



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

November 13, 2013

6:30 p.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. 2014 Draft Budget
 - B. Summary of Existing District Projects
 - C. Personnel Policies Manual Update
 - D. Cathodic Protection Bids
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 4, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	November 13, 2013		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	2014 Draft Budget		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Attached is the 2014 Draft Budget for the Board's review and comment. With your comments and any proposed changes, a final copy of the Budget will be presented to the Board for possible approval at the second meeting in November. The final version will include descriptions of each capital project proposed for 2014. Staff will be prepared to address any questions about the operation or capital portions of the Budget at the November 13th meeting.

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

Review and comment on draft 2014 Budget.

PROPOSED MOTION

None at this time.



**LAKE WHATCOM
WATER AND SEWER
DISTRICT**

**2014
ANNUAL BUDGET**

November 13, 2013

Board of Commissioners
Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

Re: Proposed 2014 Budget

Dear Commissioners:

Attached is a copy of the proposed 2014 budget for your consideration and discussion:

Expenditure & Revenue Assumptions

As illustrated within the Operations section of the budget, overall expenditures are proposed to increase by approximately 7% over last years approved budget. This includes a cost of living increase in January of 1.5% and step increases for those that are qualified as required through our labor agreement with AFSCME Local 114WD. Other increases include personnel benefit costs such as health insurance (approximately 1%), higher fees for general liability insurance, anticipated new debt service associated with the City of Bellingham's Post Point Sewer Plant improvements, and continued funding of our System Reinvestment program as called for in the Comprehensive Sewer and Water Plans.

Revenue assumptions for 2014 are projected to increase by approximately 7% in 2014. As called for within the District's adopted water and sewer rate plan, water rates will increase by 9% and sewer rates by 3% in 2014. In addition, we are conservatively budgeting for 5 new connections. Finally, as discussed last year, ULID No. 18 payments will now be unrestricted and available for general operations.

2013 Capital Improvements and Other Accomplishments and On-going Projects

Each year the District initiates projects from its ongoing Capital Improvement Program that are critical to maintaining our existing water and sewer systems. In 2013 the following projects were completed: the Sudden Valley Water Treatment Plant control system and telemetry improvements, Agate Heights Water Treatment Plant restrooms, and the Sudden Valley Water Treatment Plant dehumidifier installation. In addition, the ongoing sewer inflow and infiltration program was extended into Sudden Valley in 2013. The District also installed a new diesel-powered emergency generator at the Sudden Valley Water Treatment Plant replacing the older natural gas fueled generator.

Finally the District replaced the sewer pump truck with a newer unit, while also purchasing a new boom truck used to safely remove and reinsert heavy equipment in and out of confined spaces. Both of these vehicles are critical in safely servicing District

infrastructure. In addition, the District initiated other important projects that will be completed in 2014. These included a steel reservoir cathodic system protection program to prevent corrosion in each of our existing reservoirs, the initiation of the pre-design engineering process used to replace the Boulevard Sewer Pump Station, and lastly the process to replace and update the District's outdated computer server.

In 2013 the District also initiated through Wilson Engineering a required update to the Sewer Comprehensive Plan along with a first time storm water analysis section addressing many of the issues involving storm water run-off encountered within the District. We continue to work with the City of Bellingham in completing an updated sewer treatment agreement. Likewise, an updated sewer and water rate study was initiated in 2013 and will be completed and presented to the Board in early 2014. As of the beginning of October a total of 16 new permits have been processed by staff. Finally, the District was awarded approximately \$2.4 million in the form of a low interest loan from the Washington State Department of Health for use in two new capital projects as described below.

New Capital Projects in 2014

As 2014 begins the District will continue to move forward and work within the framework of its existing critical planning documents such as our Water and Sewer Comprehensive Plans and the previously adopted water and sewer rate schedule. Together these documents along with the policy direction provided by the Board of Commissioners serve the District well in matching up needed resources to implement critical capital improvements and ongoing maintenance requirements.

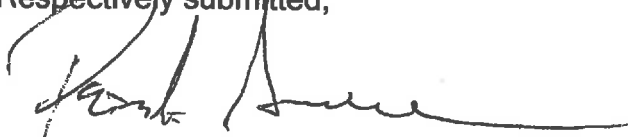
Noteworthy projects in 2014 include the development of a new Division 22 reservoir in Sudden Valley which will better provide for existing demand and projected fire flows. Also, the District will be replacing approximately 2.5 miles of old asbestos concrete water mains with ductile iron mains. These two projects will be funded through the Department of Health loan described previously. In addition, staff will initiate the predesign work for the Strawberry Point sewer pump station replacement project. In addition, we will continue our program to replace older fire hydrants in 2014. We will also continue to implement our sewer line inflow and infiltration repair efforts along with completing the projects initiated in 2013 as described previously.

In Conclusion

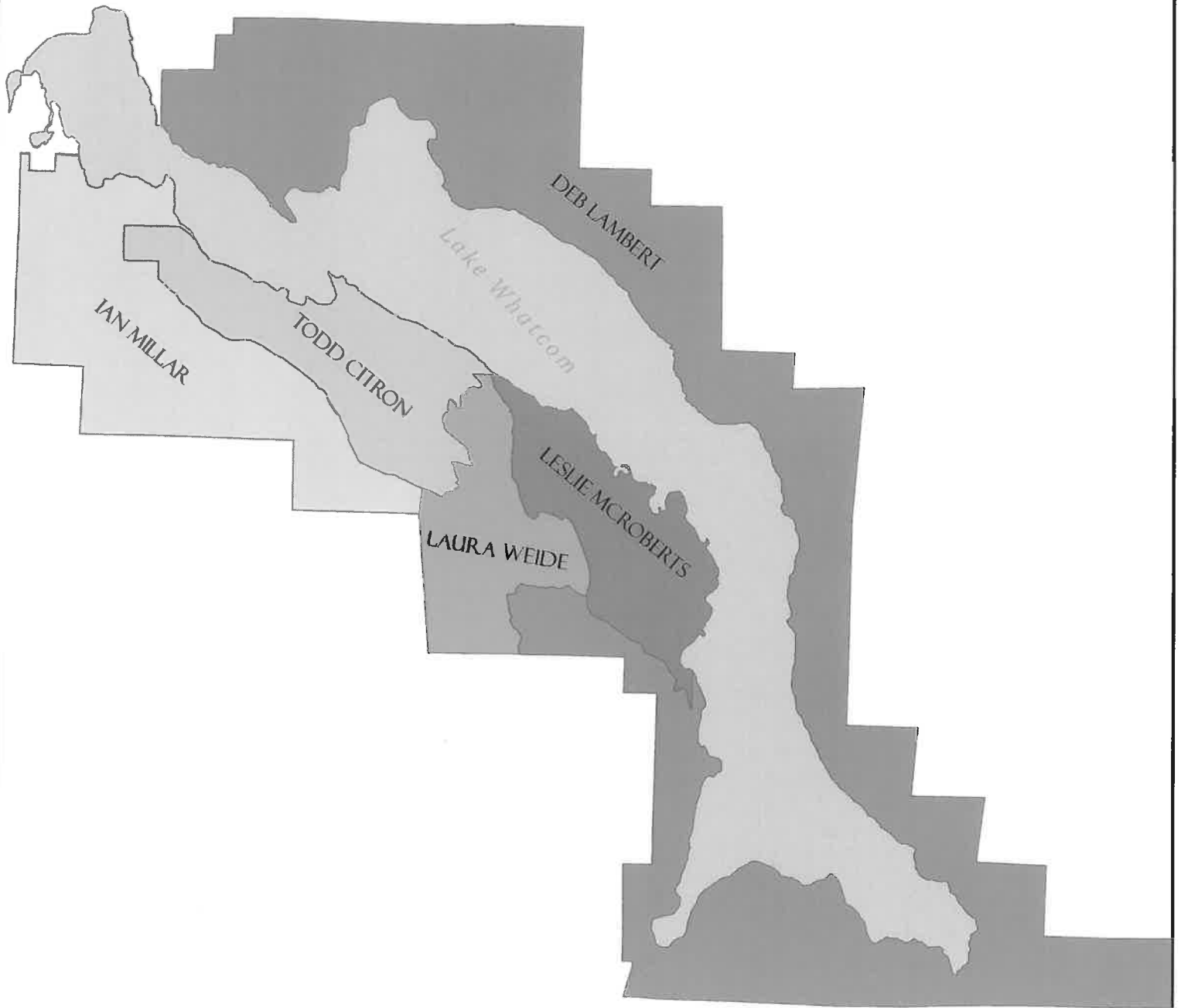
In spite of the ongoing repairs and enhancements that are required to maintain our existing water and sewer system, we continue to follow long established conservative financial budgeting practices. The District's financial condition is healthy; debt service requirements are being met and resources are being saved for future capital requirements. The rate structure matches our projected operating and capital improvement needs. This on-going effort of planning and preparing for the future along with the day-to-day financial and operational maintenance requirements of the District are being met. This is a consequence of the dedication and diligence exhibited by the Board of Commissioners in establishing governing policies and by the commitment and

efficiency of staff in carrying out these policies. In particular recognition needs to be given to the employees of the District who, on a daily basis, are responsible for doing a great job in managing the resources we are entrusted with on behalf of the ratepayers.

Respectively submitted,

A handwritten signature in black ink, appearing to read "Patrick Sorensen", written in a cursive style.

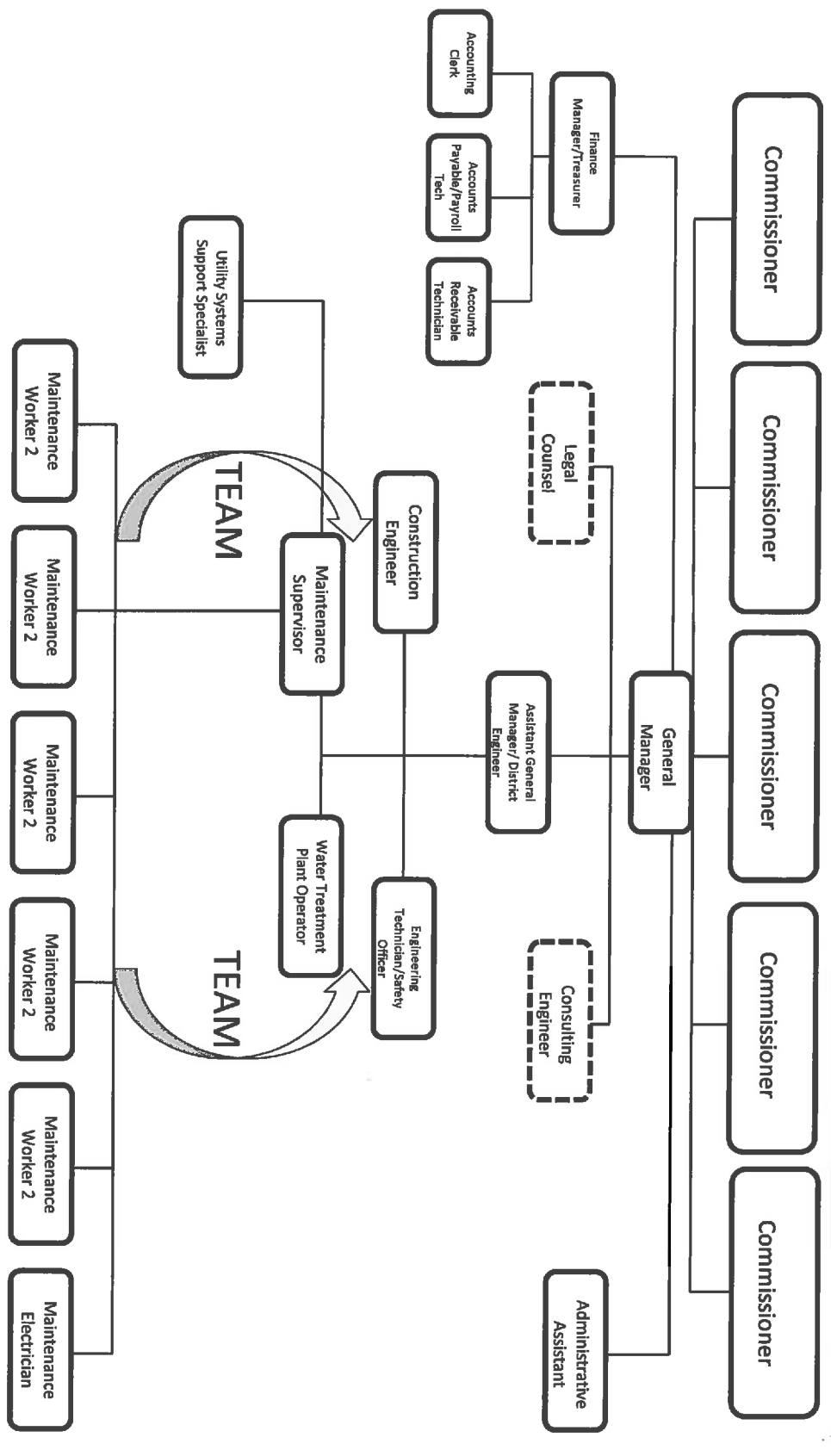
Patrick Sorensen
General Manager



LAKE WHATCOM WATER & SEWER DISTRICT
COMMISSIONER DISTRICTS



Lake Whatcom Water & Sewer District Organization Chart



Effective July 11, 2012

LAKE WHATCOM WATER AND SEWER DISTRICT

PERSONNEL SUMMARY

2014 BUDGET DATA

POSITION	NO. OF EMPLOYEES	ANNUAL GROSS	ADMINISTRATION	OPERATIONS
General Manager	1	\$ 134,990	\$ 134,990	
Asst. Manager/Engineer	1	118,227	118,227	
Finance Manager/Treasurer	1	98,213	98,213	
Administrative Assistant	1	72,583	72,583	
Accounts Receivable	1	59,726	59,726	
Accounts Payable/Payroll	1	59,726	59,726	
Accounting Clerk	1	51,598	51,598	
Construction Engineer	1	77,692	77,692	
Engineering Tech/Safety Officer	1	65,848	65,848	
Utility Systems Specialist	1	65,848		\$ 65,848
Water Treatment Plant Operator	1	72,583		72,583
Maintenance Supervisor	1	92,639		92,639
Maintenance Worker 2	5	321,705		321,705
Maintenance Worker 1	0			
Maintenance Electrician	1	<u>84,005</u>		<u>84,005</u>
Sub-Totals	18	<u>\$1,375,383</u>	<u>\$ 738,603</u>	<u>\$ 636,780</u>
Social Security		\$ 105,217	\$ 56,503	\$ 48,714
PERS		126,673	68,025	58,647
Unemployment		32,198	16,099	16,099
Worker's Comp (L&I)		<u>26,919</u>	<u>9,254</u>	<u>17,665</u>
Medical/Dental Benefits		<u>264,666</u>	<u>130,472</u>	<u>134,194</u>
Sub-Totals		<u>\$ 555,673</u>	<u>\$ 280,354</u>	<u>\$ 275,319</u>
GRAND TOTALS		<u>\$1,931,056</u>	<u>\$ 1,018,957</u>	<u>\$ 912,099</u>



LAKE WHATCOM WATER AND SEWER FUND SUMMARY 2014

	401	420	425	430	440	450	460	470	480	TOTAL
	OPERATING	SYSTEM REINVESTMENT	SEWER/STORM WATER	BOND PROJECTS	DWSRF PROJECTS	2009 BOND DEBT SERVICE	2009 BOND RESERVE	WATER LOAN DEBT SERVICE	ULID 18	
2014 REVENUES	5,442,420	943,000	930	-	-	447,450	500	65,500	83,000	6,982,800
2014 EXPENDITURES	(5,503,836)	(1,178,433)	(4,921)	(57,250)	-	(447,450)	100	(65,413)	(83,000)	(7,340,203)
CASH/INVESTMENTS 2013 CARRYOVER	500,000	300,000	933,450	57,250	-	-	501,170	-	-	2,291,870
PROPOSED 2014 YEAR END BALANCE	\$438,584	\$84,567	\$929,459	\$0	\$0	\$0	\$501,770	\$87	\$0	\$1,934,467

LAKE WHATCOM WATER AND SEWER DISTRICT
YEAR 2014 TRANSFERS

DESCRIPTION	FROM FUND	AMOUNT	TO FUND	AMOUNT
For System Reinvestment	001	700,000	420	700,000
For System Reinvestment (per rate study)	001	200,000	420	200,000
For 2009 Bond Debt Service	001	447,450	450	447,450
For Water Loans Debt Service	001	65,500	470	65,500
From ULID 18 payments	480	83,000	401	83,000
<hr/>				
TOTAL TRANSFERS		<u>\$ 1,495,950</u>		<u>\$ 1,495,950</u>



OPERATING FUND SUMMARY 401

This fund is maintained as the primary operating fund of the District. The majority of the revenue is derived from rates charged to water and sewer customers. Other revenue sources are interest income, interest and late payment fees, recording fees, permit fees and miscellaneous charges and fees. All fees and charges are set by the Board of Commissioners. Funds collected are used to pay for operating and maintenance expenditures in accordance with the annual operating budget.

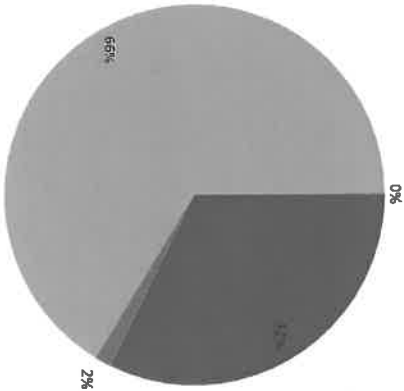
ULID 18 FUND SUMMARY

480

The ULID 18 Fund is to provide for the revenue which comes from assessments against the properties within the ULID service area, as well as the interest earned on assessments collected prior to bond payments. All debt has been satisfied for this project, and therefore funds are unrestricted.

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OPERATING FUND - 401		Actual 2009		Actual 2010		Actual 2011		Actual 2012		Adopted 2013		10/31/2013		Projected 2013		2014 Budget	
Description																	
REVENUES																	
401-343-20-00	Latecomer Fee	976	976	976	976	976	976	976	976	1,000	-	-	-	-	-	-	-
401-343-40-10	Water Sales Metered (9% rate increase) *	1,208,756	1,259,901	1,373,547	1,488,188	1,601,383	1,300,708	1,560,850	1,701,326	1,601,383	1,300,708	1,560,850	1,701,326	1,601,383	1,300,708	1,560,850	1,701,326
401-359-80-00	Water Sales Late Charges	53,781	63,176	65,751	65,156	65,156	71,000	85,200	65,000	65,000	71,000	85,200	65,000	65,000	71,000	85,200	65,000
401-343-40-18	Water Sales Lock/Unlock	11,640	9,435	7,040	9,340	9,500	2,079	2,495	3,000	9,500	2,079	2,495	3,000	9,500	2,079	2,495	3,000
401-343-40-19	Water Sales Other	26,234	23,277	22,259	27,601	25,000	27,950	33,540	30,000	25,000	27,950	33,540	30,000	25,000	27,950	33,540	30,000
401-343-50-11	Sewer Service Residential (3% rate increase) *	2,647,278	2,918,830	3,074,699	3,212,626	3,357,945	2,861,969	3,434,363	3,537,394	3,357,945	2,861,969	3,434,363	3,537,394	3,357,945	2,861,969	3,434,363	3,537,394
401-343-50-19	Sewer Service Other	2,115	2,020	1,070	1,070	1,300	7,883	9,480	9,500	1,300	7,883	9,480	9,500	1,300	7,883	9,480	9,500
401-360-10-00	Bank fees	6,101	2,353	4,709	2,165	2,000	2,320	2,784	3,000	2,000	2,320	2,784	3,000	2,000	2,320	2,784	3,000
401-361-11-10	Investment Interest	6,101	2,353	4,709	2,165	2,000	2,320	2,784	3,000	2,000	2,320	2,784	3,000	2,000	2,320	2,784	3,000
401-369-10-00	Sale of scrap metal	1,028	1,028	11,283	652	-	20,439	24,526	-	-	20,439	24,526	-	-	20,439	24,526	-
401-379-10-20	Permits Operation portion (5 new connection permits)	34,140	40,390	16,134	25,607	15,000	28,225	33,870	10,000	15,000	28,225	33,870	10,000	15,000	28,225	33,870	10,000
401-388-20-00	Insurance recovery	7,595					4,235	5,082	-		4,235	5,082	-		4,235	5,082	-
401-397-10-40-80	Transfer in from ULID 18 Fund 480						165,000	165,000	83,000		165,000	165,000	83,000		165,000	165,000	83,000
TOTAL REVENUES		3,998,616	4,321,615	4,578,889	4,833,381	5,078,028	4,492,011	5,357,414	5,442,420								



* Per Resolution 747 effective 1/1/2009
Scheduled annual rate increase

Legend:
66% Water Sales Metered
32% Sewer Service Residential
2% Fees/Charges
Permits Other

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OPERATING FUND - 401

	Description	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Adopted 2013	10/31/2013	Projected 2013	Budget 2014
EXPENDITURES									
401-53X-10-10	Payroll (1.5% cola plus step increases - 2014)	998,470	1,072,233	1,210,935	1,370,178	1,406,000	1,212,839	1,455,407	1,450,000
401-53X-10-20	Personnel Benefits (1% Increase - 2014)	392,192	401,827	470,142	487,173	560,000	439,959	527,950	570,000
401-53X-10-31	Gen Admin Supplies (to include fax/copier time clocks)	47,194	72,150	48,808	45,187	50,000	19,595	23,513	25,000
401-53X-10-32	Meetings/Team building	-	-	500	978	2,000	1,879	2,254	2,500
401-53X-10-40	Bank Fees	-	-	5,289	9,432	8,000	9,161	10,993	6,000
	County Auditor Filing Fees (Simplifile)	-	-	-	-	-	-	-	20,000
	Data Bar (Statement processing)	-	-	-	-	-	-	-	1,500
	Answering Service	-	-	-	-	-	-	-	1,500
	Data Pro (Time clock system)	-	-	-	-	-	-	-	20,000
	BIAS Financial Software	-	-	-	-	-	-	-	2,000
	Web check	-	-	-	-	-	-	-	7,500
	GE Scada System Software Maintenance - Operations	-	-	-	-	-	-	-	18,500
	WA State Auditor (2 year audit)	-	-	-	-	-	-	-	10,000
	Wilson Engineering	-	-	-	-	-	-	-	20,886
	Sewer Comp Plan Update (See Active Projects C1315 PH1)	-	-	-	-	-	-	-	33,000
	Resick and Hansen	-	-	-	-	-	-	-	35,000
	3D - Computer support (includes new server install)	-	-	-	-	-	-	-	10,000
	Varner, System CPA firm	-	-	-	-	-	-	-	2,000
	Microsoft Exchange	-	-	-	-	-	-	-	50,000
	Rate Study (approved in 2013)	-	-	-	-	-	-	-	5,000
	SCADA/PLC Support - Engineering/Operators	-	-	-	-	-	-	-	8,000
	Cartograph - Engineering/Operators	-	-	-	-	-	-	-	1,000
	Auto Desk - Engineering	-	-	-	-	-	-	-	500
	Rockwell - Engineering/Operators	-	-	-	-	-	-	-	2,000
	Invoice - Engineering	-	-	-	-	-	-	-	1,000
	Master Meter	-	-	-	-	-	-	-	11,000
	Custodial/Building maint. services/Security	-	-	-	-	-	-	-	4,000
	Landscapeing service	-	-	-	-	-	-	-	5,000
	Interfocal - Lake Whatcom Tributary Monitor	-	-	-	-	-	-	-	25,000
	Interfocal - Lake Whatcom Management Program	-	-	-	-	-	-	-	60,000
	Interfocal - Invasive Species	-	-	-	-	-	-	-	5,000
	Interfocal - GIS with Whatcom County	-	-	-	-	-	-	-	1,000
	Docuware/Web site maintenance and upgrade	-	-	-	-	-	-	-	20,000
	Generator Load Testing	-	-	-	-	-	-	-	1,000
	Cyberlock software	-	-	-	-	-	-	-	1,000
	Waterguard	-	-	-	-	-	-	-	1,000
	Misc (Bid notices etc.)	-	-	-	-	-	-	-	1,000
401-53X-10-41	Professional Services (TOTAL)	75,558	175,505	285,389	206,315	337,500	241,707	290,048	380,386
401-53X-10-42	Communication	42,034	48,598	53,040	42,784	51,500	38,265	45,918	40,000
401-53X-10-43	Memberships/Dues	-	13,401	16,313	10,755	13,000	12,184	14,621	16,000
401-53X-10-44	Advertising	2,786	3,679	138,971	146,410	150,000	136,402	163,682	175,000
401-53X-10-45	B&O Taxes	113,952	127,642	138,971	146,410	150,000	136,402	163,682	175,000
401-53X-10-46	Admin Lease	9,578	2,323	3,031	2,850	3,000	1,989	2,387	2,500
401-53X-10-49	Insurance	84,200	67,578	137,158	94,276	96,000	94,995	104,148	102,000
401-53X-40-43	Admin Misc.	2,156	38,816	(3,484)	28,136	2,000	130	157	1,000
401-53X-40-44	Training & Travel	15,303	12,659	27,518	28,136	30,000	25,194	30,232	30,000
401-53X-40-49	Tuition reimbursement	-	-	-	-	6,000	-	-	6,000
401-53X-50-31	Insurance Claims	-	-	5,000	7,455	45,000	2,500	3,000	90,000
401-53X-50-48	Maintenance Supplies	23,037	46,035	38,764	41,096	45,000	78,672	92,007	90,000
401-53X-80-41	Operations Repair/Maint	103,923	107,947	68,496	78,807	85,000	28,109	33,731	35,000
401-53X-80-47	Operations Contracted	59,227	10,824	14,416	25,883	33,000	7,373	8,848	12,000
401-53X-80-31	Water City of Bellingham	29,483	23,840	13,848	32,057	30,000	22,201	26,642	30,000
401-53X-80-32	Sewer City of Bellingham (Treatment fee and capital share)	870,660	761,577	800,320	588,095	605,000	450,000	540,000	800,000
401-53X-80-34	Operations General Supplies	35,771	60,678	55,828	54,972	60,000	42,468	50,962	55,000
401-53X-80-35	Operations Fuel	18,760	30,302	39,135	35,834	40,000	21,789	26,122	30,000
401-53X-80-41	Small Tools	101	10,986	9,175	8,763	12,000	7,546	9,055	12,000
	Custodial	3,999	6,687	-	976	-	-	-	-

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		Description	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Adopted 2013	10/31/2013	Projected 2013	Budget 2014					
401-53X-80-47		General Utilities	171,908	183,074	213,061	197,435	200,000	173,313	207,976	210,000					
401-53X-80-49		Laundry	2,527	2,636	4,337	4,092	5,000	1,611	1,933	2,000					
		OPERATING EXPENDITURES	3,102,818	3,281,005	3,656,970	3,519,939	3,830,000	3,067,561	3,671,588	4,090,886					
TRANSFERS															
401-597-10-00		Transfers Out to System Reinvestment Fund 420	238,500	205,060	1,140,000	425,063	728,000	221,000	488,000	700,000					
		Transfers Out to System Reinvestment Fund 420 (per rate study)					100,000			200,000					
		Transfers Out to 2009 Bond Debt Service Fund 450	221,160	434,175	297,250	295,500	445,500	443,875	445,500	447,450					
		Transfers Out to Water Loan Debt Service Fund 470	75,000		93,350	92,600	92,000	90,075	92,000	65,500					
		Transfers Out to ULID 18 Loan Debt Service Fund 480 (re-payment)		113,335	113,335	113,335									
		Transfers Out to ULID 18 Loan Reserve Fund 490	94,678												
		TOTAL EXPENDITURES	3,732,146	4,033,575	5,299,905	4,446,337	5,195,500	3,822,511	4,697,088	5,503,836					
OPERATING FUND															
		OPERATING REVENUES	3,998,616	4,321,615	4,579,889	4,833,381	5,078,028	4,492,011	5,357,414	5,442,420					
		EXPENDITURES	3,732,146	4,033,575	5,299,905	4,446,337	5,195,500	3,822,511	4,697,088	(5,503,836)					
		CASH/INVESTMENTS BALANCE CARRYOVER								500,000					
		PROPOSED 2014 YEAR END BALANCE								436,584					



SYSTEM REINVESTMENT FUND SUMMARY 420

The System Reinvestment Fund is a special fund intended to receive and disburse funds for capital construction projects. This fund is primarily funded through interfund income from the General Fund. Per the FCS Group rate study recommendation effective January 1, 2009, it is additionally funded annually in an amount established through the rate study. Other income is in the form of grants, loans, latecomer fees and permits. The System Reinvestment Fund expenses are derived from the Capital Improvement and Maintenance Plan attached to the fiscal year 2014 budget.

SEWER/STORM WATER CONTINGENCY FUND SUMMARY 425

The Sewer/Storm Water Contingency Fund was created to ensure that unforeseen projects related to sewer system and storm water system expenses will have funding, as approved by the Board. This fund was established with the remaining ULID 18 Fund balance after paying off all Public Works Trust Fund and Department of Ecology loans associated with the ULID.

CAPITAL BOND PROJECTS FUND SUMMARY 430

The Capital Bond Projects Fund is a special fund for the utilization of the 2009 bond issuance funds. The bonds were issued for the purpose of constructing upgrades to water and sewer pump stations, replacing telemetry equipment, and reimbursing other projects contained within the District's Capital Improvement Plan dated December 10, 2008.

DWSRF PROJECTS FUND SUMMARY 440 (DRINKING WATER STATE REVOLVING FUND)

The DWSRF Projects Fund is a special fund for the utilization of two Drinking Water State Revolving Fund loans. One project replaces aging water mains including all of the asbestos concrete (AC) water mains in the Geneva service area with ductile iron (DI) water mains. The other project constructs a new .5 MG (million gallon) reservoir to keep up with population growth primarily due to infilling in Geneva and Sudden Valley.

2013 DWSRF Loans

Category	Project #	Project Title / Tasks	Original Budget for 2013 Loan	Projected Budget to Completion (adjusted 11/04/13)	Spent to Date (11/5/2013)	Amount Remaining	BARS		
Water	C1401	Division 22 Reservoir	\$ 994,850.00	\$ 994,850.00	-	\$ 994,850.00	440-594-34-62-40		
Water	C1402	Geneva Area AC Main Replacement	\$ 2,398,750.00	\$ 2,398,750.00	-	\$ 2,398,750.00	440-594-34-63-40		
Total for 2013 DWSRF Loan Projects			\$ 3,393,600.00	\$ 3,393,600.00	-	\$ 3,393,600.00			

ACTIVE PROJECTS

Category	Project #	Project Title / Tasks	Original Project Budget	Projected Budget to Completion (adjusted 11/04/13)	2013 Year End	2014 Amount Remaining	BARS
Water	C1207	Reservoir Drains to Daylight	\$ -	\$ -	-	-	420-594-38-63-20
		ENG - Engineering - Estimate	\$ 13,000.00	\$ 13,000.00	-	\$ 13,000.00	
		CON - Construction - Estimate	\$ 37,960.00	\$ 37,960.00	-	\$ 37,960.00	420-594-38-63-20
General	C1214-ADM	Dead End Blow Offs	\$ 18,199.00	\$ 30,301.00	-	\$ 15,499.24	420-594-38-63-20
General	C1216	Water Main Replacement at SVCA Polo Park Bridge	\$ 35,000.00	\$ 33,852.00	-	\$ 33,852.00	
		ENG - Engineering - Estimate	\$ 325,000.00	\$ 379,700.80	-	-	420-594-38-64-20
		CON - Construction - Estimate	\$ 60,514.05	\$ 60,514.05	-	-	
		Generator and Xfer Switch GSA Permitting	\$ 3,219.31	\$ 3,219.31	-	-	
		PH1 - Pre-design, Design & Bidding	\$ 85,832.03	\$ 85,832.03	-	-	
		PH2 - Services During Construction	\$ 39,234.00	\$ 39,234.00	-	-	
		CON - Construction	\$ 190,901.41	\$ 190,901.41	-	-	
Water	C1304-ADM	Steel Reservoir Cathodic Protection	\$ 75,000.00	\$ 75,000.00	-	\$ 75,000.00	420-594-38-63-20
Water	C1308-ADM	Backup Benchtop Analyzer	\$ 3,000.00	\$ 3,000.00	-	\$ 3,000.00	420-594-38-64-20
Sewer	C1313-ADM	Safety Grates at Pump Stations	\$ 12,000.00	\$ 12,000.00	-	\$ 9,376.00	420-594-38-62-00
General	C1314-ADM	Replace Server Hardware	\$ 10,000.00	\$ 25,000.00	-	\$ 5,000.00	420-594-38-64-20
Sewer	C1315	Sewer Comprehensive Plan Update	\$ 60,000.00	\$ 59,974.00	-	\$ 20,886.25	401-535-10-41-00
		PH1 - Engineering - Sewer Comp Plan Update	\$ 15,000.00	\$ 26,895.00	-	\$ 4,821.25	425-594-38-63-25
		PH2 - Engineering - Stormwater Chapter	\$ 89,771.00	\$ 89,771.00	-	\$ 39,246.00	420-594-38-63-20
Sewer	C1316	Boulevard Sewer Pump Station	\$ 89,771.00	\$ 89,771.00	-	\$ 20,886.25	401
		PH1 - Pre-design	\$ 231,933.24	\$ 231,933.24	-	\$ 4,821.25	420
			\$ 4,821.25	\$ 4,821.25	-	-	425

Lake Whatcom Water and Sewer District - Capital Improvement Plan 2014 thru 2019

20

Program Area / CIP Project # / CIP Project Name	Fund	Total	2014	2015	2016	2017	2018	2019
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Both Water and Sewer

121	Admin Building (1220 Lakeway) Irrigation System	420	10,000		10,000			
A0005	Accounting & Administration Server - Replace/Update Hardware, Network Security, & OS		20,600			10,300		10,300
V0001	Replace Tool Truck (6 tool trucks in fleet)		154,500			51,500		51,500
V0002	Replace Administrative Staff Vehicle (3 cars in fleet)		25,133			25,133		
V0003	Replace Locator / Meter Reading Van		25,335			25,335		
V0004	Replace Light Truck		31,669			31,669		
119	Gravel/Asphalt Material Bin Improvements at Shop	420	5,000		5,000			
Subtotal			272,237		15,000	51,500	10,300	133,637
								61,800

Sewer System

0032	Agate Bay Pump Station Replacement			669,500				669,500
0033a	Strawberry Point Pump Station Replacement - Predesign	420	100,000		100,000			
0033b	Strawberry Point Pump Station Replacement (subtraced \$100k for predesign in 2014)		592,250			592,250		
0038	Geneva Pump Station Replacement		669,500					669,500
0049	Country Club Pump Station Replacement		669,500			669,500		
0021	Boulevard Pump Station Replacement (subtraced \$90k for predesign in 2013)	420	570,000		570,000			
0055	Rocky Ridge Pump Station Replacement		721,000					721,000
S0001b	EPA Capacity, Management, Operations, & Maintenance (CMOM) Projects - Sewer I&I	420	103,000		103,000			
S0001	EPA Capacity, Management, Operations, & Maintenance (CMOM) Projects - Sewer I&I	420	824,000		164,800	164,800	164,800	164,800
113	Lowv Sewer Pump Station - Replace Rotophase with VFD	420	7,000		7,000			
117	Sewer Push Camera for 2" to 4" Pipe	420	7,000		7,000			
A0010	Update Sewer Comprehensive Plan		61,800					61,800
Subtotal			4,994,550		787,000	757,050	834,300	834,300
								834,300

Water System

108	Replace SVWTP Booster Station Roof		25,750			25,750		
110	Security - Intrusions Alarms at Reservoirs, Cameras as SVWTP AHWTP		10,300		10,300			
0072	SVWTP Clearwell Overflow Drain		75,000					75,000
0060	Eagleridge Fire Pump Control Upgrade		63,339			63,339		
W0002b	Fire Hydrants - Replace (15 year project)		480,000					120,000
W0002	Fire Hydrants - Replace (15 year project)	420	120,000		120,000			120,000
0084	Agate Heights Treatment Plant Additional Capacity		499,550					499,550
0043	Sudden Valley Replace AC and 2" PVC Water Lines		93,108			93,108		
122	Security Sensors at Reservoir and WTP Sites		19,417			19,417		
W0007	SVWTP Filter 1&2 Media - Replace		20,268			20,268		
W0005	Reservoirs - Inspection & Maintenance		25,750					25,750
W0003	SVWTP Filter 3&4 Media - Replace		20,268			20,268		

Program Area / CIP Project # / CIP Project Name

	Fund	Total	2014	2015	2016	2017	2018	2019
W0001 Water Service Rebuilds	420	36,000	12,000	12,000	12,000			
123 SWWTP Spare Raw Water Pump VFD	420	5,000	5,000					
118 Leak Locator Equipment		10,000		10,000				
114 SWWTP and AHWTP - New Dehumidifiers	420	5,000	5,000					
A0007 Update Water Comprehensive Plan		109,273		109,273				
Subtotal		1,618,023	142,000	260,047	255,676	220,750	120,000	619,550

Water System - Funding by Loan or Bond

116 Reservoir Seismic Restraints (Place-Holder. Need to develop cost est.)		500,000			500,000			
115 Division 7 and Geneva Reservoir Coating and Structural Repairs (Place-Holder. Need to develop cost est.)		500,000			500,000			
Subtotal		1,000,000			1,000,000			

* Note: Cost Estimates in 2014 Dollars

Grand Total		7,884,810	944,000	1,068,597	2,100,276	1,188,687	954,300	1,628,950
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DRAFT													
SYSTEM REINVESTMENT FUND - 420													
	Description	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Adopted 2013	10/31/2013	Projected 2013	Budget 2014				
420-343-40-19	DEA Permits	69,207	40,015	2,250	59,996	2,500	-	2,250	2,500				
420-361-11-00	Investment Interest	582	17,695	-	-	-	-	-	-				
420-379-10-10	CTED Grant	-	26,946	-	-	-	-	-	-				
420-379-10-30	Permits Capital Portion (5 new connection permits)	65,748	74,932	30,561	46,676	35,000	55,508	56,000	40,000				
420-379-10-40	Latecomer Fees	10,389	300	10,389	19,074	500	-	-	500				
420-397-10-00	Transfers In from Operating Fund 401	238,500	205,060	1,140,000	-	828,000	221,000	500,000	700,000				
	Transfers In from Operating Fund 401 (per rate study)	-	-	-	-	-	-	-	200,000				
	Transfers In from Geneva Reserve Fund 410	-	-	138,823	-	-	-	-	-				
	Transfers In from System Replacement Fund 415	-	-	100,000	-	13,500	13,538	13,500	-				
	TOTAL REVENUES	384,426	364,938	1,422,023	125,746	879,500	290,046	571,750	943,000				
420-534-10-41	DEA Contracted Services	21,612	29,865	13,488	6,586	2,500	3,429	6,000	2,500				
420-534-90-61	DEA Refunds	28,915	-	19,617	-	-	-	-	-				
	Contracted Professional Services	36,555	4,211	-	-	-	-	-	-				
420-594-38-62	Capital Outlay - Structures	-	71,351	1,005,927	45,085	-	14,367	15,000	-				
420-594-38-63	Capital Outlay - Water/Sewer Systems	-	137,366	240,881	108,158	-	119,318	220,000	-				
420-594-38-64	Capital Outlay - Machinery/Equipment	478,345	-	-	-	-	203,915	405,000	-				
	Active Projects	-	-	-	-	271,400	-	-	231,933				
	2014 Capital Projects (see CIP detail - 2014)	-	-	-	-	603,000	-	-	944,000				
	TOTAL EXPENDITURES	565,427	242,793	1,279,913	623,669	876,900	341,029	646,000	1,178,433				
	REVENUES	384,426	364,938	1,422,023	125,746	879,500	290,046	571,750	943,000				
	EXPENDITURES	565,427	242,793	1,279,913	623,669	876,900	341,029	646,000	(1,178,433)				
	CASH/INVESTMENTS BALANCE CARRYOVER								300,000				
	PROPOSED 2014 YEAR END BALANCE								64,567				



DEBT SERVICE

Debt Service describes all expenses in connection with the issuance and initial sale of evidences of debt, such as loans, the sale of revenue bonds, etc. The District has two debt service funds which are used to pay off loans and bonds. A Revenue Bonds and Loan Funds Summary is included in the budget document.

2009 BOND DEBT SERVICE FUND SUMMARY **450**

The 2009 Bond Debt Service Fund serves to provide redemption of the 2009 Bond issue. Interest is paid semi-annually, and the principal is paid annually from General Fund revenues.

WATER LOANS DEBT SERVICE FUND SUMMARY **470**

The Water Loans Debt Service Fund serves to provide redemption of long term water project loans. Principal and interest are paid entirely from General Fund revenues.

Revenue Bonds and Loans Summary

The District has obtained publicly funded loans to construct projects. The project title, loan remaining, agency loan number, payment number and interest rates are noted as follows:

Project Title/Loan Source	Loan Balance Remaining 1/1/2014	Funding Source	Agency, Loan Number	End Date	Interest on Loan
Geneva/Sudden Valley Water Distribution Pre-Construction costs	71,524	Rates	PWTF-#PW-01-691-PRE-119	2021	1.0%
Geneva/Sudden Valley Water Distribution Construction	<u>425,268</u>	Rates	PWTF #PW-02-691-064	2022	2.0%
Total Loans Outstanding – 1/1/2014	\$496,792				
09 Rev Bonds Outstanding – 1/1/2014	\$5,095,000	Rates		2029	3.0%
Total Combined Debt Outstanding – 1/1/2014	\$5,591,792				

PWTF – Public Works Trust Fund

DRAFT											
WATER LOANS DEBT SERVICE FUND - 470											
	Description	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Adopted 2013	10/31/2013	Projected 2013	Budget 2014		
470-361-11-10	Investment Interest	5,225	129	129							
470-397-10-00	Transfers In from Operating Fund 401	75,000		93,350	92,500	92,000	92,000	92,000	92,000	65,500	
	Transfers In from ULID Fund 480	114,000									
	TOTAL REVENUES	194,225	129	93,479	92,500	92,000	92,000	92,000	92,000	65,500	
470-591-34-77	Redemption of Long Term Debt	74,542	74,541	74,541	74,541	74,542	74,542	174,542	56,193		
470-592-34-83-71	Debt Service Interest Loan 44	8,780	7,982	7,184	6,385	6,385	5,587	5,587	-		
470-592-34-83-72	Debt Service Interest Loan 119	1,162	1,073	983	894	894	805	805	715		
470-592-34-83-73	Debt Service Interest Loan 064	13,231	12,286	11,340	10,395	10,395	9,450	9,450	8,505		
470-592-34-83-74	Debt Service Interest Div 22 Reservoir										
470-592-34-83-75	Debt Service Interest General AC Mains										
	TOTAL EXPENDITURES	97,715	95,882	94,048	92,215	92,216	90,384	190,384	65,413		
	REVENUES	194,225	129	93,479	92,500	92,000	92,000	92,000	65,500		
	EXPENDITURES	97,715	95,882	94,048	92,215	92,216	90,384	190,384	(65,413)		
	CASH/INVESTMENTS BALANCE CARRYOVER										
	PROPOSED 2014 YEAR END BALANCE									87	



2009 BOND RESERVE FUND SUMMARY 460

This fund was established by the covenants of the 2009 bond sale and is restricted by definition. A reserve limitation is required to be held in the Reserve Fund until the outstanding 2009 bonds are paid in full. The bond reserve is fully funded. Interest earned on reserve funds is transferred into the 2009 Bond Fund.



LAKE WHATCOM WATER AND SEWER DISTRICT
AGENDA BILL

DATE SUBMITTED:	November 4, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	November 13, 2013		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. November 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	
November 13, 2013		November 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		16	8	
	No of permits projected 2013		5		

Completed Capital Projects in 2013

C0911	Sudden Valley Water Treatment Plant Control System and Telemetry
C1006	Sewer Emergency Response Equipment (2)
*C1203	Replace Water Meter Data Collectors
C1206	Agate Heights WTP Restroom
C1209	Sudden Valley Water Treatment Plant Raw Water Motors
C1301	Purchase Flush Truck, Vac Trailer, Boom Truck
C1302	2013 Inflow and Infiltration Projects
C1305	Johnson Well Shed Roof
C1307	Replace Treatment Plant Dehumidifiers
C1309	Demolition Hammer
C1310	Water Service Rebuilds (order brass parts)
C1311	Thermal Imager
C1312	Diesel Tank Concrete Pad at Shop

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, 2013
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 – 5/13 • Sudden Valley 5/13 • Eagleridge – 5/13 • Agate Heights – 5/13
CPR/First Aid Training	Biennially	Rich	Nov/Dec 2014	Completed 12/18/12
Department of Revenue	Monthly	Debi	End of following month	November 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	October 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, 2013
Unemployment Report	Quarterly	Norma	Quarterly	October 2013
WA State Cross Connection Report	Annual	Rich	Annual	April 23, 2013

Report Title	Due	Preparation	Due Date	Last Date Submitted
Washington State Financial Report	Annual	Debi	May 29	May 2013
Water Use Efficiency Perform Report	Annual	Kevin	July 1	March 8, 2013

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	July 9, 2013 - Complete
February 14, 2013 - Complete	August 13, 2013-Complete
March 14, 2013 - Complete	September 11, 2013
April 8, 2013 – Complete	October 15, 2013
May 6, 2013 - Complete	November 5, 2013
June 10, 2013 – Complete	

****Summary Of Work-Related Injuries & Illnesses (2013)****

Total Number of Work Related Injuries Defined as a work related injury or illness that results in: <ul style="list-style-type: none"> • Death • Medical treatment beyond first aid • Loss of consciousness • Significant injury or illness diagnosed by a licensed health care professional • Days away from work (off work) • Restricted work or job transfer 	2
Total Number of Days of Job Transfer or Restriction (Light duty or other medical restriction)	0
Total Number of Days Away From Work (At home, in hospital, not at 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

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.
- 9/4/2013 District crew continuing to install transmitters. 6 remaining to install.
- 10/2/2013 4 remaining to install (Rocky Ridge, Boulevard, Par, & Lakewood)

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.
- 10/2/2013 Contractor installed new water main up to the bridge abutments.
- 11/6/2013 Contractor working on punch list.

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.
- 9/4/2013 Contract, bond, & insurance forms received from contractor. Brian Hansen reviewing and will sign "As to Form" followed by Board president signature. Staff plans to issue Notice to Proceed week of 9/9/2013.
- 10/2/2013 Contractor onsite. Concrete slab for tank poured, exterior underground electrical conduits installed. Contractor preparing to remove generator from building.
- 11/6/2013 New transfer switch and generator installed inside building. Contractor working on electrical wiring and exhaust piping. Exterior site work nearly complete. Contractor waiting for fuel tank delivery.

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.
- 9/4/2013 RH2 assisting staff with construction administration/inspection as needed.

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.
- 10/2/2013 Staff finalizing bid/contract documents.

- 10/14/2013 Tentative Advertisement for Bids in Bellingham Herald.
- 10/29/2013 Bid Opening - 2pm. Two bids were received.
- 11/13/2013 Recommend Board reject all bids and rebid project due to unclear specifications regarding two different types of systems (vertical and horizontal systems).

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.
- 10/2/2013 Crews have replaced a couple valves that failed on other forcemains using this inventory.

C1308 Backup Benchtop Analyzer

Procure backup benchtop analyzer used at treatment plants.

C1308-ADM

- 10/2/2013 Staff obtaining quotes from vendors.

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

- 10/2/2013 Staff starting to look at hardware options and will review with District's IT consultant.
- 11/6/2013 Staff received recommended hardware and operating system specifications from IT consultant. Staff working to order equipment and software thru state bid. Staff shooting to put new server into service in December 2013.

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 February 29, 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.
- 9/4/2013 Work in progress.
- 10/2/2013 Work in progress. First draft will tentatively be distributed to Board for review at October 30th Board meeting.
- 10/30/2013 Internal draft copy distributed to Board and Staff.
- 1/8/2014 Review internal draft at Board meeting.

- 1/22/2014 Tentative. Publish SEPA DNS after implementing Board/Staff review comments.
- 2/12/2014 Tentative. Board to approve plan. Publish for agency review. County Health and Engineering Departments have 60 days, County Council has 90 days, State DOE has ?? days to submit review comments.

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.
- 9/4/2013 Wilson submitted final stormwater chapter. Included in 9/11/2013 meeting packet for discussion.

C1316 Boulevard Sewer Pump Station

Replace Boulevard Sewer Pump Station.

C1316-PH1

- 9/11/2013 Board approves predesign scope of work for RH2.
- 10/1/2013 District received signed agreements from RH2. Need District attorney and GM signatures for execution. RH2 beginning predesign work.
- 10/30/2013 Staff met with RH2 to review data collected so far and discuss options to include in pre-design report. RH2 is scheduling a pre-application meeting with County - time/date to be determined.
- 11/6/2013 RH2 working on pre-design report. Draft will be ready for staff review in about 2 weeks.

C1401 Division 22 Reservoir

Add new Division 22 Reservoir. Funded by DWSRF Loan. Loan Amount = \$994,850 at 1.5% for 20 years + 4 years for construction.

C1401-PH1

- 10/2/2013 DWSRF loan contract will be executed by State on 10/8/2013. Staff will work with Grey and Osborne to prepare scope of work and fee. Scope/fee will be presented to Board tentatively at 11/13/2013 meeting for review/approval.
- 11/6/2013 Loan contract is executed. Execution date was 10/9/2013.

C1402 Geneva Area AC Mains

Replacement of AC water mains in Geneva area. Funded by DWSRF Loan. Loan Amount = \$2,398,750 at 1.5% for 20 years + 4 years for construction.

C1402-PH1

- 10/2/2013 DWSRF loan contracts will be executed by State on 10/8/2013. Staff working with Wilson Engineering to develop scope of work and fee. Scope/fee will tentatively be presented to Board at 11/13/2013 meeting.
- 11/6/2013 Loan contract is executed. Execution date was 10/7/2013.



LAKE WHATCOM WATER AND SEWER DISTRICT
AGENDA BILL

DATE SUBMITTED:	November 4, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	November 13, 2013		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Personnel Policies Manual Update		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Personnel Policies Manual with amendments (distributed to the Board at the October 9, 2013 Meeting)		
	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

Review/comment on proposed Personnel Policies Manual updates. With your comments staff will address any questions or additional adjustments and bring the document back to you for final approval at the second meeting in November.

FISCAL IMPACT

Not applicable.

RECOMMENDED BOARD ACTION

Review/comment on proposed Personnel Policies Manual updates.


PROPOSED MOTION

None at this time.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 5, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL 		
MEETING AGENDA DATE:	November 13, 2013		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Cathodic Protection Bids		
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 received two bids for the Steel Reservoir Cathodic Protection Systems project on October 29, 2013. An evaluation of the bids and conversations with the bidders revealed several major issues:

1. The low bidder's project experience does not meet the Supplemental Bidder Responsibility Criteria included in the bid documents.
2. Both bidders submitted a price for vertical systems inserted into reservoirs from penetrations through the top of the tank. Specifications in the contract documents call for horizontal systems that are installed by divers or when the tanks are drained.
3. The second low bidder failed to acknowledge the addendum.

Due to the severity of the issues staff recommends rejecting all bids. Specifications and bid documents will be revised to address both vertical and horizontal systems. The project will be re-advertised and re-bid.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

See proposed motion below.

PROPOSED MOTION

Reject all bids received October 29, 2013 for the Steel Reservoir Cathodic Protection Systems and re-advertise/re-bid project with revised specifications.

Lake Whatcom Water and Sewer District
 1220 Lakeway Dr.
 Bellingham, WA 98229
 (360) 734-9224 fax (360) 738-8250



BID TABULATION

Project Name	Project #	Date	Bid Opening Time	Location	Page # of #
Steel Reservoir Cathodic Protection Systems	C1304	10/29/2013	2:10 PM	LWWSD Board Room	1 of 1

Name of Firm	Orca's Electric, Inc.	Norton Corrosion Limited, LLC.			
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ITEM	QUANTITY	UNIT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
Mobilization and Site Work	1	LS	\$ 4,000.00	\$ 2,000.00			
Geneva Reservoir	1	LS	\$ 10,500.00	\$ 13,991.00			
Sudden Valley Water Treatment Plant Reservoir	1	LS	\$ 10,500.00	\$ 13,081.00			
Division 7 Reservoir	1	LS	\$ 10,500.00	\$ 14,641.00			
Division 22 Reservoir	1	LS	\$ 10,500.00	\$ 13,861.00			
Division 3D Reservoir	1	LS	\$ 10,500.00	\$ 13,991.00			
Operations and Maintenance Manuals and On site Owner Training	1	LS	\$ 2,500.00	\$ 1,500.00			
Construction Records	1	LS	\$ 1,000.00	\$ 1,000.00			

Subtotal	\$ 60,000.00	\$ 74,065.00
8.5% Sales Tax	\$ 5,100.00	\$ 6,295.53
Total Base Bid	\$ 65,100.00	\$ 80,360.53

Addenda Acknowledged	Yes	No
Bid Security	Yes	Yes



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	November 4, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	November 13, 2013		
AGENDA ITEM NUMBER:	7		
SUBJECT:	Manager's Report		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Manager's Report		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Updated information from the General Manager in advance of the Board meeting.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None

General Manager Comments

November 13, 2013

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting will be held on **November 18, 2013 at 9:30 a.m.** in the Garden Room at the County's Civic Center (Public Works) Building. A copy of the agenda was emailed to you earlier this week. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** The next meeting with the Mayor and County Executive is scheduled to be held on **December 12**. Topics will include a follow-up on invasive species issues and storm water.
- **Next Regular Board Meeting:** The next regular meeting is scheduled for **Wednesday, November 27, 2013 at 8:00 a.m.** The Thanksgiving holiday is observed on Thursday the 28th and Friday the 29th this year. Because the administrative staff follows a 9/80 work schedule year around, the office has every other Friday off. Friday the 29th is one of those days off. Because of this the office staff will be getting Wednesday the 27th off. I am proposing that we move the November 27th morning meeting to either Monday the 25th or Tuesday the 26th. During the winter the operations staff works a 5/8 schedule. They will have the 28th and 29th off. This was planned for last year when the 2013 schedule was developed. There is no extra cost to the District.

In December the 2nd meeting date falls on the 25th. I am proposing to move the morning meeting to Monday the 23rd.

- **Next Employee Staff Meeting:** Scheduled for **Thursday, November 14, 2013 at 8:00 a.m.** in the Board Room. Because Commissioner Millar will be out of the area, Commissioner Weide will be in attendance. 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 at 6:20 p.m. on **Tuesday, November 12, 2013**. All WASWD Section III Meetings are publicly noticed by the District.
- **Whatcom Water District's Caucus Meeting:** The next regular meeting is scheduled for **Monday, November 18, 2013 at 3:00 p.m.** in the District's Board room. All Water Caucus meetings are publicly noticed.
- **WRIA 1 Planning Unit Meeting:** The next meeting is scheduled for **Wednesday, November 20 at 6:00 p.m.** in the Garden Room at the County Offices at 322 North Commercial Street. These meetings are publicly noticed in the event that a quorum of the Board is present.

Other:

- **Board Members & Staff Out of the Area:** Reminder:
 - ✓ Commissioner Millar will be out of the area and miss the November 13, 2013 Board Meeting.
- **Administrative Code Updates/Penalties for Code Violations:** This topic came up last year when updating the Administrative Code. As mentioned previously, legal counsel has provided me with some sound recommendations that will work for us. Because of other priorities I am not finished with this effort yet. However, I plan on presenting these ideas to the Board at the second meeting in November for your review.