



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

June 12, 2013

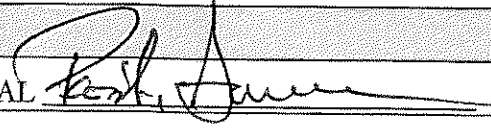
6:30 p.m. – Regular Session

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. Rainwater Harvesting Discussion
 - B. Summary of Existing District Projects
 - C. Monthly Budget Analysis
 - D. 2013 Inflow and Infiltration CMOM - Contract Award
 - E. Purchase of Flush/Vac Truck
 - F. Surplus Vehicles – Flush Truck and Pick-up Truck
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	June 4, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	June 12, 2013		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Rainwater Harvesting Discussion		
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

Earlier this year Steve Hood from the Washington State Department of Ecology gave a presentation to the Board regarding the TMDL Water Quality Improvement Report Implementation Strategy as it pertains to Lake Whatcom. Specifically he provided comments about the use of rainwater harvesting in order to meet stormwater management requirements. He suggested that such a system could be used inside of a residence.

The report distributed to the Board at the last meeting and prepared by Melanie Mankamyer from Wilson Engineering, addresses some of the potential impacts such a program might have on the District. The report opens up a discussion on this type of proposal. If you do not have a copy of the report, let staff know and they will either email you a copy or make another copy for you. (This is a 25 page double sided document.)

FISCAL IMPACT

Not known at this time.

RECOMMENDED BOARD ACTION

No recommendation is being made at this time.

PROPOSED MOTION

Not applicable at this time.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	June 4, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	June 12, 2013		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. June 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
June 12, 2013	June 6, 2013	LE/BH
Status of Water and Sewer Permit Issuance		
SCOPE	Provide a monthly update on permit activity.	
STATUS		Permits Issued 2013
	No of permits issued	2
	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
*C1209	Sudden Valley Water Treatment Plant Raw Water Meters
C1309	Demolition Hammer
*C1310	Water Service Rebuilds (order brass parts)

****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"> • Geneva – 5/12 • Sudden Valley 5/12 • Eagleridge – 5/12 • Agate Heights – 5/12
CPR/First Aid Training	Biennially	Rich	Nov/Dec 2014	Completed 12/18/12
Department of Revenue	Monthly	Debi	End of following month	May 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	May 6, 2013 - Complete
February 14, 2013 - Complete	June 10, 2013 – Scheduled
March 14, 2013 - Complete	
April 8, 2013 – Complete	
Summary Of Work-Related Injuries & Illnesses (2013)	
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
Summary Of Work-Related Injuries & Illnesses (2012)	
Total Number of Work Related Injuries	9
Total Number of Days of Job Transfer or Restriction/Light Duty	24 days as of 1/3/2013
Total Number of Days Away From Work	9

Lake Whatcom Water & Sewer District

Capital Improvement Projects Staff Report

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.
- 4/18/2013 District met with County inspector for required pre-construction meeting.
- 5/1/2013 District crews working on foundation.
- 6/5/2013 Foundation poured, underground plumbing installed, slab poured. Crews beginning work on framing.

C1207 Reservoir Overflow Drains to Daylight

Route reservoir overflow drains to daylight.

C1207-ENG Project Administration and Engineering

C1207-CON Construction Contract

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-CON Construction Contract

C1214-ADM Project Administration

- 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

Relocate water main to accomodate new SVCA bridge.

C1216-ENG Project Administration and Engineering

- 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.

5/29/2013 Board award contract to Strider Construction.

6/5/2013 Contract agreement, bonds, and insurance are being prepared for execution.

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 District received bids for boom and installation of boom on truck provided District. District finalizing truck specs for ordering off state bid.

2/28/2013 Opened crane bids. Nelson Truck was low 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 Combo Flush/Vac Truck. 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 from Tri-County in Bellingham was consulted their take on oil analysis results. Staff is evaluating the bids and will make a recommendation to the Board soon.

5/30/2013 Combo Flush/Vac Truck. Staff confirmed oil age in vehicle when oil sample was taken for analysis. Oil had been driven at least 2500 miles from original owner in Ohio to equipment dealer in Oregon. Oil analysis showed good results.

6/5/2013 Boom truck vehicle scheduled for delivery to District in next couple weeks. Truck will then be driven down to Kent for vendor to install boom on chassis.

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.

5/30/2013 Bid opening. One bid received.

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.
- 6/5/2013 RH2 submitted 60% drawings. RH2 and staff are meeting to go through drawings/design. Permit applications will be submitted to County in about a week.

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.
- 6/5/2013 Savage Roofing was low quote. District executing contract with contractor with work to be completed this summer.

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.
- 5/23/2013 Wilson submitted final structural drawings for reservoir fall protection tie-offs and technical memo on pump station wet well safety grates. Staff soliciting quotes for each project. Work tentatively to occur this summer/fall.

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


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.
- 5/1/2013 Wilson preparing agenda and questions for Board workshop tentatively schedule for sometime in June 2013.
- 6/18/2013 Board workshop meeting scheduled for 5pm 6/18/2013 to discuss stormwater options/goals.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	June 4, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL 		
MEETING AGENDA DATE:	June 12, 2013		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Monthly Budget Analysis as of 5/31/2013		
	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



LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 05/31/2013

Cash		\$	2,827,845		
LGIP		\$	100,000		0.18%
FNMA - ProEquity	Non-callable	\$	500,000	Jul-14	1.05%
FICO - Pro Equity	Non-callable	\$	645,000	Sep-15	0.67%
			<hr/>		
		\$	4,072,845		



MONTHLY BUDGET ANALYSIS

Description		2013 Budget	YTD 5/31/2013 42%	
OPERATING FUND - 401				
REVENUES				
401-343-20-00	Latecomer Fee	1,000	-	0%
401-343-40-10	Water Sales Metered (9% rate increase) *	1,601,383	586,269	37%
401-343-40-18	Water Sales Lock/Unlock	9,500	2,168	23%
401-343-40-19	Water Sales Other (billing suspension, transfer fee etc.)	25,000	10,139	41%
401-343-50-11	Sewer Service Residential (4.5% rate increase) *	3,357,845	1,418,773	42%
401-343-50-19	Sewer Service Other (transfer fee, return item etc.)	1,300	4,239	326%
401-359-80-00	Late Charges / Lien fees	65,000	36,484	56%
401-360-10-00	Bank fees	2,000	1,196	60%
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	-
TOTAL REVENUES		5,078,028	2,069,464	41%

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 5/31/2013 42%	
OPERATING FUND - 401					
EXPENDITURES					
401-53X-10-10	Payroll (2.3% cola plus step increases - 2013)	1,406,000	604,022	43%	
401-53X-10-20	Personnel Benefits	560,000	219,960	39%	
401-53X-10-31	Gen Admin Supplies (includes copy machine purchase)	25,000	13,888	56%	
401-53X-10-32	Meetings/Team building	2,000	1,337	67%	
401-53X-10-40	Bank Fees (BoFA, AFTS)	8,000	3,232	40%	
	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	5,000			
	Varner, Systma CPA firm	10,000			
	Tetra Tech	5,000			
	Cartegraph	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 (Bld notices etc.)	1,000			
401-53X-10-41	Professional Services (TOTAL)	342,500	127,635	37%	
401-53X-10-42	Communication	51,500	19,971	39%	
401-53X-10-43	Memberships/Dues	13,000	10,646	82%	
401-53X-10-44	B&O Taxes	150,000	71,601	48%	
401-53X-10-45	Admin Lease	3,000	995	33%	
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	16,392	55%	
401-53X-40-44	Tuition reimbursement	6,000	-	0%	
401-53X-49-40	Insurance claims	-	2,500		
401-53X-50-31	Maintenance Supplies	45,000	32,690	73%	
401-53X-50-48	Oper Repair/Maint (includes Asset Mgmt tools)	85,000	17,072	20%	
	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	2,208	7%	
401-534-60-47	Water Ops City of Bellingham	30,000	12,859	43%	
401-535-60-47	Sewer Ops City of Bellingham	605,000	200,000	33%	
401-53X-80-31	Operations Gen Supplies	60,000	14,321	24%	
401-53X-80-32	Operations Fuel	40,000	13,169	33%	
401-53X-80-34	Safety supplies	12,000	7,207	60%	
401-53X-80-47	General Utilities	200,000	94,634	47%	
401-53X-80-49	Laundry	5,000	738	15%	
	TOTAL OPERATING EXPENSES	3,810,000	1,487,107	39%	
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			
	TOTAL EXPENDITURES	5,137,500	1,596,557		
OPERATING FUND					
	REVENUES	5,078,028	2,069,464		
	EXPENDITURES	(5,137,500)	(1,596,557)		
	CASH/INVESTMENTS BALANCE		883,651		

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 5/31/2013
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	13,538
		TOTAL EXPENDITURES	13,500	
RATE FUNDED SYSTEM REPLACEMENT FUND		REVENUES	-	-
		EXPENDITURES	(13,500)	-
		CASH/INVESTMENTS BALANCE		-

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 5/31/2013
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	13,538
		TOTAL REVENUES	841,500	-
420-534-10-41		DEA Contracted Services	2,500	3,429
420-534-60-41		Contracted Operations	-	-
420-534-90-61		DEA Refunds	-	-
420-594-38-60		Capital Outlay	-	-
		Previous Projects	271,400	
	C10-06	Sewer Emergency Response Equipment	7,700	1,005
	C12-02	SVWTP Coatings	-	965
	C12-03	Water Meter Data Collectors	22,000	-
	C12-05	CMOM - Smoke testing	-	5,752
	C12-06	Agate WTP Restroom	8,000	744
	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	3,825
	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	6,925
	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	3,743
	C13-13	Safety Grates at Pump Stations	12,000	2,415
	C13-14	Server upgrade	10,000	-
		Water main relocation (Geneva & S Fremont)	10,000	-
		TOTAL EXPENDITURES	838,900	65,835
CAPITAL PROJECTS FUND				
		REVENUES	841,500	-
		EXPENDITURES	(838,900)	(65,835)
		CASH/INVESTMENTS BALANCE		118

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 5/31/2013
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 Budget	YTD 5/31/2013
CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430				
430-361-11-00		Investment interest	-	-
		TOTAL REVENUES	-	-
430-594-38-63		Capital Outlay	-	-
	C09-01	Cable-Ranch-PM Pump stations	63,000	520
	C09-11	SVWTP Control System	24,000	4,497
		TOTAL EXPENDITURES	87,000	5,017
CAPITAL BOND PROJECTS FUND		REVENUES	-	-
		EXPENDITURES	(87,000)	(5,017)
		CASH/INVESTMENTS BALANCE		77,256

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 5/31/2013
2009 BOND DEBT SERVICE FUND - 450				
450-361-11-00		Investment interest		
450-397-10-00		Transfers in from Operating Fund 401	445,500	109,450
		TOTAL REVENUES	445,500	109,450
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	-
		TOTAL EXPENDITURES	445,500	109,450
2009 BOND DEBT SERVICE FUND		REVENUES	445,500	109,450
		EXPENDITURES	(445,500)	(109,450)
		CASH/INVESTMENTS BALANCE		26

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 5/31/2013
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 5/31/2013
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		Description	2013 Budget	YTD 5/31/2013
ULID 18 LOAN DEBT SERVICE FUND (RESTRICTED) - 480				
480-361-11-10		Investment Interest	100	18,054
480-361-50-00		ULID 18 Interest/Penalties	40,000	33,594
480-379-10-30		Latecomers Fee	3,000	-
480-156-40-00		Current ULID 18 Principal Payments	60,000	54,310
480-397-10-00		Transfers In from ULID 18 Reserve Fund 490	178,175	
		TOTAL REVENUES	281,275	105,958
480-535-10-49		Sewer Debt Service Charges Misc	400	132
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	1,350,567
ULID 18 LOAN DEBT SERVICE		REVENUES	281,275	105,958
		EXPENDITURES	(4,000,400)	(1,350,567)
		CASH/INVESTMENTS BALANCE		2,533,002

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 5/31/2013
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:	June 4, 2013
TO BOARD OF COMMISSIONERS	
FROM: Bill Hunter	MANAGER APPROVAL <i>Paul Hunter</i>
MEETING AGENDA DATE:	June 12, 2013
AGENDA ITEM NUMBER:	5.D.
SUBJECT:	2013 Inflow and Infiltration CMOM – Contract Award
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Bid Tabulation 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

The District annually budgets an amount specifically for addressing inflow, infiltration, maintenance, and restoration of the District's sewer system. This year's project includes:

- Smoke testing the Airport Pump Station and Flat Car Pump Station service area basins. These are two of the larger basins in Sudden Valley that exhibit inflow and infiltration problems.
- Repair of several dozen manholes identified with infiltration.

An Advertisement for Bids was published in the Bellingham Herald on 5/10/2013. Bids were due and opened on 5/30/2013. One bid was received from Olson Brothers Pro-Vac, LLC.

Olson Brothers Pro-Vac, LLC was the contractor who did the Geneva area smoke testing and manhole repairs for the District last year. Their performance was good and they were easy to work with. Unit prices for smoke testing and manhole repairs are about the same as last year's contract. Mobilization, traffic control, and record of work performed prices are significantly less than last year. Staff recommends awarding the 2013 contract to Olson Brothers Pro-Vac.

FISCAL IMPACT: The 2013 budget includes \$88,000 for this project.

RECOMMENDED BOARD ACTION: See proposed motion.

PROPOSED MOTION

Award contract to Olson Brothers Pro-Vac, LLC for an initial contract amount of \$50,843.10 including sales tax. Authorize staff to adjust manhole repair quantity up as more manholes are found needing work, not to exceed total project budget of \$88,000.

2013Sewer Manhole Repair & Sewer Smoke Testing
 LWUSD Project #C1302
 Staff's Recommended Selection of Bid Items for Award
 5/30/2013



Name of Firm	Olson Brothers Pro-Vac, LLC
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ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
A	Mobilization	1	\$ 5,000.00	\$ 5,000.00
B	Traffic Control	15	\$ 50.00	\$ 750.00
C	Manhole Rehabilitation	22	\$ 600.00	\$ 13,200.00
D	Smoke Testing	62,000	\$ 0.45	\$ 27,900.00
E	Record of Work Performed	1	\$ 10.00	\$ 10.00

Subtotal	\$ 46,860.00
8.5% Sales Tax	\$ 3,983.10
Total Contract Amount	\$ 50,843.10

Bid Bond	Yes
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LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	June 4, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>Bill Hunter</i>		
MEETING AGENDA DATE:	June 12, 2013		
AGENDA ITEM NUMBER:	5.E		
SUBJECT:	Purchase of Flush/Vac Truck		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Bid Tabulation		
	2. 2005 Vac-Con Specification Summary		
	3. Photo of 2005 Vac-Con 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 scheduled and budgeted for replacement of two major pieces of equipment used for maintaining sewer mains, manholes, and pump stations: the 1978 Flush Truck and 1983 Vac Truck.

Staff and crew internally discussed at length the type, size, and configuration requirements of a flush/vac truck or trailer that best fit District needs. As part of the research, staff:

- Visited Birch Bay Water and Sewer District to look at their new vac/flush combo trailer and talk with their crew.
- Had a vender demonstrate a new vac/flush combo trailer at the District shop.
- Visited City of Bellingham Public Works to view their two different sized vac/flush truck rigs and talk with their crew.
- Researched what equipment is available on the state bid as well as used equipment available at dealers.
- Talked with experience contractors specializing in sewer main cleaning and repair who extensively utilize vac/flush trucks.

As staff learned the capabilities of each type of equipment, it finally became clear what the best configuration would be: a single axle combination vac/flush truck. Staff developed performance specifications and bid documents for a late model used piece of equipment. An Invitation to Bid was published in the Bellingham Herald on March 18, 2013. Bids were due

and opened on April 25, 2013. Bids for 3 pieces of equipment were received and are summarized on the attached Bid Tabulation.

The bid from Envrio-Clean Equipment was for a 2005 Vac-Con combination vac/flush truck. From the bid submittals the truck looked like it could be a good match for the District needs. The dealer drove the truck to the District on 5/15/2013 for a demo. District crews drove and operated the truck in an actual sewer force main cleaning operation. The dealer provided a chain cutter head for the demo.

The demo included cleaning about 140 lineal feet of 10" ductile iron pipe at the end of the Cable Street force main. The main had heavy build-up of very hard deposits on pipe walls. Staff had learned from prior experience that flushing alone will not break up the deposits. A mechanical cutter head is required, hence the demo chain cutter from the dealer.

The overall performance of the truck was great. The overall impression on the crew was even greater. There is 100% consensus among District staff and crew that this truck's performance is a good fit for District needs.

The results from an engine oil analysis indicate the engine is in good condition. It is unknown what date the oil was last changed. However, it is known the oil was driven at least 2,500 miles from the original owner in Ohio to the equipment dealer in Oregon. Results were discussed with a local diesel mechanic the District contracts with for servicing all the District's stationary generators. The overall mechanical assessment of the vehicle is that it is in good condition.

FISCAL IMPACT

The 2013 budget includes \$225,000 for replacement of the flush truck and vac truck, as well as the addition of a boom truck.

The District has already ordered a new boom truck which should be delivered in the next month or two. The total cost for the new boom truck is \$74,289.76 including sales tax.

The remaining equipment budget for a flush/vac truck is \$150,710.24. Considering the \$6,000 salvage value recovered with the sale of the 1983 vac truck, the **available remaining budget is \$156,710.24**. Also note the 1978 flush truck will also be sold as surplus once a new vac truck is placed in service. A value for the 1978 flush truck has not yet been established.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Authorize the purchase of the 2005 Vac-Con combination vac/flush truck from Enviro-Clean Equipment for \$153,739.77 including sales tax.

Lake Whatcom Water and Sewer District
 1010 Lakeview Street
 Bellingham, WA 98229
 (360) 734-9224 fax: (360) 738-8250



BID TABULATION

Project Name	Project #	Date	Bid Opening Time	Location	Page # of #
Combo Sewer Vacuum Truck	C1301	4/25/2013	3:00 PM	LWWS Board Room	1 of 1

Name of Firm		Doherty Supply		Doherty Supply		Enviroclean Equipment	
ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	AMOUNT
Combo Sewer Vac.	1	LS	\$ 215,000.00	\$ 215,000.00	\$ 263,000.00	\$ 141,695.64	\$ 141,695.64

Subtotal	\$ 215,000.00
Sales Tax	\$ 18,275.00
Total Base Bid	\$ 233,275.00

\$ 215,000.00
\$ 18,275.00
\$ 233,275.00

\$ 263,000.00
\$ 22,355.00
\$ 285,355.00

\$ 141,695.64
\$ 12,044.13
\$ 153,739.77

ATTACHMENT # 2

The unit is Vac-Con model V390LHA, serial # 08054074

The chassis is a 2005 Sterling, Model L7501, with less than 25,000 original 1 owner miles.

Vin # 2FZAATDCX5AN95378

Chassis has a Caterpillar C7 engine rated at 275hp, and an Allison 3000 RDS automatic transmission.

Chassis wheelbase is approx. 223", with an overall length of approx. 378"

This unit is in excellent condition and has been well maintained, with approx. 75% tread depth.





LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	June 4, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>Paul J. Hunter</i>		
MEETING AGENDA DATE:	June 12, 2013		
AGENDA ITEM NUMBER:	5.F		
SUBJECT:	Surplus Flush Truck and Pickup Truck		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Photo of 1978 Flush Truck & 2000 F250 Pickup		
	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 recommends declaring two pieces of equipment the District no longer needs as surplus:

- A 1978 GMC Myers Flush Truck that will be replaced by the newer combination Flush/Vac Truck.
- 2000 Ford F250 Utility Pickup Truck (District Vehicle #26) with 198,817 miles. The vehicle was replaced last year with a new truck.

The equipment will be sold at a public auction.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION


Declare the District's 1978 GMC Myers Flush Truck and 2000 Ford F250 Utility Pickup Truck (Vehicle #26) as surplus and authorize the General Manager to dispose of the property in a manner consistent with state law.





LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	June 6, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	June 12, 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

June 12, 2013

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** 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, **June 26th at 8:00 a.m.**
- **Special Meeting - Wastewater Comprehensive Plan Update - Storm water Section Workshop:** A Special Meeting is scheduled for **June 18th at 5:00 p.m.** to discuss Melanie Mankamyer's work associated with the proposed storm water section of the Wastewater Comprehensive Plan Update. Dinner will be provided (meeting participants can also bring their own dinner, if preferred).
- **Next Employee Staff Meeting:** Is scheduled for **Thursday, June 13th at 8:00 a.m.** in the Board Room. Commissioner Millar was scheduled to attend this meeting. As he will be out of the area, we ask if another Commissioner could attend our meeting on Thursday morning. 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 Bob's Burger & Brew in Tulalip on **Tuesday, June 11th** starting at 6:20 p.m. All WASWD Section III Meetings are publicly noticed by the District.
- **Next Employee Safety Committee Meeting:** Wednesday June 12th 1:00 p.m. in the District Conference Room.
- **Whatcom Water District's Caucus Meeting:** The next regular meeting is scheduled for **Wednesday, June 26th at 3:00 p.m.** This meeting is held in the District's Board Room and is publicly noticed.

Other:

- **WASWD Executive Director's Visit:** WASWD Executive Director Blair Burroughs's visit with the Board has been rescheduled from the June 12th meeting to the July 10th meeting.
- **Board Members Out of the Area:** Reminder:
 - ✓ Commissioner Citron will be unavailable for the July 10 Board meeting.
 - ✓ Commissioner Millar will be out of the area on the following dates: June 12, August 28, September 11, & November 13.