatment Plant Generator Replacement Engineering Agreement		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Scope of Work and Fee		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

Staff is working with RH2 to develop a scope of work and fee for the pre-design, design, and bidding of the Sudden Valley Water Treatment Plan Generator Replacement Project. Upon completion of Phase 1 design and bidding the District will negotiate a Phase 2 scope/fee for construction contract administration and inspection services as an amendment to the agreement.

**FISCAL IMPACT**

The District's 2013 budget includes \$131,243 for pre-design, design, and bidding. The proposed Phase 1 scope is time and materials not-to-exceed an amount of \$102,770.

Remaining 2013 District Budget items (Phase 2) include:

Construction Contract Administration and Inspection	\$ 50,000
Construction	\$200,000

**RECOMMENDED BOARD ACTION**

See motion below.

**PROPOSED MOTION**

Authorize the General Manager to execute an Engineering and Architural Services Agreement with RH2 Engineers Planners Scientists for an initial Phase 1 scope which includes pre-design, design, and bidding services for the SVWTP Generator Replacment Project with time and materials expenses not-to-exceed \$102,770.

**Exhibit A**  
**Contract No. 1**  
**SCOPE OF WORK**  
**Lake Whatcom Water and Sewer District**  
**Sudden Valley Water Treatment Plant**  
**Generator Set Replacement**  
**March 2013**

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### **Background**

Lake Whatcom Water and Sewer District's (LWWSD) existing Sudden Valley Water Treatment Plant generator set (genset) is sized to operate only one booster pump in the booster pump station and the treatment plant. The genset cannot provide power to the Afternoon Beach Sewer Pump Station simultaneously, nor additional booster pumps. The genset is powered by natural gas, which may not be available during an emergency such as an earthquake or landslide that may disrupt both power and the natural gas utility. The existing genset is quite large in size compared to modern generators, so replacing it with a diesel genset inside the same building is feasible with minimal building modifications. The proposed genset will be fueled via an outside diesel storage tank. The site is far enough away from Lake Whatcom that shoreline permitting is not necessary.

RH2 Engineering, Inc., (RH2) previously designed the Afternoon Beach Sewer Pump Station with a power conduit that can be readily connected to the proposed genset. RH2's close work with LWWSD staff allowed us to recognize this opportunity during the predesign phase of the Afternoon Beach Sewer Pump Station Improvements project. This allowed LWWSD flexibility with the option to upgrade the existing genset with a new one that could provide power to the water treatment plant, booster pump station (with more capacity), and the Afternoon Beach Sewer Pump Station. If power goes out in the area, it will affect all of these facilities; therefore, a genset that is capable of powering all of them is desirable.

RH2 will design a system that takes into consideration ease of fueling with access to an exterior fuel tank, aesthetics to hide the exterior fuel tank from park users, and a sound attenuation system for the genset to reduce audible operation noise to the public.

The proposed genset was sized during predesign as a 400 kilowatt (kW) generator to power the Afternoon Beach Sewer Pump Station, two of four pumps at the water booster pump station, and pumps and equipment at the water treatment plant.

### **Major Scope Elements**

This Scope of Work is structured to be similar to the products at the end of the design phase. The final plan set will be in a single schedule combined with contractual and technical specifications. The project elements are as follows:

1. Verify generator size (power output and physical size) including appurtenances such as muffler and automatic transfer switch. Review building layout to determine removal and replacement steps and fit. Verify fuel tank size and location. Review sound attenuation information and alternatives. Provide memorandum summary of predesign elements.

2. Provide 60-percent, 90-percent (permit ready), and final construction plans, specifications, and construction cost estimates for generator with external fuel tank, structural modifications, heating, ventilation, and air conditioning (HVAC) modifications, and control system.
3. Prepare permit applications, including submitting a State Environmental Policy Act (SEPA) Checklist to the LWWSO SEPA official, building permit (generator building improvements), and revocable encroachment permits for the Sudden Valley Community Association (SVCA).
4. Support services during bidding to include up to two (2) addenda responding to contractor questions, review of contractor qualifications, and recommendation of the contractor(s) to LWWSO.
5. Meet with the District staff to review plans and specifications at 60 and 90 percent completion.
6. Additional services during construction will be accommodated by a subsequent scope of work.

### Task 1: Project Management

**Objective:** Organize, manage, and coordinate disciplines and provide quality assurance and control to complete the tasks outlined in this Scope of Work on schedule and in close coordination with LWWSO staff.

#### Approach:

- 1.1 Prepare meeting agendas for meetings with LWWSO staff described in this Scope of Work.
- 1.2 Prepare meeting minutes for meetings with LWWSO staff described in this Scope of Work.
- 1.3 Prepare monthly invoices and provide ongoing progress and scheduling communication.
- 1.4 Prepare for and attend two (2) crew meetings with LWWSO operations staff. The first meeting will review generator criteria. The second meeting will be to layout the proposed generator and ancillary equipment. It is assumed these meetings will last approximately one (1) hour.
- 1.5 Prepare for and attend one (1) Board meeting to present predesign memorandum. It is assumed this meeting will last approximately one (1) hour.
- 1.6 Prepare for and attend one (1) 60-percent review meeting with LWWSO. It is assumed this meeting will last approximately one (1) hour.
- 1.7 Prepare for and attend one (1) 90-percent review meeting with LWWSO. It is assumed this meeting will last approximately one (1) hour.
- 1.8 Meet once with SVCA staff to discuss project and provide schematic layout and sound attenuation information. It is assumed this meeting will last approximately one (1) hour.
- 1.9 Prepare for and attend one (1) 90-percent review meeting with SVCA to review design of improvements and obtain comments. It is assumed this meeting will last approximately one (1) hour.
- 1.10 Maintain ongoing client communications, including phone calls and emails, in addition to progress meetings.
- 1.11 Prepare and update project schedule.

#### RH2 Products:

- Meeting agendas and minutes for meetings listed in Task 1.
- Project schedule.

- Monthly invoices.
- Ongoing correspondence.

## Task 2: Predesign Memorandum

**Objective:** Provide predesign review for the project.

### Approach:

- 2.1 Review building plans and perform site visit to determine options for genset removal and installation of new genset.
- 2.2 Determine genset size and power required for operating the Sudden Valley Water Treatment Plant, including two (2) of four (4) water booster pumps at the booster pump station, and the Afternoon Beach Sewage Pump Station. Confirm Afternoon Beach Sewer Pump Station predesign genset sizing.
- 2.3 Review genset brands to determine which are acceptable to LWWSD. *Note: LWWSD will ask their on call maintenance contractor, Tri-county Diesel to recommend brands and ancillary items and provide this information to RH2.*
- 2.4 Prepare external fuel tank options to determine full-load fuel use rate, typical fuel-use rate, and size tanks to accommodate LWWSD needs. Provide up to three (3) alternative sizes.
- 2.5 Review fire marshal requirements for the genset and fuel tank.
- 2.6 Provide preliminary schematic layout of genset, automatic transfer switch, and routing of fuel line, conduits, and conductors.
- 2.7 Review and compare options to purchase genset via the General Services Administration (GSA) versus a general contractor.
- 2.8 Review sound attenuation options for genset, muffler/silencer, louvers, and sound baffling/damping, and list up to three (3) alternatives and the preferred system. Record sound measurements of existing genset in operation under load at inside and outside of building at each building corner.
- 2.9 Provide preliminary construction cost estimate for preferred alternative and up to two (2) alternatives.
- 2.10 Provide predesign memorandum summarizing information for genset and ancillary equipment.

### RH2 Products:

- Preliminary construction cost estimate.
- Predesign memorandum, including two (2) hard copies and one (1) electronic pdf copy.

## Task 3: Develop Plans and Specifications

**Objective:** Provide 60-, 90-, and 100-percent standard design plans for the project.

### Approach:

#### Task 3.1: Develop Standard Plans

- 3.1.1 Create cover sheet, including sheet index and vicinity map.
- 3.1.2 Create general notes sheet – one (1) sheet total.



3.1.3 Create standard details sheet – approximately one (1) sheet total.

3.1.4 Create site details sheet – approximately one (1) sheet total.

**Task 3.2: Develop Structural Plans**

3.2.1 Create structural details sheets – approximately two (2) sheets total.

3.2.2 Create structural plan for fuel tank and foundation.

**Task 3.3: Develop Genset Mechanical and HVAC Plans**

3.3.1 Create mechanical and HVAC system details sheets – approximately two (2) sheets total.

**Task 3.4: Develop Genset Electrical Plans**

3.4.1 Create electrical plans, electrical details, and control logic diagrams – approximately eight (8) sheets total.

3.4.2 Create genset plan and detail sheet – approximately one (1) sheet total.

3.4.3 Create fuel tank plan and detail sheet – approximately one (1) sheet total.

**Task 3.5: Develop Genset Technical and General Specifications**

3.5.1 Develop technical specifications for the project.

3.5.2 Develop general specifications for the project. *It is assumed RH2's general specifications will be used based on the latest updates provided for the Afternoon Beach Sewer Pump Station specification set. The District may provide updated front end specifications to be integrated with the bid package.*

**Task 3.6: 60-Percent Plans and Information**

3.6.1 Prepare 60-percent design construction cost estimate.

3.6.2 Incorporate comments from the 60-percent review meeting into the design plans and specifications.

**Task 3.7: 90-Percent Design and Information**

3.7.1 Prepare 90-percent design cost estimate.

3.7.2 Incorporate comments from the 90-percent review meeting into the design plans and specifications.

3.7.3 Prepare final cost estimate.

**RH2 Products:**

- Standard design plan sheets for 60- and 90-percent review set. Three (3) half-size sets at both 60- and 90-percent review will be provided to LWWSD.
- One (1) full-size PDF plan set of bid-ready plans.
- PDF copies of technical and general specifications at 60-, 90-, and 100-percent completion. *It is assumed that production of bid sets will be by outside production via Applied Digital Imaging (ADI).*

**Task 4: Permitting**

**Objective:** Assist LWWSD with permitting requirements. This effort includes preparing applications for a building permit from Whatcom County (County) and a revocable encroachment permit from Sudden Valley Community Association.

**Approach:**

- 4.1 Develop permitting approach memorandum. Attend pre-application meeting with Whatcom County staff to review permitting approach.
- 4.2 Prepare SEPA Checklist and submit to the LWWSD SEPA official.
- 4.3 Prepare building permit forms for the genset and building modifications to the County.
- 4.4 Prepare revocable encroachment permit for the Sudden Valley Community Association (forms to be provided and signed by LWWSD).

**Task 4 Assumptions:**

The effort associated with this Task has been estimated using the following assumptions.

- *The LWWSD SEPA official will advertise for comments. Comments will be minor with no changes to the design necessary.*
- *RH2 will prepare the permit application packages and provide to LWWSD for review, signatures, and notarization. RH2 will submit the packages to the County on LWWSD's behalf.*
- *LWWSD will pay all permit fees.*
- *LWWSD will post any on-site project notification boards.*
- *The County may choose to waive any permit requirements or may require additional specific information. Additional requirements by the County will be provided via an amendment to this Scope of Work.*

**RH2 Products:**

- *Completed permit application forms and background documentation for submittal to authorities with jurisdiction. Services for additional permits or resubmittals will be accommodated by amendment to this Scope of Work as required. All permit fees shall be paid for by LWWSD.*

**Task 5: Services During Bidding**

**Objective:** Assist LWWSD with the bidding process.

- 5.1 Prepare and compile a complete PDF set of plans and specifications. Deliver PDF to ADI for production. *Note: Production costs are not part of this Scope of Work but will be billed directly to LWWSD by ADI.*
- 5.2 Assist LWWSD with the advertisement for bids. *It is assumed LWWSD will be responsible for advertising costs.*
- 5.3 Respond to contractor or supplier questions during a three (3) week bidding period.
- 5.4 Maintain a planholders list which will be combined from tracking available from ADI and the Western Construction Resources (WCR) plan center.
- 5.5 Issue up to two (2) addenda if needed to clarify, revise, or change construction plans, technical specifications or project conditions during the bidding process.
- 5.6 Attend the pre-bid walkthrough.
- 5.7 Attend the bid opening and prepare bid tabulation.
- 5.8 Review contractor references for the two (2) lowest bidders.

- 5.9 Provide a recommendation letter to LWWSD for lowest qualified bidder. Attend board meeting to approve construction contract.
- 5.10 Provide Notice of Intent to Award letter to lowest qualified bidder.
- 5.11 Provide Notice to Proceed letter to lowest qualified bidder.

**Task 5 Assumptions:**

- *LWWSD will review construction contract documents and notify RH2 that the Notice to Proceed letter may be sent.*
- *LWWSD will pay for hard copy production of plans and specifications for use by RH2 and LWWSD staff.*
- *Bidding contractors will either download PDFs and DWFs from the WCR Productions website or purchase copies of bid documents at ADI.*
- *Services during construction tasks to assist with review of the construction of the project shall be accommodated by a subsequent scope of work.*

**RH2 Products:**

- Four (4) CDs containing final DWF plan sets and PDF of specifications, including general and technical documents, and appendices; one (1) for ADI, one (1) for WCR, one (1) for LWWSD, and one (1) for RH2.
- Bid advertisement draft to LWWSD in Word format.
- Up to two (2) addenda to address contractor questions in PDF format.
- Bid Recommendation Letter to LWWSD – one (1) hard copy and PDF.
- Notice to Proceed Letter to LWWSD – one (1) hard copy and PDF.

**Provided by LWWSD:**

- Payment for all Whatcom County, City of Bellingham, and Sudden Valley Community Association permit fees.
- Attendance at the following:
  - 60-, 90-, and 100-percent construction document review meetings;
  - Pre-bid walkthrough; and
  - Bid opening.
- Advertising for project bidding. *It is recommended that the project be advertised in the Bellingham Herald, DJC, and WCR.*
- Production fees as necessary from ADI for two (2) RH2 copies, necessary LWWSD copies, and construction sets. Bid sets shall be paid for by bidding contractors.
- Distribution of construction documents and addenda to prospective bidders. *LWWSD may utilize ADI for this service.*

## Exhibit D

### Lake Whatcom Water and Sewer District Sudden Valley Water Treatment Plant Generator Replacement Schedule for Design March 2013

#### Work Schedule

<u>Schedule</u>	<u>Milestone</u>
April 10, 2013	RH2 Agreement execution by LWWSD
April 24, 2013	Design criteria meeting
<b>May 8, 2013</b>	<b>Present Predesign Memo to LWWSD Board</b>
May 30, 2013	60-percent design plans submitted to LWWSD
June 7, 2013	Submit Building Permit to Whatcom County and Revocable Encroachment Permits to Sudden Valley Community Association
June 30, 2013	90-percent design plans submitted to LWWSD
July 12, 2013	Bid set to LWWSD, ADI, and WCR
July 13, 2013	Advertisement for bids
July 27, 2013	Bid opening
August 5, 2013	Recommend low bidder to LWWSD Board of Directors
August 2013	Construction contract execution between contractor and LWWSD
August 2013	Construction begins
November 2013	Construction substantially completed, generator operational

EXHIBIT B - PRELIMINARY

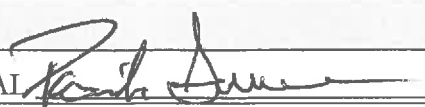
Lake Whatcom Water and Sewer District  
Sudden Valley Water Treatment Plant Generator Set Replacement  
Contract No. 1  
Estimate of Time and Expense

	Description	Project Review	Senior Technical Consult	Project Manager	Project Engineer Mech/Civil	Project Engineer Electrical	Project Manager Electrical	Project Engineer Structural	Project Manager Structural	Staff Engineer Mech/Civil	Staff Scientist	Word Processor	Total Hours	Total Labor	Total Expense	Total Cost
		Professional V Bret B	Professional VIII Rick B	Professional V Dan B	Professional V Edwin	Professional VI Criste	Professional II Mark B	Professional III Jon C	Professional VII Karen	Professional III Ryan F	Professional II Nicki	Administrative II Jacki				
Task 1	Project Management															
1.1	Prepare Meeting Agendas	-	-	8	1	1	4			-	-	2	16	\$ 2,173	\$ 29	\$ 2,202
1.2	Prepare Meeting Minutes	-	-	8	1	1	4			-	-	2	16	\$ 2,173	\$ 29	\$ 2,202
1.3	Prepare Invoices and Communicate Progress and Schedule	-	-	8	-	-	2			-	-	2	10	\$ 1,449	\$ 19	\$ 1,468
1.4	Prepare for and Attend LWWSD Crew Meetings	-	-	4	-	1	2			-	-	1	8	\$ 1,096	\$ 24	\$ 1,122
1.5	Prepare for and Attend Board Meeting for Pre-design Review	-	-	2	-	-	1			-	-	1	4	\$ 491	\$ 37	\$ 528
1.6	Prepare for and Attend 60-Percent Review Meeting	-	-	4	-	4	-			-	-	-	8	\$ 1,359	\$ 68	\$ 1,427
1.7	Prepare for and Attend 90-Percent Review Meeting	-	-	4	-	4	-			-	-	-	8	\$ 1,359	\$ 68	\$ 1,427
1.8	Attend SVCA Pre-design Meeting	-	-	2	-	-	1			-	-	-	4	\$ 491	\$ 61	\$ 552
1.9	Prepare for and Attend SVCA 90% Design Meeting	-	-	2	-	-	1			-	-	-	4	\$ 491	\$ 63	\$ 554
1.10	Maintain Ongoing Client Communications, Including Phone Calls and Emails	1	2	8	2	8	4	4		-	-	1	30	\$ 4,549	\$ 285	\$ 4,844
1.11	Prepare and Update Project Schedule	1	2	6	-	-	-	-		-	-	-	9	\$ 1,598	\$ 35	\$ 1,633
	Subtotal	2	4	56	4	19	17	4	-	-	-	11	117	\$ 17,233	\$ 728	\$ 17,961
Task 2	Pre-design Memorandum															
2.1	Review Building Plans, Perform Site Visit	-	-	4	-	-	2	4	1		-	-	11	\$ 1,528	\$ 27	\$ 1,555
2.2	Determine Generator Size and Power Needs	-	-	2	-	2	4	-	-		-	-	8	\$ 1,090	\$ 4	\$ 1,095
2.3	Review Generator Brands	-	-	1	-	1	2	-	-		-	-	4	\$ 540	\$ 0	\$ 540
2.4	Prepare Fuel Tank Size Alternatives	-	-	2	-	2	4	-	-		-	-	8	\$ 1,030	\$ 4	\$ 1,055
2.5	Review Fire Marshal Requirements	-	-	2	-	1	4	-	-		-	-	7	\$ 907	\$ 4	\$ 911
2.6	Provide Schematic Layout	-	-	2	-	2	6	2	-	2	-	-	14	\$ 1,733	\$ 10	\$ 1,743
2.7	Review and Compare Options for GSA vs Contractor Purchase	-	-	2	-	2	2	-	-	-	-	-	2	\$ 880	\$ 0	\$ 880
2.8	Review Sound Attenuation Options	-	-	4	-	2	4	4	1		-	-	15	\$ 2,072	\$ 0	\$ 2,073
2.9	Provide Preliminary Cost Estimate	-	-	2	-	2	-	2	1		-	-	6	\$ 1,130	\$ 9	\$ 1,139
2.10	Provide Pre-design Memorandum	1	1	2	-	4	12	2	-	-	-	4	23	\$ 3,078	\$ 49	\$ 3,127
	Subtotal	1	1	23	-	18	40	14	3	2	-	8	107	\$ 14,098	\$ 118	\$ 14,169
Task 3	Develop Plans and Specifications															
Task 3.1	Develop Standard Plans															
3.1.1	Create Cover Sheet	-	-	1	1	-	-	-	-	4	-	-	5	\$ 588	\$ 106	\$ 694
3.1.2	Create General Notes Sheet	-	-	1	2	-	-	-	-	4	-	-	7	\$ 975	\$ 131	\$ 1,038
3.1.3	Create Standard Details Sheet	-	-	1	4	-	-	-	-	6	-	-	11	\$ 1,424	\$ 208	\$ 1,632
3.1.4	Create Site Details Sheet	-	-	1	4	-	-	-	-	6	-	-	11	\$ 1,424	\$ 208	\$ 1,632
	Subtotal	-	-	3	11	-	-	-	-	20	-	-	34	\$ 4,391	\$ 657	\$ 5,048
Task 3.2	Develop Structural Plans															
3.2.1	Create Structural Detail Sheets	-	-	1	1	-	-	12	-	4	-	-	17	\$ 2,035	\$ 275	\$ 2,280
3.2.2	Create Structural Plan for Fuel Tank and Foundation	-	-	1	1	-	-	12	4	4	-	-	22	\$ 2,817	\$ 258	\$ 3,175
	Subtotal	-	-	1	2	-	-	24	4	8	-	-	38	\$ 4,922	\$ 633	\$ 5,445
Task 3.3	Develop Genset Mechanical and HVAC Plans															
3.3.1	Create Mechanical and HVAC Details Sheets	-	1	2	4	-	-	-	-	3	-	-	15	\$ 2,036	\$ 233	\$ 2,269
	Subtotal	-	1	2	4	-	-	-	-	3	-	-	15	\$ 2,036	\$ 233	\$ 2,269
Task 3.4	Develop Genset Electrical Plans															
3.4.1	Create Electrical Plans and Details	-	-	-	-	16	62	-	-	-	-	-	36	\$ 7,578	\$ 1,270	\$ 9,248
3.4.2	Create Genset Plans and Details	-	-	-	-	4	16	-	-	-	-	-	20	\$ 2,285	\$ 395	\$ 2,680
3.4.3	Create Fuel Tank Plans and Details	-	-	-	-	4	16	-	-	-	-	-	20	\$ 2,285	\$ 395	\$ 2,680
	Subtotal	-	-	-	-	24	84	-	-	-	-	-	100	\$ 12,999	\$ 2,060	\$ 14,929
Task 3.5	Develop Genset Technical and Legal Specifications															
3.5.1	Develop Technical Specifications	-	2	4	-	8	12	4	1	-	-	10	41	\$ 4,923	\$ 230	\$ 5,153
3.5.2	Develop General Specifications	-	1	8	-	-	-	-	-	-	-	-	23	\$ 2,338	\$ 283	\$ 2,626
	Subtotal	-	3	12	-	8	12	4	1	-	-	20	64	\$ 7,261	\$ 468	\$ 7,779
Task 3.6	60-Percent Plans and Information															
3.6.1	Prepare 60-Percent Construction Cost Estimate	-	-	4	2	1	4	-	-	-	-	-	11	\$ 1,541	\$ 1	\$ 1,542
3.6.2	Incorporate 60-Percent Plans and Specifications Edits	-	4	4	2	2	6	-	-	-	-	4	22	\$ 3,010	\$ 98	\$ 3,078
	Subtotal	-	4	8	4	3	10	-	-	-	-	4	33	\$ 4,551	\$ 99	\$ 4,619
Task 3.7	90-Percent Design and Information															
3.7.1	Prepare 90-Percent Construction Cost Estimate	-	-	2	-	2	4	1	1	-	-	8	16	\$ 1,646	\$ 73	\$ 1,620
3.7.2	Incorporate 90-Percent Plans and Specifications Edits	4	4	4	-	4	12	4	1	-	-	8	41	\$ 5,213	\$ 104	\$ 5,317
3.7.3	Prepare Final Cost Estimate	-	1	1	-	1	1	1	1	-	-	16	22	\$ 1,587	\$ 144	\$ 2,031
	Subtotal	4	6	7	-	7	17	6	3	-	-	32	61	\$ 8,047	\$ 321	\$ 8,288
Task 4	Permitting															
4.1	Develop Permitting Approach, Preapplication with Whatcom County	-	1	6	-	2	2	2	-	-	4	1	13	\$ 2,955	\$ 16	\$ 2,376
4.2	Prepare and Submit SEPA Checklist	-	-	2	-	-	-	-	-	16	-	1	19	\$ 1,600	\$ 18	\$ 1,619
4.3	Prepare Building Permit	-	-	6	4	4	8	4	-	4	-	3	36	\$ 4,615	\$ 192	\$ 5,007
4.4	Prepare Revocable Encroachment Permit	-	-	4	-	-	4	-	-	1	-	1	11	\$ 1,310	\$ 35	\$ 1,345
	Subtotal	-	1	20	4	6	14	6	-	6	25	6	67	\$ 10,887	\$ 269	\$ 10,946
Task 5	Services During Bidding															
5.1	Prepare Plans and Specs for Production, Deliver to Distribution to Plancenter and ADI	1	-	2	-	-	-	-	-	-	-	2	5	\$ 616	\$ 24	\$ 639
5.2	Assist in Preparing Advertisement for Bids	-	-	2	-	-	-	-	-	-	-	1	3	\$ 391	\$ 9	\$ 401
5.3	Respond to Contractor Questions	-	1	8	2	4	8	2	-	-	-	1	26	\$ 3,638	\$ 9	\$ 3,647
5.4	Maintain Planholders List	-	-	1	-	-	-	-	-	-	-	1	2	\$ 225	\$ 9	\$ 234
5.5	Prepare Addenda	-	-	4	1	4	-	-	-	-	-	2	11	\$ 1,626	\$ 94	\$ 1,719
5.6	Attend the Pre-bid Walkthrough	-	-	4	-	4	-	-	-	-	-	-	8	\$ 1,359	\$ 72	\$ 1,431
5.7	Attend the Bid Opening and Prepare Bid Tabulation	-	-	4	-	-	-	-	-	-	-	2	6	\$ 782	\$ 25	\$ 808
5.8	Review Two (2) Lowest Bidder References	-	-	4	-	2	-	-	-	-	-	-	6	\$ 1,013	\$ 26	\$ 1,039
5.9	Provide Recommendation Letter and Attend Board Meeting	-	-	3	-	-	-	-	-	-	-	1	4	\$ 558	\$ 10	\$ 567
5.10	Prepare Notice of Intent to Award Letter	-	-	2	-	-	-	-	-	-	-	1	3	\$ 391	\$ 9	\$ 400
5.11	Prepare Notice of Proceed Letter	-	-	3	-	-	-	-	-	-	-	-	3	\$ 391	\$ 9	\$ 400
	Subtotal	1	1	38	3	14	8	2	-	-	-	12	77	\$ 10,598	\$ 297	\$ 11,298
Total		8	20	168	32	99	202	60	11	43	25	94	762	\$ 97,007	\$ 5,763	\$ 102,770



# LAKE WHATCOM WATER AND SEWER DISTRICT

## AGENDA BILL

DATE SUBMITTED:	April 1, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL 		
MEETING AGENDA DATE:	April 10, 2013		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Disposal of Surplus Item – Vactor Truck		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. RHF Letter dated 3/22/2013 2. Enviro-Clean email dated 4/1/2013 3. Photo of truck		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

### BACKGROUND / EXPLANATION OF IMPACT

The District budgeted funds in its 2013 budget to replace the 1983 Vacuum Truck. Staff is researching and looking for a late-model used combo flush/vacuum truck in good condition. The District advertised an invitation to bid for a used combo flush/vacuum truck. Bids are due April 25<sup>th</sup>, 2013.

District staff recommends surplusng the existing 1983 Vacuum Truck and applying any salvage funds towards the purchase of a newer combo flush/vacuum truck. Through equipment dealer networking, the City of Ilwaco contacted the District and expressed a strong interest in purchasing the District's used truck.

Staff recommends pursuing a sale directly to the City of Ilwaco as it is doubtful the District would be able to get a better price by public auction. Staff asked Brian Hansen to research the legal requirements for a direct public-to-public transfer. Attached is a letter from Brian's partner Tom Fryer outlining the steps to make the transfer.

Staff asked Enviro-Clean Equipment, a reputable new and used equipment dealer experienced with flush and vacuum truck equipment, for a re-sale value of the District's truck. They estimate the value to be between \$5,000 and \$7,000. Attached is a copy of the email and photo of the truck.

**FISCAL IMPACT**

None.

**RECOMMENDED BOARD ACTION**

See motion below.

**PROPOSED MOTION**

Authorize staff to proceed with the process of selling the District’s 1983 Vacuum Truck to the City of Ilwaco for \$6,000. At a future meeting after public notices are published in the Bellingham Herald, the Board will formally act to surplus the truck and complete the transfer to the City of Ilwaco.

THE LAW OFFICES OF  
**RESICK HANSEN FRYER HALL & HEINZ**

Thomas J. Resick, PS  
Brian L. Hansen, PS  
Thomas H. Fryer  
Sarah E. Hall  
Andrew W. Heinz

412 N. Commercial Street  
Bellingham, Washington 98225

Telephone (360) 671-9212  
Fax (360) 671-9226  
[TFryer@RHF-Law.com](mailto:TFryer@RHF-Law.com)

March 22, 2013

Patrick Sorenson  
General Manager  
Lake Whatcom Water & Sewer District  
1220 Lakeway Drive  
Bellingham, WA 98229

**Re: Sale of Vacuum Truck to the Municipality of Ilwaco, Washington**

Dear Mr. Sorenson;

As to the question of how should the District manage the sale of a surplus vacuum truck to the City of Ilwaco I have looked at RCW 39.33.010, 43.09.210, 57.08.015 and Attorney General Opinion 1997 No. 5.

In this regard RCW 39.33.010 allows the state or any municipality or any political subdivision thereof to sell, transfer, lease or otherwise dispose of any property to the state or any municipality or any political subdivision thereof on such terms and conditions as may be mutually agreed upon by the proper authorities of the state and/or the subdivisions concerned. While this statute gives the parties involved great discretion as to the terms of the transfer RCW 43.09.210 on the other hand requires that all service rendered by or property transferred from one department, public improvement, undertaking, institution or public service industry to another, shall be paid for at its true and full value by the department, public improvement, undertaking, institution or public service industry receiving the same. Thus there is a contradiction between the statutory provisions to the extent that RCW 39.33.010 allows the parties to use their discretion in terms of a sale while RCW 43.09.210 requires that full value is obtained by the transferor.

The Washington State Attorney General's Office addressed this problem regarding harmonizing the two statutes and held that the concept of full value is a flexible one and so long as the transfer is not obviously irrational, arbitrary or lacking no consideration at all the requirement of full value will be met. As to the district I believe the requirement of full value will be met so long as there is some form of independent appraisal or valuation of the vacuum truck. I anticipate that the City of Ilwaco will require the same to establish that they are also complying with RCW 43.09.



Finally, the sale of the vacuum truck will need to meet the requirements of RCW 57.080.015 which sets forth that the Board of Commissioners of a water and sewer district may sell, at public or private sale property belonging to the district if the board determines that the property is not and will not be needed for district purposes and if the board gives notice of intention to sell by publishing at least once a week for two consecutive weeks notice of the sale in a newspaper of general circulation. In this regard public notice should be given that the contemplated sale of the vacuum truck will be discussed and possibly acted upon during a regular meeting of the Board of Commissioners. The notice should be in the Bellingham Herald and describe the vacuum truck and the terms of the sale. For your review I have attached a copy of RCW 57.08.015

If you have any questions regarding any of this please do not hesitate to give me a call.

Very truly yours,

**RESICK HANSEN FRYER HALL & HEINZ**



**THOMAS H. FRYER**

THF/mkl



- Inside the Legislature
- ★ Find Your Legislator
  - ★ Visiting the Legislature
  - ★ Agendas, Schedules and Calendars
  - ★ Bill Information
  - ★ Laws and Agency Rules
  - ★ Legislative Committees
  - ★ Legislative Agencies
  - ★ Legislative Information Center
  - ★ E-mail Notifications
  - ★ Civic Education
  - ★ History of the State Legislature
- Outside the Legislature
- ★ Congress - the Other Washington
  - ★ TVW
  - ★ Washington Courts
  - ★ OFM Fiscal Note Website

[RCWs](#) > [Title 57](#) > [Chapter 57.08](#) > [Section 57.08.015](#)

[57.08.014](#) << [57.08.015](#) >> [57.08.016](#)

**RCW 57.08.015**  
**Sale of unnecessary property authorized — Notice.**

The board of commissioners of a district may sell, at public or private sale, property belonging to the district if the board determines that the property is not and will not be needed for district purposes and if the board gives notice of intention to sell as in this section provided. However, no such notice of intention shall be required to sell personal property of less than two thousand five hundred dollars in value.

The notice of intention to sell shall be published once a week for two consecutive weeks in a newspaper of general circulation in the district. The notice shall describe the property and state the time and place at which it will be sold or offered for sale, the terms of sale, whether the property is to be sold at public or private sale, and if at public sale the notice shall call for bids, fix the conditions of the bids and reserve the right to reject any and all bids for good cause.

[1999 c 153 § 4; 1996 c 230 § 305; 1993 c 198 § 19; 1989 c 308 § 7; 1977 ex.s. c 299 § 2; 1953 c 50 § 1.]

**Notes:**  
**Part headings not law -- 1999 c 153:** See note following RCW [57.04.050](#).  
**Part headings not law -- Effective date -- 1996 c 230:** See notes following RCW [57.02.001](#).



**Bill Hunter**

---

**From:** Lou Thaler <lthaler@envirocleanequip.com>  
**Sent:** Monday, April 01, 2013 12:08 PM  
**To:** bill.hunter@lwwsd.org  
**Cc:** fclanton@envirocleanequip.com  
**Subject:** 1983 Camel Sewer Truck

Bill,  
The 1983 Camel combination sewer truck mounted on a Ford chassis with the Roots positive displacement vacuum pump and Myers water pump, in your fleet should have a re-sale value between \$5,000 to \$7,000. If you have any further question, do not hesitate to let me know.

Lou Thaler  
Washington Sales  
Enviro-Clean Equipment  
(360) 556-9949-cell

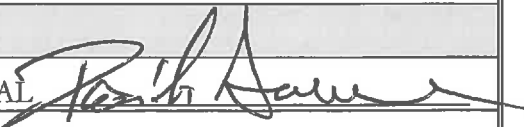


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LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 1, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL 		
MEETING AGENDA DATE:	April 10, 2013		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Monthly Budget Analysis as of 3/31/2013		
	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**

Description		2013 Budget	YTD 3/31/2013	
OPERATING FUND - 401			25%	
REVENUES				
401-343-20-00	Latecomer Fee	1,000	-	0%
401-343-40-10	Water Sales Metered (9% rate increase) *	1,601,383	351,316	22%
401-343-40-18	Water Sales Lock/Unlock	9,500	1,725	18%
401-343-40-19	Water Sales Other (billing suspension, transfer fee etc.)	25,000	5,746	23%
401-343-50-11	Sewer Service Residential (4.5% rate increase) *	3,357,845	860,802	26%
401-343-50-19	Sewer Service Other (transfer fee, return item etc.)	1,300	2,560	197%
401-359-80-00	Late Charges / Lien fees	65,000	23,924	37%
401-360-10-00	Bank fees	2,000	761	38%
401-361-11-10	Investment Interest	-	-	-
401-369-10-00	Sale of scrap/junk recycle		1,000	
401-379-10-20	Permits Operation portion (5 new connection permits)	15,000	115	1%
401-398-20-00	Insurance Recoveries		4,235	
TOTAL REVENUES		5,078,028	1,252,184	25%

MONTHLY BUDGET ANALYSIS	Description	2013	YTD	
		Budget	3/31/2013	
OPERATING FUND - 401			25%	
EXPENDITURES				
401-53X-10-10	Payroll (2.3% cola plus step increases - 2013)	1,406,000	329,226	23%
401-53X-10-20	Personnel Benefits	560,000	132,582	24%
401-53X-10-31	Gen Admin Supplies	25,000	4,622	18%
401-53X-10-32	Meetings/Team building	2,000	1,153	58%
401-53X-10-40	Bank Fees	8,000	1,958	24%
	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		
	Vanner, Systems CPA firm	10,000		
	Tetra Tech	5,000		
	Cartograph	8,000		
	Auto Desk	1,000		
	Rockwell	500		
	Inovise (Engineering)	2,000		
	Custodia/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 (Bld notices etc.)	1,000		
401-53X-10-41	Professional Services (TOTAL)	342,500	71,225	21%
401-53X-10-42	Communication	51,500	11,437	22%
401-53X-10-43	Memberships/Dues	13,000	9,871	76%
401-53X-10-44	B&O Taxes	150,000	48,149	32%
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	18	1%
401-53X-40-43	Training & Travel	30,000	9,063	30%
401-53X-40-44	Tuition reimbursement	6,000	-	0%
401-53X-49-40	Insurance claims	-	-	
401-53X-50-31	Maintenance Supplies	45,000	19,660	44%
401-53X-50-48	Oper Repair/Maint (Includes Asset Mgmnt tools)	85,000	12,418	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	975	3%
401-534-60-47	Water Ops City of Bellingham	30,000	8,331	28%
401-535-60-47	Sewer Ops City of Bellingham	605,000	100,000	17%
401-53X-80-31	Operations Gen Supplies	60,000	8,256	14%
401-53X-80-32	Operations Fuel	40,000	5,715	14%
401-53X-80-34	Safety supplies	12,000	7,207	60%
401-53X-80-47	General Utilities	200,000	60,873	30%
401-53X-80-49	Laundry	5,000	425	9%
	TOTAL OPERATING EXPENSES	3,810,000	843,762	22%
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	843,762	
OPERATING FUND	REVENUES	5,078,028	1,252,184	
	EXPENDITURES	(5,137,500)	(843,762)	
	CASH/INVESTMENTS BALANCE		818,365	

MONTHLY BUDGET ANALYSIS	Description		2013 Budget	YTD 3/31/2013	
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 3/31/2013
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	
	<b>TOTAL REVENUES</b>		<b>841,500</b>	<b>-</b>
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
	C12-09 SVWTP Raw Motors	4,000		3,254
	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		2,842
	New Projects		565,000	
	C13-02 CMOM Projects	88,000		
	C13-03 SVWTP Diesel Generator	325,000		
	C13-04 Cathodic Corrosion protection	75,000		
	C13-06 Replace air/vac valves	8,000		
	C13-08 Johnson well house	10,000		
	C13-07 Portable dehumidifiers	3,000		
	C13-08 Backup benchtop analyzer	3,000		
	C13-09 Demolition hammer	1,000		
	C13-10 Water Service rebuilds	12,000		
	C13-11 Thermal Imager	3,000		
	C13-12 Shop Facility Improvements	5,000		
	C13-13 Safety Grates at Pump Stations	12,000		815
	C13-14 Server upgrade	10,000		
	Water main relocation (Geneva & S Fremont)	10,000		
	<b>TOTAL EXPENDITURES</b>		<b>838,900</b>	<b>30,415</b>
<b>CAPITAL PROJECTS FUND</b>				
	<b>REVENUES</b>		<b>841,500</b>	<b>-</b>
	<b>EXPENDITURES</b>		<b>(838,900)</b>	<b>(30,415)</b>
	<b>CASH/INVESTMENTS BALANCE</b>			<b>21,999</b>

MONTHLY BUDGET ANALYSIS	Description		2013 Budget	YTD 3/31/2013	
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		210,000		
	Comp Plan Stormwater Chapter		15,000		
	TOTAL EXPENDITURES		225,000	-	
SEWER/STORM WATER CONTINGENCY FUND	REVENUES		1,178,175	-	
	EXPENDITURES		(225,000)	-	
	CASH/INVESTMENTS BALANCE			-	

MONTHLY BUDGET ANALYSIS		Description	2013	YTD	
CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430			Budget	3/31/2013	
430-361-11-00		Investment Interest	-		
		TOTAL REVENUES	-		
430-594-38-63		Capital Outlay	-		
	C09-01	Cable-Ranch-PM Pump stations	63,000	3,854	
	C09-11	SVWTP Control System	24,000		
		TOTAL EXPENDITURES	87,000	3,854	
CAPITAL BOND PROJECTS FUND		REVENUES	-		
		EXPENDITURES	(87,000)	(3,854)	
		CASH/INVESTMENTS BALANCE		78,419	

MONTHLY BUDGET ANALYSIS	Description		2013 Budget	YTD 3/31/2013	
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 3/31/2013	
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 3/31/2013	
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			2013	YTD
	Description		Budget	3/31/2013
ULID 18 LOAN DEBT SERVICE FUND (RESTRICTED) - 480				
480-361-11-10	Investment Interest		100	286
480-361-50-00	ULID 18 Interest/Penalties		40,000	5,566
480-379-10-30	Latecomers Fee		3,000	-
480-156-40-00	Current ULID 18 Principal Payments		60,000	11,520
480-397-10-00	Transfers In from ULID 18 Reserve Fund 490		178,175	
	TOTAL REVENUES		281,275	17,372
480-535-10-49	Sewer Debt Service Charges Misc		400	80
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	1,350,515
ULID 18 LOAN DEBT SERVICE	REVENUES		281,275	17,372
	EXPENDITURES		(4,000,400)	(1,350,515)
	CASH/INVESTMENTS BALANCE			2,444,468

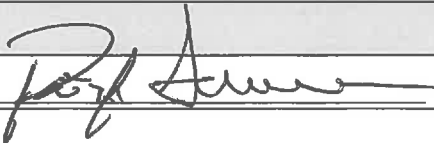
MONTHLY BUDGET ANALYSIS	Description		2013	YTD	
			Budget	3/31/2013	
ULID 18 LOAN RESERVE FUND (RESTRICTED) - 490					
490-361-11-10	Investment interest		175		
	TOTAL REVENUES		175	-	
490-597-10-00	Transfers out to Sewer/SW Contingency Fund 425		178,175		
	TOTAL EXPENDITURES		178,175	-	
ULID 18 LOAN RESERVE FUND	REVENUES			-	
	EXPENDITURES			-	
	CASH/INVESTMENTS BALANCE			178,202	





LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 1, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL 		
MEETING AGENDA DATE:	April 10, 2013		
AGENDA ITEM NUMBER:	5.E.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. April 2013 Summary of Existing District Projects		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	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
April 10, 2013	April 4, 2013	LE/BH
<b>Status of Water and Sewer Permit Issuance</b>		
SCOPE	Provide a monthly update on permit activity.	
STATUS		Permits Issued 2013
	No of permits issued	1
	No of permits projected 2013	5
		Permits Issued 2012
		8

### **\*\*Completed Capital Projects in 2013\*\***

C0911	Sudden Valley Water Treatment Plant Control System and Telemetry
C1309	Demolition Hammer

### **\*\*Completed DEAs in 2013\*\***

D0534	Polly's Plat – Butch Kvamme (AKA Whatcom Overlook Short Plat)
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### **\*\*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	February 25, 2013
Consumer Confidence Reports	Annually	Kevin	July	<ul style="list-style-type: none"> <li>• Geneva – 5/12</li> <li>• Sudden Valley 5/12</li> <li>• Eagleridge – 5/12</li> <li>• Agate Heights – 5/12</li> </ul>
CPR/First Aid Training	Biennially	Rich	Nov/Dec 2014	Completed 12/18/12
Department of Revenue	Monthly	Debi	End of following month	March 5, 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 participates 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 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	
February 14, 2013 - Complete	

<b>**Summary Of Work-Related Injuries &amp; Illnesses (2013)**</b>	
Total Number of Work Related Injuries	2
Total Number of Days of Job Transfer or Restriction	0
Total Number of Days Away From Work	13
<b>**Summary Of Work-Related Injuries &amp; Illnesses (2012)**</b>	
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**

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**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.  
4/3/2013 District crews installing erosion control. Will call for County Inspector pre-construction meeting soon.

**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.  
4/3/2013 New motor and reconditioned motor installed. Existing extra motor is being reconditioned and will be stored as a spare.

**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 tentatively 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.
- 4/3/2013 SVCA moving ahead with plans to construct summer 2013. Wilson preparing task order for upcoming work/support.

#### **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 Opened crane bids. Nelson Truck was low 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.
- 3/12/2013 F-550 order from state bid.
- 3/18/2013 Combo Vac Truck bid is advertised
- 3/18/2013 Crane is on order
- 4/25/2013 Combo Vac Truck bids due

#### **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
- 4/3/2013 Board selects RH2 as consultant at 3/13/13 meeting. Staff working with RH2 on scope/fee for Phase 1 work which includes pre-design, design, and bidding support services.

#### **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**

**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  
4/3/2013 Staff solicited quotes from local suppliers. Ordered and received 9 valves from HD Supply (low quote). There are a total of 14 valves on the force main. Remaining 5 valves will be budgeted and purchased in 2014. Crews will begin installing new valves this spring.

**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  
3/11/2013 Faxed vendor for quote on brass.  
3/19/2013 Quote due  
4/3/2013 Brass ordered from low quote supplier.

**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.  
3/20/2013 Wilson Task Order executed. Wilson and staff beginning work on sewer comp plan update.  
**C1315-PH2 Stormwater Chapter**  
3/6/2013 Staff and Wilson working on Task Order scope of work.  
3/20/2013 Wilson Task Order executed. Wilson beginning work on stormwater chapter.





LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 1, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	April 10, 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

April 10, 2013

6:30 p.m.

### Important Upcoming Meetings:

- **Meetings Associated with the Lake Whatcom Management Program:**
  - **Policy Group Meeting:** Reminder: The April 8, 2013 meeting has been cancelled. The next meeting is 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.
  - **Management Meeting:** There is not a meeting scheduled at this time.
- **Next Regular Board Meeting:** Wednesday, April 24, 2013 at 6:30 p.m.
- **Next Employee Staff Meeting:** Thursday, April 11, 2013 at 8:00 a.m. in the Board Room. Commissioner Citron is scheduled to attend. Scheduling is rotated by alphabetical order each month.
- **Washington Association of Sewer & Water Districts Section III Meeting:** The next Section III meeting will be held at the Yakima Convention Center during the WASWD Spring Conference on **Thursday, April 4, 2013** between 7:30 a.m. and 8:30 a.m. The meeting room location will be posted at the Convention Center. All WASWD Section III Meetings are publicly noticed by the District.
- **Next Employee Safety Committee Meeting:** Wednesday, April 8 at 8:00 a.m. in the District's Conference Room.
- **Whatcom Water Districts Caucus Meeting:** The next regular meeting is scheduled for **Wednesday, April 24, 2013 at 3:00 p.m.** This meeting is held in the District's Board Room and is publicly noticed.

### Other

- **Administrative Code Review & Updates:** Staff is in the process of merging language from the Labor Contract into the District's Personnel Manual. The Personnel Manual is a component of the Administrative Code. In the past there have been language conflicts between the Contract and the Manual. In addition, we are continuing to work on proposed language addressing penalties for things such as illegal connections. These proposed changes will be brought back to the Board for final adoption.

- **Meeting with WDOE- Lake Whatcom Implementation Report:** Reminder: On Wednesday, April 10, 2013 at the next regular Board Meeting Steve Hood from WDOE will be making a presentation and addressing questions regarding the recently released WDOE - Lake Whatcom Implementation Report. A copy of this report and summary was emailed to each Board member back on Monday, March 4, 2013. If you cannot find it please contact me and I will re send it to you. This specific topic has been noticed on the District's web site and in the Sudden Valley Views.
- **Continuation of Asset Management Survey:** With better weather staff has again begun working in the field to gather information to impute into our systems. This is an ongoing process that was initiated last summer.
- **Status of Updated Rate Study & Sewer Comprehensive Plan Update:** Wilson Engineering has started their work on the sewer plan update and the rate study update will likely commence in June.
- **Status: Time Clock:** The computer based time clock system is on schedule to be initiated in June 2013. Training for staff will begin in May and we will run parallel systems for a good month while we work out any glitches as we move toward going paperless.