



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

SPECIAL MEETING  
OF THE BOARD OF COMMISSIONERS

AGENDA

*May 7, 2013*

6:30 p.m. – Special 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. Sudden Valley Water Treatment Plant Generator Replacement Project – Discussion of Pre design Report from RH2 Engineering
  - B. Monthly Budget Analysis
  - C. Summary of Existing District Projects
  - D. District Comments on WDOE Lake Whatcom Water Quality Improvement Report and Implementation Strategy
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 1, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	May 7, 2013		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Sudden Valley Water Treatment Plant Generator Replacement Project		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	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**

RH2 and staff have been working through predesign options for replacement of the natural gas generator with a diesel generator at the Sudden Valley Water Treatment Plant. RH2 will make a presentation summarizing collected data, design criteria, configuration options, permit requirements, and conceptual construction cost estimates considered during predesign.

RH2 will highlight the recommended design solution. Following comments received at the Board meeting, RH2 will finalize the predesign report which becomes the basis for detailed design, bidding, and construction.

**FISCAL IMPACT**

None.

**RECOMMENDED BOARD ACTION**

None.

**PROPOSED MOTION**

Discussion only.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 1, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL <i>Paul Jew</i>		
MEETING AGENDA DATE:	May 7, 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 4/30/2013		
	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 4/30/2013 33%	
<b>OPERATING FUND - 401</b>				
<b>REVENUES</b>				
401-343-20-00	Latecomer Fee	1,000	-	0%
401-343-40-10	Water Sales Metered (9% rate increase) *	1,601,383	461,713	29%
401-343-40-18	Water Sales Lock/Unlock	9,500	1,968	21%
401-343-40-19	Water Sales Other (billing suspension, transfer fee etc.)	25,000	6,986	28%
401-343-50-11	Sewer Service Residential (4.5% rate increase) *	3,357,845	1,149,004	34%
401-343-50-19	Sewer Service Other (transfer fee, return item etc.)	1,300	3,444	265%
401-359-80-00	Late Charges / Lien fees	65,000	29,912	46%
401-360-10-00	Bank fees	2,000	959	48%
401-361-11-10	Investment Interest	-	-	-
401-369-10-00	Sale of scrap/junk recycle	-	5,846	-
401-379-10-20	Permits Operation portion (5 new connection permits)	15,000	115	1%
401-398-20-00	Insurance Recoveries	-	4,235	-
	<b>TOTAL REVENUES</b>	<b>5,078,028</b>	<b>1,664,181</b>	<b>33%</b>

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 4/30/2013	
OPERATING FUND - 401				33%	
EXPENDITURES					
401-53X-10-10	Payroll (2.3% cola plus step increases - 2013)		1,406,000	440,197	31%
401-53X-10-20	Personnel Benefits		560,000	174,569	31%
401-53X-10-31	Gen Admin Supplies ( includes copy machine purchase)		25,000	11,919	48%
401-53X-10-32	Meetings/Team building		2,000	1,153	58%
401-53X-10-40	Bank Fees		8,000	1,981	25%
	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)		3,000		
	FCS Rate Study		10,000		
	3D - Computer support		12,000		
	Data Pro - Time clock system		3,000		
	Watchguard		8,000		
	Varner, Systema CPA firm		10,000		
	Tetra Tech		5,000		
	Cartograph		8,000		
	ESRI ( Engineering)		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	95,224	28%
401-53X-10-42	Communication		51,500	14,548	28%
401-53X-10-43	Memberships/Dues		13,000	10,646	82%
401-53X-10-44	B&O Taxes		150,000	59,692	40%
401-53X-10-45	Admin Lease		3,000	796	27%
401-53X-10-46	Insurance		96,000	-	0%
401-53X-10-49	Admin Misc.		2,000	30	2%
401-53X-40-43	Training & Travel		30,000	11,558	39%
401-53X-40-44	Tuition reimbursement		6,000	-	0%
401-53X-49-40	Insurance claims		-	-	
401-53X-50-31	Maintenance Supplies		45,000	25,296	56%
401-53X-50-48	Oper Repair/Maint (includes Asset Mgmt tools)		85,000	14,413	17%
	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	1,333	4%
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	150,000	25%
401-53X-80-31	Operations Gen Supplies		60,000	9,865	16%
401-53X-80-32	Operations Fuel		40,000	9,362	23%
401-53X-80-34	Safety supplies		12,000	7,207	60%
401-53X-80-47	General Utilities		200,000	78,388	39%
401-53X-80-49	Laundry		5,000	600	12%
	<b>TOTAL OPERATING EXPENSES</b>		<b>3,810,000</b>	<b>1,127,108</b>	<b>30%</b>
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	109,450	
	Transfers Out to Water Loan Debt Service Fund 470		92,000		
	<b>TOTAL EXPENDITURES</b>		<b>5,137,500</b>	<b>1,236,558</b>	
OPERATING FUND					
	REVENUES		5,078,028	1,664,181	
	EXPENDITURES		(5,137,500)	(1,236,558)	
	<b>CASH/INVESTMENTS BALANCE</b>			<b>837,241</b>	

<b>MONTHLY BUDGET ANALYSIS</b>			<b>2013</b>	<b>YTD</b>
	<b>Description</b>		<b>Budget</b>	<b>4/30/2013</b>
<b>RATE FUNDED SYSTEM REPLACEMENT FUND - 415</b>				
415-361-11-00	Investment Interest		-	-
	<b>TOTAL REVENUES</b>		-	-
415-597-10-00	Transfer out to System Reinvestment Fund 420		13,500	
	<b>TOTAL EXPENDITURES</b>		13,500	
<b>RATE FUNDED SYSTEM REPLACEMENT FUND</b>				
	<b>REVENUES</b>		-	-
	<b>EXPENDITURES</b>		(13,500)	-
	<b>CASH/INVESTMENTS BALANCE</b>			13,538

<b>MONTHLY BUDGET ANALYSIS</b>		<b>Description</b>	<b>2013 Budget</b>	<b>YTD 4/30/2013</b>
<b>SYSTEM REINVESTMENT FUND - 420</b>				
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	13536.29
		<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		985
	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		10,477
	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	86,000	
	C13-03	SVWTP Diesel Generator	325,000	
	C13-04	Cathodic Corrosion protection	75,000	
	C13-06	Replace air/vac valves	8,000	7,782
	C13-06	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 Framont)	10,000	
		<b>TOTAL EXPENDITURES</b>	<b>838,900</b>	<b>43,246</b>
<b>CAPITAL PROJECTS FUND</b>		<b>REVENUES</b>	<b>841,500</b>	<b>-</b>
		<b>EXPENDITURES</b>	<b>(838,900)</b>	<b>(43,246)</b>
		<b>CASH/INVESTMENTS BALANCE</b>		<b>27,706</b>

<b>MONTHLY BUDGET ANALYSIS</b>		<b>2013</b>	<b>YTD</b>
<b>Description</b>		<b>Budget</b>	<b>4/30/2013</b>
<b>SEWER/STORM WATER CONTINGENCY FUND - 425</b>			
425-397-10-00	Transfer in from ULID 18 Fund 480	1,000,000	
	Transfer in from Bond Reserve Fund 490	178,175	
	<b>TOTAL REVENUES</b>	<b>1,178,175</b>	<b>-</b>
425-594-38-64	Machinery/Equipment	210,000	
	Comp Plan Stormwater Chapter	15,000	
	<b>TOTAL EXPENDITURES</b>	<b>225,000</b>	<b>-</b>
<b>SEWER/STORM WATER CONTINGENCY FUND</b>	<b>REVENUES</b>	<b>1,178,175</b>	<b>-</b>
	<b>EXPENDITURES</b>	<b>(225,000)</b>	<b>-</b>
	<b>CASH/INVESTMENTS BALANCE</b>		<b>-</b>



<b>MONTHLY BUDGET ANALYSIS</b>		Description	2013 Budget	YTD 4/30/2013
<b>CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430</b>				
430-361-11-00		Investment interest	-	
		<b>TOTAL REVENUES</b>	-	
430-594-38-63		Capital Outlay	-	
	C09-01	Cable-Ranch-PM Pump stations	63,000	520
	C09-11	SVWTP Control System	24,000	4,497
		<b>TOTAL EXPENDITURES</b>	<b>87,000</b>	<b>5,017</b>
<b>CAPITAL BOND PROJECTS FUND</b>		<b>REVENUES</b>	-	
		<b>EXPENDITURES</b>	<b>(87,000)</b>	<b>(5,017)</b>
		<b>CASH/INVESTMENTS BALANCE</b>		<b>77,256</b>

<b>MONTHLY BUDGET ANALYSIS</b>		Description	2013 Budget	YTD 4/30/2013
<b>2009 BOND DEBT SERVICE FUND - 450</b>				
450-361-11-00	Investment interest			
450-397-10-00	Transfers in from Operating Fund 401	445,500	109,450	
	<b>TOTAL REVENUES</b>	<b>445,500</b>	<b>109,450</b>	
450-535-10-41	Bond Admin Fee			
450-591-38-83	Bond Interest payments	225,500	109,450	
450-591-38-72	Redemption of Long Term Debt	220,000	-	
	<b>TOTAL EXPENDITURES</b>	<b>445,500</b>	<b>109,450</b>	
<b>2009 BOND DEBT SERVICE FUND</b>	<b>REVENUES</b>	<b>445,500</b>	<b>109,450</b>	
	<b>EXPENDITURES</b>	<b>(445,500)</b>	<b>(109,450)</b>	
	<b>CASH/INVESTMENTS BALANCE</b>		<b>26</b>	

<b>MONTHLY BUDGET ANALYSIS</b>			<b>2013</b>	<b>YTD</b>
	<b>Description</b>		<b>Budget</b>	<b>4/30/2013</b>
<b>2009 BOND RESERVE FUND (RESTRICTED) - 460</b>				
460-381-11-00	Investment interest		3,000	
	<b>TOTAL REVENUES</b>		<b>3,000</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>		<b>-</b>	
<b>2009 BOND RESERVE FUND</b>	<b>REVENUES</b>		<b>3,000</b>	<b>-</b>
	<b>EXPENDITURES</b>		<b>-</b>	<b>-</b>
	<b>CASH/INVESTMENTS BALANCE</b>			<b>501,181</b>

<b>MONTHLY BUDGET ANALYSIS</b>		<b>Description</b>	<b>2013 Budget</b>	<b>YTD 4/30/2013</b>
<b>WATER LOANS DEBT SERVICE FUND - 470</b>				
470-361-11-10		Investment interest	-	
470-397-10-00		Transfers In from Operating Fund 401	92,000	
		<b>TOTAL REVENUES</b>	<b>92,000</b>	<b>-</b>
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	
		<b>TOTAL EXPENDITURES</b>	<b>92,216</b>	<b>-</b>
<b>WATER LOANS DEBT SERVICE FUND</b>		<b>REVENUES</b>	<b>92,000</b>	<b>-</b>
		<b>EXPENDITURES</b>	<b>(92,216)</b>	<b>-</b>
		<b>CASH/INVESTMENTS BALANCE</b>		<b>373</b>

<b>MONTHLY BUDGET ANALYSIS</b>		<b>2013</b>	<b>YTD</b>
<b>Description</b>		<b>Budget</b>	<b>4/30/2013</b>
<b>ULID 18 LOAN DEBT SERVICE FUND (RESTRICTED) - 480</b>			
480-361-11-10	Investment interest	100	286
480-361-50-00	ULID 18 Interest/Penalties	40,000	28,954
480-379-10-30	Latecomers Fee	3,000	-
480-156-40-00	Current ULID 18 Principal Payments	60,000	41,264
480-397-10-00	Transfers In from ULID 18 Reserve Fund 490	178,175	
	<b>TOTAL REVENUES</b>	<b>281,275</b>	<b>70,505</b>
480-535-10-49	Sewer Debt Service Charges Misc	400	106
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	
	<b>TOTAL EXPENDITURES</b>	<b>4,000,400</b>	<b>1,350,541</b>
<b>ULID 18 LOAN DEBT SERVICE</b>	<b>REVENUES</b>	<b>281,275</b>	<b>70,505</b>
	<b>EXPENDITURES</b>	<b>(4,000,400)</b>	<b>(1,350,541)</b>
	<b>CASH/INVESTMENTS BALANCE</b>		<b>2,497,574</b>

<b>MONTHLY BUDGET ANALYSIS</b>			<b>2013</b>	<b>YTD</b>
	<b>Description</b>		<b>Budget</b>	<b>4/30/2013</b>
<b>ULID 18 LOAN RESERVE FUND (RESTRICTED) - 490</b>				
490-361-11-10	Investment interest		175	
	<b>TOTAL REVENUES</b>		<b>175</b>	<b>-</b>
490-597-10-00	Transfers out to Sewer/SW Contingency Fund 425		178,175	
	<b>TOTAL EXPENDITURES</b>		<b>178,175</b>	<b>-</b>
<b>ULID 18 LOAN RESERVE FUND</b>	<b>REVENUES</b>			<b>-</b>
	<b>EXPENDITURES</b>			<b>-</b>
	<b>CASH/INVESTMENTS BALANCE</b>			<b>178,202</b>



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 1, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>Paul Jones</i>		
MEETING AGENDA DATE:	May 7, 2013		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. May 2013 Summary of Existing District Projects		
	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	
May 7, 2013		May 2, 2013		LE/BH	
<b>Status of Water and Sewer Permit Issuance</b>					
SCOPE	Provide a monthly update on permit activity.				
STATUS			Permits Issued 2013	Permits Issued 2012	
	No of permits issued		1	8	
No of permits projected 2013		5			

<b>**Completed Capital Projects in 2013**</b>	
C0911	Sudden Valley Water Treatment Plant Control System and Telemetry
*C1209	Sudden Valley Water Treatment Plant Raw Water Meters
C1309	Demolition Hammer
*C1310	Water Service Rebuilds (order brass parts)

<b>**Completed DEAs in 2013**</b>	
D0534	Polly's Plat – Butch Kvamme (AKA Whatcom Overlook Short Plat)

<b>**State Required Report Status**</b>				
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	April 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	April 2013
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	April 2013
WA State Cross Connection Report	Annual	Rich	Annual	April 23, 2013
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 4:30 p.m.

#### **\*\*Dates of Safety Committee Meetings\*\***

January 13, 2013 - Complete	March 14, 2013 - Complete
February 14, 2013 - Complete	April 8, 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**

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- 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 obtainig 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**

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- 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**

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- 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**

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- 11/6/2012 District crews beginning construction.
- 4/18/2013 District met with County inspector for required pre-construction meeting.
- 5/1/2013 District crews working on foundation.

**C1207 Reservoir Overflow Drains to Daylight**

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*Route reservoir overflow drains to daylight.*

**C1207-ENG Project Administration and Engineering**

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**C1207-CON Construction Contract**

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**C1211 Wet Well Pressure Transmitters**

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

**C1211-ADM Project Administration**

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- 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**

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*Install blow offs at water main dead ends.*

**C1214-CON Construction Contract**

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**C1214-ADM Project Administration**

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- 11/28/2012 Crews researching and inspecting dead end mains. Compiling list of dead ends with proposed installation sketches.

**C1216 SVCA Polo Park Bridge Water Main**

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*Relocate water main to accomodate new SVCA bridge.*

**C1216-ENG Project Administration and Engineering**

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- 6/4/2012 Wilson made minor adjustments to construction contract documents. Project will be advertised in Bellingham Herald in the next couple days.
- 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.
- 5/1/2013 Wilson made minor adjustments to construction contract documents. Project will be advertised in the next couple days.
- 5/5/2013 Advertisement for bids. Bellingham Herald legals.
- 5/21/2013 Bid Opening. 2:05pm.

## **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.

## **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
- 5/1/2013 Three bids were received. Crews will demo one of the promising vac/flush trucks on a District project on 5/15/2013. A diesel mechanic hired by the District will go over the vehicle and report on the mechanical condition. Staff is evaluating the bids and will make a recommendation to the Board soon.

## **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**

- 5/1/2013 Staff is preparing bid documents
- 5/10/2013 Tentative advertisement for bids published in Bellingham Herald.
- 5/29/2013 Tentative bid opening.
- 6/12/2013 Tentative contract award at Board meeting.

## **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.
- 5/1/2013 RH2 and staff working on predesign report and options.
- 5/7/2013 RH2 will present summary of predesign report. Receive Board comments to finalize report.

## **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**

5/1/2013 Staff soliciting quotes from roofing contractors.

**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**

**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**

4/3/2013 Received Task Order from Wilson for engineering/design. Safety committee to review on 4/8/2013.  
5/1/2013 Wilson preparing memo for safety grate options and obtaining budget quotes from suppliers. District review fall protection preliminary design for reservoir fall protection anchors.

**C1314 Replace Server Hardware**

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

**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**

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- 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.
- 5/1/2013 Wilson working on comp plan. Staff supplying data/support as needed.

**C1315-PH2 Stormwater Chapter**

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- 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.
- 5/1/2013 Wilson preparing agenda and questions for Board workshop tentatively schedule for sometime in June 2013.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 1, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	May 7, 2013		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	District Comments on WDOE Lake Whatcom Water Quality Improvement Report and Implementation Strategy		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Draft Comments		
	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**

At the April 10, 2013 Meeting, the Board heard a presentation by Steve Hood regarding the WDOE Lake Whatcom Water Quality Improvement Report and Implementation Strategy. Comments are due by May 28, 2013 which is prior to the next Board meeting on Wednesday, May 29<sup>th</sup>. The attached comments have been prepared with the assistance of Melanie Mankamyer from Wilson Engineering. Are there any additional comments or modifications that the Board would like to submit to WDOE?

**FISCAL IMPACT**

Not applicable at this time.

**RECOMMENDED BOARD ACTION**

Review and provide any additional or modified comments for submission. A final letter will be submitted in advance of the May 28<sup>th</sup> deadline.

**PROPOSED MOTION**

None required.

Consulting Engineer's Brief Sheet  
(Melanie Mankamyer)  
Prepared May 1, 2013 for May 7, 2013 Commissioner's Meeting

**Proposed Comments on the Lake Whatcom Watershed Total Phosphorus and Bacteria Total Maximum Daily Loads (TMDL) - Volume 2. Water Quality Improvement Report and Implementation Strategy**

**Background**

At the request of the District, we have prepared the following list of potential comments on the DOE's Public Review Draft of the subject report. We have divided our comments into two categories with the first addressing references to leaking sewer pipes and the second including corrections and/or requests for clarification.

**References to leaking sewer pipes**

1. In the Executive Summary (page xviii, last paragraph), the description of sources for fecal coliform is:  
"Runoff carries the bacteria from the ground and from failing septic systems into the lake. Sources of bacteria include leaking sewer lines, failing septic systems, pet waste, livestock and wildlife."

Reading the second sentence without the first would lead one to believe that there is evidence and/or positive proof that public sewer lines are leaking and polluting the lake. Is the intent of statement that the leaking sewer lines are tied to the failing septic systems? If the reference is intended for public sewers, please revise to "Sources of bacteria may include leaking sewer lines..."

2. Earlier, on page vii, 6<sup>th</sup> paragraph, the reference is less accusatory in that it does say "Sources of human waste may be from leaking sewer pipes or failed on-site septic systems." (emphasis added).

Please note that the District was originally formed in November 1968 to provide sewer service to residences around Lake Whatcom because of a proliferation of failing septic systems. The District routinely conducts video inspections of its gravity sewers and repairs any leaks they find. Most leaks will be *into* the gravity pipe (infiltration) as opposed to flowing out of the pipe (exfiltration) and causing bacteria to enter the lake.

**Clarifications / Corrections:**

3. Page 32, second paragraph, states:  
"The focus on the most sensitive portion of the lake also provides a margin of safety for the rest of the lake. The TMDL is geared to meet water quality criteria in the deepest water of the segments of Basin 1. This is just 0.4% of the lake volume. The other 99.6% of the lake will not approach the minimum allowable dissolved oxygen levels."

Does this paragraph refer to the Bacteria TMDL or to both Bacteria and Phosphorus? It seems out of place where it is.



4. Page 35, sixth paragraph, states:

“One metric is the rolled back effective developed acres... When the hydrology matches the runoff from a forested area, it is considered 0% developed area. But if there is a small amount of the developed area that remains unaddressed, that area would continue to count toward the allowed developed areas.”

The last sentence is unclear as to which “area” would continue to count toward the allowed developed areas - is it the whole area (e.g. all or nothing) or is it the small amount that remains unaddressed (e.g. a percent of the original)?

5. Page 44 Funding Table: PWTF does not give loans to private water systems; DWSRF, however, does.

6. Appendix A. Glossary, acronyms, and abbreviations

Suggest adding definitions for “development”, “existing development”, “new development”, “future development”.

Are private roads considered part of “development”? What would the anticipated enforcement mechanism be for stormwater runoff from private roads?

My General Comments (not necessarily to be included in Comment Response):

The report focuses on distributed / individual property level treatment solutions (infiltration) and seems to dismiss the use of regional / public systems as “tremendously expensive” (page x). Understanding that regional stormwater treatment systems alone cannot achieve the targeted phosphorus reductions, it appears that conclusions of this report are that the emphasis should be on distributed treatment first, including retrofitting existing development, and the regional systems should be used only when the distributed systems cannot meet the goals. Shouldn’t the split between distributed / private and regional systems be up to the City and County when they develop their plans?

There is another statement on page x that the “simplest way to meet the phosphorus reduction goal is through full infiltration of runoff.” Retrofitting an existing neighborhood with infiltration systems can have unforeseen consequences. One cannot always predict where the water will go once it is underground and may result in wetter basements, or water resurfacing downhill. Infiltration is not always the “simplest” solution in a built-up area.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 1, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	May 7, 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

May 7, 2013

### Board Meeting

#### Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
  - **Policy Group Meeting:** The meeting scheduled for May 6, 2013 has been cancelled. The next meeting will be on **June 10, 2013 at 9:30 a.m.** in the Fireplace Room at the Municipal Court 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:** Scheduled for Wednesday, **May 29<sup>th</sup> at 8:00 a.m.**
- **Next Employee Staff Meeting:** Is scheduled for **Monday, May 13, 2013 at 8:00 a.m.** in the Board Room. This meeting is being moved from Thursday, May 9 because both Bill and I will be out of the area. Commissioner Lambert 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, May 14, 2013** starting at 6:20 p.m. All WASWD Section III Meetings are publicly noticed by the District.
- **Next Employee Safety Committee Meeting:** Monday, **May 6 at 11:30 a.m.** in the District Conference Room.
- **Whatcom Water Districts Caucus Meeting:** The next regular meeting is scheduled for **Wednesday, May 29, 2013 at 3:00 p.m.** This meeting is held in the District's Board Room and is publicly noticed.

#### Other:

- **Rate Study Update:** FCSG consultants will be preparing a proposal in May to address the pending rate study. Your previous questions regarding senior rates, tiered rates, revised base rates, and the impacts of potential future bond issuances will be addressed in their upcoming work. A proposed scope of services and contract will likely come back to the Board in June.

- **WASWD Executive Director Visit:** At the April 24<sup>th</sup> meeting the Board discussed the legal counsel representation issue associated with WRIA and Whatcom Water Caucus members. Following discussion I was asked to see if we could invite WASWD legal counsel Rod Kaseguma to an upcoming meeting in order to ask him questions regarding the Association's perspective on this issue. I asked WASWD Executive Director Blair Burroughs about inviting their legal counsel to a meeting in the near future.

After discussing the issue with Mr. Burroughs it was determined that it would be best if he came instead. Blair is not only the Executive Director but an attorney who has had dealings with this very issue already. Mr. Kasehuma represents two of the smaller districts in Whatcom County already committed to securing outside representation. Blair will be in a position to speak to this present issue. He will be in attendance at the June 12<sup>th</sup> Board meeting.

- **Wastewater Comp. Plan Update & Stormwater Section Workshop:** In June Melanie Mankamyer and staff need to meet with the Board in a workshop type setting in order to address the stormwater section of the wastewater comprehensive plan update. At this meeting we will go over options and scenarios as they relate to the District and any potential involvement we may or may not have with stormwater. Melanie needs input from the Board so that we can move forward with completing the Sewer Comprehensive Plan Update.

In June we have two regular meetings, the first on the 12<sup>th</sup> and the second on the 26<sup>th</sup>. The 12<sup>th</sup> looks to be the busy meeting so far. We could also meet at any other date or time, preferably in the middle to the end of the month. As I am going to be out of the area at our upcoming meeting on May 7, please make Melanie or Bill aware of your preferences.

- **Board Members Out of the Area:** FYI, Commissioner Lambert will not be in attendance at the May 7<sup>th</sup> meeting. Commissioner Citron will be unavailable for the July 10<sup>th</sup> meeting.