



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

REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS

AGENDA

*March 12, 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. Draft Sewer Comprehensive Plan
- B. Monthly Budget Analysis
- C. Summary of Existing District Projects

6. OTHER BUSINESS

7. MANAGER'S REPORT

8. PUBLIC COMMENT OPPORTUNITY

9. ADJOURNMENT



## LAKE WHATCOM WATER AND SEWER DISTRICT

### AGENDA BILL

DATE SUBMITTED:	March 4, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	March 12, 2014		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Draft Sewer Comprehensive Plan		
LIST DOCUMENTS PROVIDED ⇒	1.		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

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

Over the last several meetings, the Board has been discussing and providing their input on the Draft Sewer Comprehensive Plan. The next and last section for the Board's consideration is Exhibits A through N.

#### **FISCAL IMPACT**

None at this time.

#### **RECOMMENDED BOARD ACTION**

Review and discuss Exhibits A through N.

#### **PROPOSED MOTION**

No motion is necessary at this time.



## LAKE WHATCOM WATER AND SEWER DISTRICT

### AGENDA BILL

DATE SUBMITTED:	March 4, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL <i>Rich Dunn</i>		
MEETING AGENDA DATE:	March 12, 2014		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Monthly Budget Analysis as of 2/28/2014		
	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

		2014 Budget	YTD 2/28/2014 17%	
<b>OPERATING FUND - 401</b>				
<b>REVENUES</b>				
401-343-40-10	Water Sales Metered (9% rate increase) *	1,701,326	266,432	16%
401-343-40-18	Water Lock/Liens/Return Items	3,000	50	2%
401-343-40-19	Water Sales Other (billing suspension, transfer fee etc.)	30,000	4,295	14%
401-343-50-11	Sewer Service Residential (3% rate increase) *	3,537,394	566,001	16%
401-343-50-19	Sewer Service Other (transfer fee, return item etc.)	9,500	1,132	12%
401-359-90-00	Late Charges	65,000	11,327	17%
401-361-11-00	Investment Interest	200	10	5%
401-369-10-00	Sale of scrap/junk recycle	-	255	
401-369-90-00	Bank Fees	3,000	540	18%
401-379-10-20	Permits Operation portion (5 new connection permits)	10,000	5,403	54%
401-398-20-00	Insurance Recoveries			
401-397-10-40	Transfers in from ULID 18 Fund 480	83,000		
<b>TOTAL REVENUES</b>		<b>5,442,420</b>	<b>855,445</b>	<b>15.7%</b>

MONTHLY BUDGET ANALYSIS		Description	2014 Budget	YTD 2/28/2014 17%	
<b>OPERATING FUND - 401</b>					
<b>EXPENDITURES</b>					
401-53X-10-10	Payroll (1% cola plus step increases - 2014)	1,450,000	222,664	15%	
401-53X-10-20	Personnel Benefits	570,000	89,689	16%	
401-53X-10-31	Gen Admin Supplies	25,000	13,683	55%	
401-53X-10-32	Meetings/Team building	2,500	1,238	50%	
401-53X-10-40	Bank Fees ( BofA, AFTS, Expect)	9,500	863	9%	
	County Auditor filing fees (Simplifile)	8,000			
	DataBar (Statement processing)	20,000			
	Answering Service	1,500			
	BIAS Financial Software	20,000			
	Webcheck (Title company transactions)	2,000			
	GE Scada System Software Maintenance	7,500			
	WA State Auditor (2 year audit)	18,500			
	Wilson Engineering	10,000			
	Sewer Comp Plan Update C13-15	20,886			
	Legal counsel	38,000			
	FCS Rate Study	48,500			
	3D - Computer support (includes new server install)	35,000			
	Data Pro - Time clock system	1,500			
	Watchguard	1,000			
	CPA firm	10,000			
	Microsoft Exchange	2,000			
	Cartegraph	8,000			
	SCADA/PLC Support (Engineering)	5,000			
	Auto Desk ( Engineering)	1,000			
	Rockwell ( Engineering)	500			
	Inovise (Engineering)	2,000			
	Master Meter	2,000			
	Custodia/Building maint. services/Security	11,000			
	Landscaping service	4,000			
	Interlocal - Lake Whatcom Management Program	25,000			
	Interlocal - Invasive Species	50,000			
	Interlocal - Lake Whatcom Tributary Monitor	5,000			
	GIS with Whatcom County	1,000			
	Camera Van software	1,500			
	Oasys (Docuware/copy machine contract)	5,000			
	Generator Load Testing	20,000			
	Cyberlock software	1,000			
	Misc (Bid notices etc.)	1,000			
401-53X-10-41	Professional Services (TOTAL)	385,386	75,553	20%	
401-53X-10-42	Communication	40,000	7,674	19%	
401-53X-10-43	Memberships/Dues	16,000	24,654	154%	
401-53X-10-44	B&O Taxes	175,000	12,956	7%	
401-53X-10-45	Admin Lease	2,500	450	18%	
401-53X-10-46	Insurance	102,000	-	0%	
401-53X-10-49	Admin Misc.	1,000	-	0%	
401-53X-40-43	Training & Travel	30,000	2,003	7%	
401-53X-40-44	Tuition reimbursement	6,000	-	0%	
401-53X-40-49	Insurance claims	5,000	-		
401-53X-50-31	Maintenance Supplies	145,000	30,952	21%	
401-53X-50-48	Oper Repair/Maint (Includes Asset Mgmt tools)	35,000	2,423	7%	
	Edge Analytical - water	7,000			
	Emergency Response - sewer tank trucks	5,000			
401-53X-60-41	Operations Contracted (TOTAL)	12,000	682	6%	
401-534-60-47	Water Ops City of Bellingham	30,000	330	1%	
401-535-60-47	Sewer Ops City of Bellingham	800,000	-	0%	
401-53X-80-32	Operations Fuel	30,000	3,910	13%	
401-53X-80-34	Safety supplies	12,000	-	0%	
401-53X-80-47	General Utilities	210,000	41,189	20%	
401-53X-80-49	Laundry	2,000	320	16%	
	<b>TOTAL OPERATING EXPENSES</b>	<b>4,095,886</b>	<b>531,233</b>	<b>13.0%</b>	
<b>TRANSFERS</b>					
401-597-10-00					
	Transfers Out to Capital Projects Fund 420	900,000	51,000		
	Transfers Out to 2009 Bond Debt Service Fund 450	447,450	300		
	Transfers Out to Water Loan Debt Service Fund 470	65,500	-		
	<b>TOTAL EXPENDITURES</b>	<b>5,508,836</b>	<b>582,533</b>	<b>10.6%</b>	
<b>OPERATING FUND</b>					
	<b>REVENUES</b>	<b>5,442,420</b>	<b>855,445</b>		
	<b>EXPENDITURES</b>	<b>(5,508,836)</b>	<b>(582,533)</b>		
	<b>BEGINNING BALANCE</b>	<b>500,000</b>	<b>1,073,881</b>		
	<b>CASH/INVESTMENTS BALANCE</b>	<b>433,584</b>	<b>1,321,899</b>		

MONTHLY BUDGET ANALYSIS		Description	2014 Budget	YTD 2/28/2014
<b>SYSTEM REINVESTMENT FUND - 420</b>				
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)	40,000	10,192
420-379-10-40		Latecomer Fees	500	-
420-397-10-00		Transfers In from Operating Fund 401	900,000	126,000
		<b>TOTAL REVENUES</b>	<b>943,000</b>	<b>136,192</b>
420-534-10-41		DEA Contracted Services	2,500	-
420-534-60-41		Contracted Operations	-	-
420-534-90-61		DEA Refunds	-	-
420-594-38-60		Capital Outlay	-	-
		Previous Projects	231,933	-
	C12-07	Reservoir Drains to Daylight	13,000	-
	C12-14	Dead end blow offs	37,900	-
	C12-16	Polo Park Bridge	49,351	29,063
	C13-03	SVWTP Generator	-	72,980
	C13-04	Cathodic Corrosion protection	75,000	-
	C13-08	Backup benchtop analyzer	3,000	-
	C13-13	Safety Grates at Pump Stations	9,376	-
	C13-14	Server upgrade	5,000	-
	C13-16	Boulevard Sewer Pump Station	39,246	26,469
		New Projects	944,000	-
	C14-12	Admin building irrigation system	10,000	-
	C14-11	Gravel/Asphalt material bin at shop	5,000	-
	C14-05	Strawberry Point Pump Station - Predesign	100,000	-
	C13-16	Boulevard Sewer Pump Station	570,000	-
	C14-04	CMOM - Sewer I&I	103,000	-
	C14-07	Lower Pump Station	7,000	-
	C14-06	Sewer Push Camera	7,000	-
	C14-03	Water System Rehab/Replacement projects	120,000	-
	C14-10	Water Service Rebuilds	12,000	-
	C14-08	SVWTP Spare Raw Water Pump	5,000	-
	C14-09	Dehumidifiers	5,000	4,955
		<b>TOTAL EXPENDITURES</b>	<b>1,178,433</b>	<b>133,467</b>
<b>SYSTEM REINVESTMENT FUND</b>		<b>REVENUES</b>	<b>943,000</b>	<b>136,192</b>
		<b>EXPENDITURES</b>	<b>(1,178,433)</b>	<b>(133,467)</b>
		<b>BEGINNING BALANCE</b>	<b>300,000</b>	<b>0</b>
		<b>CASH/INVESTMENTS BALANCE</b>	<b>64,567</b>	<b>2,726</b>
<b>SEWER/STORM WATER CONTINGENCY FUND - 425</b>				
425-361-11-00		Investment Interest	930	-
		<b>TOTAL REVENUES</b>	<b>930</b>	<b>-</b>
425-535-10-41		Comp Plan Stormwater Chapter	4,821	356
425-535-10-89		Bank Fees	100	24
425-594-38-64		Machinery/Equipment	-	1,300
		<b>TOTAL EXPENDITURES</b>	<b>4,921</b>	<b>1,680</b>
<b>SEWER/STORM WATER CONTINGENCY FUND</b>		<b>REVENUES</b>	<b>930</b>	<b>-</b>
		<b>EXPENDITURES</b>	<b>(4,921)</b>	<b>(1,680)</b>
		<b>BEGINNING BALANCE</b>	<b>933,450</b>	<b>932,970</b>
		<b>CASH/INVESTMENTS BALANCE</b>	<b>929,459</b>	<b>931,290</b>

MONTHLY BUDGET ANALYSIS		Description	2014 Budget	YTD 2/28/2014
<b>CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430</b>				
430-361-11-00		Investment Interest	-	
		<b>TOTAL REVENUES</b>	-	
430-594-35-63		Capital Outlay	-	
	C09-01	Cable-Ranch-PM Pump stations (Retainage)	57,250	
		<b>TOTAL EXPENDITURES</b>	57,250	-
<b>CAPITAL BOND PROJECTS FUND</b>		<b>REVENUES</b>	-	
		<b>EXPENDITURES</b>	(57,250)	-
		<b>BEGINNING BALANCE</b>	57,250	62,663
		<b>CASH/INVESTMENTS BALANCE</b>		62,663
<b>DWSRF PROJECTS FUND - 440</b>				
440-382-90-31		Division 22 Reservoir		
440-382-90-43		Geneva AC Mains		
		<b>TOTAL REVENUES</b>		-
440-594-34-62	C14-01	Division 22 Reservoir		12,065
440-594-34-63	C14-02	Geneva AC Mains		
		<b>TOTAL EXPENDITURES</b>		12,065
<b>DWSRF PROJECTS FUND</b>		<b>REVENUES</b>		-
		<b>EXPENDITURES</b>		12,065
		<b>BEGINNING BALANCE</b>		
		<b>CASH/INVESTMENTS BALANCE</b>		(12,065)
Expenditures offset by draws as projects progress.				
<b>2009 BOND DEBT SERVICE FUND - 450</b>				
450-361-11-00		Investment Interest		
450-397-10-00		Transfers In from Operating Fund 401	447,450	300
		<b>TOTAL REVENUES</b>	447,450	300
450-535-10-41		Bond Admin Fee	300	300
450-591-38-83		Bond Interest payments	212,150	
450-591-38-72		Redemption of Long Term Debt	235,000	
		<b>TOTAL EXPENDITURES</b>	447,450	300
<b>2009 BOND DEBT SERVICE FUND</b>		<b>REVENUES</b>	447,450	300
		<b>EXPENDITURES</b>	(447,450)	(300)
		<b>BEGINNING BALANCE</b>	-	-
		<b>CASH/INVESTMENTS BALANCE</b>		
<b>2009 BOND RESERVE FUND (RESTRICTED) - 460</b>				
460-361-11-00		Investment Interest	500	
		<b>TOTAL REVENUES</b>	500	-
460-535-10-89		Debt Service Charges	100	24
		<b>TOTAL EXPENDITURES</b>	100	24
<b>2009 BOND RESERVE FUND</b>		<b>REVENUES</b>	500	-
		<b>EXPENDITURES</b>	100	24
		<b>BEGINNING BALANCE</b>	501,170	501,157
		<b>CASH/INVESTMENTS BALANCE</b>	501,770	501,133

MONTHLY BUDGET ANALYSIS		2014	YTD
	Description	Budget	2/28/2014
<b>WATER LOANS DEBT SERVICE FUND - 470</b>			
470-397-10-00	Transfers In from Operating Fund 401	65,500	
	<b>TOTAL REVENUES</b>	65,500	-
470-591-38-79	Redemption of Long Term Debt	56,193	
470-592-34-83	Debt Service Interest Loan 119	715	
470-592-34-83	Debt Service Interest Loan 064	8,505	
	<b>TOTAL EXPENDITURES</b>	65,413	-
<b>WATER LOANS DEBT SERVICE FUND</b>	<b>REVENUES</b>	65,500	-
	<b>EXPENDITURES</b>	(65,413)	-
	<b>BEGINNING BALANCE</b>		
	<b>CASH/INVESTMENTS BALANCE</b>		74
<b>ULID 18 LOAN DEBT SERVICE FUND (RESTRICTED) - 480</b>			
480-361-50-00	ULID 18 Interest/Penalties	30,000	485
480-379-10-30	Latecomers Fee	3,000	
480-368-10-00	Current ULID 18 Principal Payments	50,000	4,675
	<b>TOTAL REVENUES</b>	83,000	5,163
480-597-10-01	Transfers Out to Operating Fund 401	83,000	
	<b>TOTAL EXPENDITURES</b>	83,000	-
<b>ULID 18 LOAN DEBT SERVICE</b>	<b>REVENUES</b>	83,000	5,163
	<b>EXPENDITURES</b>	(83,000)	-
	<b>BEGINNING BALANCE</b>		
	<b>CASH/INVESTMENTS BALANCE</b>		5,163





## LAKE WHATCOM WATER AND SEWER DISTRICT

### AGENDA BILL

DATE SUBMITTED:	March 4, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	March 12, 2014		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. March 2014 Summary of Existing District Projects		
NUMBER OF PAGES INCLUDING AGENDA BILL:	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

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

Information only

#### **FISCAL IMPACT**

n/a

#### **RECOMMENDED BOARD ACTION**

Review and discuss

#### **PROPOSED MOTION**

n/a

## LAKE WHATCOM WATER AND SEWER DISTRICT

### Summary of Existing District Projects

Meeting Date		Effective Date		Prepared by	
March 12, 2014		March 6, 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	2		16	
	No of permits projected 2014	5			

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

C1409	Sudden Valley WTP and Agate Heights WTP Dehumidifiers
*C1314	Replace Server Hardware

#### **\*\*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 2014	March 3, 2014
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	February 2014
Flagging Card Training	Triennially	Rich	7/22/16	7/22/2013
Hazardous Waste Activity Report	Annual	Rich	Annual 3/31	March 3, 2014
Labor & Industries Payroll Report	Quarterly	Norma	Quarterly	January 2014
OSHA 300 Log	Annually	Rich	February 2014	January 30, 2014
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				
February 12, 2014				
March 13, 2014 (Scheduled)				
<b>**Summary Of Work-Related Injuries &amp; Illnesses**</b>				
Year	2014	2013	2012	2011
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	11	8	5
Total Number of Days of Job Transfer or Restriction (Light duty or other medical restriction)		5	24	0
Total Number of Days Away From Work (At home, in hospital, not at work)		13	9	0

**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)
- 2/4/2014 3 remaining to install (Rock Ridge, Par, & Lakewood)

**C1214 Dead End Blow Offs**

*Install blow offs at water main dead ends.*

**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.

**C1214-CON Construction Contract**

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**C1216 SVCA Polo Park Bridge Water Main**

*Relocate water main to accomodate new SVCA bridge.*

**C1216-CON Construction Contract**

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- 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.

- 12/12/2013 Pay request for 90% of contract transmitted to contractor for signature. Punch list was attached to pay request.
- 2/4/2014 No one has heard anything from contractor. Wilson is making phone calls to push project close out.
- 3/6/2014 No word on project closeout status from Wilson or contractor.

#### **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-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.

#### **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.
- 2/4/2014 Contractor still has work to complete to reach Substantial Completion. Staff and RH2 scheduled

- meeting with contractor on 2/5/2014 to discuss unfinished work and project schedule. Brian Hansen has been briefed.
- 2/14/2014 Contractor obtains Substantial Completion. Generator put into use by District.
- 3/5/2014 Generator training by Cummins
- 3/6/2014 Contractor working on last few items to achieve final completion.

#### **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 Project Administration and Engineering**

- 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 February/March 2014.

#### **C1306 LLR Sewer Air-Vac Valve Replacement**

*Replace iron/steel air-vac valves with nylon valves.*

##### **C1306-ADM Project Administration**

- 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 Project Administration and Engineering**

- 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.
- 2/4/2014 Staff ordered safety grates.
- 2/26/2014 Received safety grates. District crews will begin installation at pump stations.

#### **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.

- 2/4/2014 Board reviewing draft plan. Small manageable sections discussed/reviewed each Board meeting until full document covered.
- 3/6/2014 Board continues to review sections of the comp plan each meeting. Almost done with internal review.
- 3/26/2014 Tentative. Publish SEPA DNS after implementing Board/Staff review comments.
- 4/9/2014 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.
- 2/12/2014 Board reviewed stormwater chapter. Wilson will compile final changes into sewer comp plan.

### **C1316 Boulevard Sewer Pump Station**

*Replace Boulevard Sewer Pump Station.*

#### **C1316-PH1 Predesign**

- 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.
- 1/22/2014 District staff and RH2 met with two neighboring property owners to discuss project and any concerns they might have. We did learn that stormwater (both groundwater and surface runoff) have been a challenge in that area. RH2 updated and finalized predesign report with neighbor comments/concerns.
- 2/4/2014 District staff and RH2 working on scope of work and fee estimate for design phase. Scope/fee will be discussed at 2/12/2014 Board meeting.

#### **C1316-PH2 Design & Bidding**

- 2/12/2014 Board authorized phase 2 work - design and bidding.
- 3/6/2014 RH2 working on detailed plans and specifications.

### **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 Predesign**

- 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.
- 1/29/2014 Board approved scope of work and fee for Predesign work.
- 2/4/2014 Staff and G&O compiling AE agreement and exhibits for execution.
- 3/6/2014 Signed AE agreements received from consultant. District attorney doing final review. Agreements will then be executed by Patrick.

### **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 Predesign**

- 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 AE agreement executed. Work includes predesign, permitting, topographic surveying, design, and bidding.
- 1/7/2014 Site walk-thru with District staff and Wilson engineers and surveyors.
- 1/9/2014 Conference call with DWSRF project manager, Cathy Brockmann. Key District and Wilson staff attended. Meeting covered basic loan contract requirements and setup coordination between parties.
- 2/4/2014 Wilson preparing preliminary drawings for conceptual water main locations/design. Topographic surveying to follow, when desired alignments are identified.
- 3/6/2014 Wilson performing preliminary engineering and topographic surveying.

#### **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.

##### **C1403-CON**

#### **C1404 2014 Sewer System Rehab and Replacement**

##### **C1404-CON**

##### **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 Predesign**

- 2/4/2014 Staff and RH2 working on scope of work and fee estimate. Scope/fee will be on the 2/12/2014 Board meeting agenda.
- 2/12/2014 Board authorizes phase 1 - predesign work.
- 2/26/2014 Board authorizes a revision to phase 1 not-to-exceed amount.
- 3/6/2014 Signed AE agreements received from consultant. District attorney doing final review. Agreements will then be executed by Patrick.
- 3/6/2014 Staff collecting technical information for RH2 to begin preliminary design.

#### **C1406 Sewer Push Camera for 2" and 4" Pipe**

*Procure sewer push camera for small diameter pipe.*

##### **C1406-ADM**

#### **C1407 Lowe Sewer PS VFD**



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*Replace rotaphase with VFD.*

**C1407-ADM**

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**C1408 SVWTP Spare Raw Water Pump VFD**

*Procure spare VFD for SVWTP raw water pump.*

**C1408-ADM**

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**C1410 Water Service Rebuilds**

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

**C1410-ADM**

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1/22/2014 Submit faxed quotes to HD Fowler, HD Supply, & Ferguson Supply

**C1411 Shop Gravel/Asph Mat'l Bin Improvements**

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

**C1411-ADM**

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**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:	March 4, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	March 12, 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**

**March 12, 2014**

### **Board Meeting**

#### **Important Upcoming Dates:**

- **Meetings Associated with the Lake Whatcom Management Program:**
  - **Policy Group Meeting:** The next meeting will be held **April 14, 2014 at 1:30 p.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 for **March 12, 2014.**
  - **Annual Councils/Commission Meeting:** To be held on **March 26, 2014** in the Bellingham City Hall council chambers from **6:30 to 8:30 p.m.** An open house will start at **6:00 p.m.** Attached are the two resolutions to be introduced by each entity for approval. These are the resolution introduced to the Board at your last meeting. They are now in the District's format. A copy of the agenda is included.
- **Next Regular Board Meeting:** The next regular meeting is scheduled for **March 26, 2014 at 8:00 a.m.**
- **Next Employee Staff Meeting:** Scheduled for **Thursday, March 13, 2014 at 8:00 a.m.** in the Board Room. Commissioner Mc Roberts is scheduled to attend this coming 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, March 11, 2014.** All WASWD Section III Meetings are publicly noticed by the District.
- **Whatcom Water District's Caucus Meeting:** The next meeting is tentatively scheduled for **Wednesday, March 19, 2014 at 3:00 p.m.** in the District's Board Room. These meetings will now be held on the third Wednesday of each month.
- **WRIA 1 Planning Unit Meeting:** The next meeting is tentatively set for **March 26, 2014 at 3:00 p.m.** in the County's Garden Room. This meeting is publicly noticed in the event that a quorum of the Board is present.

**Other:**

- **Committee Meeting Reports as Needed:** This is a place-holder for Board and staff members to report on recent committee meeting reports since the last Board Meeting.
- **2014 WASWD Spring Conference:** Again, the spring meetings will be held this year in Yakima April 10 - 11. The regular Board meeting is scheduled for the evening of April 9, 2014.
- **Legal Counsel Recruitment:** I am now starting the process to develop a Request for Qualifications (RFQ) regarding legal counsel. Brian is back from his vacation and I will have a draft RFQ available for discussion at the March 26 meeting.



**DRAFT Lake Whatcom Cooperative Management Program Annual Joint  
Councils and Commission Meeting, Wednesday, 6:30 PM, March 26, 2014**

Bellingham City Council Chambers  
210 Lottie Street

Meeting Chair: Cathy Lehman, President  
Bellingham City Council

Agenda Topic	Lead	Start Time	Minutes
<b>Staff Open House and Poster Session</b>	Staff	6:00	30
<b>1. Meeting Convened</b>	Chair	6:30	5
▪ Roll call of Councils/Commission			
<b>2. Brief Comments from Executive Management Team</b>	Chair	6:35	10
▪ Mayor Kelli Linville			
▪ County Executive Jack Louws			
▪ Lake Whatcom Water and Sewer District General Manager Patrick Sorenson			
<b>3. Presentation of 2013 Lake Whatcom Work Plan Accomplishments, and major 2014 activities</b>	Staff	6:45	20
<b>4. The Lake Whatcom Management Program 2015-2019 Work Plan - advancing comprehensive phosphorus reductions for the Watershed</b>	Staff	7:05	20
<b>5. Update of the Total Maximum Daily Load (TMDL) process</b>	Staff	7:25	15
<b>6. Discussion and possible votes on Joint Resolutions:</b>	Chair	7:40	20
1. Setting milestones for the 2014-16 period			
2. Inviting Sudden Valley to participate in the Lake Whatcom Policy Group			
<b>7. Public Comment Period</b>	Chair	8:10	20
<b>8. Adjourn</b>	Chair	8:30	

## **LAKE WHATCOM WATER AND SEWER DISTRICT**

### **RESOLUTION No. 802**

A Joint Resolution of Bellingham City Council, Whatcom County Council, and Lake Whatcom Water and Sewer District Commissioners Reaffirming Our Shared Commitment to the Health of Lake Whatcom, Setting Milestones for 2014 through 2016 to Improve Its Water Quality, and Setting Goals for the Work Plan of the Lake Whatcom Policy Group.

**WHEREAS**, Lake Whatcom is the drinking water source for approximately 100,000 Whatcom County residents; and

**WHEREAS**, the Lake's water quality has been generally declining since at least 1988; and

**WHEREAS**, in 1992 the City of Bellingham, Whatcom County, and Lake Whatcom Water and Sewer District (at that time Whatcom County Water District No. 10) jointly formed the Lake Whatcom Management Program and thereby declared their intention to work together to protect and manage Lake Whatcom; and

**WHEREAS**, Lake Whatcom was first listed on the 303(d) list of impaired water bodies under the federal Clean Water Act for excessive levels of phosphorus and fecal coliform in 1998; and

**WHEREAS**, a Total Maximum Daily Load (TMDL) Report of Findings for total phosphorus and fecal coliform in the Lake Whatcom Watershed was issued in 2008 by the Washington State Department of Ecology (DOE) and the US Environmental Protection Agency (EPA) which, when finalized as an Implementation Plan, will require dramatic reductions in phosphorus loading to the Lake; and

**WHEREAS**, excessive phosphorus levels in Lake Whatcom have required substantial investments from the City of Bellingham, Whatcom County and the Lake Whatcom Water and Sewer District to ensure long-term access to sufficient amounts of high quality drinking water; and

**WHEREAS**, the City, County and District strive to ensure that their investments result in effective, sustained annual reductions of phosphorus loading to the Lake; and

**WHEREAS**, sustained reductions in phosphorus loading to the Lake will reduce the long-term costs to the City, its water customers, and the customers of the Lake Whatcom Water and Sewer District; and

**WHEREAS**, substantial additional investments over a number of years will be needed to clean up the Lake; and

**WHEREAS**, the Lake Whatcom Management Program's series of 5 Year Plans have established and implemented actions in major Program Areas needed to improve water quality in the Lake; and

**WHEREAS**, in 2014 development of the next 5 Year Plan will identify and schedule implementation of actions for the five year period, 2015 to 2019; and

**WHEREAS**, completion of a TMDL Implementation Plan will require melding of the load reduction actions contained in the 5 Year Plans with identification of long-term costs needed to achieve reduction targets identified in the 2008 TMDL Report, identification of funding sources, and establishment of a timeline for achieving those reduction targets; and

**WHEREAS**, the Lake Whatcom Policy Group is well positioned to work with staff and the Administrations to identify and facilitate the work needed to complete the TMDL Implementation Plan;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners that:

In cooperation with their respective administrations the councils/commissions of the Lake Whatcom Management Program establish the following milestones for actions necessary to complete and implement a TMDL Implementation Plan and direct the Lake Whatcom Policy Group to initiate and oversee the accomplishment of these milestones.

1.     **2014.** Establish policy principles for all areas of investment, and identify expenditures needed to achieve loan reduction goals in each area.
2.     **2015.** Analyze expenditure levels, identify funding sources and set specific timetables for each area of investment.
3.     **2016.** Complete an Implementation Plan for phosphorus reduction and control of fecal coliform that will meet the requirements of the TMDL, protect our drinking water, and restore lake and tributary water quality.

**ADOPTED** by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 12<sup>th</sup> day of March, 2014.

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Leslie McRoberts, President

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Todd Citron, Secretary

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John W. Millar, Commissioner

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Laura Weide, Commissioner

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Deborah Lambert, Commissioner

Approved as to form:

\_\_\_\_\_  
Brian L. Hansen, Attorney for District



## **LAKE WHATCOM WATER AND SEWER DISTRICT**

### **RESOLUTION No. 803**

A Joint Resolution of Bellingham City Council, Whatcom County Council, and Lake Whatcom Water and Sewer District Commissioners Inviting the Sudden Valley Community Association to Send a Representative to Participate in the Lake Whatcom Policy Group.

**WHEREAS**, Lake Whatcom is the drinking water source for approximately 100,000 Whatcom County residents, including the residents of Sudden Valley; and

**WHEREAS**, Whatcom County, the City of Bellingham and the Lake Whatcom Water and Sewer District have all established policy declaring their commitment to jointly protect and manage Lake Whatcom; and

**WHEREAS**, in 2010 in order to improve communication between the governing bodies and administrative staff those same entities formed the Lake Whatcom Policy Group, comprised of 2 members each from the City and County Councils and 1 member from the Lake Whatcom Water and Sewer District Commissioners; and

**WHEREAS**, the Sudden Valley Community Association plays an integral part in achieving needed reductions in pollution, is currently participating in staff team work sessions, and has been a long-term participant in activities needed to protect the Lake;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners that:

1. The Sudden Valley Community Association (SVCA) Board of Directors be invited to participate as a member of the Lake Whatcom Policy Group.
2. SVCA may select 1 representative to participate in Lake Whatcom Policy Group activities.

**ADOPTED** by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 12<sup>th</sup> day of March, 2014.

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Leslie McRoberts, President

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Todd Citron, Secretary

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John W. Millar, Commissioner

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Laura Weide, Commissioner

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Deborah Lambert, Commissioner

Approved as to form:

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Brian L. Hansen, Attorney for District