



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

December 11, 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. Aquatic Invasive Species Program Update – Claire Fogelsong from the City of Bellingham
 - B. Summary of Existing District Projects
 - C. Boulevard Sewer Pump Station Improvements – Pre-design Report
 - D. Geneva Area A/C Mains Project – Engineering Agreement
 - E. Non-union Staff COLA for 2014
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. Contract Negotiations/Potential Litigation (Executive Session per RCW 42.30.110(i) – 30 Minutes)
10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 2, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	December 11, 2013		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Aquatic Invasive Species Program Update – Claire Fogelsong from the City of Bellingham		
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

Claire Fogelsong from the City of Bellingham will provide an update on the Aquatic Invasive Species Program (AIS). The Lake Whatcom Management Program’s Aquatic Invasive Species Prevention Program is transitioning from boat inspections to writing the Annual Report and preparing for the 2014 program. This presentation will highlight 2013 AIS inspection program activities, identify several potential changes to the program and describe the changes recommended by staff.

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

No action at this time.

PROPOSED MOTION

No proposed motion at this time.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 2, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>Parish Avenue</i>		
MEETING AGENDA DATE:	December 11, 2013		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. December 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
December 11, 2013	December 5, 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
	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
*C1308	Backup Benchtop Analyzer
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	December 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

Report Title	Due	Preparation	Due Date	Last Date Submitted
WA State Cross Connection Report	Annual	Rich	Annual	April 23, 2013
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 - Complete
April 8, 2013 – Complete	October 15, 2013 - Complete
May 6, 2013 - Complete	November 5, 2013 - Complete
June 10, 2013 – Complete	December 10, 2013 - Scheduled

****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 	4
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-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 tentativley 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.

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.

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.
- 12/4/2013 Work continues. District will execute no-cost change order to extend contract 37 days due to fuel tank manufacturer delays at no fault of contractor.

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 pre-design report and options.
- 5/7/2013 RH2 will present summary of pre-design 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).
- 12/4/2013 Staff refining specifications for re-bid in January 2014.

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.

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.
- 12/4/2013 RH2 will present draft pre-design report at 12/11/2013 Board Meeting.

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.
- 12/4/2013 Staff working with Wilson to develop Scope of Work and Fee that includes DWSRF loan contract requirements. Scope/Fee will be presented at 12/11/2013 Board Meeting for approval.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 2, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	December 11, 2013		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Boulevard Sewer Pump Station Improvements – Pre-Design Report		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

RH2 Engineering is nearing completion of the Pre-Design Report for the Boulevard Sewer Pump Station Improvements that will guide development of detailed design and technical specifications. RH2 will make a verbal presentation with a few slides to review design criteria, design alternates, cost estimates, and permitting requirements. A draft Pre-Design Report will be ready and available at the meeting for viewing. Staff can email a pdf copy upon request.

RH2, staff, and crew have met several times this fall to discuss design parameters and options for the project. Nearby neighbors were notified that engineering consultants and surveyors will be onsite occasionally to collect information for pre-design work. Data collection is complete and pre-design information is documented in the draft Pre-Design Report. One remaining item is to meet with neighbors and learn any concerns or suggestions they may have. Staff will try and meet with the two adjacent neighbors at their convenience over the next week or two.

Once staff has met with neighbors, RH2 will finalize the Pre-Design Report with new information and then begin detailed design and permitting.

RECOMMENDED BOARD ACTION

None.

PROPOSED MOTION

Discussion only.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 2, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>Rich Hunter</i>		
MEETING AGENDA DATE:	December 11, 2013		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Geneva Area A/C Mains Project – Engineering Agreement		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Draft Scope of Work, Schedule, Fee, Key Personnel		
	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 published a Request for Proposals for engineering and architectural services that included four individual projects in the Bellingham Herald on 1/25/2013. Six firms responded with proposals. A selection committee was formed which included staff and two commissioners to evaluate and select the most qualified firm(s) for each project.

At the March 13, 2013 board meeting, the Board of Commissioners formally selected the following firms based on recommendations from the selection committee:

SVWTP Generator Replacement	RH2 Engineering, Inc.
Strawberry Pt. and Boulevard Sewer Pump Stations	RH2 Engineering, Inc.
Division 22 Reservoir	Grey & Osborne, Inc.
Geneva Area AC Water Main Replacement	Wilson Engineering, LLC

At that time funding for only the SVWTP Generator Replacement was determined. However, since then funding for the other projects has been secured. In the spring/summer of 2013 the District applied for and received low interest (1.5% for 20-years) loan funding for both the Division 22 Reservoir (\$1M) and Geneva Area AC Water Main Replacement (\$2.4M) projects. The sewer pump stations will be funded by cash flow by constructing one per year in 2014 and 2015.

Now that the District has executed loan contracts with Washington State Department of Health it is ready to enter engineering agreements with Wilson Engineering and Grey & Osborne for their respective projects.

The loan contracts have requirements that must be included in engineering agreements and construction contracts. Staff and Wilson Engineering worked together to include all the required language from the loan contracts in Wilson Engineering’s Scope of Work for the Geneva Area AC Water Main Replacement Project. The project will have at least two phases. Phase 1 includes pre-design, permitting, design, and bidding with bidding to occur early spring 2015. Phase 2 will include services during construction with construction occurring during the summer of 2015 and possibly extending into the summer of 2016.

Loan contracts require project completion within 4-years of contract execution. The loan contract Project Completion date is 10/7/2017.

FISCAL IMPACT

Project expenses will be reimbursed to the District by loan draws for the duration of the project.

Budget estimates used to develop the loan request amount are:

(Phase 1 Scope of Work)

Environmental Review (SERP-NEPA, SEPA)	\$10,000
Cultural Review (Section 106 of NHPA)	\$10,000
Permits	\$10,000
DOH Review / Approval Fees	\$10,000
Bid Documents (Design Engineering)	\$240,000

(Phase 2 Scope of Work)

Construction (contractor + construction admin/insp)	\$1,995,000
<u>Contingency</u>	<u>\$100,000</u>
Subtotal	\$2,375,000
<u>Loan Fee (1.0% of the Subtotal)</u>	<u>\$23,750</u>
Total Funding Request	\$2,398,750

Wilson Engineering’s fee estimate for Phase 1 Scope of Work is \$267,990 and is within the budget estimate. The agreement is for actual time and materials not-to-exceed this amount.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Approve Wilson Engineering’s Phase 1 Scope of Work and Fee and authorize the General Manager to execute an Architectural/Engineering Agreement.

Lake Whatcom Water and Sewer District Geneva Area AC Main Replacement Project

EXHIBIT A SCOPE OF WORK

The District's Comprehensive Water System Plan identified about 13,000 feet of 4-8 inch AC water mains that should be replaced with 8-inch or larger pipe. The District has secured a Drinking Water State Revolving Fund (DWSRF) loan to fund this project. The District's loan contract requires that several clauses and conditions be included in the scope of work for contracts they enter into for services related to the AC water main project. These are listed below:

- **Wilson Engineering (Wilson) staff and all sub consultants of Wilson agree to the following:**
 - (a) Hereon the Capital Agreement between Lake Whatcom Water and Sewer District (District) and the Public Works Board for the Geneva Area AC Main Replacement Project, Loan number DM13-952-137 is referred to as the Contract.
 - (b) In accordance with Section 1.30 of the Contract, Wilson shall comply with all federal and state nondiscrimination laws, including, but not limited to Chapter 49.60 RCW, Washington's Law Against Discrimination, and 42 U.S.C. 12101 et seq, the Americans with Disabilities Act (ADA). AND; Wilson will not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The Contractor shall carry out applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under Environmental Protection Agency financial agreements. Failure by the Contractor to carry out these requirements is a material breach of this Contract which may result in termination of this Contract.
 - (c) In accordance with Section 1.31 of the Contract: Pursuant to Section 106 of the Trafficking Victims Protection Act of 2000, as amended, Wilson will not engage in severe forms of trafficking in persons during the period of time the Contract is in effect, procure a commercial sex act during the time the Contract is in effect, or use forced labor during the performance of this Contract.
 - (d) Prohibition Statement- You (Wilson) as the recipient, your employees, subrecipients, under the award, and subrecipients employees may not engage in severe forms of trafficking in persons during the period of time the award is in effect; or use forced labor in the performance of the award or subawards under the award.
- **Compliance by Prime, Sub-Contractors and Professional Service Providers.** Wilson shall, at all times while performing services for the District, comply with District's DWSRF Loan Contract financial management and federal requirements and not be on the Federal Excluded Parties list. (DWSRF Handbook, Section 4.11)
- **Eligible Activities and Costs AND Ineligible Activities and Costs.** Wilson shall submit separate invoices with backup documentation to District for eligible and ineligible fees and expenses. (DWSRF Handbook, Section 4, Attachment 4-B and Attachment 4-C)

This Scope of Work covers the project management, pre-design, topographic survey, engineering design, and bid process for the AC water main replacement project. The specific project tasks are described below.

Task 1 - Project Management

- 1.1 Preparation of monthly billing, cost tracking exhibits, and progress reports.
- 1.2 DWSRF Loan Administration and record keeping including;
 - Organize a filing system and provide original documents to District that are labeled and organized into DWSRF recommended file headings in accordance with Section 3.5 of the DWSRF Borrowers Handbook (Handbook).
 - Maintain records and provide District with original documents for the District's official DWSRF file as soon as practical in accordance with Section 3.4 of the Handbook.
 - Generate monthly project status reports with invoices with sufficient detail acceptable for the CAU to process District's A19 Reimbursement Vouchers in accordance with Section 3.6 of the Handbook.
 - Compile project design documents for submission to CAU for review and approval.
 - Track timelines and submission deadlines.
 - Communication / coordination with District and DWSRF administration; subconsultants (if needed).

Task 2 - Pre-Design

- 2.1 Review District Utility Plans, Whatcom County stormwater project plans, utility company plans, and other nearby development plans. Walk project site locations with compiled existing utility and site condition information to confirm and augment plans with observed information.
- 2.2 Evaluate main sizing to develop cost/benefit relationships for upsizing mains and the benefit on fire flow at select locations using existing hydraulic model of District's water system.
- 2.3 Research and compile pros and cons lists including cost comparisons of pipe main and service line replacement methods and materials. This includes pipe bursting, directional drilling, and HDPE pipe material versus traditional installation methods and existing District standards for pipe materials.
- 2.4 If needed, a special subcontractor will be employed to perform a preliminary historical and cultural review of the project locations in accordance with Natural Historic Preservation Act (Section 106). This review only consists of the preliminary, desktop research review and associated report. A more extensive review including site visits or ongoing monitoring is not included in this subtask. In accordance with Section 6.3 of the Handbook, District staff will work with DOH to complete the Cultural Review. Wilson shall monitor progress by DOH and provide support to District staff as requested.
- 2.5 Perform environmental review SERP/SEPA requirements including the preparation of a SEPA checklist and coordination with DWSRF administration on product submissions. Per section 6.1 of the 2013 DWSRF Borrower's Handbook state statute WAC 197-11-305

Categorical Exemptions do not pertain to federally funded projects. In accordance with Section 6.3 of the Handbook, District staff will work with DOH to complete the Environmental Review. Wilson shall monitor progress by DOH and provide support to District staff as requested. District will publish Section 106 and/or SEPA Findings for Public Comment Period.

- 2.6 Wilson shall review efficiency opportunities of the projects as outlined in this Section 8.1 of the Handbook. Wilson shall prepare an engineering brief describing potential efficiency design features that might be practical along with estimated payback periods. Wilson shall present the brief to the District Board of Commissioners and make a recommendation on elements to include in the project. Depending on what features are selected and the level of engineering effort required to implement, the District may revise Wilson's scope of work to include more involved efficiency elements into the project.
- 2.7 Prepare pre-design report summarizing the findings of Task 2. Appropriate portions this document will be incorporated into a DOH Project Report if report is required by DWSRF administration for water main projects.
- 2.8 Coordinate with County stormwater projects (past and future), including providing schedule information and copies of plans at periodic benchmarks throughout design process.
- 2.9 Project Coordination Meetings to address questions, request for additional information, and discuss feedback on plans. These may also include site visits with District staff to review proposed design and discuss integration with existing system and system operations.
- 2.10 QA/QC of all products from this task.

Task 2 Products

- Predesign Report with supporting appendices
- Energy Efficiency briefing to Board of Commissioners

Task 3 - Topographic Survey

- 3.1 Research property lines, easements, and right of ways. Provide easement legal descriptions and mapping for City property and private properties as needed. Record easements with County.
- 3.2 Topographic survey of project locations. Establish survey control and boundary. Prepare base map including topographic information, surface features, boundary, and existing utility information

Task 3 Products

- Existing Conditions Exhibit / Base map
- Recorded Utility Easements

Task 4 - Design Phase

- 4.1 Subsurface conditions exploration with District Staff and equipment in conjunction with potholing of existing utilities at various locations (Approximately 20 locations). Review accuracy and completeness of survey base map through site visit verification by engineer.
- 4.2 Prepare cover sheet and legend sheet, plan and profiles, and detail sheets. Develop Temporary Erosion and Sediment Control Plan (TESC).
- 4.3 Easement acquisition support will be provided by way of preparation of exhibits and communication with City, homeowners, and real estate agent subconsultant as needed for property valuation.
- 4.4 Confirm and prepare all necessary County permits including Encroachment Permit and confirming no need for critical areas permits, fill and grade permit, or other permits.
- 4.5 Prepare administrative and technical specifications. Wilson will utilize the District's standard construction contract documents as the base document and add DWSRF and federal requirements to the standards forms. Wilson will prepare construction documents that meet the requirements and recommendations of Section 7 of the Handbook.
- 4.6 Provide construction cost estimates for 60% and 100% / final construction document submittals.
- 4.7 Prepare package for submission to DWSRF for approval to Bid including DOH approval of Project Report and Construction documents (if needed), construction documents, specifications, and bid ad in accordance with Section 4.6 of the Handbook.
- 4.8 Incorporate review comments based on submittals to District and DWSRF administration. Prepare final Bid Documents.
- 4.9 QA/QC of all products from this task.

Task 4 Products:

- 60% Design plans, specifications, and construction cost estimate for District review.
- Completed Permit applications
- 100% submittal package to District, DWSRF Administration, and DOH if needed
- Bid Documents including plans, specifications, and construction cost estimate - three hard copies plus electronic files.

Task 5 - Bid Phase

- 5.1 Prepare bid advertisement and correspond with newspapers to advertise per DWSRF requirements. Provide bid documents to District, Weekly Construction Reporter, and other District designated entities.

- 5.2 Receive and respond to contractor questions including distributing responses to other bidders. Prepare Addenda as needed; conduct Pre-Bid Meeting. Update Davis Bacon wage rates as needed (10-day check). Conduct Bid Opening and prepare Bid Tabulation.
- 5.3 Review contractor references, and bid submissions for compliance with District specifications and DWSRF requirements. Prepare recommendation letter for contract award.
- 5.4 Prepare package for submission to DWSRF for approval prior to Construction including documentation that prime contractor is not on the Federal Exclusion List, DWSRF Notice of Contract Award, and Notice to proceed forms, preconstruction conference minutes in accordance with Section 4.6 of the Handbook.

Assumptions and limitations:

- Assumes the only permit required is a Whatcom County Right-of-Way Encroachment Permit.
- Third Party Energy Audit is not required
- Field survey for Archeological Review is not required.
- No geotechnical evaluation shall be performed other than subsurface investigation described above.
- No wetland delineation to be performed.
- District will pay permit and recording fees and any compensation for easements.



EXHIBIT B
COST SUMMARY

Estimate of hours:

See attached spreadsheet.

Subconsultants (See attached spreadsheet - Fee included in Task subtotal):

Historical/Cultural Review (as needed) - Applied Preservation Technologies (APT)

Environmental / Critical Areas (as needed) - Northwest Ecological Services (NES)

Easement Acquisition Support (as needed) - TBD

Other Anticipated Direct Costs:

Document Reproduction

Postage

Task Order Total Price (time & materials not to exceed):

Task 1 - \$21,876

Task 2 - \$64,791

Task 3 - \$59,984

Task 4 - \$105,336

Task 5 - \$13,968

Direct Costs \$2,125

Total = \$267,990

EXHIBIT C
PROJECT SCHEDULE

Milestone dates (goals):

- Review existing maps / initial site visits - December, 2013
- Control and Topo Survey - January, 2013
- Base Map Complete - February, 2013
- Pre-Design Report Complete - March 2014
- 60% Plans / Specs submittal - May 2014
- 90% Plans / Specs submittal - September 2014
- Agency Review / Approval December 2014
- Bid Documents complete - January, 2015
- Bid opening - February 2015
- Bid Award recommendation - March 2015

LWWSO
Geneva AC Mains Replacement Project
Design and Survey
Estimate of Hours

Task Description	Fixed Expense	Senior Project Engineer	Project Engineer	Senior CAD Tech	Senior Survey PLS	Senior Survey Tech	Survey Tech	2-person Survey Crew	Cost
Rate (\$/hr) =	L.S.	\$132	\$120	\$84	\$128	\$98	\$75	\$170	
Task 1 - Project Management									
Track and report progress and expenditures monthly		45	18						\$ 8,100
DWSRF Loan Administration / Record keeping (through Bid phase)		24	80	12					\$ 13,776
Task 1 Sub-Total	\$ -	69	98	12	0	0	0	0	\$ 21,876
Task 2 - Pre-Design									
Review District Utility Plans		2	8	8					\$ 1,896
Hydraulic Model (Confirm main sizing@ Lakeview, Euclid, Ridgewood)		4	24						\$ 3,408
Cost Comparison of Pipe Replacement methods		8	16						\$ 2,976
Preliminary Historical / Cultural reviews (as needed)	\$ 1,260	2	8						\$ 2,484
Geotechnical evaluation		4	16						\$ 2,448
Environmental review (SERP/SEPA; Critical Areas- as needed)	\$ 3,150	8	16	20					\$ 7,806
Energy Audit Documentation		4	16						\$ 2,448
Easement Acquisition Support	\$ 4,725	40	20	12		12			\$ 14,589
Pre-design Report		32	80	16					\$ 15,168
Coordinate with County (permit reqmts, stormwater projects)		8	24						\$ 3,936
Coordinate with District staff / site visits		8	32						\$ 4,896
QA/QC		8		20					\$ 2,736
Task 2 Sub-Total	\$ 9,135	128	260	76	0	12	0	0	\$ 64,791
Task 3 - Topographic Survey									
Research					8	60			\$ 6,904
Easement Legal Description		2			8	32			\$ 4,424
Control and Boundary					4	8		16	\$ 4,016
Topo Survey			4		2	32		156	\$ 30,392
Prepare base map		2	4	16	6		80		\$ 8,856
Survey of Potholing (as needed; budget allowance)			4	4	2		2	24	\$ 5,302
Task 3 Sub-Total	\$ -	4	12	20	30	132	82	196	\$ 59,894
Task 4 - Design Phase									
Prepare plan and profiles		16	60	240					\$ 29,472
Stormwater Pollution Prevention and Pollution Plan (SWPPP)		2	24	40					\$ 6,504
Prepare details		4	24	40					\$ 6,768
Prepare Specifications		20	60	24					\$ 11,856
Prepare Permit applications		2	24	20					\$ 4,824
Prepare 60% and 90% submittal package		2	48	60					\$ 11,064
Prepare Construction Cost Estimates		4	32	12					\$ 5,376
DOH Project Report / DOH Construction Plan Approval (as needed)		20	36	16					\$ 8,304
QA/QC		16							\$ 2,112
Incorporate Review Comments		4	24	40					\$ 6,768
Provide Bid packet, bid Ad to DWSRF-CAU for approval to Bid		8	20	12					\$ 4,464
Prepare final Bid Documents		12	24	40					\$ 7,824
Task 4 Sub-Total	\$ -	110	376	544	0	0	0	0	\$ 105,336
Task 5 - Bid Phase									
Prepare Bid Advertisement / Advertise per DWSRF reqmts		8	12						\$ 2,496
Receive / Respond to Contractor questions		4	24						\$ 3,408
Conduct Pre-Bid Meeting		1	4						\$ 612
Prepare Addenda (assumes 4)		8	16	8					\$ 3,648
10-day Federal wage rate verification		1	4						\$ 612
Conduct Bid Opening; prepare Bid Tabulation		1	4						\$ 612
Review Contractor references; check for debarment; prepare recommendation Letter		4	12						\$ 1,968
Prepare/submit DWSRF Notice of Contract Award		1	4						\$ 612
Task 5 Sub-Total	\$ -	28	80	8	0	0	0	0	\$ 13,968
Direct Expenses	\$ 2,125								\$ 2,125
Sub-Total	\$ 2,125	0	0	0	0	0	0	0	\$ 2,125
Project Total	\$11,260	339	826	660	30	144	82	196	\$ 267,990

EXHIBIT D
INSURANCE

Insert Insurance Cert.

EXHIBIT E
BILLING RATES AND ALLOWABLE ODC'S

Principal Engineer, \$150 per hour

Senior Project Engineer, \$132 per hour

Project Engineer, \$120 per hour

Engineer II, \$110 per hour

Engineer I (EIT), \$102 per hour

GIS Analyst, \$98 per hour

Senior CAD Design Technician, \$84 per hour

CAD Design Technician, \$75 per hour

Inspector, \$75 per hour

Clerical, \$70 per hour

Senior Professional Land Surveyor, \$128 per hour

Hydrographer, \$128 per hour

Professional Land Surveyor, \$120 per hour

Senior Survey Technician, \$98 per hour

Survey Technician, \$75 per hour

1-Person Survey Crew, \$120 per hour

2-Person Survey Crew, \$170 per hour

3-Person Survey Crew, \$210 per hour

Hydrographic Survey Crew \$230 per hour*

Sub-consultants – reimbursed at cost plus 5%

Reimbursable direct expenses – reimbursed at cost plus 5% - include (but are not limited to) the following:

- Project application fees and project permit fees,
- Publication of notices
- Reproduction of drawings and construction documents
- Postage and shipping
- Direct expenses for travel, meals and lodging outside of Whatcom and Skagit Counties
- Long distance telephone and facsimile charges
- Mileage at project-current IRS mileage rate
- *Specialized Equipment Rental, at rental rate

EXHIBIT F
KEY PERSONNEL

CIVIL ENGINEERING

Melanie Mankamyer, P.E.	Project Manager
Curtis Schoenfelder, P.E.	Project Engineer (Modeling)
Rhett Winter, P.E., LEED, AP ND	Project Engineer (Design, Field Engineer/Inspector for future Phase 2 - Construction Services)
Reuben Weinshilbom	G.I.S. Specialist (as needed)
Ria Nickerson	Senior CAD Design Tech /Survey Tech
Jeffery G. Smith	Senior CAD Design Tech /Survey Tech

STRUCTURAL ENGINEERING (AS NEEDED)

Charles Waugh, P.E., S.E,	Senior Project Engineer
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LAND AND HYDROGRAPHIC SURVEY

J. Thomas Brewster, PLS, CFM	Manager, Survey Department, Senior Professional Land Surveyor
Bruce Raper	Senior Survey Technician
Alan Mooers, LSIT	Survey Technician
Collette McNabb	Survey Technician
Alger Beal	Survey Technician
Steve Hutton	Survey Technician
Colin Hopps	Survey Technician



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 2, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	December 11, 2013		
AGENDA ITEM NUMBER:	5.E.		
SUBJECT:	Non-union Staff COLA for 2014		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1.		
	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

Traditionally the non-represented employees have received the same annual COLA increase as the represented (union) employees. Non-union employees include the District Engineer/Assistant General Manager, Finance Manager/Treasurer, Maintenance Supervisor, Administrative Assistant and the General Manager. For 2014 the represented employee's COLA will be 1%.

FISCAL IMPACT

Based upon the proposed 1% COLA increase for the five non-represented employees the cost is \$5,090.00. This amount like the COLA for the represented employees is allowed for in the 2014 budget.

RECOMMENDED BOARD ACTION

That non-represented employees receive the same COLA increase for 2014 as the represented employees will receive, which is 1%.

PROPOSED MOTION

To authorize a 1% COLA for the non-represented employees, effective January 1, 2014.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 2, 2013		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	December 11, 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

December 11, 2013

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting will be held on **February 3, 2014 at 9:30 a.m.** in the Garden Room at the County's Civic Center (Public Works) Building. An agenda for this meeting has not been developed yet. 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, 2013. Topics will include a follow-up on invasive species issues and storm water in Sudden Valley and Geneva.
- **Next Regular Board Meeting:** The next regular meeting is scheduled for Monday, **December 23, 2013 at 8:00 a.m.**
- **Next Employee Staff Meeting:** Scheduled for **Thursday, December 12, 2013 at 8:00 a.m.** in the Board Room. Commissioner Citron would be scheduled next to attend this upcoming 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 at 6:15 p.m. on **Tuesday, December 10, 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, December 16, 2013 at 3:00 p.m.** in the District's Board room. Earlier I had listed the meeting for the 23rd. That was a mistake. All Water Caucus meetings are publicly noticed.
- **WRIA 1 Planning Unit Meeting:** The date for the next or 4th Planning Unit meeting has been set for December 17 at 6:00 p.m. in the County's Garden Room. 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 Mc Roberts will miss the December 11, 2013 Board Meeting.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

FYI



LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 11/30/2013

Cash		\$ 1,288,108		
LGIP		\$ 100,000		0.18%
FNMA - ProEquity	Non-callable	\$ 500,000	Jul-14	1.05%
FICO - Pro Equity	Non-callable	\$ 645,000	Sep-15	0.67%
		<hr/>		
		\$ 2,533,108		



MONTHLY BUDGET ANALYSIS

		2013	YTD	
		Budget	11/30/2013	
			92%	
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	1,441,746	90%
401-343-40-18	Water Sales Lock/Unlock	9,500	2,229	23%
401-343-40-19	Water Sales Other (billing suspension, transfer fee etc.)	25,000	32,525	130%
401-343-50-11	Sewer Service Residential (4.5% rate increase) *	3,357,845	3,109,562	93%
401-343-50-19	Sewer Service Other (transfer fee, return item etc.)	1,300	8,366	644%
401-359-80-00	Late Charges / Lien fees	65,000	74,547	115%
401-360-10-00	Bank fees	2,000	2,582	129%
401-361-11-10	Investment Interest	-	225	
401-369-10-00	Sale of scrap/junk recycle		20,736	
401-379-10-20	Permits Operation portion (5 new connection permits)	15,000	28,225	188%
401-398-20-00	Insurance Recoveries		175,000	
401-397-10-40	Transfers in from ULID 18 Fund 480		165,000	
	TOTAL REVENUES	5,078,028	5,060,743	99.7%

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 11/30/2013	
OPERATING FUND - 401				92%	
EXPENDITURES					
401-53X-10-10	Payroll (2.3% cola plus step increases - 2013)		1,406,000	1,323,055	94%
401-53X-10-20	Personnel Benefits		560,000	479,267	86%
401-53X-10-31	Gen Admin Supplies (includes copy machine purchase)		25,000	20,846	83%
401-53X-10-32	Meetings/Team building		2,000	1,878	94%
401-53X-10-40	Bank Fees (BofA, AFTS)		8,000	9,357	117%
	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		
	Vanner, Systems CPA firm		10,000		
	Tetra Tech		5,000		
	Cartograph		3,000		
	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	254,664	66%
401-53X-10-42	Communication		51,500	40,858	79%
401-53X-10-43	Memberships/Dues		13,000	12,184	94%
401-53X-10-44	B&O Taxes		150,000	151,826	101%
401-53X-10-45	Admin Lease		3,000	2,189	73%
401-53X-10-46	Insurance		96,000	94,695	99%
401-53X-10-49	Admin Misc.		2,000	131	7%
401-53X-40-43	Training & Travel		30,000	25,666	86%
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	84,215	187%
401-53X-50-48	Oper Repair/Maint (Includes Asset Mgmt tools)		85,000	36,267	43%
	Edge Analytical - water		5,000		
	Emergency Response - sewer tank trucks		5,000		
401-53X-60-41	Operations Contracted (TOTAL)		10,000	8,715	87%
401-534-60-47	Water Ops City of Bellingham		30,000	22,201	74%
401-535-60-47	Sewer Ops City of Bellingham		605,000	500,000	83%
401-53X-80-31	Operations Gen Supplies		60,000	44,304	74%
401-53X-80-32	Operations Fuel		40,000	25,711	64%
401-53X-80-34	Safety supplies		12,000	7,546	63%
401-53X-80-47	General Utilities		200,000	193,431	97%
401-53X-80-49	Laundry		5,000	1,719	34%
	TOTAL OPERATING EXPENSES		3,830,000	3,343,225	87.3%
TRANSFERS					
401-597-10-00	Transfers Out to Capital Projects Fund 420		828,000	302,500	
	Transfers Out to 2009 Bond Debt Service Fund 450		445,500	443,875	
	Transfers Out to Water Loan Debt Service Fund 470		92,000	200,975	
	TOTAL EXPENDITURES		5,195,500	4,290,575	82.6%
OPERATING FUND					
	REVENUES		5,078,028	5,060,743	
	EXPENDITURES		(5,195,500)	(4,290,575)	
	CASH/INVESTMENTS BALANCE			1,020,117	

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

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 11/30/2013
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	55,508
420-379-10-40	Latecomer Fees		500	-
420-397-10-00	Transfers In from Operating Fund 401		828,000	302,500
	Transfer In from System Replacement Fund 415		13,500	13,538
	TOTAL REVENUES		879,500	371,548
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		21,799
	C12-05 CMOM - Smoke testing			5,752
	C12-06 Agate WTP Restroom	8,000		6,284
	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	80,000		12,677
	C12-14 Dead end blow offs	38,000		-
	C12-16 SVCA Polo Park Bridge	40,000		18,941
	C12-18 Sewer I & I Update	2,500		2,842
	New Projects		603,000	-
	C13-02 CMOM Projects (reduced budget by \$27,000)	61,000		61,000
	C13-03 SVWTP Diesel Generator (increase budget by \$75,000)	400,000		228,318
	C13-04 Cathodic Corrosion protection	75,000		-
	C13-05 Johnson well house	10,000		7,986
	C13-06 Replace air/vac valves	8,000		7,820
	C13-07 Portable dehumidifiers	3,000		3,310
	C13-08 Backup benchtop analyzer	3,000		-
	C13-09 Demolition hammer	1,000		815
	C13-10 Water Service rebuilds	12,000		6,416
	C13-11 Thermal Imager	3,000		-
	C13-12 Shop Facility Improvements	5,000		855
	C13-13 Safety Grates at Pump Stations	12,000		2,624
	C13-14 Server upgrade	10,000		-
	Water Main Relocation (eliminated \$10,000 project)	-		-
	C13-16 Boulevard Sewer Pump Station			16,539
	TOTAL EXPENDITURES		876,900	423,872
SYSTEM REINVESTMENT FUND				
	REVENUES		879,500	371,548
	EXPENDITURES		(876,900)	(423,872)
	CASH/INVESTMENTS BALANCE			90

MONTHLY BUDGET ANALYSIS	Description	2013 Budget	YTD 11/30/2013
SEWER/STORM WATER CONTINGENCY FUND - 425			
425-361-11-00	Investment Interest		10
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	1,178,212
425-535-10-89	Bank Fees		108
425-594-38-64	Machinery/Equipment	225,000	220,480
425-535-10-41	Comp Plan Stormwater Chapter	15,000	24,190
	TOTAL EXPENDITURES	240,000	244,778
SEWER/STORM WATER CONTINGENCY FUND	REVENUES	1,178,175	1,178,212
	EXPENDITURES	(240,000)	(244,778)
	CASH/INVESTMENTS BALANCE		933,434

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

MONTHLY BUDGET ANALYSIS			2013	YTD
	Description		Budget	11/30/2013
2009 BOND DEBT SERVICE FUND - 450				
450-361-11-00	Investment interest			
450-397-10-00	Transfers in from Operating Fund 401		445,500	443,875
	TOTAL REVENUES		445,500	443,875
450-535-10-41	Bond Admin Fee			
450-591-38-83	Bond Interest payments		225,500	218,900
450-591-38-72	Redemption of Long Term Debt		220,000	225,000
	TOTAL EXPENDITURES		445,500	443,900
2009 BOND DEBT SERVICE FUND	REVENUES		445,500	443,875
	EXPENDITURES		(445,500)	(443,900)
	CASH/INVESTMENTS BALANCE			-

MONTHLY BUDGET ANALYSIS			2013	YTD
	Description		Budget	11/30/2013
2009 BOND RESERVE FUND (RESTRICTED) - 460				
460-361-11-00	Investment interest		3,000	
	TOTAL REVENUES		3,000	-
460-535-10-89	Debt Service Charges			12
	TOTAL EXPENDITURES		-	12
2009 BOND RESERVE FUND			3,000	-
	REVENUES		3,000	-
	EXPENDITURES		-	12
	CASH/INVESTMENTS BALANCE			501,170

MONTHLY BUDGET ANALYSIS	Description	2013 Budget	YTD 11/30/2013
WATER LOANS DEBT SERVICE FUND - 470			
470-361-11-10	Investment interest	-	
470-397-10-00	Transfers In from Operating Fund 401	92,000	200,975
	TOTAL REVENUES	92,000	200,975
470-591-38-79	Redemption of Long Term Debt	74,542	184,633
470-592-34-83	Debt Service Interest Loan 44	6,385	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	201,273
WATER LOANS DEBT SERVICE FUND	REVENUES	92,000	200,975
	EXPENDITURES	(92,216)	(201,273)
	CASH/INVESTMENTS BALANCE		74

MONTHLY BUDGET ANALYSIS	Description	2013 Budget	YTD 11/30/2013
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	39,475
480-379-10-30	Latecomers Fee	3,000	5,711
480-156-40-00	Current ULID 18 Principal Payments	60,000	73,801
480-397-10-00	Transfers In from ULID 18 Reserve Fund 490	178,175	
	TOTAL REVENUES	281,275	137,123
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
480-597-10-01	Transfers Out to Operating Fund 401		175,000
480-597-10-25	Transfers Out to Sewer/SW Contingency Fund 425	1,000,000	1,000,000
	TOTAL EXPENDITURES	4,000,400	3,854,877
ULID 18 LOAN DEBT SERVICE	REVENUES	281,275	137,123
	EXPENDITURES	(4,000,400)	(3,854,877)
	CASH/INVESTMENTS BALANCE		968

MONTHLY BUDGET ANALYSIS		2013	YTD
	Description	Budget	11/30/2013
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		-