



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

August 14, 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. DWSRF Loan Contracts
 - B. Sudden Valley Water Treatment Plant Generator Replacement Project
 1. Award Contract
 2. Engineering Contract Amendment – RH2 Engineering
 - C. Monthly Budget Analysis
 - D. Summary of Existing District Projects
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. Water Rights Issues (Executive Session per RCW 42.30.140 (4), 30 Minutes)
10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	August 6, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>Paul Hunter</i>		
MEETING AGENDA DATE:	August 14, 2013		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	DWSRF Loan Contracts		
LIST DOCUMENTS PROVIDED ⇨ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. DWSRF Loan Declarations		
	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 applied for Drinking Water State Revolving Fund (DWSRF) loans administered by the Washington State Public Works Board. Two projects were accepted for funding:

- Division 22 Reservoir (Approved Loan Amount = \$994,850.00)
- Geneva Area AC Main Replacement (Approved Loan Amount = \$2,398,750.00)

The loans have an annual interest rate of 1.5% for 20 years with a 1% loan fee. Projects must be completed within 48 months from contract execution date. Federal funds are involved that will require attention by staff and its consultants to ensure federal requirements are met.

The \$3.5M loan follows the capital improvement plan funding strategy prepared by previous FCSG rate studies for the District. The two projects are included in the District's 2010 Water Comprehensive Plan. The previous rate study by FCSG dated 1/26/2011 assumed capital financing by new revenue bonds at 4.25%, 20 years, and 2% issuance costs. The DWSRF loan costs are significantly less than the more conservative rate study assumptions.

Brian Hansen has reviewed and signed the Attorney's Certification. He has a few minor comments that we are confirming with the Washington State Public Works Board.

FISCAL IMPACT

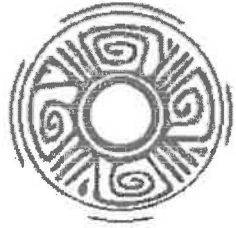
Loan follows financial plan outlined by previous rate studies and capital improvement plans.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Authorize the General Manager to execute the loan contracts.



**Washington State
Public Works Board**

1011 Plum Street SE
Post Office Box 42525
Olympia, Washington 98504-2525

July 25, 2013

Bill Hunter
Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

RE: Loan Contract Number: DM13-952-137

Dear Mr. Bill Hunter:

Enclosed are two originals of the Drinking Water State Revolving Fund Loan Contract Number identified above. The Loan Contract details the terms and conditions that will govern the agreement between us, which includes the project's Scope of Work and an Attorney's Certification as formal attachments.

When you have obtained the appropriate signatures, please return both original contracts and all the attachments to the Public Works Board within 60 calendar days of the date of this letter. Failure to return the contracts within this timeline may result in your loan offer being withdrawn.

Please note that the U.S. Environmental Protection Agency is the funding source for this program and the Catalog of Federal Domestic Assistance (CFDA) number is 66.468. Consequently, the loan funds are federal and subject to both state and federal requirements.

If the loan fee applies, the amount of the loan includes an amount sufficient to cover a one-percent loan administration fee. The fee will be collected at contract execution, and is non-refundable. Please review the terms and conditions of the Loan Contract carefully, as well as the attachments.

A requirement of the DWSRF program is that you must maintain updated project records and yearly renewal of your registration in the System for Award Management at www.sam.gov.

Another requirement of the DWSRF program is that all entities are required to verify that the federal government has not suspended or debarred them from receiving federal funds. This includes, but is not limited to, project contractors, subcontractors, engineers, architects, consultants, and equipment vendors. The Exclusion Report can be accessed at www.sam.gov. Failure to provide this required certification may result in termination of your loan contract.

After the Loan Contracts have been signed by the Board or its designee, one fully executed original will be returned to you for your files. Instructions for drawing the loan funds will be returned to you with the executed Loan Contract, as well as the necessary forms. The Loan Contract specifies that

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draws may be made for costs that have been incurred, and which have supporting documentation such as receipts or bills.

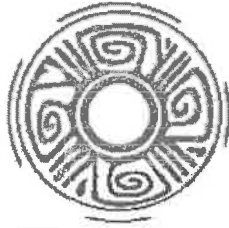
We are looking forward to working with you over the course of this project. If you have any questions about this Loan Contract, please contact me.

Sincerely,

Jeff Hinckle
PWB Staff
(360) 725-3060
jeff.hinckle@commerce.wa.gov

Enclosures:

ATTACHMENT I: ATTORNEY'S CERTIFICATION
ATTACHMENT II: FEDERAL AND STATE REQUIREMENTS
ATTACHMENT III: DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS
ATTACHMENT IV: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
ATTACHMENT V: DWSRF ELIGIBLE PROJECT COSTS
ATTACHMENT VI: LABOR STANDARD PROVISIONS FOR SUBRECIPIENTS THAT ARE GOVERNMENT ENTITIES
ATTACHMENT VII: EPA COMPLIANCE REVIEW



**Washington State
Public Works Board**

1011 Plum Street SE
Post Office Box 42525
Olympia, Washington 98504-2525

Capital Agreement between:

**Lake Whatcom Water and Sewer District
and**

Public Works Board

For:

Project Name: **Geneva Area AC Main Replacement**
Loan Number: **DM13-952-137**
Loan Type: **DWSRF NT**

Contract Start Date: _____ **Contract Execution Date** _____



Department of Commerce
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DECLARATIONS

CLIENT INFORMATION

Legal Name: Lake Whatcom Water and Sewer District
Loan Number: DM13-952-137
Award Year: 2013
State Wide Vendor Number: SWV0049130

PROJECT INFORMATION

Project Title: Geneva Area AC Main Replacement
Project City: Bellingham
Project State: Washington
Project Zip Code: 98229

LOAN INFORMATION

Loan Amount: \$2,398,750.00
Loan Fee (Included in loan amount if applicable) \$23,750.00
Loan Forgiveness %: 0%
Loan Term: 24 years
Interest Rate: 1.50%
Payment Month: October 1st
Earliest Date for Construction Reimbursement: 7/1/2013
Time of Performance: 48 months from Contract execution date to Project Completion date.

SPECIAL TERMS AND CONDITIONS GOVERNING THIS LOAN AGREEMENT

None.

LOAN SECURITY CONDITION GOVERNING THIS LOAN AGREEMENT

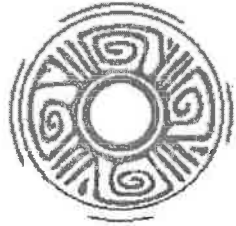
This loan is a revenue obligation of the Contractor payable solely from the net revenue of the Water system. Payments shall be made from the net revenue of the utility after the payment of the principal and interest on any revenue bonds, notes, warrants or other obligations of the utility having a lien on that net revenue. As used here, "net revenue" means gross revenue minus expenses of maintenance and operations. The Board grants the Contractor the right to issue future bonds and notes that constitute a lien and charge on net revenue superior to the lien and charge of this loan Contract. This option may be used only if the entire project is a domestic water, sanitary sewer, storm sewer, or solid waste utility project.

DECLARATIONS (continued)

Loan Number: DM13-952-137
Project Title: Geneva Area AC Main Replacement

Scope of Work:
Replacement of approximately 12,275 feet of existing 4, 6, and 8-inch water pipe with new 8-inch pipe and possibly some 10 or 12-inch pipe. Existing fire hydrants, service lines and other appurtenances located along the replaced pipe alignment will also be replaced. Erosion and sedimentation control, trenching, dewatering, backfill, compaction, street patching, and site restoration is also included.





**Washington State
Public Works Board**

1011 Plum Street SE
Post Office Box 42525
Olympia, Washington 98504-2525

July 25, 2013

Bill Hunter
Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

RE: Loan Contract Number: DM13-952-136

Dear Mr. Bill Hunter:

Enclosed are two originals of the Drinking Water State Revolving Fund Loan Contract Number identified above. The Loan Contract details the terms and conditions that will govern the agreement between us, which includes the project's Scope of Work and an Attorney's Certification as formal attachments.

When you have obtained the appropriate signatures, please return both original contracts and all the attachments to the Public Works Board within 60 calendar days of the date of this letter. Failure to return the contracts within this timeline may result in your loan offer being withdrawn.

Please note that the U.S. Environmental Protection Agency is the funding source for this program and the Catalog of Federal Domestic Assistance (CFDA) number is 66.468. Consequently, the loan funds are federal and subject to both state and federal requirements.

If the loan fee applies, the amount of the loan includes an amount sufficient to cover a one-percent loan administration fee. The fee will be collected at contract execution, and is non-refundable. Please review the terms and conditions of the Loan Contract carefully, as well as the attachments.

A requirement of the DWSRF program is that you must maintain updated project records and yearly renewal of your registration in the System for Award Management at www.sam.gov.

Another requirement of the DWSRF program is that all entities are required to verify that the federal government has not suspended or debarred them from receiving federal funds. This includes, but is not limited to, project contractors, subcontractors, engineers, architects, consultants, and equipment vendors. The Exclusion Report can be accessed at www.sam.gov. Failure to provide this required certification may result in termination of your loan contract.

After the Loan Contracts have been signed by the Board or its designee, one fully executed original will be returned to you for your files. Instructions for drawing the loan funds will be returned to you with the executed Loan Contract, as well as the necessary forms. The Loan Contract specifies that

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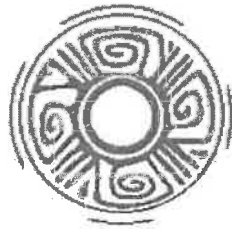
draws may be made for costs that have been incurred, and which have supporting documentation such as receipts or bills.

We are looking forward to working with you over the course of this project. If you have any questions about this Loan Contract, please contact me.

Sincerely,

Jeff Hinckle
PWB Staff
(360) 725-3060
jeff.hinckle@commerce.wa.gov

Enclosures:
ATTACHMENT I: ATTORNEY'S CERTIFICATION
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ATTACHMENT VII: EPA COMPLIANCE REVIEW



**Washington State
Public Works Board**

1011 Plum Street SE
Post Office Box 42525
Olympia, Washington 98504-2525

Capital Agreement between:

**Lake Whatcom Water and Sewer District
and**

Public Works Board

For:

Project Name: **Division 22 Reservoir**
Loan Number: **DM13-952-136**
Loan Type: **DWSRF NT**

Contract Start Date: _____ **Contract Execution Date** _____



Department of Commerce

Innovation is in our nature.

Washington State Department of Commerce
www.commerce.wa.gov

DECLARATIONS

CLIENT INFORMATION

Legal Name: Lake Whatcom Water and Sewer District
Loan Number: DM13-952-136
Award Year: 2013
State Wide Vendor Number: SWV0049130

PROJECT INFORMATION

Project Title: Division 22 Reservoir
Project City: Bellingham
Project State: Washington
Project Zip Code: 98229

LOAN INFORMATION

Loan Amount: \$994,850.00
Loan Fee (Included in loan amount if applicable) \$9,850.00
Loan Forgiveness %: 0%
Loan Term: 24 years
Interest Rate: 1.50%
Payment Month: October 1st
Earliest Date for Construction Reimbursement: 7/1/2013
Time of Performance: 48 months from Contract execution date to Project Completion date.

SPECIAL TERMS AND CONDITIONS GOVERNING THIS LOAN AGREEMENT

None.

LOAN SECURITY CONDITION GOVERNING THIS LOAN AGREEMENT

This loan is a revenue obligation of the Contractor payable solely from the net revenue of the Water system. Payments shall be made from the net revenue of the utility after the payment of the principal and interest on any revenue bonds, notes, warrants or other obligations of the utility having a lien on that net revenue. As used here, "net revenue" means gross revenue minus expenses of maintenance and operations. The Board grants the Contractor the right to issue future bonds and notes that constitute a lien and charge on net revenue superior to the lien and charge of this loan Contract. This option may be used only if the entire project is a domestic water, sanitary sewer, storm sewer, or solid waste utility project.

DECLARATIONS (continued)

Loan Number: DM13-952-136
Project Title: Division 22 Reservoir

Scope of Work:

Project includes design, permitting, and construction of a new reservoir approximately 0.5 to 0.7MG in size adjacent to the existing 0.5MG Division 22 Reservoir. The exact size of the new reservoir will be determined during the pre-design phase of this project. The intent is to size the new reservoir to add enough capacity for full-build out of the water system. The gravel access road will be extended from the existing reservoir to the adjacent new reservoir. Miscellaneous site piping will interconnect existing and new reservoirs and provide reservoir overflow and drain piping for the new reservoir. Existing reservoir overflow and drain piping might be combined with new reservoir overflow/drain piping. New reservoir water level and intrusion sensors will be connected to the existing telemetry panel/system at existing reservoir. Site lighting might be included on the new reservoir. Construction includes clearing and grubbing, erosion and sedimentation control, permanent stormwater detention and/or treatment system as required by County development regulations, trenching, dewatering, rock excavation, backfill, compaction, street patching, site restoration, and minor landscape/screening.





LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	August 6, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	August 14, 2013		
AGENDA ITEM NUMBER:	5.B.1.		
SUBJECT:	Sudden Valley Water Treatment Plant Generator Replacement Project – Award Contract		
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

As part of the 2013 Capital Improvement Plan, the District is replacing the undersized natural gas emergency generator at the Sudden Valley Water Treatment Plant with a larger diesel generator. RH2 Engineers is the consultant for the project.

An Advertisement for Bids was published in the Bellingham Herald on 7/23/2013. A pre-bid meeting was held on 7/30/2013. Bids were due and opened on 8/6/2013. Two bids were received and are summarized on the attached Bid Tabulation.

RH2 is reviewing the low bidder's references and Bidder Responsibility Criteria. Tentatively, a recommendation to award will be presented at the meeting.

FISCAL IMPACT

The District's 2013 budget includes \$381,243 for predesign, design, bidding, and construction.

Current cost projections are:

Predesign, Design, Bidding (RH2 Phase 1)	\$100,799.00
Services During Construction (RH2 Phase 2)	\$36,745.00
<u>Geotechnical Testing (MTC, Inc)</u>	<u>\$2,500.00</u>
Subtotal Engineering and Testing	\$140,044.00
Construction Contract (Including Tax)	\$197,000.00
<u>GSA Procurement of Generator and Switches (Incl Tax)</u>	<u>\$66,000.00</u>
Subtotal Construction	\$263,000.00
Grand Total (Including Tax)	\$403,044.00

The current estimate exceeds the 2013 project budget by \$21,801. Staff recommends reallocating a portion of excess funds from the 2013 CMOM I&I Project (Smoke Testing and Manhole Repairs in Sudden Valley) to cover the shortfall. Recall the CMOM project was awarded to Pro-Vac in June \$37,000 under budget. This solution will cover funds needed for the SVWTP Generator project and still allow approximately \$15,000 of extra funds for the CMOM project.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Award contract to _____ for a total construction contract cost of _____ (including tax). Contract is for the Base Bid and does not include Additive Alternates A or B.

LAKE WHATCOM WATER AND SEWER DISTRICT
 1220 LAKEWAY DRIVE
 BELLINGHAM, WA 98229
 Sudden Valley Water Treatment Plant Generator Replacement
 Date 8/6/2013

2:05:00 PM

Apparent Low

Other Bidder

Item	Description	Units	Quantity
A.1	Mobilization, Demobilization, Site Preparation and Clean-up	LS	1
A.2	Site Work	LS	1
A.3	Structural Modifications	LS	1
A.4	Block Retaining Wall	LS	1
A.5	Concrete Work	LS	1
A.6	Intake Louver and Damper	LS	1
A.7	Finishes	LS	1
A.8	Relocation of Afternoon Beach Pump Station Manual Transfer Switch	LS	1
A.9	Installation of Automatic Transfer Switches	LS	1
A.10	450 kW Generator Installation	LS	1
A.11	Diesel Fuel Tank	LS	1
A.12	Diesel Fuel Tank Installation, Access Ladder, Landing, and Fueling	LS	1
A.13	Electrical	LS	1
A.14	Construction Records	LS	1
A.15	Testing, Startup, and Training	LS	1
A.16	Force Account	FA	1
Base Bid			

Engineers Estimate	
Unit Price	Extended
NA	\$ 15,000
NA	\$ 16,000
NA	\$ 9,000
NA	\$ 3,000
NA	\$ 14,000
NA	\$ 17,000
NA	\$ 6,000
NA	\$ 2,000
NA	\$ 4,000
NA	\$ 25,000
NA	\$ 19,000
NA	\$ 15,000
NA	\$ 31,000
\$ 3,000	\$ 3,000
\$ 8,000	\$ 8,000
\$ 5,000	\$ 5,000
\$ 192,000.00	

Legacy Telecommunications	
Unit Price	Extended
NA	\$ 13,726.00
NA	\$ 21,840.00
NA	\$ 8,449.00
NA	\$ 8,839.00
NA	\$ 9,376.00
NA	\$ 16,782.00
NA	\$ 5,376.00
NA	\$ 896.00
NA	\$ 4,190.00
NA	\$ 4,309.00
NA	\$ 23,082.00
NA	\$ 26,215.00
NA	\$ 22,198.00
\$ 3,000.00	\$ 3,000.00
\$ 8,000.00	\$ 8,000.00
\$ 5,000.00	\$ 5,000.00
\$ 181,278.00	

Tiger Construction	
Unit Price	Extended
NA	\$ 12,100.00
NA	\$ 19,000.00
NA	\$ 6,700.00
NA	\$ 5,300.00
NA	\$ 7,850.00
NA	\$ 29,500.00
NA	\$ 1,900.00
NA	\$ 5,100.00
NA	\$ 3,560.00
NA	\$ 16,000.00
NA	\$ 31,700.00
NA	\$ 29,500.00
NA	\$ 44,600.00
\$ 3,000.00	\$ 3,000.00
\$ 8,000.00	\$ 8,000.00
\$ 5,000.00	\$ 5,000.00
\$ 228,810.00	

A.17	Additive Alternate A - Exhaust Louver and Damper	LS	1
A.18	Additive Alternate B - 450 kW Generator and Ancillary Equipment	LS	1

NA	\$ 6,000
NA	\$ 68,000

NA	\$ 6,188.00
NA	\$ 80,335.00

NA	\$ 9,000.00
NA	\$ 77,500.00

Base Bid + Alternate A. 17
Base Bid + Alternate A. 18
Base Bid + All Alts
Base Bid + All Alts WSST (8.5%)
Total Base Bid + Alts + WSST

\$ 198,000.00
\$ 260,000.00
\$ 266,000.00
\$ 22,610.00
\$ 288,610.00

\$ 187,466.00
\$ 261,613.00
\$ 267,801.00
\$ 22,763.09
\$ 290,564.09

\$ 237,810.00
\$ 306,310.00
\$ 315,310.00
\$ 26,801.35
\$ 342,111.35

Bid Proposal
Bid Bond
Addendum 1 Acknowledgement
Addendum 2 Acknowledgement

x
x
x
x

x
x
x
x



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	August 6, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	August 14, 2013		
AGENDA ITEM NUMBER:	5.B.2.		
SUBJECT:	Sudden Valley Water Treatment Plant Generator Replacement Project-Engineering Contract Amendment-RH2		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Scope of Work and Fee Estimate		
	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

RH2 Engineering is nearly complete with the Phase 1 Scope of Work. Phase 1 included predesign, design, and bidding services. Staff and RH2 anticipate Phase 1 work will be finished under budget.

Staff recommends amending RH2 Engineering's agreement to add "Phase 2 - Services During Construction" which includes construction contract administration, submittal review, inspection, testing and startup, SCADA programming, and recording drawings. The proposed scope of work and fee estimate is attached.

FISCAL IMPACT

The District's 2013 budget includes \$381,243 for predesign, design, bidding, and construction.

Current cost projections are:

Predesign, Design, Bidding (RH2 Phase 1)	\$100,799.00
Services During Construction (RH2 Phase 2)	\$36,745.00
<u>Geotechnical Testing (MTC, Inc)</u>	<u>\$2,500.00</u>
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RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Authorize the General Manager to execute Amendment 1 to RH2 Engineering's agreement for Phase 2 Services During Construction with an amount not-to-exceed \$36,745.

Exhibit A
SCOPE OF WORK
Contract Amendment No. 1
Lake Whatcom Water and Sewer District
Sudden Valley Water Treatment Plant Generator Set Replacement
Services During Construction
July 2013

BACKGROUND

RH2 Engineering, Inc., (RH2) has completed the design phase of the Sudden Valley Water Treatment Plant Generator Set Replacement project for the Lake Whatcom Water and Sewer District (District).

ASSUMPTIONS

This Scope of Work for services during construction (SDC) assumes there will be one (1) contractor working on the project. Special inspections will be performed via direct contract with the District and are not included in this Scope of Work.

Task 1: Construction Management

Objective: Organize, manage, and coordinate disciplines. Coordinate with and update the District regarding construction progress.

Approach:

- 1.1 Coordinate and attend a pre-construction meeting that shall include the District, RH2, and the contractor.
- 1.2 Attend weekly construction meetings, which shall include all involved parties, at the District office or project site. Develop and distribute meeting minutes. Coordinate with the District's personnel throughout the construction phase as needed.
- 1.3 Respond to requests for information (RFIs) submitted by the contractor. Respond to technical questions posed by the contractor.
- 1.4 Prepare monthly invoices and provide ongoing progress and scheduling communication.

Products:

Meeting agendas and minutes for meetings listed above, RFI responses, monthly invoices and ongoing correspondence.

Task 2: Submittal Review

Objective: Provide submittal review during construction.

Approach:

- 2.1 Review and approve or reject, if necessary, shop drawings, equipment submittals, specifications, schedules and construction sequence.

Note: It is assumed that submittal review for all items will not require more than two (2) submittal responses. Further, it is assumed the contractor will supply succinct submittal reviews based in general on the specification groups and will include structural elements (concrete, steel, wood), HVAC, coatings, generators, fuel tank, mechanical, and electrical.

Products:

Submittal response forms to the District and contractor.

Task 3: On-site Inspection

Objective: Assist with on-site inspections, review pay requests, and review change orders.

Approach:

- 3.1 Provide on-site engineer(s) to observe the progress and quality of construction. Observe activities, including mechanical, structural, and electrical construction. RH2 will time the inspections so that the on-site inspection will be performed during certain portions of construction progress. When RH2 completes an inspection, a written report of the visit will be prepared that records observations, progress, and discussions with the contractor and sub-contractors. The level of involvement by RH2 will be re-evaluated during construction, and may be adjusted based on contractor qualifications and project schedule. For the purposes of estimation and District direction on time involvement, RH2 has assumed that Mr. Carl Hathcock, with the District, will assume a large role in project inspection. RH2 has estimated two (2) site visits per week, at three (3) hours each, to be performed by one (1) RH2 staff person (Mark Braaksma with Dan Burwell supporting as necessary) for the duration of mid-August to the end of November 2013. The on-site inspection also includes the electrical inspection that will be completed by RH2 (Chris Roberts and Mark Braaksma). *Note: Special Inspection is not included with this Scope of Work. It is assumed the District will contract separately for this work specifically for subgrade compaction and concrete inspection. A proposal by MTC for special inspection was sent to the District via email for review and approval.*
- 3.2 Review pay requests from the contractor, which shall include ascertaining quantities and percent completion of the work as stated by the contractor, and prepare progress reports, including contract time remaining statements. RH2 will consult with the District regarding construction costs and scheduling. The District will process requests for payment.
- 3.3 Review change orders and supporting information, as required. Submit change orders and supporting information to the District for execution.

Products:

Inspection reports and pay estimates to the District at the end of each pay period, and change order forms as necessary throughout construction.

Task 4: Testing and Startup

Objective: Assist with testing and startup.

Approach:

- 4.1 Provide engineer(s) on-site during generator testing and startup. The site visits are assumed to be one (1) eight (8)-hour day and one (1) four (4)-hour day follow-up.
- 4.2 Conduct final inspection. Make final check for satisfactory completion of punchlist items and specified construction by the contractor. Recommend final payment and acceptance. It is anticipated that the contractor will complete all punchlist items prior to the final inspection.
- 4.3 Provide SCADA programming modifications to the Afternoon Beach Sewer Pump Station telemetry panel to monitor the generator and transfer switch status and alarm signals.

Note: It is assumed that the contractor can complete the punchlist review with three (3) meetings lasting two (2) hours per punchlist meeting.

Products:

Startup completion reports and punchlist items for the contractor.

Task 5: Construction Records

Objective: Prepare construction records.

Approach:

- 5.1 Review field records provided by the Contractor to compare with the inspector's field records.
- 5.2 Prepare construction record drawings from the contractor-provided as-built drawings.

Products:

One (1) set of Mylar and one (1) CD containing DWFs and PDFs of the drawings. One (1) half-size set for RH2 records.

District Responsibilities and Deliverables:

- Provide personnel to monitor construction progress and answer questions relating to existing facilities and utilities.
- Provide emergency power generators as needed during construction at the booster pump station and the Afternoon Beach site.
- Provide comments during submittal process.
- Provide periodic inspection to support RH2 relative to contractor progress and ability.
- Coordinate, contract, and pay for all special inspection services, such as soil compaction and concrete testing.
- Attendance at the following:
 - Pre-construction meeting;
 - Generator testing and startup; and
 - Final project punchlist walkthrough.

RH2 Products:

- Meeting agendas for above-listed meetings.
- Meeting minutes for above-listed meetings.
- Monthly invoices.
- RFI and submittal responses.
- Pay estimate reviews for District processing.
- Change order forms.
- Inspection reports.
- Punchlist.
- SCADA programming at Afternoon Beach.
- Construction record drawings.

EXHIBIT B - DRAFT

**Lake Whatcom Water and Sewer District
Sudden Valley Water Treatment Plant Generator Set Replacement
Contract Amendment No. 1 - Services During Construction
Estimate of Time and Expense**

Description		Senior Technical Consult	Project Manager	Project Engineer Electrical	Project Manager Electrical	Project Engineer Structural	Project Manager Structural	Staff Engineer Mech/Civil	Word Processor	Total Hours	Total Labor	Total Expense	Total Cost
Classification		Professional VIII	Professional V	Professional VI	Professional II	Professional III	Professional VII	Professional III	Administrative II				
		Rick B	Dan B	Chris	Mark B	Jon C	Karen	Ryan F	Jackl				
Task 1 Construction Management													
1.1	Coordinate and Attend Pre-construction Meeting	-	3	-	3			-	1	7	\$ 843	\$ 29	\$ 872
1.2	Attend Weekly Construction Meetings	-	8	4	24			-	8	44	\$ 4,806	\$ 14	\$ 4,820
1.3	Respond to RFIs	-	4	2	8			-	2	16	\$ 1,896	\$ 2	\$ 1,897
1.4	Prepare Monthly Invoices and Provide Ongoing Scheduling Communication	-	4	-	2			-	2	8	\$ 965	\$ 2	\$ 967
	Subtotal	-	19	6	37	-	-	-	13	75	\$ 8,510	\$ 47	\$ 8,557
Task 2 Submittal Review													
2.1	Review Submittals	-	4	8	24	2	1		2	41	\$ 4,905	\$ 13	\$ 4,918
	Subtotal	-	4	8	24	2	1	-	2	41	\$ 4,905	\$ 13	\$ 4,918
Task 3 On-site Inspection													
3.1	Provide On-site Inspection	1	16	8	48	4		-	12	89	\$ 10,060	\$ 446	\$ 10,506
3.2	Review Contractor Pay Requests	-	3	-	2			-	2	7	\$ 802	\$ 9	\$ 811
3.3	Review Change Orders	-	4	1	8	1		-	2	16	\$ 1,842	\$ 98	\$ 1,940
	Subtotal	1	23	9	58	5	-	-	16	112	\$ 12,703	\$ 553	\$ 13,256
Task 4 Testing and Startup													
4.1	Provide On-site Review for Testing and Startup	-	2	8	12			-	1	23	\$ 2,926	\$ 29	\$ 2,955
4.2	Conduct Final Inspection Review (Punchlist)	-	2	1	4	1		-	2	10	\$ 1,121	\$ 30	\$ 1,151
4.3	Provide SCADA Programming	-	-	12	-	-		-	1	13	\$ 2,099	\$ 30	\$ 2,128
	Subtotal	-	4	21	16	1	-	-	4	46	\$ 6,145	\$ 89	\$ 6,234
Task 5 Construction Records													
5.1	Review Field Records	-	2	-	2			-	-	4	\$ 524	\$ 6	\$ 530
5.2	Prepare Construction Record Drawings	1	2	2	8			8	2	23	\$ 2,640	\$ 610	\$ 3,250
	Subtotal	1	4	2	10	-	-	8	2	27	\$ 3,164	\$ 616	\$ 3,780
Total		2	54	46	145	8	1	8	37	301	\$ 35,427	\$ 1,318	\$ 36,745



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	August 6, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL <i>Debi Hill</i>		
MEETING AGENDA DATE:	August 14, 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 7/31/2013		
	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 07/31/2013

Cash		\$ 1,563,963		
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%
		<u>\$ 2,808,963</u>		



MONTHLY BUDGET ANALYSIS

		2013	YTD	
Description		Budget	7/31/2013	58%
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	842,147	53%
401-343-40-18	Water Sales Lock/Unlock	9,500	1,966	21%
401-343-40-19	Water Sales Other (billing suspension, transfer fee etc.)	25,000	15,958	64%
401-343-50-11	Sewer Service Residential (4.5% rate increase) *	3,357,845	1,992,030	59%
401-343-50-19	Sewer Service Other (transfer fee, return item etc.)	1,300	5,847	450%
401-359-80-00	Late Charges / Lien fees	65,000	50,768	78%
401-360-10-00	Bank fees	2,000	1,625	81%
401-361-11-10	Investment Interest	-	-	-
401-369-10-00	Sale of scrap/junk recycle	-	11,846	-
401-379-10-20	Permits Operation portion (5 new connection permits)	15,000	11,802	79%
401-398-20-00	Insurance Recoveries	-	4,235	-
	TOTAL REVENUES	5,078,028	2,938,224	58%

MONTHLY BUDGET ANALYSIS		2013	YTD	
Description		Budget	7/31/2013	
OPERATING FUND - 401			58%	
EXPENDITURES				
401-53X-10-10	Payroll (2.3% cola plus step increases - 2013)	1,406,000	826,109	59%
401-53X-10-20	Personnel Benefits	560,000	305,153	54%
401-53X-10-31	Gen Admin Supplies (includes copy machine purchase)	25,000	14,638	59%
401-53X-10-32	Meetings/Team building	2,000	1,576	79%
401-53X-10-40	Bank Fees (BofA, AFTS)	8,000	5,508	69%
	County Auditor filing fees (Simplifile)	6,000		
	DataBar (Statement processing) Moved from Gen Admin Supplies	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 C13-15	60,000		
	Resick and Hansen	35,000		
	Peninsula Financial Consulting (City Sewer Agreement)	6,000		
	FCS Rate Study	50,000		
	3D - Computer support	12,000		
	Data Pro - Time clock system	3,000		
	Watchguard	5,000		
	Verner Systems 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		
	Misc (Bid notices etc.)	1,000		
401-53X-10-41	Professional Services (TOTAL)	385,500	179,616	47%
401-53X-10-42	Communication	51,500	27,016	52%
401-53X-10-43	Memberships/Dues	13,000	11,766	91%
401-53X-10-44	B&O Taxes	150,000	94,444	63%
401-53X-10-45	Admin Lease	3,000	1,591	53%
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	20,354	68%
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	43,769	97%
401-53X-50-48	Oper Repair/Maint (includes Asset Mgmt tools)	85,000	21,260	25%
	Edge Analytical - water	5,000		
	Emergency Response - sewer tank trucks	5,000		
401-53X-60-41	Operations Contracted (TOTAL)	10,000	3,823	38%
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	300,000	50%
401-53X-80-31	Operations Gen Supplies	60,000	22,088	37%
401-53X-80-32	Operations Fuel	40,000	14,551	36%
401-53X-80-34	Safety supplies	12,000	7,307	61%
401-53X-80-47	General Utilities	200,000	129,667	65%
401-53X-80-49	Laundry	5,000	1,081	22%
	TOTAL OPERATING EXPENSES	3,830,000	2,046,709	53%
TRANSFERS				
401-597-10-00				
	Transfers Out to Capital Projects Fund 420	790,000	60,000	
	Transfers Out to 2009 Bond Debt Service Fund 450	445,500	109,450	
	Transfers Out to Water Loan Debt Service Fund 470	92,000	66,075	
	TOTAL EXPENDITURES	5,157,500	2,282,234	
OPERATING FUND	REVENUES	5,078,028	2,938,224	
	EXPENDITURES	(5,157,500)	(2,282,234)	
	CASH/INVESTMENTS BALANCE		1,066,113	

MONTHLY BUDGET ANALYSIS			2013	YTD
	Description		Budget	7/31/2013
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			2013	YTD
Description			Budget	7/31/2013
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	24,643
420-379-10-40	Landscape Fess		500	-
420-397-10-00	Transfers In from Operating Fund 401		790,000	60,000
	Transfer In from System Replacement Fund 415		13,500	13,538
	TOTAL REVENUES		841,500	84,643
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		5,001
	C12-07 Reservoir drains to daylight	13,000		
	C12-08 Lowell & Oriental PRVs			11,241
	C12-09 SVWTP Raw Motors	4,000		3,254
	C12-10 SVWTP Generator	56,200		
	C12-13 Sewer Camera Equipment	90,000		12,677
	C12-14 Dead end blow offs	39,000		
	C12-16 SVCA Polo Park Bridge	40,000		9,830
	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		61,204
	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		2,673
	C13-11 Thermal Imager	3,000		
	C13-12 Shop Facility Improvements	5,000		4,598
	C13-13 Safety Grates at Pump Stations	12,000		3,439
	C13-14 Server upgrade	10,000		
	Water main relocation (Geneva & S Fremont)	10,000		
	TOTAL EXPENDITURES		838,900	135,692
SYSTEM REINVESTMENT FUND	REVENUES		841,500	84,643
	EXPENDITURES		(838,900)	(135,692)
	CASH/INVESTMENTS BALANCE			14,904

MONTHLY BUDGET ANALYSIS			2013	YTD
	Description		Budget	7/31/2013
SEWER/STORM WATER CONTINGENCY FUND - 425				
425-397-10-00	Transfer in from ULID 18 Fund 480		1,000,000	1,000,000
	Transfer in from Bond Reserve Fund 490		178,175	178,202
	TOTAL REVENUES		1,178,175	1,178,202
425-594-38-64	Machinery/Equipment		210,000	194,680
	Comp Plan Stormwater Chapter		27,000	
	TOTAL EXPENDITURES		237,000	194,680
SEWER/STORM WATER CONTINGENCY FUND				
	REVENUES		1,178,175	1,178,202
	EXPENDITURES		(237,000)	(194,680)
	CASH/INVESTMENTS BALANCE			983,508

MONTHLY BUDGET ANALYSIS			2013	YTD
Description			Budget	7/31/2013
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 SWWTP 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		2013	YTD
Description		Budget	7/31/2013
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		2013	YTD
Description		Budget	7/31/2013
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		2013	YTD
Description		Budget	7/31/2013
WATER LOANS DEBT SERVICE FUND - 470			
470-361-11-10	Investment Interest	-	
470-397-10-00	Transfers In from Operating Fund 401	92,000	66,075
	TOTAL REVENUES	92,000	66,075
470-591-38-79	Redemption of Long Term Debt	74,542	56,192
470-592-34-83	Debt Service Interest Loan 44	6,385	
470-592-34-83	Debt Service Interest Loan 119	894	805
470-592-34-83	Debt Service Interest Loan 064	10,395	9,450
	TOTAL EXPENDITURES	92,216	66,447
WATER LOANS DEBT SERVICE FUND			
	REVENUES	92,000	66,075
	EXPENDITURES	(92,216)	(66,447)
	CASH/INVESTMENTS BALANCE		-

MONTHLY BUDGET ANALYSIS		2013	YTD
Description		Budget	7/31/2013
ULID 18 LOAN DEBT SERVICE FUND (RESTRICTED) - 480			
480-361-11-10	Investment interest	100	18,136
480-361-50-00	ULID 18 Interest/Penalties	40,000	35,710
480-379-10-30	Latecomers Fee	3,000	2,711
480-156-40-00	Current ULID 18 Principal Payments	60,000	64,504
480-397-10-00	Transfers In from ULID 18 Reserve Fund 490	178,175	
	TOTAL REVENUES	281,275	121,061
480-535-10-49	Sewer Debt Service Charges Misc	400	158
480-591-35-79	Redemption of Long Term Debt	3,000,000	2,663,577
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		6,321
480-597-10-00	Transfers Out to Sewer/SW Contingency Fund 425	1,000,000	1,000,000
	TOTAL EXPENDITURES	4,000,400	3,679,877
ULID 18 LOAN DEBT SERVICE	REVENUES	281,275	121,061
	EXPENDITURES	(4,000,400)	(3,679,877)
	CASH/INVESTMENTS BALANCE		162,906

MONTHLY BUDGET ANALYSIS			2013	YTD
	Description		Budget	7/31/2013
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	178,202
	TOTAL EXPENDITURES		178,175	178,202
ULID 18 LOAN RESERVE FUND				
	REVENUES			-
	EXPENDITURES			178,202
	CASH/INVESTMENTS BALANCE			-



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	August 6, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>Paul J. Juma</i>		
MEETING AGENDA DATE:	August 14, 2013		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. August 2013 Summary of Existing District Projects		
NUMBER OF PAGES INCLUDING AGENDA BILL:	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Information only

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

Review and discuss

PROPOSED MOTION

n/a

**LAKE WHATCOM WATER AND SEWER DISTRICT
Summary of Existing District Projects**

Meeting Date	Effective Date	Prepared by
August 14, 2013	August 7, 2013	LE/BH
Status of Water and Sewer Permit Issuance		
SCOPE	Provide a monthly update on permit activity.	
STATUS	Permits Issued 2013	Permits Issued 2012
	No of permits issued	6
	No of permits projected 2013	5

Completed Capital Projects in 2013	
C0911	Sudden Valley Water Treatment Plant Control System and Telemetry
C1209	Sudden Valley Water Treatment Plant Raw Water Meters
*C1305	Johnson Well Shed Roof
*C1307	Replace Treatment Plant Dehumidifiers
C1309	Demolition Hammer
C1310	Water Service Rebuilds (order brass parts)
*C1311	Thermal Imager

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

State Required Report Status				
Report Title	Due	Preparation	Due Date	Last Date Submitted
Chlorination Report (Agate Heights)	Monthly	Kevin	Postmarked 10th of month	July 10, 2012
Community Right to Know (Hazardous Materials)	Annually	Bill and Rich	March 2013	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	July 2013
Flagging Card Training	Triennially	Rich	7/22/16	7/22/2013
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 - Complete
March 14, 2013 - Complete	July 9, 2013 - Complete
April 8, 2013 - Complete	August 13, 2013-Scheduled

****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.
- 8/7/2013 Obtained quote from supplier for radio read laptop and software. Staff reviewing quote and will issue purchase order in next few days.

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.
- 8/7/2013 District crews finished painting. Installation of plumbing fixtures is almost complete. Project will be complete next week when County signs off on final inspection.

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 Bid opening 2:10pm. Two bids received.
- 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.
- 5/5/2013 Advertisement for Bids published in Bellingham Herald
- 5/21/2013 Bid Opening 2:10pm. Two bids received.
- 5/29/2013 Award contract to Strider Construction.
- 7/10/2013 Pre-Construction Meeting
- 8/7/2013 Contractor working on creek bed and bridge abutment improvements for SVCA. No water main work yet except for isolation and removal of pipe.

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 vender to install boom on chassis.
- 6/18/2013 Vacuum truck was delivered and put into service. Field staff trained on how to use, maintenance and safety
- 6/26/2013 F-550 delivered to District. Vender will pick up truck next week to install crane.
- 8/7/2013 Vender installing boom on new truck. Should receive vehicle 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.
- 5/30/2013 Bid opening. One bid received.
- 6/12/2013 Tentative contract award at Board meeting.
- 7/1/2013 Pre-Con with Pro-Vac, South Whatcom Fire Authority, Whatcom Emergency Management and District Staff. Project will start July 15th

- 7/8/2013 Pro-Vac grouting manholes
- 7/22/2013 Pro-Vac start smoke testing
- 8/7/2013 Smoke testing in progress. Should be done on 8/15/2013.

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-CON Construction Contract

- 7/23/2013 Advertisement for Bids published in Bellingham Herald.
- 7/30/2013 Pre-Bid Meeting.
- 8/6/2013 Bid Opening at 2:05pm. Two bids received.
- 8/14/2013 Tentative Construction Contract Award at Board Meeting.

C1303-ENG Project Administration and Engineering

- 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.
- 7/16/2013 RH2 and District staff review of 90% drawings and specifications.
- 7/23/2013 RH2 completes bid documents. Project advertised in Bellingham Herald.

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.

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.

C1308 Backup Benchtop Analyzer

Procure backup benchtop analyzer used at treatment plants.

C1308-ADM

C1312 Shop Diesel Tank Concrete Pad

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

C1312-ADM

8/7/2013 Crews installed concrete pad. Tank set on pad. Installation of protective bollards almost done.

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.
- 8/7/2013 Staff soliciting quotes for grates per structural drawings and specs.

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.
- 8/7/2013 Work in progress.

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.
- 8/7/2013 Wilson finalizing stormwater chapter per Board discuss on 6/18/2013.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	August 6, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	August 14, 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

August 14, 2013

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting will be on **September 9, 2013 at 9:30 a.m.** in the Garden Room at the Whatcom County Civic Center located at 322 North Commercial Street. The September agenda has not been set as of this date. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** A meeting with the Mayor and County Executive is tentatively scheduled to be held in September, though the exact date and agenda have not been set as of this time.
- **Next Regular Board Meeting:** Scheduled for **Wednesday, August 28, 2013 at 8:00 a.m.**
- **Next Employee Staff Meeting:** Is scheduled for **Thursday, August 15, 2013 at 8:00 a.m.** in the Board Room. Commissioner Weide is scheduled to attend this meeting. 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, August 13, 2013** starting at 6:20 p.m. All WASWD Section III Meetings are publicly noticed by the District.
- **Next Employee Safety Committee Meeting:** Wednesday August, 13, 2013 at 8:00 a.m. in the District Conference Room.
- **Whatcom Water Districts Caucus Meeting:** The next regular meeting is scheduled for **Wednesday, August 28 2013 at 3:00 p.m.** This meeting is held in the District's Board Room and is publicly noticed.

Other:

- **Annual Summer Picnic Sponsored by the Union:** Reminder. The bargaining unit will again be sponsoring a summer picnic/lunch for the staff. Both the Board and management staff has been invited to attend. This will be held on August 15, 2013 between 12:00 noon and 1:00 p.m. The location this year will be at the Maintenance Building on Lakeview. As always we are great full for their generosity. Please let us know if you plan on attending.
- **Out of Area:** FYI. I will be out of the area attending my son's wedding on Friday, August 30.

- **Personnel Manual Update:** As mentioned previously Sara Hall from Brian's office is completing her review of the syncing up of the language in the Labor Contract with the District Personnel Manual. This will be shared first with the employees followed by the Board in September.
- **Update - Penalties Section of the District Administrative Code:** Again, this element of the Administrative Code was something we planned on addressing this summer after resolving the "phantom sewer connection issue". Presently we have little language that defines consequences or penalties within the Administrative Code. The language needs to be clear. Tom Fryer from Brian Hansen's office is researching this issue through examples from other districts and cities. We should have something to share with the Board in late September or early October of this year.
- **Fall WASWD Conference:** The Fall WASWD Conference will be held September 25, 26, & 27 at the Red Lion in Pasco. Recently I forwarded a copy of the conference agenda to you. If you are interested in attending please make Lyn aware as soon as possible so she can register you.
- **COB Wastewater Treatment Agreement Update:** On Monday, August 5 District staff had the opportunity, along with City staff to visit with the City Council's Public Works Committee and go over the proposal as presented to the Board on July 31. The meeting along with the District's comments that day was well received by Council representatives and the Mayor. It was a very positive meeting. Both City and District staff are meeting again on August 13 to hammer out final proposed language. We are hopeful that a final draft of the proposed Agreement can be presented to the Board and Council in September.
- **Annual General Manager Evaluation:** After talking with Commissioner Mc Roberts, she suggested that the Board can provide direction regarding the approach you all would like to follow this year. I will prepare a summary of activities for the last year.
- **Board Members Out of the Area:** Reminder:
 - ✓ Commissioner Millar will be out of the area on the following Board meeting dates: August 28, September 11, & November 13.