



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

REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS

AGENDA

*January 8, 2014*

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. Election of Board Officers for 2014 – Resolution #800
  - B. Confirm Regular Meeting Dates and Times for 2014 – Resolution #801
  - C. Monthly Budget Analysis
  - D. Summary of Existing District Projects
  - E. Draft Sewer Comprehensive Plan Update
  - F. On-Call Engineering Services Contract for 2014 – Wilson Engineering
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



## LAKE WHATCOM WATER AND SEWER DISTRICT

### AGENDA BILL

DATE SUBMITTED:	January 2, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Lyn Edwards	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	January 8, 2014		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Election of Officers		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: 2	1. Resolution #800		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

#### **BACKGROUND / EXPLANATION OF IMPACT**

Per RCW 57.12.010, the Board shall annually elect one of its members as president and another as secretary. See Resolution 800, attached.

#### **FISCAL IMPACT**

None

#### **RECOMMENDED BOARD ACTION**

1. Elect a Commissioner to serve as Board President for 2014
2. Elect a Commissioner to serve as Board Secretary for 2014

#### **PROPOSED MOTION**

1. To elect \_\_\_\_\_ as Board President for 2014
2. To elect \_\_\_\_\_ as Board Secretary for 2014

**LAKE WHATCOM WATER AND SEWER DISTRICT**

**RESOLUTION No 800**

A Resolution of the Board of Commissioners  
Designating the Elected Officers for Calendar Year 2014

**WHEREAS**, in accordance with RCW 57.12.010 the "Board shall annually elect one of its members as president and another as secretary";

**NOW, THEREFORE, BE IT RESOLVED** and adopted by the Board of Commissioners on this 8<sup>th</sup> day of January, 2014 that Commissioner \_\_\_\_\_ shall serve as Board President, and that Commissioner \_\_\_\_\_ shall serve as Board Secretary through January 14, 2015

**ADOPTED** by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 8th day of January, 2014.

\_\_\_\_\_  
Todd Citron, Commissioner

\_\_\_\_\_  
Laura Weide, Commissioner

\_\_\_\_\_  
John W. Millar, Commissioner

\_\_\_\_\_  
Deborah Lambert, Commissioner

\_\_\_\_\_  
Leslie Mc Roberts, Commissioner

\_\_\_\_\_  
Approved as to form, District legal counsel



## LAKE WHATCOM WATER AND SEWER DISTRICT

### AGENDA BILL

DATE SUBMITTED:	January 2, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Lyn Edwards	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	January 8, 2014		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Confirm Regular Meeting Dates and Times for 2014		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: 2	1. Resolution #801		
	2. Schedule of Regular Meetings for 2014		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

#### **BACKGROUND / EXPLANATION OF IMPACT**

The Board establishes regular meeting dates and times each year. For 2013, the regular board meetings were held on the second Wednesday of each month at 6:30 p.m. with a second meeting on the last Wednesday of each month at 8:00 a.m. The Board has the option of changing the regular meeting dates and times for the year if they wish to do so.

NOTE: The second meeting in November would normally be held on November 26, 2014 which is scheduled as part of the staff holiday for Thanksgiving (due to every other Friday off).

#### **FISCAL IMPACT**

None

#### **RECOMMENDED BOARD ACTION**

To review and approve or adjust the regular meeting schedule for 2014

#### **PROPOSED MOTION**

To adopt Resolution #801 Establishing the Regular Meeting Dates and Times for 2014 as the second Wednesday of each month at 6:30 p.m. and the last Wednesday of the month at 8:00 a.m.

**LAKE WHATCOM WATER AND SEWER DISTRICT**

**RESOLUTION No 801**

**A Resolution of the Board of Commissioners Establishing the  
Regular Meeting Dates and Times for 2014**

**(Rescinds Resolution #796)**

**WHEREAS**, RCW 42.30.070 requires that the governing body of a public agency, including special purpose districts, shall provide the time for holding regular meetings by resolution;

**NOW, THEREFORE, BE IT RESOLVED** that a regular meeting will be held at 6:30 p.m. on the second Wednesday of each month and a second meeting will be held at 8:00 a.m. on the last Wednesday of the month.

**ADOPTED** by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 8th day of January, 2014.

\_\_\_\_\_  
Deborah Lambert, Commissioner

\_\_\_\_\_  
Laura Weide, Commissioner

\_\_\_\_\_  
John W. Millar, Commissioner

\_\_\_\_\_  
Todd Citron, Commissioner

\_\_\_\_\_  
Leslie Mc Roberts, Commissioner

\_\_\_\_\_  
Approved as to form, District legal counsel

**List of Proposed Regular Meeting Dates and Times for 2014**

**Second and Last Wednesday of Each Month**

<u><b>JANUARY</b></u> January 8, 2014 @6:30 p.m. January 29, 2014 @8:00 a.m.	<u><b>JULY</b></u> July 9, 2014 @6:30 p.m. July 30, 2014 @8:00 a.m.
<u><b>FEBRUARY</b></u> February 12, 2014 @6:30 p.m. February 26, 2014 @8:00 a.m.	<u><b>AUGUST</b></u> August 13, 2014 @6:30 p.m. August 27, 2014 @8:00 a.m.
<u><b>MARCH</b></u> March 12, 2014 @6:30 p.m. March 26, 2014 @8:00 a.m.	<u><b>SEPTEMBER</b></u> September 10, 2014 @6:30 p.m. September 24, 2014 @8:00 a.m.
<u><b>APRIL</b></u> April 9, 2014 @6:30 p.m. April 30, 2014 @8:00 a.m.	<u><b>OCTOBER</b></u> October 8, 2014 @6:30 p.m. October 29, 2014 @8:00 a.m.
<u><b>MAY</b></u> May 14, 2014 @6:30 p.m. May 28, 2014 @8:00 a.m.	<u><b>NOVEMBER</b></u> November 12, 2014 @6:30 p.m. November 26, 2014 @8:00 a.m. **
<u><b>JUNE</b></u> June 11, 2014 @6:30 p.m. June 25, 2014 @8:00 a.m.	<u><b>DECEMBER</b></u> December 10, 2014 @6:30 p.m. December 31, 2014 @8:00 a.m.

\*\*November 26, 2014 is scheduled as a staff holiday.



## LAKE WHATCOM WATER AND SEWER DISTRICT

### AGENDA BILL

DATE SUBMITTED:	January 2, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	January 8, 2014		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Monthly Budget Analysis as of 12/31/2013		
	2.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

#### BACKGROUND / EXPLANATION OF IMPACT

Information only

#### FISCAL IMPACT

n/a

#### RECOMMENDED BOARD ACTION

n/a

#### PROPOSED MOTION

n/a



## MONTHLY BUDGET ANALYSIS

		2013 Budget	YTD 12/31/2013	100%
<b>OPERATING FUND - 401</b>				
<b>REVENUES</b>				
401-343-20-00	Latecomer Fee	1,000	-	0%
401-343-40-10	Water Sales Metered (9% rate increase) *	1,601,383	1,574,124	98%
401-343-40-18	Water Sales Lock/Unlock	9,500	2,379	25%
401-343-40-19	Water Sales Other (billing suspension, transfer fee etc.)	25,000	36,009	144%
401-343-50-11	Sewer Service Residential (4.5% rate increase) *	3,357,845	3,407,630	101%
401-343-50-19	Sewer Service Other (transfer fee, return item etc.)	1,300	9,265	713%
401-359-80-00	Late Charges / Lien fees	65,000	78,964	121%
401-360-10-00	Bank fees	2,000	2,799	140%
401-361-11-10	Investment Interest	-	235	
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		6,380	
401-397-10-40	Transfers in from ULID 18 Fund 480		177,364	
<b>TOTAL REVENUES</b>		<b>5,078,028</b>	<b>5,344,110</b>	<b>105.2%</b>



MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 12/31/2013 100%	
OPERATING FUND - 401					
EXPENDITURES					
401-53X-10-10	Payroll (2.3% cola plus step increases - 2013)	1,406,000	1,437,609	102%	
401-53X-10-20	Personnel Benefits	560,000	498,875	89%	
401-53X-10-31	Gen Admin Supplies ( includes copy machine purchase)	25,000	23,681	95%	
401-53X-10-32	Meetings/Team building	2,000	2,087	104%	
401-53X-10-40	Bank Fees ( BofA, AFTS)	8,000	10,004	125%	
	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			
	Vamer, Systma CPA firm	10,000			
	Tetra Tech	6,000			
	Cartegraph	8,000			
	ESRI ( Engineering)	1,000			
	Rockwell	500			
	Inovise (Engineering)	2,000			
	Custodial/Building maint. services/Security	11,000			
	Landscaping service	4,000			
	Interlocal - Lake Whatcom Management Program	25,000			
	Interlocal - Invasive Species	45,000			
	GIS with Whatcom County	1,000			
	Oasys (Docuware/copy machine contract)	5,000			
	Generator Load Testing	18,000			
	Cyberlock software	1,000			
	Misc (Bid notices etc.)	1,000			
401-53X-10-41	Professional Services (TOTAL)	385,500	339,103	88%	
401-53X-10-42	Communication	51,500	44,375	86%	
401-53X-10-43	Memberships/Dues	13,000	12,204	94%	
401-53X-10-44	B&O Taxes	150,000	151,826	101%	
401-53X-10-45	Admin Lease	3,000	2,243	75%	
401-53X-10-46	Insurance	98,000	94,695	99%	
401-53X-10-49	Admin Misc.	2,000	131	7%	
401-53X-40-43	Training & Travel	30,000	26,707	89%	
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	90,632	201%	
401-53X-50-48	Oper Repair/Maint (includes Asset Mgmnt tools)	85,000	44,345	52%	
	Edge Analytical - water	5,000			
	Emergency Response - sewer tank trucks	5,000			
401-53X-60-41	Operations Contracted (TOTAL)	10,000	9,111	91%	
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	550,000	91%	
401-53X-80-31	Operations Gen Supplies	60,000	45,661	76%	
401-53X-80-32	Operations Fuel	40,000	29,466	74%	
401-53X-80-34	Safety supplies	12,000	7,856	65%	
401-53X-80-47	General Utilities	200,000	209,641	105%	
401-53X-80-49	Laundry	5,000	1,854	37%	
	<b>TOTAL OPERATING EXPENSES</b>	<b>3,830,000</b>	<b>3,656,807</b>	<b>95.5%</b>	
TRANSFERS					
401-597-10-00					
	Transfers Out to Capital Projects Fund 420	828,000	346,806		
	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		
	<b>TOTAL EXPENDITURES</b>	<b>5,195,500</b>	<b>4,648,463</b>	<b>89.5%</b>	
OPERATING FUND					
	REVENUES	5,078,028	5,344,110		
	EXPENDITURES	(5,195,500)	(4,648,463)		
	<b>CASH/INVESTMENTS BALANCE</b>		<b>1,075,190</b>		

MONTHLY BUDGET ANALYSIS			2013	YTD	
	Description		Budget	12/31/2013	
RATE FUNDED SYSTEM REPLACEMENT FUND - 415					
415-361-11-00	Investment Interest		-	-	
	TOTAL REVENUES		-	-	
415-597-10-00	Transfer out to System Reinvestment Fund 420		13,500	13,538	
	TOTAL EXPENDITURES		13,500		
RATE FUNDED SYSTEM REPLACEMENT FUND					
	REVENUES		-	-	
	EXPENDITURES		(13,500)	-	
	CASH/INVESTMENTS BALANCE			-	

MONTHLY BUDGET ANALYSIS		Description	2013 Budget	YTD 12/31/2013
SYSTEM REINVESTMENT FUND - 420				
420-343-40-19		DEA Permits	2,500	-
420-361-11-00		Investment interest	-	-
420-379-10-30		Permits Capital Portion (5 permits for 2012)	35,000	55,508
420-379-10-40		Latecomer Fees	500	-
420-397-10-00		Transfers In from Operating Fund 401	828,000	348,806
		Transfer In from System Replacement Fund 415	13,500	13,538
		<b>TOTAL REVENUES</b>	<b>879,500</b>	<b>415,852</b>
420-534-10-41		DEA Contracted Services	2,500	3,429
420-534-80-41		Contracted Operations	-	-
420-534-90-61		DEA Refunds	-	-
420-534-38-60		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	20,725
	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	244,184
	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	-	43,285
		<b>TOTAL EXPENDITURES</b>	<b>876,900</b>	<b>468,268</b>
SYSTEM REINVESTMENT FUND		<b>REVENUES</b>	<b>879,500</b>	<b>415,852</b>
		<b>EXPENDITURES</b>	<b>(876,900)</b>	<b>(468,268)</b>
		<b>CASH/INVESTMENTS BALANCE</b>		<b>-</b>

<b>MONTHLY BUDGET ANALYSIS</b>		<b>Description</b>	<b>2013 Budget</b>	<b>YTD 12/31/2013</b>
<b>SEWER/STORM WATER CONTINGENCY FUND - 425</b>				
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
		<b>TOTAL REVENUES</b>	<b>1,178,175</b>	<b>1,178,212</b>
425-535-10-89		Bank Fees		120
425-594-38-64		Machinery/Equipment	225,000	220,480
425-535-10-41		Comp Plan Stormwater Chapter	15,000	24,642
		<b>TOTAL EXPENDITURES</b>	<b>240,000</b>	<b>245,242</b>
<b>SEWER/STORM WATER CONTINGENCY FUND</b>		<b>REVENUES</b>	<b>1,178,175</b>	<b>1,178,212</b>
		<b>EXPENDITURES</b>	<b>(240,000)</b>	<b>(245,242)</b>
		<b>CASH/INVESTMENTS BALANCE</b>		<b>932,970</b>

<b>MONTHLY BUDGET ANALYSIS</b>		<b>Description</b>	<b>2013 Budget</b>	<b>YTD 12/31/2013</b>
<b>CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430</b>				
430-361-11-00		Investment interest	-	
		<b>TOTAL REVENUES</b>	-	
430-594-38-63		Capital Outlay	-	
	C09-01	Cable-Ranch-PM Pump stations	63,000	520
	C09-02 /C09-11	SVWTP Control System	24,000	19,071
		<b>TOTAL EXPENDITURES</b>	<b>87,000</b>	<b>19,591</b>
<b>CAPITAL BOND PROJECTS FUND</b>		<b>REVENUES</b>	-	
		<b>EXPENDITURES</b>	<b>(87,000)</b>	<b>(19,591)</b>
		<b>CASH/INVESTMENTS BALANCE</b>		<b>62,683</b>

<b>MONTHLY BUDGET ANALYSIS</b>			<b>2013</b>	<b>YTD</b>
	<b>Description</b>		<b>Budget</b>	<b>12/31/2013</b>
<b>2009 BOND DEBT SERVICE FUND - 450</b>				
450-361-11-00	Investment interest			
450-397-10-00	Transfers in from Operating Fund 401		445,500	443,875
	<b>TOTAL REVENUES</b>		<b>445,500</b>	<b>443,875</b>
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
	<b>TOTAL EXPENDITURES</b>		<b>445,500</b>	<b>443,900</b>
<b>2009 BOND DEBT SERVICE FUND</b>				
	<b>REVENUES</b>		<b>445,500</b>	<b>443,875</b>
	<b>EXPENDITURES</b>		<b>(445,500)</b>	<b>(443,900)</b>
	<b>CASH/INVESTMENTS BALANCE</b>			-

MONTHLY BUDGET ANALYSIS			2013	YTD	
	Description		Budget	12/31/2013	
<b>2009 BOND RESERVE FUND (RESTRICTED) - 460</b>					
460-361-11-00	Investment interest		3,000		
	<b>TOTAL REVENUES</b>		<b>3,000</b>	<b>-</b>	
460-535-10-89	Debt Service Charges			24	
	<b>TOTAL EXPENDITURES</b>		<b>-</b>	<b>24</b>	
<b>2009 BOND RESERVE FUND</b>	<b>REVENUES</b>		<b>3,000</b>	<b>-</b>	
	<b>EXPENDITURES</b>		<b>-</b>	<b>24</b>	
	<b>CASH/INVESTMENTS BALANCE</b>			<b>501,157</b>	

MONTHLY BUDGET ANALYSIS			2013	YTD
	Description		Budget	12/31/2013
WATER LOANS DEBT SERVICE FUND - 470				
470-361-11-10	Investment interest		-	
470-397-10-00	Transfers In from Operating Fund 401		92,000	200,975
	<b>TOTAL REVENUES</b>		<b>92,000</b>	<b>200,975</b>
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
	<b>TOTAL EXPENDITURES</b>		<b>92,216</b>	<b>201,273</b>
WATER LOANS DEBT SERVICE FUND				
	<b>REVENUES</b>		<b>92,000</b>	<b>200,975</b>
	<b>EXPENDITURES</b>		<b>(92,216)</b>	<b>(201,273)</b>
	<b>CASH/INVESTMENTS BALANCE</b>			<b>74</b>



<b>MONTHLY BUDGET ANALYSIS</b>		<b>2013</b>	<b>YTD</b>
	<b>Description</b>	<b>Budget</b>	<b>12/31/2013</b>
<b>ULID 18 LOAN DEBT SERVICE FUND (RESTRICTED) - 480</b>			
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	75,197
480-397-10-00	Transfers In from ULID 18 Reserve Fund 490	178,175	
	<b>TOTAL REVENUES</b>	<b>281,275</b>	<b>138,519</b>
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		177,364
480-597-10-25	Transfers Out to Sewer/SW Contingency Fund 425	1,000,000	1,000,000
	<b>TOTAL EXPENDITURES</b>	<b>4,000,400</b>	<b>3,857,241</b>
<b>ULID 18 LOAN DEBT SERVICE</b>	<b>REVENUES</b>	<b>281,275</b>	<b>138,519</b>
	<b>EXPENDITURES</b>	<b>(4,000,400)</b>	<b>(3,857,241)</b>
	<b>CASH/INVESTMENTS BALANCE</b>		<b>-</b>

MONTHLY BUDGET ANALYSIS			2013	YTD	
	Description		Budget	12/31/2013	
ULID 18 LOAN RESERVE FUND (RESTRICTED) - 490					
490-361-11-10	Investment interest		175		
	TOTAL REVENUES		175	-	
490-597-10-00	Transfers out to Sewer/SW Contingency Fund 425		178,175	178,202	
	TOTAL EXPENDITURES		178,175	178,202	
ULID 18 LOAN RESERVE FUND	REVENUES			-	
	EXPENDITURES			178,202	
	CASH/INVESTMENTS BALANCE			-	



## LAKE WHATCOM WATER AND SEWER DISTRICT

### AGENDA BILL

DATE SUBMITTED:	January 3, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>Paul J. Jansen</i>		
MEETING AGENDA DATE:	January 8, 2014		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. January 2014 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	
January 8, 2014		January 3, 2014		LE/BH	
	Status of Water and Sewer Permit Issuance				
SCOPE	Provide a monthly update on permit activity.				
STATUS		Permits Issued 2014		Permits Issued 2013	
	No of permits issued	0		16	
	No of permits projected 2014	5			

### **\*\*Completed Capital Projects in 2014\*\***


### **\*\*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"> <li>• Geneva – 5/13</li> <li>• Sudden Valley 5/13</li> <li>• Eagleridge – 5/13</li> <li>• Agate Heights – 5/13</li> </ul>
CPR/First Aid Training	Biennially	Rich	Nov/Dec 2014	Completed 12/18/12
Department of Revenue	Monthly	Debi	End of following month	January 2014
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	January 2014
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	January 2014
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 3:30 p.m.

<b>**Dates of Safety Committee Meetings**</b>	
January 8, 2014	
<b>**Summary Of Work-Related Injuries &amp; Illnesses (2014)**</b>	
Total Number of Work Related Injuries Defined as a work related injury or illness that results in: <ul style="list-style-type: none"> <li>• Death</li> <li>• Medical treatment beyond first aid</li> <li>• Loss of consciousness</li> <li>• Significant injury or illness diagnosed by a licensed health care professional</li> <li>• Days away from work (off work)</li> <li>• Restricted work or job transfer</li> </ul>	0
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)	0
<b>**Summary Of Work-Related Injuries &amp; Illnesses (2013)**</b>	
Total Number of Work Related Injuries	4
Total Number of Days of Job Transfer or Restriction/Light Duty	0
Total Number of Days Away From Work	13

# Lake Whatcom Water & Sewer District

## Capital Improvement Projects Staff Report

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### **C1207 Reservoir Overflow Drains to Daylight**

*Route reservoir overflow drains to daylight.*

#### **C1207-ENG Project Administration and Engineering**

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#### **C1207-CON Construction Contract**

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### **C1211 Wet Well Pressure Transmitters**

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

#### **C1211-ADM Project Administration**

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- 7/3/2012 Staff preparing materials list for each site.
- 8/1/2012 Staff obtaining quotes for 15 pressure transducers.
- 9/6/2012 Received transducers. Crews beginning installation. Staff will coordinate with Tetra Tech for PLC programming to incorporate new SCADA information and alarms.
- 10/3/2012 Installation and SCADA integration of transducers is in progress.
- 11/6/2012 Transmitters have been installed at Strawberry Point, Edgewater, Geneva, and Dellesta. Crews continue to install equipment.
- 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**

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#### **C1214-ADM Project Administration**

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

### **C1216 SVCA Polo Park Bridge Water Main**

*Relocate water main to accomodate new SVCA bridge.*

#### **C1216-ENG Project Administration and Engineering**

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- 6/4/2012 Wilson made minor adjustments to construction contract documents. Project will be advertised in Bellingham Herald in the next couple days.
- 6/21/2012 Site visit with staff and Wilson. District staff to install isolation valves in July prior to bridge construction.
- 11/6/2012 Crews in progress of relocating water services to prepare for installation of isolation valves and thrust blocks.
- 11/28/2012 Services have been moved and isolation valves installed on the main. Crews will be installing reverse thrust blocks when weather allows this winter. District will be ready for SVCA construction summer 2013.
- 4/3/2013 SVCA moving ahead with plans to construct summer 2013. Wilson preparing task order for upcoming work/support.
- 5/1/2013 Wilson made minor adjustments to construction contract documents. Project will be advertised in the next couple days.
- 5/5/2013 Advertisement for bids. Bellingham Herald legals.
- 5/21/2013 Bid Opening. 2:05pm.
- 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 Substantial Completion Date per CO#2
- 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.
- 1/2/2014 Work continues. New fuel tank has been installed.
- 1/24/2014 Substantial Completion per CO#2
- 2/13/2014 Final Completion Date per CO#2

#### **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*

Thursday, January 02, 2014

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.
- 12/18/2013 Ordered new server hardware using state contract with Dell.

#### **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.
- 12/19/2013 RH2 and staff met with Whatcom County for permit pre-application meeting. No surprises in regards to permitting requirements.

### **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.
- 12/11/2013 Board authorized GM to execute agreement with Wilson.
- 1/2/2014 Staff executing agreement. Brian is reviewing document before Patrick signs.

### **C1403 2014 Water System Rehab and Replacement**

*Combines several separate District projects into one recurring annual project. The intent is to rehabilitate or replace aging water distribution system mains, service lines, hydrants, and valves. As infrastructure is assessed and found nearing end of useful life, it will be scheduled for renewal using this annual project budget.*

**C1403-ADM**

1/2/2014 Staff compiling list of water assets for rehab and/or replacement.

**C1404 2014 Sewer System Rehab and Replacement**

*Combines several separate District projects into one annual project. The goal is to find and repair inflow and infiltration (I&I) sources. District crews camera sewer mains during wet season months searching for I&I. Types of work include: sewer main slip lining (spot repairs and full lengths), pressure grouting service tees, pressure grouting manhole leaks/voids, rebuild/seal manholes, smoke testing, and other efforts to reduce I&I.*

**C1404-ADM**

1/2/2014 Staff compiling list of assets for rehab and/or replacement.

**C1405 Strawberry Pt. Sewer PS Improvements**

*Replace Strawberry Point Sewer Pump Station.*

**C1405-PH1****C1406 Sewer Push Camera for 2" and 4" Pipe**

*Procure sewer push camera for small diameter pipe.*

**C1406-ADM****C1407 Lowe Sewer PS VFD**

*Replace rotaphase with VFD.*

**C1407-ADM****C1408 SVWTP Spare Raw Water Pump VFD**

*Procure spare VFD for SVWTP raw water pump.*

**C1408-ADM****C1409 SVWTP and AHWTP Dehumidifiers**

*Procure dehumidifiers for treatment plants.*

**C1409-ADM****C1410 Water Service Rebuilds**

*Procure brass fittings and hardware for ongoing water service rebuilds.*

**C1410-ADM****C1411 Shop Gravel/Asph Mat'l Bin Improvements**

*Add concrete slab and vertical row of concrete ecology blocks to gravel/asphalt material bins located at shop.*

**C1411-ADM**

Thursday, January 02, 2014

**C1412 Admin Building Irrigation System**

*Install irrigation system at Admin Building.*

**C1412-ADM**

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## LAKE WHATCOM WATER AND SEWER DISTRICT

### AGENDA BILL

DATE SUBMITTED:	January 2, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>Bill Hunter</i>		
MEETING AGENDA DATE:	January 8, 2014		
AGENDA ITEM NUMBER:	5.E.		
SUBJECT:	Sewer Comprehensive Plan Update		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Draft Sewer Comprehensive Plan – Distributed at the November 13, 2013 Meeting; Please bring your copy to the 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**

At the November 13, 2013 Meeting, the Board was given a copy of the District's draft Sewer Comprehensive Plan update for their review. Discussion of the Plan was scheduled to take place at the first meeting in January 2014. The next step is to collect and incorporate the Board's comments/corrections/changes.

#### **FISCAL IMPACT**

None at this time.

#### **RECOMMENDED BOARD ACTION**

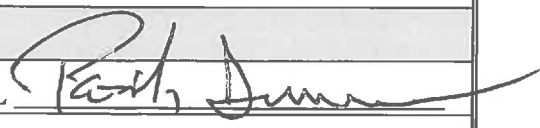
To review, discuss, and provide comments on the Draft Sewer Comprehensive Plan Update.

#### **PROPOSED MOTION**

None at this time.



LAKE WHATCOM WATER AND SEWER DISTRICT  
AGENDA BILL

DATE SUBMITTED:	January 2, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	January 8, 2014		
AGENDA ITEM NUMBER:	5.F.		
SUBJECT:	On-Call Engineering Services Contract for 2014 – Wilson Engineering		
LIST DOCUMENTS PROVIDED ⇒	1. Letter from Wilson Engineering dated October 17, 2013		
NUMBER OF PAGES INCLUDING AGENDA BILL:			
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

Wilson Engineering presented the attached rates for non-project services to staff for budgeting purposes in the fall of 2013. However, it was recently brought to our attention that the Board has not yet formally approved their proposed fees for 2014. (The Board has already approved legal counsel's fees for 2014).

**FISCAL IMPACT**

Wilson Engineering's proposed fee increases for 2014 are negligible and will not affect the overall budget.

**RECOMMENDED BOARD ACTION**

Review and discuss Wilson Engineering's proposed fees for 2014.

**PROPOSED MOTION**

To approve Wilson Engineering's proposed fees for general engineering services in 2014.

October 17, 2013



Patrick Sorensen  
General Manager  
Lake Whatcom Water and Sewer District  
1220 Lakeway Drive  
Bellingham, WA 98229

Re: On-Call Engineering Services Contract  
Rate Increase Request for 2014

Dear Patrick:

Wilson Engineering, LLC respectfully submits the following rate increase request in accordance with Section 7.4 of the On-Call Engineering Services Contract. The proposed rates for 2014 are presented in the attached 2014 Rate Schedule.

The 2014 Rate Schedule includes increases in our billing categories ranging from 1.4% to 10.5% resulting in a weighted average of approximately 4.4%. Most of the changes were in the 3-6% range and are a result of a "bottoms up" analysis of salaries, benefits and overhead. We have extremely low staff turnover which results in a highly talented and experienced group of engineers and surveyors available to work on District projects.

**Table 1 – Comparison of Wilson Engineering's 2013 and 2014 Billing Rates**

Billing Category	2013 Rate	2014 Rate	Approx. Increase
Principal Engineer	\$148.00	\$ 150.00	1.4%
Senior Project Engineer	\$128.00	\$ 132.00	3.1%
Project Engineer	\$113.00	\$ 120.00	6.2%
Engineer II	\$104.00	\$ 110.00	5.8%
Engineer I (EIT)	\$97.00	\$ 102.00	5.2%
GIS Analyst	\$95.00	\$ 98.00	3.2%
Senior CAD Tech.	\$80.00	\$ 84.00	5.0%
CAD Tech	\$72.00	\$ 75.00	4.2%
Inspector	\$72.00	\$ 75.00	4.2%
Clerical	\$68.00	\$ 70.00	2.9%
Senior Professional Land Surveyor	\$125.00	\$ 128.00	2.4%
Hydrographer	\$125.00	\$ 128.00	2.4%
Professional Land Surveyor	\$113.00	\$ 120.00	6.2%
Senior Survey Tech.	\$93.00	\$ 98.00	5.4%
Survey Tech.	\$72.00	\$ 75.00	4.2%
GIS Mapping Tech.	\$106.00	\$ 110.00	5.8%
1-Person Survey Crew	---	\$ 120.00	---
2-Person Survey Crew	\$155.00	\$ 170.00	9.7%
3-Person Survey Crew	\$190.00	\$ 210.00	10.5%
Hydrographic Survey Crew	---	\$ 230.00	---

October 17, 2013

Our survey crew rates increased the most - about 10% - since we had not previously incorporated the gas price increases over the last four years into our rates. We have compared our survey rates and found them to be not the highest or the lowest in the area.

We are also supplying a revised list of Key Personnel per Section 2.2 D.

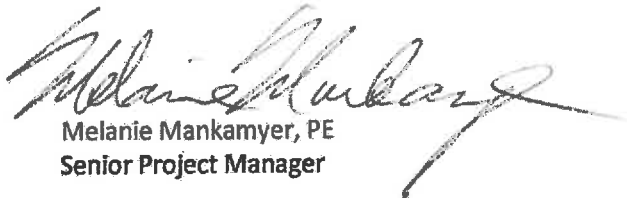
We very much enjoy working with you and your staff and appreciate your business. It is our desire to continue to serve the District with its future engineering needs. We hope these new rates are acceptable to the District, and the appropriate contract Amendment can be prepared and approved.

Very Truly Yours,

WILSON ENGINEERING, LLC



Andrew Law, PE  
Managing Member



Melanie Mankamy, PE  
Senior Project Manager

Encl. 2014 Rate Schedule  
2014 Key Personnel



**Billing rates for work performed January 1-December 31, 2014:**

**BILLING RATES**

Principal Engineer, \$148 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, \$80 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  
GIS Mapping Technician, \$110 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
- Mileage at project-current IRS mileage rate
- \*Specialized Equipment Rental, at rental rate



**KEY PERSONNEL LIST**  
**Lake Whatcom Water and Sewer District**  
**General Engineering Services**

**CIVIL ENGINEERING**

Andrew Law, P.E.	Managing Member, Principal Engineer
David N. Carpenter, P.E.	Senior Project Engineer
Jeff Christner, P.E.	Senior Project Engineer
Melanie Mankamyer, P.E.	Senior Project Engineer
Michael Matthes, P.E., LEED AP ND	Senior Project Engineer
Elizabeth Sterling, P.E.	Senior Project Engineer
Danielle Johnston, PE, LEED AP	Project Engineer
Curtis Schoenfelder, P.E.	Project Engineer
Rhett Winter, P.E., LEED, AP ND	Project Engineer
Scott Wilson, P.E.	Project Engineer
Reuben Weinshilboum	G.I.S. Specialist
Ria Nickerson	Inspector/ Senior CAD Design Tech /Survey Tech
Jeffery G. Smith	Inspector/ Senior CAD Design Tech /Survey Tech
Cherl Pendarvis	CAD Design Technician

**STRUCTURAL ENGINEERING**

Charles Waugh, P.E., S.E,	Senior Project Engineer
---------------------------	-------------------------

**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
Steve Hutton	Survey Technician / CAD Design Technician / Inspector
Collette McNabb	Survey Technician
Alger Beal	Survey Technician

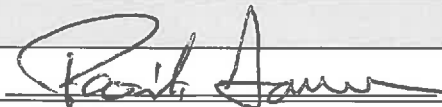
**Administrative Staff**

Penny Rings	Office Manager
Lisa Hamilton	Bookkeeper
Laura Roberts	Bookkeeper
Janice Clayton	Receptionist



## LAKE WHATCOM WATER AND SEWER DISTRICT

### AGENDA BILL

DATE SUBMITTED:	January 2, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	January 8, 2014		
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

January 8, 2014

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 has not yet been scheduled.
- **Next Regular Board Meeting:** The next regular meeting is scheduled for Wednesday, **January 29, 2014 at 8:00 a.m.**
- **Next Employee Staff Meeting:** Scheduled for **Thursday, January 9, 2014 at 8:00 a.m.** in the Board Room. Commissioner Lambert is scheduled to attend this coming meeting. 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 6:15 p.m. on **Tuesday, January 14, 2014**. All WASWD Section III Meetings are publicly noticed by the District.
- **Whatcom Water District's Caucus Meeting:** A tentative date of Monday, January 27 at 1:00 p.m. has been set.
- **WRIA 1 Planning Unit Meeting:** The date for the next meeting has been set for **January 29, 2014 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:

- **State of the District Dinner Meeting:** The date will be Friday, January 31, 2014 at 6:00 p.m. The location will be made available at the January 8 meeting.
- **Annual WASWD Commissioners Workshop:** Reminder, this workshop will be held on Saturday, January 25, 2014 in Lynnwood between 8:00 a.m. to 3:00 p.m. at the Embassy Suites Hotel. If interested, a copy of the agenda is available through Lyn. She will also register you if you plan on attending.
- **General Manager's Absence at Meeting:** FYI. I will not be in attendance at the January 8 Board meeting. As a Board member of the Water & Sewer Insurance Pool I need to attend a two day planning/Board meeting in Bellevue on January 8 & 9. We are recruiting a new Executive Director. Bill and Brian will be in attendance at the District's meeting.