



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

June 11, 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. Rate Study Discussion
 - B. Monthly Budget Analysis
 - C. Summary of Existing District Projects
 - D. Boulevard Sewer Pump Station Upgrade Project – Engineering Contract Amendment
 - E. Open Public Meetings Act – Commissioner Training
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	June 3, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	June 11, 2014		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Rate Study Discussion		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Power Point Slides		
	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 May 14, 2014 meeting, the Board discussed rate structure policy issues and decided that the District will propose for additional consideration a low-income senior/disabled rate at a 40% discount and that the base water allocation amount will remain at 600 cubic feet. The Board also requested that FCSG include for consideration calculations reflecting a higher base rate for usage exceeding 2,500 cubic feet.

FISCAL IMPACT

Unknown at this time.

RECOMMENDED BOARD ACTION

Discuss the additional information provided by FCSG.

PROPOSED MOTION

No proposed motion at this time.

Lake Whatcom Water & Sewer District



2014 Water and Sewer Rate Study
Update Including New "Alternative F"
for Water Rate Design

Water Rate Alternatives Comparison

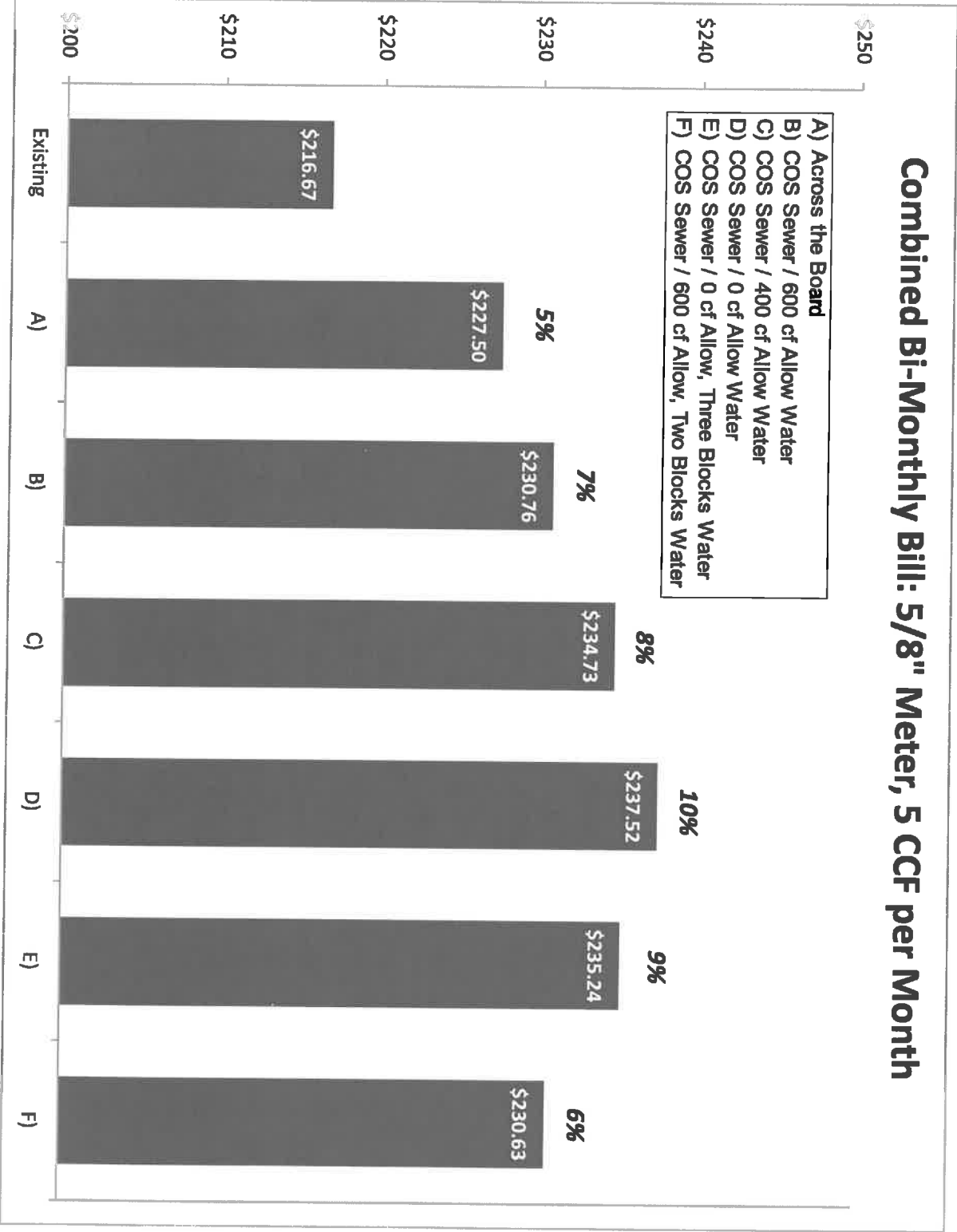
Alter-native	Description	Low-Income Senior / Disabled Rates?	Allowance	Revenue Profile (Fixed / Variable)	2015 Rates		
					5/8" Fixed Rate + Variable Rate	Bi-Monthly Sample Bill 5/8" , 5 ccf / mo.	% above 2014
Existing	2014 Existing Rates	No	600 ccf	58% / 42%	\$50.05	\$75.33	
Across the Board Rate							
A	Increase to Existing Rates in 2014	No	600 ccf	58% / 42%	\$54.43	\$81.92	8.75%
					\$6.87 per ccf		
B	Cost of Service - Maintain Allowance	Yes	600 ccf	55% / 45%	\$52.68	\$82.73	9.82%
					\$7.51 per ccf		
C	Cost of Service - Decrease Allowance	Yes	400 ccf	49% / 51%	\$46.38	\$86.69	15.08%
					\$6.72 per ccf		
D	Cost of Service - Eliminate Allowance	Yes	0 ccf	40% / 60%	\$37.17	\$89.48	18.79%
					\$5.23 per ccf		
\$37.17							
E	Cost of Service - Eliminate Allowance + Block Rates (First & Second Block maximums at 600 and 2,000 ccf)	Yes	0cf	40% / 60%	B1: \$4.17 per ccf B2: \$6.26 per ccf B3: \$8.34 per ccf	\$87.21	15.77%
\$52.68							
F	Cost of Service - Eliminate Allowance + Block Rates (First Block Maximum at 2,500 ccf)	Yes	600 ccf	55% / 45%	B1: \$7.48 per ccf B2: \$9.35 per ccf	\$82.60	9.65%

Alternative F - Rate Schedule

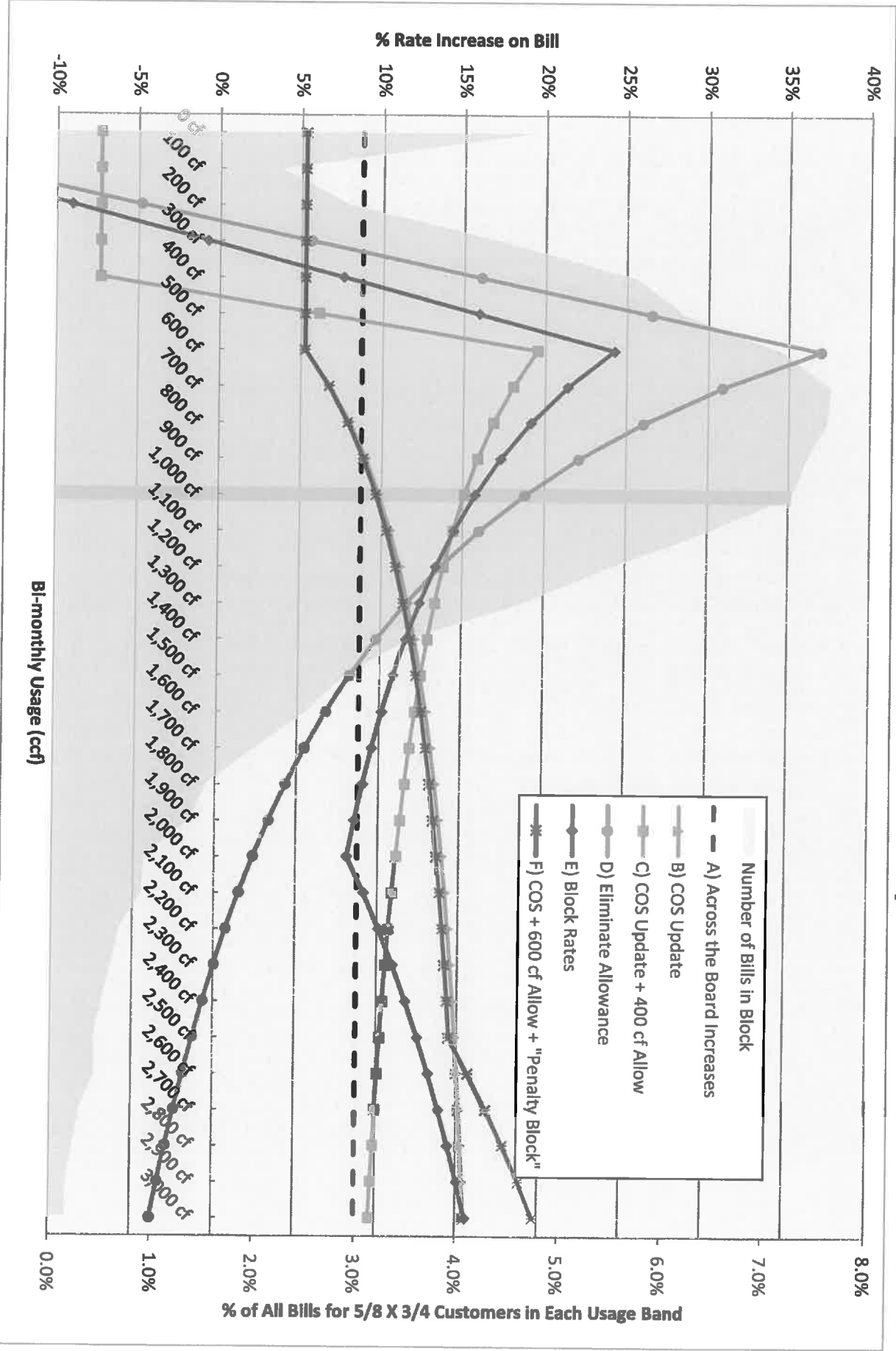
Cost of Service - Two-Tiered Increasing Block									
With Low-Income Senior / Disabled			Fixed: 55%		Variable: 45%				
			2014	2015	2016	2017	2018	2019	
Fixed Charge	0.625		\$ 50.05	\$ 52.68	\$ 57.29	\$ 62.31	\$ 67.60	\$ 70.31	
	1.00		\$ 62.84	\$ 69.88	\$ 75.99	\$ 82.64	\$ 89.67	\$ 93.25	
	1.50		\$ 86.31	\$ 96.40	\$ 104.83	\$ 114.00	\$ 123.69	\$ 128.64	
	2.00		\$ 109.78	\$ 133.19	\$ 144.84	\$ 157.52	\$ 170.91	\$ 177.74	
	3.00		\$ 212.05	\$ 263.40	\$ 286.45	\$ 311.51	\$ 337.99	\$ 351.51	
Allowance (cf)		600 cf		600 cf	600 cf	600 cf	600 cf	600 cf	
Volume Charge									
(cubic feet)									
Block One (601 - 2500)		\$	0.0632	\$ 0.0748	\$ 0.0813	\$ 0.0885	\$ 0.0960	\$ 0.0998	
Block Two (> 2500)		\$	0.0632	\$ 0.0935	\$ 0.1017	\$ 0.1106	\$ 0.1200	\$ 0.1248	
Non Single Family Uniform Charge (per cf)									
			\$	0.0761	\$ 0.0828	\$ 0.0900	\$ 0.0977	\$ 0.1016	
System - Wide Rate Increases			8.75%	8.75%	8.75%	8.75%	8.50%	4.00%	

Note: Low-Income Senior / Disabled assumed to receive 40% discount on bill

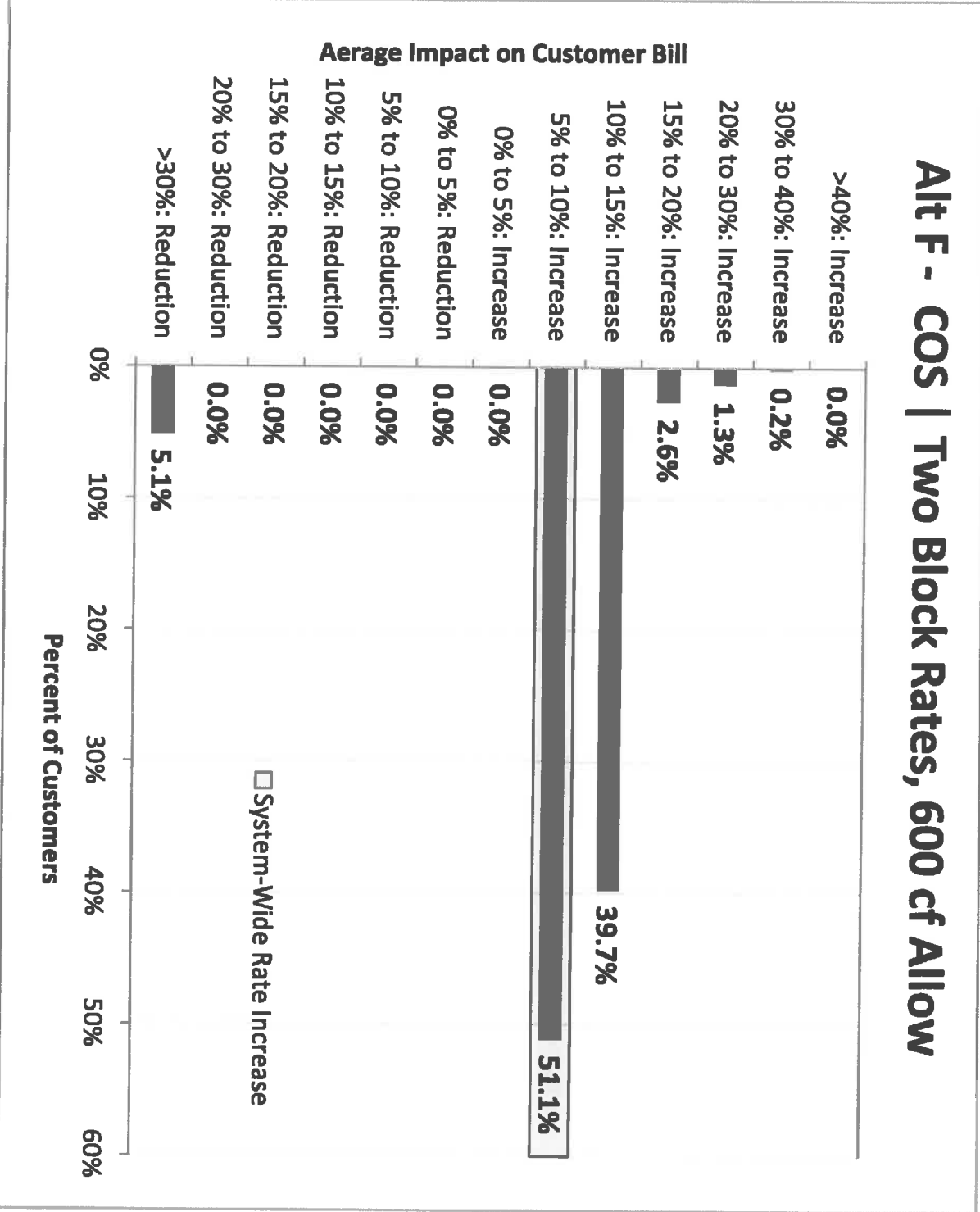
Combined Sample Bills



Percentage Bill Impacts

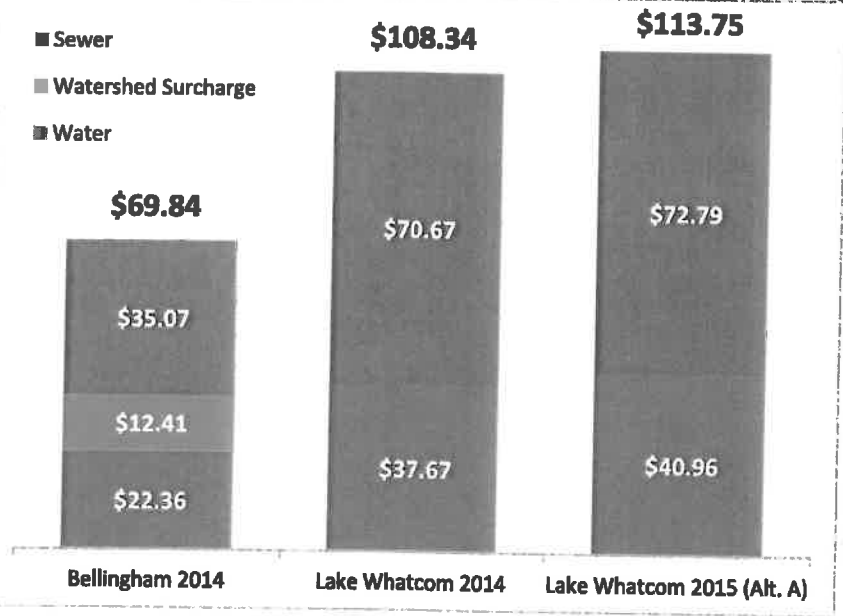


Customer Impacts



In addition to the surveys above, the Board requested a comparison between the combined bills of District and the City of Bellingham. A comparison is shown below in **Exhibit 7-3**. As can be seen below, Bellingham’s Water and Watershed charges combine to an amount that is relatively comparable to LWUSD’s standalone water charge. However, the District’s sewer charge is approximately twice as much as the City’s sewer charge.

Exhibit 7-3: Total Bill Comparison between District and City of Bellingham



SECTION 8: RECOMMENDATIONS

As discussed in Section 2, we recommend taking advantage of the fund allocations performed in this study to separate the Operating Fund balances between Water and Sewer beginning in the 2015 budget. We also recommend that the rate-funded system reinvestment for the Water system be revisited at the next rate study, with the goal of increasing the amount of rate-funded capital as a percentage of annual depreciation.

We recommend that District adopt the system-wide rate increases shown in Exhibit 8-1.

Exhibit 8-1: Recommended Revenue Requirement Increases

Utility	2015 Projected	2016 Projected	2017 Projected	2018 Projected	2019 Projected
Water	8.75%	8.75%	8.75%	8.50%	4.00%
Sewer	3.00%	2.50%	2.50%	2.50%	2.50%

Assuming these overall rate adjustments, we recommend the following rate designs.

For Sewer, we recommend adopting Alternative B. This alternative incorporates the updated cost-of-service analysis, which shifts some of the costs from the account charge into the dwelling unit charge. This alternative also incorporates Low-Income Senior/Disabled rates so that those customers receive a 40% discount. The rates are shown in Exhibit 8-2.

Exhibit 8-2: Sewer – Alternative B – Rate Schedule (Bi-Monthly)

Bi-Monthly Rate Schedule		2014	2015	2016	2017	2018	2019
		Existing	Projected	Projected	Projected	Projected	Projected
Annual System-Wide Rate Increases:			3.00%	2.50%	2.50%	2.50%	2.50%
Cost of Service Rates - Alternative B							
With Low-Income Senior / Disabled at 40% Discount							
<u>Regular Customers</u>							
Account	\$	8.27	\$ 7.03	\$ 7.21	\$ 7.39	\$ 7.57	\$ 7.76
Volume Charge per Dwelling Unit	\$	133.07	\$ 141.00	\$ 144.53	\$ 148.14	\$ 151.85	\$ 155.64
Total Charge per Bi-Month	\$	141.34	\$ 148.03	\$ 151.74	\$ 155.53	\$ 159.42	\$ 163.40
<u>Low-Income Senior / Disabled</u>							
Account	\$		4.22	\$ 4.32	\$ 4.43	\$ 4.54	\$ 4.66
Volume Charge per Dwelling Unit	\$		84.60	\$ 86.72	\$ 88.89	\$ 91.11	\$ 93.39
Total Charge per Bi-Month	\$		88.82	\$ 91.04	\$ 93.32	\$ 95.65	\$ 98.04
Low-Income Senior / Disabled rates as % of Regular			60%	60%	60%	60%	60%

For Water, we support the adoption of Alternative F, which is the preferred alternative per Board direction. This alternative maintains the existing usage allowance, incorporates the cost of service analysis, creates a 40% discount for senior low-income/disabled customers, and implements a higher usage rate for consumption that exceeds 2,500 cubic feet in a given billing period.

Like Alternative B (which is also a reasonable alternative), Alternative F avoids the most dramatic percentage increases on the large group of medium users, at a time when the systemwide rate increases are already high. By keeping the usage allowance at 600 cf per bi-month, Alternative F also keeps the revenue stability at close to the same level as at present. Although we do anticipate further usage decreases from the customers whose water consumption puts them in the “penalty block,” the number of those customers is small, so by itself, the penalty block should not materially affect the revenue stability of the overall system, beyond the continuing trend toward greater water conservation from all customers.

One downside of Alternative F is its complexity—with Low-Income Senior/Disabled rates, a usage allowance, and also block rates for the highest water users, it will be harder to explain to customers. However, Alternative F is a reasonable reflection of the Board’s policy goals and the cost of providing water service to various groups of customers in the District.

Exhibit 8-3 shows the rates resulting from Alternative F.

Exhibit 8-3: Water – Alternative F – Rate Schedule (Bi-Monthly)

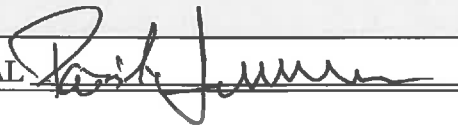
Cost of Service - Two-Tiered Increasing Block With Low-Income Senior / Disabled				Fixed: 55%		Variable: 45%							
2014				2015		2016		2017		2018		2019	
Fixed Charge													
0.625	\$	50.05	\$	52.68	\$	57.29	\$	62.31	\$	67.60	\$	70.31	
1.00	\$	62.84	\$	69.88	\$	75.99	\$	82.64	\$	89.67	\$	93.25	
1.50	\$	86.31	\$	96.40	\$	104.83	\$	114.00	\$	123.69	\$	128.64	
2.00	\$	109.78	\$	133.19	\$	144.84	\$	157.52	\$	170.91	\$	177.74	
3.00	\$	212.05	\$	263.40	\$	286.45	\$	311.51	\$	337.99	\$	351.51	
Allowance (cf)		600 cf		600 cf		600 cf		600 cf		600 cf		600 cf	
Volume Charge (cubic feet)													
Block One (601 - 2500)		\$	0.0632	\$	0.0748	\$	0.0813	\$	0.0885	\$	0.0960	\$	0.0998
Block Two (> 2500)		\$	0.0632	\$	0.0935	\$	0.1017	\$	0.1106	\$	0.1200	\$	0.1248
Non Single Family Uniform Charge (per cf)				\$	0.0761	\$	0.0828	\$	0.0900	\$	0.0977	\$	0.1016
System - Wide Rate Increases				8.75%		8.75%		8.75%		8.50%		4.00%	

All of the alternative rate schedules are shown in Appendix A.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	June 3, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL 		
MEETING AGENDA DATE:	June 11, 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 5/31/2014		
	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

Description		2014 Budget	YTD 5/31/2014 42%	
OPERATING FUND - 401				
REVENUES				
401-343-40-10	Water Sales Metered (9% rate increase) *	1,701,326	673,858	40%
401-343-50-11	Sewer Service Residential (3% rate increase) *	3,537,394	1,427,971	40%
401-343-50-19	Sewer Service Other (Multi units)	9,500	2,621	28%
401-343-81-10	Combined Fees (Locks, Liens, Transfers, Suspensions)	33,000	14,140	43%
401-359-90-00	Late Charges	65,000	26,183	40%
401-361-11-00	Investment Interest	200	36	18%
401-369-10-00	Sale of scrap/junk recycle	-	1,430	
401-369-90-00	Bank Fees	3,000	1,300	43%
401-379-10-20	Permits Operation portion (5 new connection permits)	10,000	16,044	160%
401-395-40-00	Sale of capital assets		5,000	
401-398-20-00	Insurance Recoveries			
401-397-10-40	Transfers in from ULID 18 Fund 480	83,000	54,000	65%
TOTAL REVENUES		5,442,420	2,222,583	40.8%

MONTHLY BUDGET ANALYSIS			2014	YTD	
	Description		Budget	5/31/2014	
OPERATING FUND - 401				42%	
401-53X-10-10	Payroll (1% cola plus step increases - 2014)		1,450,000	596,896	41%
401-53X-10-20	Personnel Benefits		570,000	218,075	38%
401-53X-10-31	Gen Admin Supplies		25,000	9,096	36%
401-53X-10-32	Meetings/Team building		2,500	827	33%
401-53X-10-40	Bank Fees (BofA, AFTS, Expect)		9,500	3,727	39%
	Interlocal - Lake Whatcom Management Program		25,000		
	Interlocal - Invasive Species		50,000		
	Interlocal - Lake Whatcom Tributary Monitor		5,000		
401-534-10-41-00	Water Quality Assurance Programs (TOTAL)		80,000	4,171	
	County Auditor filing fees (Simplifile)		6,000		
	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)		30,000		
	Docu Ware annual maint/support		5,000		
	Data Pro - Time clock system		1,500		
	Watchguard		1,000		
	CPA firm		10,000		
	ESRI (ARC GIS)		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		
	Custodial/Building maint. services/Security		11,000		
	Landscaping service		4,000		
	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-10-41-01	Professional Services (TOTAL)		385,386	153,029	40%
401-53X-10-42	Communication		40,000	21,408	54%
401-53X-10-43	Memberships/Dues		16,000	21,601	135%
401-53X-10-44	B&O Taxes		175,000	77,998	45%
401-53X-10-45	Admin Lease		2,500	898	36%
401-53X-10-46	Insurance		102,000	-	0%
401-53X-10-49	Admin Misc.		1,000	595	60%
401-53X-40-43	Training & Travel		30,000	10,140	34%
401-53X-40-44	Tuition reimbursement		6,000	-	0%
401-53X-40-49	Insurance claims		5,000	56,995	
401-53X-50-31	Maintenance Supplies		145,000	55,362	38%
401-53X-50-48	Oper Repair/Maint (includes Asset Mgmnt tools)		35,000	15,313	44%
	Edge Analytical - water		7,000		
	Emergency Response - sewer tank trucks		5,000		
401-53X-60-41	Operations Contracted (TOTAL)		12,000	5,745	48%
401-534-60-47	Water Ops City of Bellingham		30,000	13,933	46%
401-535-60-47	Sewer Ops City of Bellingham		800,000	303,084	38%
401-53X-80-32	Operations Fuel		30,000	18,315	61%
401-53X-80-34	Safety supplies		12,000	198	2%
401-53X-80-47	General Utilities		210,000	88,982	42%
401-53X-80-49	Laundry		2,000	782	39%
	TOTAL OPERATING EXPENSES		4,095,886	1,677,170	40.9%
	Transfers Out to Capital Projects Fund 420		900,000	246,000	
	Transfers Out to 2009 Bond Debt Service Fund 450		447,450	106,375	
	Transfers Out to Water Loan Debt Service Fund 470		65,500	-	
	TOTAL EXPENDITURES		5,508,836	2,029,545	36.8%
OPERATING FUND					
	REVENUES		5,442,420	2,222,583	
	EXPENDITURES		(5,508,836)	(2,029,545)	
	BEGINNING BALANCE		500,000	1,073,881	
	CASH/INVESTMENTS BALANCE		433,584	1,268,079	

MONTHLY BUDGET ANALYSIS		Description	2014	YTD
			Budget	5/31/2014
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)	40,000	30,304	
420-379-10-40	Latecomer Fees	500		
420-397-10-00	Transfers In from Operating Fund 401	900,000	246,000	
	TOTAL REVENUES	943,000	276,304	
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	37,960		
	C12-16 Polo Park Bridge	49,351	29,063	
	C13-03 SVWTP Generator		82,907	
	C13-04 Cathodic Corrosion protection	75,000		
	C13-08 Backup benchtop analyzer	3,000		
	C13-13 Safety Grates at Pump Stations	9,376	3,262	
	C13-14 Server upgrade	15,000	14,755	
	C13-16 Boulevard Sewer Pump Station	39,246	115,368	
	New Projects	944,000		
	C 13-16 Boulevard Sewer Pump Station	570,000		
	C 14-03 Water System Rehab/Replacement projects	120,000		
	C 14-04 CMOM - Sewer I&I	103,000		
	C 14-05 Strawberry Point Pump Station - Predesign	101,958	18,419	
	C 14-06 Sewer Push Camera	7,000		
	C 14-07 Lowe Pump Station	7,000		
	C 14-08 SVWTP Spare Raw Water Pump	5,000		
	C 14-09 Dehumidifiers	5,000	4,955	
	C 14-10 Water Service Rebuilds	12,000	7,263	
	C 14-11 Gravel/Asphalt material bin at shop	5,000		
	C 14-12 Admin building irrigation system	-		
	TOTAL EXPENDITURES	1,178,433	275,992	
SYSTEM REINVESTMENT FUND		REVENUES	943,000	276,304
	EXPENDITURES	(1,178,433)	(275,992)	
	BEGINNING BALANCE	300,000	0	
	CASH/INVESTMENTS BALANCE	64,567	311	
SEWER/STORM WATER CONTINGENCY FUND - 425				
425-361-11-00	Investment Interest	930		
	TOTAL REVENUES	930	-	
425-535-10-41	Comp Plan Stormwater Chapter	4,821	7,268	
425-535-10-89	Bank Fees	100	60	
425-594-38-64	Machinery/Equipment		1,300	
	TOTAL EXPENDITURES	4,921	8,628	
SEWER/STORM WATER CONTINGENCY FUND		REVENUES	930	-
	EXPENDITURES	(4,921)	(8,628)	
	BEGINNING BALANCE	933,450	932,970	
	CASH/INVESTMENTS BALANCE	929,459	924,342	

MONTHLY BUDGET ANALYSIS		Description	2014 Budget	YTD 5/31/2014
CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430				
430-361-11-00		Investment interest	-	
		TOTAL REVENUES	-	
430-594-38-63		Capital Outlay	-	
	C09-01	Cable-Ranch-PM Pump stations (Retainage)	57,250	
		TOTAL EXPENDITURES	57,250	-
CAPITAL BOND PROJECTS FUND		REVENUES	-	
		EXPENDITURES	(57,250)	-
		BEGINNING BALANCE	57,250	62,683
		CASH/INVESTMENTS BALANCE		62,683
DWSRF PROJECTS FUND - 440				
440-382-90-31		Division 22 Reservoir		
440-382-90-43		Geneva AC Mains		
		TOTAL REVENUES		-
440-594-34-62	C14-01	Division 22 Reservoir		10,733
440-594-34-63	C14-02	Geneva AC Mains		53,851
		TOTAL EXPENDITURES		64,584
DWSRF PROJECTS FUND		REVENUES		-
		EXPENDITURES		64,584
		BEGINNING BALANCE		
		CASH/INVESTMENTS BALANCE		(64,583)
Expenditures offset by draws as projects progress.				
2009 BOND DEBT SERVICE FUND - 450				
450-361-11-00		Investment interest		
450-397-10-00		Transfers in from Operating Fund 401	447,450	106,375
		TOTAL REVENUES	447,450	106,375
450-535-10-41		Bond Admin Fee	300	300
450-591-35-72		Redemption of Long Term Debt	235,000	
450-591-35-83		Bond Interest payments	212,150	106,075
		TOTAL EXPENDITURES	447,450	106,375
2009 BOND DEBT SERVICE FUND		REVENUES	447,450	106,375
		EXPENDITURES	(447,450)	(106,375)
		BEGINNING BALANCE	-	-
		CASH/INVESTMENTS BALANCE		
2009 BOND RESERVE FUND (RESTRICTED) - 460				
460-381-11-00		Investment interest	500	
		TOTAL REVENUES	500	-
460-535-10-89		Debt Service Charges	100	60
		TOTAL EXPENDITURES	100	60
2009 BOND RESERVE FUND		REVENUES	500	-
		EXPENDITURES	100	60
		BEGINNING BALANCE	501,170	501,157
		CASH/INVESTMENTS BALANCE	501,770	501,097

MONTHLY BUDGET ANALYSIS	Description	2014	YTD	
		Budget	5/31/2014	
WATER LOANS DEBT SERVICE FUND - 470				
470-397-10-00	Transfers In from Operating Fund 401	65,500		
	TOTAL REVENUES	65,500	-	
470-591-38-79	Redemption of Long Term Debt	58,193		
470-592-34-83	Debt Service Interest Loan 119	715		
470-592-34-83	Debt Service Interest Loan 064	8,505		
	TOTAL EXPENDITURES	65,413	-	
WATER LOANS DEBT SERVICE FUND				
	REVENUES	65,500	-	
	EXPENDITURES	(65,413)	-	
	BEGINNING BALANCE			
	CASH/INVESTMENTS BALANCE		74	
ULID 18 LOAN DEBT SERVICE FUND (RESTRICTED) - 480				
480-361-50-00	ULID 18 Interest/Penalties	30,000	18,418	
480-368-10-00	Current ULID 18 Principal Payments	50,000	39,931	
480-379-10-30	Latecomers Fee	3,000	-	
	TOTAL REVENUES	83,000	58,349	
480-597-10-01	Transfers Out to Operating Fund 401	83,000	54,000	
	TOTAL EXPENDITURES	83,000	54,000	
ULID 18 LOAN DEBT SERVICE				
	REVENUES	83,000	58,349	
	EXPENDITURES	(83,000)	(54,000)	
	BEGINNING BALANCE			
	CASH/INVESTMENTS BALANCE		4,349	



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	June 3, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>Bill Hunter</i>		
MEETING AGENDA DATE:	June 4, 2014		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. June 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
June 11, 2014	June 5, 2014	LE/BH
Status of Water and Sewer Permit Issuance		
SCOPE	Provide a monthly update on permit activity.	
STATUS		Permits Issued 2014
	No of permits issued	7
	No of permits projected 2014	5
		Permits Issued 2013
		16

Completed Capital Projects in 2014	
C1410	Water Service Rebuilds
C1409	Sudden Valley WTP and Agate Heights WTP Dehumidifiers
C1314	Replace Server Hardware
C1313	Safety Grates at Pump Stations
C1211	Wet Well Pressure Transmitters

State Required Report Status			
Reporting	Name of Report & Preparer	Completed	When Due
MONTHLY	Chlorination Report Agate Heights (Kevin)	Jan <input checked="" type="checkbox"/> Feb <input checked="" type="checkbox"/> Mar <input checked="" type="checkbox"/> Apr <input checked="" type="checkbox"/> May <input checked="" type="checkbox"/> June <input checked="" type="checkbox"/>	Postmarked by 10 th of month
		July <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec <input type="checkbox"/>	
	Surface Water Treatment Rule Report (SVWTP) (Kevin)	Jan <input checked="" type="checkbox"/> Feb <input checked="" type="checkbox"/> Mar <input checked="" type="checkbox"/> Apr <input checked="" type="checkbox"/> May <input checked="" type="checkbox"/> June <input checked="" type="checkbox"/>	Postmarked by 10 th of month
		July <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec <input type="checkbox"/>	
	Department of Revenue (Debi)	Jan <input checked="" type="checkbox"/> Feb <input checked="" type="checkbox"/> Mar <input checked="" type="checkbox"/> Apr <input checked="" type="checkbox"/> May <input checked="" type="checkbox"/> June <input checked="" type="checkbox"/>	Due end of following month
		July <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec <input type="checkbox"/>	
ANNUALLY	Community Right to Know (Hazardous Materials) (Rich)	Completed March 3, 2014	Due by March 31st
	WA State Cross Connection Report (Rich)	Completed April 22, 2013	Due Annually
	Consumer Confidence Reports (Kevin)	Completed April, 2014	<ul style="list-style-type: none"> • Geneva- 4/14 • Sudden Valley 4/14 • Eagleridge – 4/14 • Agate Hghts – 4/14
	Hazardous Waste Activity Report (Rich)	Completed March 3, 2014	Due by March 31st
	OSHA 300 Log (Rich)	Completed January 30, 2014	Due by Feb 28th
	Water Use Efficiency Performance Report (Kevin)	Completed April 2014	Due by July 1st
	Washington State Financial Report (Debi)	Completed May 2014	Due by May 31st
OTHER	CPR/First Aid Training (Rich)	Completed 12/18/12	Due Biennially Next Due 2014
	Flagging Card Training (Rich)	Completed 7/22/2013	Due Triennially Next Due 2016

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.				
Dates of Safety Committee Meetings				
January 8, 2014				
February 12, 2014				
March 13, 2014				
April 9, 2014				
May 14, 2014				
June 10, 2014				
Summary Of Work-Related Injuries & Illnesses				
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"> • Death • Medical treatment beyond first aid • Loss of consciousness • Significant injury or illness diagnosed by a licensed health care professional • Days away from work (off work) • Restricted work or job transfer 	0	11	8	5
Total Number of Days of Job Transfer or Restriction (Light duty or other medical restriction)	0	5	24	0
Total Number of Days Away From Work (At home, in hospital, not at work)	0	13	9	0

Lake Whatcom Water & Sewer District
Capital Improvement Projects Staff Report

Boulevard Sewer Pump Station

Construction of project by Interwest Construction, Inc.

C1316-CON

6/3/2014 Notice of Intent to Award sent to Interwest Construction, Inc. Contractor gathering bonds, insurance, signing contracts, etc.

C1207 Reservoir Overflow Drains to Daylight

Route reservoir overflow drains to daylight.

C1207-ENG Project Administration and Engineering

4/2/2014 Staff working with G&O to look at overflow/drain line improvements for Division 22 as part of project C1401.

C1207-CON Construction Contract

C1214 Dead End Blow Offs

Install blow offs at water main dead ends.

C1214-ADM Project Administration

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

C1214-CON Construction Contract

C1216 SVCA Polo Park Bridge Water Main

Relocate water main to accomodate new SVCA bridge.

C1216-CON Construction Contract

7/16/2012 Bid opening 2:10pm. Two bids received.

7/31/2012 Bid Opening 2:05pm

8/1/2012 Bid cancelled 7/26/2012. All plan holders were notified 7/27/2012 of cancellation. Cancellation was due to permitting delays on SVCA's project. Project now tentativley scheduled for Summer 2013.

5/5/2013 Advertisement for Bids published in Bellingham Herald

5/21/2013 Bid Opening 2:10pm. Two bids received.

5/29/2013 Award contract to Strider Construction.

7/10/2013 Pre-Construction Meeting

8/7/2013 Contractor working on creek bed and bridge abutment improvements for SVCA. No water main work yet except for isolation and removal of pipe.

10/2/2013 Contractor installed new water main up to the bridge abutments.

11/6/2013 Contractor working on punch list.

12/12/2013 Pay request for 90% of contact 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.

5/7/2014 No word on project closeout status from Wilson or contractor. Staff requested Wilson press Strider to finish as soon as possible. Next steps are contacting bonding company and review project with Brian Hansen.

6/3/2014 Wilson working with contractor to finish punch list and complete closeout paperwork. No word on any progress made as of 6/3/2014.

C1216-ENG Project Administration and Engineering

- 6/4/2012 Wilson made minor adjustments to construction contract documents. Project will be advertised in Bellingham Herald in the next couple days.
- 6/21/2012 Site visit with staff and Wilson. District staff to install isolation valves in July prior to bridge construction.
- 11/6/2012 Crews in progress of relocating water services to prepare for installation of isolation valves and thrust blocks.
- 11/28/2012 Services have been moved and isolation valves installed on the main. Crews will be installing reverse thrust blocks when weather allows this winter. District will be ready for SVCA construction summer 2013.
- 4/3/2013 SVCA moving ahead with plans to construct summer 2013. Wilson preparing task order for upcoming work/support.
- 5/1/2013 Wilson made minor adjustments to construction contract documents. Project will be advertised in the next couple days.
- 5/5/2013 Advertisement for bids. Bellingham Herald legals.
- 5/21/2013 Bid Opening. 2:05pm.
- 5/29/2013 Board award contract to Strider Construction.
- 6/5/2013 Contract agreement, bonds, and insurance are being prepared for execution.

C1303 SVWTP Generator

Replace undersized SVWTP natural gas generator with larger diesel unit capable of running treatment plant with two booster pumps on plus Afternoon Beach Sewer Pump Station.

C1303-CON Construction Contract

- 7/23/2013 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.
- 3/26/2014 Board accepts the construction contract with Legacy as complete. Staff preparing project close out paperwork.
- 6/3/2014 Staff processing final pay request. Notice of Completion will be completed and submitted to state agencies to close project.

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.
- 4/2/2014 RH2 preparing technical memo to install auto transfer switch for Afternoon Beach PS. Staff will use memo to obtain local quotes from electricians to install the new transfer switch.

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.

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.
- 5/7/2014 Wilson has address DOE and County agency comments. Board will formally approve comp plan at 5/14/2014 meeting. Almost done.
- 5/14/2014 Board approves compl plan with a few new pages. Wilson will submit to County Council for their approval.

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.
 - 4/23/2014 Substantial Shoreline Development Permit Public Hearing 130pm at Whatcom County Council Chambers. Shoreline permit was approved.
 - 5/7/2017 RH2 pursuing minor misc County permits for project.

- 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.
 - 3/26/2014 RH2 and District crew review 60% complete drawings. RH2 continuing detailed design incorporating District comments.
 - 5/7/2014 District reviewed 90% plans and specs. RH2 finishing design and bid documents.
 - 5/9/2014 Advertisement for Bids in BellIngham Herald
 - 5/14/2014 Non Mandatory Prebid Meeting
 - 5/22/2014 Bid Opening 205pm.
 - 5/28/2014 Award Construction Contract at Board Meeting. Awarded to Interwest Construction.
 - 6/3/2014 RH2 reviewed bidder responsibility, bid responsiveness, and check references. All looked good. A Notice of Intent to Award was sent to contractor.

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.
 - 4/1/2014 G&O and staff had project kick-off meeting. G&O compiling list of information/data to begin predesign work. Topo survey will begin in a couple weeks.
 - 5/7/2014 Consultant has performed topographic/boundary survey. Staff compiling water system data needed for consultants predesign work.

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.
- 4/2/2014 Wilson continues preliminary engineering and topo surveying work.
- 4/22/2014 Wilson and District staff meet to coordinate project activities. Topographic surveying and predesign work is in full swing.
- 6/3/2014 Wilson continues topographic surveying, mapping, and pre-design.

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.
- 4/24/2014 Advertisement sent to Bham Herald
- 4/27/2014 Advertisement in Bham Herald
- 5/5/2014 Pre-Bid Meeting
- 5/15/2014 Bid Opening
- 5/28/2014 Tentative - Award Construction Contract at Board Meeting.
- 5/28/2014 Notice of Intent to Award sent to Pro-Vac
V

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 authoizes 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.
- 4/2/2014 RH2 reviewing pump station run time data for last couple years. Staff to provide detailed on/off data for selected key dates.
- 5/7/2014 Topographic survey is done. RH2 continuing predesign work.

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 rotophase with VFD.
C1407-ADM

C1408 SVWTP Spare Raw Water Pump VFD
Procure spare VFD for SVWTP raw water pump.
C1408-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 as shop.
C1411-ADM

C1412 Admin Building Irrigation System
Install irrigation system at Admin Building.
C1412-ADM

- 4/2/2014 Staff obtaining quotes from landscape companies for installation of irrigation system.



LAKE WHATCOM WATER AND SEWER DISTRICT
AGENDA BILL

DATE SUBMITTED:	June 3, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	June 11, 2014		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Boulevard Sewer Pump Station Upgrade Project – Engineering Contract Amendment		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Scope of Work, Estimate, Schedule		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

RH2 Engineering is nearly complete with their Phase 2 Scope of Work. Phase 2 included Design Plans and Specifications, Additional Permitting, and Services During Bidding.

Staff recommends amending RH2 Engineering’s agreement to add “Phase 3 – Services During Construction” which includes Construction Contract Administration, Submittal Review, Inspection, Testing and Startup, SCADA Programming, and Record Drawings. The proposed scope of work, fee estimate, and schedule are attached.

FISCAL IMPACT

The District’s 2014 budget includes \$590,000 (including +\$20k reallocation at 5/28/2014 Board Meeting) for design, bidding, services during construction, and construction contract.

Current cost projections are:

Design, Bidding (RH2 Phase 2)	\$99,006.00
Services During Construction (RH2 Phase 3)	\$89,468.00
<u>Geotechnical Testing (MTC, Inc.)</u>	<u>\$3,135.00</u>
Subtotal	\$191,609.00
 <u>Construction Contract (Including tax)</u>	 <u>\$383,757.99</u>
 Total 2014 Projected Expenses (including tax)	 \$575,366.99

Projected expenses are within the District’s approved 2014 budget.

Note: RH2 completed Phase 1Pre-Design and Permitting in 2013 for \$84,771 as part of the 2013 District budget. This is not included in the 2014 budget or projected estimates above.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Authorize the General Manager to execute an Amendment to RH2 Engineering’s Architectural/Engineering Agreement to include Phase 3 - Services During Construction based on time and materials not to exceed \$89,468.

Exhibit A
SCOPE OF WORK
Contract Amendment No. 2
Lake Whatcom Water and Sewer District
Boulevard Sewer Pump Station Improvements
Phase 3 – Services During Construction
May 13, 2014

BACKGROUND

RH2 Engineering, Inc., (RH2) has completed the design phase of the Boulevard Sewer Pump Station Improvements project for the Lake Whatcom Water and Sewer District (District).

ASSUMPTIONS

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

Task 1: Construction Management

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

Approach:

- 1.1 Coordinate and attend a pre-construction meeting that shall include the District, RH2, and the contractor.
- 1.2 Update construction plan sets and coordinate delivery to the contractor and District. *Note: Production of the plans will be by Applied Digital Imaging (ADI) and paid for by the District separately from this contract.*
- 1.3 Attend weekly construction meetings with involved parties at the District office or project site. Develop and distribute meeting minutes. Coordinate with the District's personnel throughout the construction phase as needed.
- 1.4 Respond to requests for information (RFIs) submitted by the contractor. Respond to technical questions posed by the contractor.
- 1.5 Prepare monthly invoices and provide ongoing progress and scheduling communication.

Products:

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

Task 2: Submittal Review

Objective: Provide submittal review during construction.

Approach:

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

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

Products:

- Submittal response forms to the District and contractor.

Task 3: On-site Construction Observation

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

Approach:

- 3.1 Provide on-site engineer(s) to observe the progress of construction. Observe construction activities, including mechanical, structural, and electrical construction. RH2 will time construction observation during certain portions of construction progress. When RH2 completes a construction observation, a written report of the visit will be prepared that records observations, progress, and discussions with the contractor and subcontractors. The level of involvement by RH2 will be re-evaluated during construction, and may be adjusted based on contractor qualifications and project schedule. For the purposes of estimation and District direction on time involvement, RH2 has assumed that the District's Construction Engineer will assume the lead role in construction observation. RH2 has estimated two (2) site visits per week, at three (3) hours each, to be performed by one (1) RH2 staff person (either Jon Gibson or Mark Braaksma, with Dan Burwell, P.E., supporting as necessary) for the duration of mid-June to the end of November 2014. The on-site construction observation includes the electrical reviews that will be completed by RH2 (by Chris Roberts, P.E., and Mark Braaksma).
- 3.2 Review pay requests from the contractor, which shall include ascertaining quantities and percent completion of the work as stated by the contractor, and prepare progress reports, including contract time remaining statements. RH2 will consult with the District regarding construction costs and scheduling. The District will process requests for payment.
- 3.3 Review change orders and supporting information, as required. Submit change orders and supporting information to the District for execution.

Assumptions: *Special inspection is not included with this Scope of Work. It is assumed the District will contract separately for this work specifically for subgrade compaction and concrete inspection. A proposal by Materials Testing and Consulting, Inc., (MTC) for special inspection will be sent to the District via email for review and approval. Changes to RH2's level of involvement in construction observation which affect the assumption of hours in the attached Estimate of Time and Expense shall be mutually negotiated between RH2 and the District.*

Products:

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

Task 4: Testing and Startup

Objective: Assist with testing and startup.

Approach:

- 4.1 Provide engineer(s) on site during pump testing and startup. The site visits are assumed to be one (1) eight (8)-hour day and one (1) four (4)-hour day follow-up.
- 4.2 Conduct final on site construction observation. Perform final walk-through for satisfactory completion of punchlist items and specified construction by the contractor. Recommend final payment and acceptance. It is anticipated that the contractor will complete all punchlist items prior to the final on site construction observation.

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

Products:

- Startup completion reports and punchlist items for the contractor.

Task 5: SCADA Software Development

Objective: Develop SCADA system software and provide testing services and technical assistance in the startup of the updated system.

- 5.1 Provide the District and TetraTech with data point definition for the control components in the design. This data will be used by RH2 for software development purposes. This data will be used by the District and TetraTech for integrating the facility controller with Human Machine Interface (HMI) computer systems.
- 5.2 Perform programmable logic control (PLC) software development for the sewer pump station.
- 5.3 Perform operator interface software development for the sewer pump station.
- 5.4 Perform control system factory testing of telemetry panel hardware and software and the pump control panel in the panel shop.
- 5.5 Perform control system field testing of telemetry panel hardware and software and the pump control panel at the project site.
- 5.6 Provide assistance to TetraTech and the District to address HMI and communications issues.
- 5.7 Provide software training and Operations and Maintenance (O&M) manual material for the PLC and operator interface software.

Assumptions: *TetraTech will be responsible for programming communications equipment and HMI upgrades at the District offices. Facility data point definitions will be provided by RH2 to TetraTech at least one (1) month in advance of Task 4: Testing and Startup. The District will contract directly with TetraTech. If needed, changes in RH2's level of effort which affect the assumption of hours in the attached Estimate of Time and Expense shall be mutually negotiated between RH2 and the District.*

Products:

- Data point definitions, PLC programming and operator interface programming at the site;
- O&M manual material; and copies of the PLC and operator interface programs.

Task 6: Construction Records

Objective: Prepare construction records.

Approach:

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

Assumptions: *Contractor will prepare O&M manuals for the District.*

Products:

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

District Responsibilities and Products for Phase 3 – Services During Construction:

- Pay for construction plan production by others.
- Provide construction observation personnel to monitor construction progress and answer questions relating to existing facilities and utilities.
- Provide emergency power generators as needed during construction at the site.
- Provide comments during submittal process.
- Coordinate, contract, and pay for all special inspection services, such as soil compaction, rebar and concrete testing.
- Attendance at the following:
 - Pre-construction meeting;
 - Periodic on site construction observation;
 - Testing and startup; and
 - Final project punchlist walkthrough.

RH2 Products for Phase 3 – Services During Construction:

- Meeting agendas for above-listed meetings.
- Meeting minutes for above-listed meetings.
- Monthly invoices.
- RFI and submittal responses.
- Pay estimate reviews for District processing.
- Change order forms.
- Construction observation reports.
- Punchlist.
- Supervisory control and data acquisition (SCADA) system programming at the Boulevard Sewer Pump Station.
- Construction record drawings.

EXHIBIT B - Preliminary
Lake Whatcom Water and Sewer District
Boulevard Sewer Pump Station Improvements
Amendment No. 2 - Phase 3 - Services During Construction
Estimate of Time and Expense, May 13, 2014

Description	Project Review	Senior Technical Consult	Project Manager	Project Manager Control Systems	Project Manager Electrical	Staff Engineer Electrical	Project Engineer Structural	Staff Engineer Mech/Civil	Word Processor	Total Hours	Total Labor	Subconst. Cost	Total Expense	Total Cost
Classification	Professional V	Professional VIII	Professional V	Professional VII	Professional VI	Professional II	Professional IV	Professional I	Administrative II					
	Bret B	Rick B	Dan B	James S.	Chris	Mark B	Jon C	Jon Gibson	Jacki					
Phase 3 - Services During Construction														
Task 1 Construction Management														
1.1 Coordinate and attend pre-construction meeting	-	-	2	-	-	2	-	4	2	10	\$ 1,338	\$ -	\$ 79	\$ 1,417
1.2 Update construction plan sets	1	-	4	-	-	8	-	8	-	22	\$ 3,216	\$ -	\$ 123	\$ 3,339
1.3 Attend weekly construction meetings and coordinate with District staff	-	-	4	-	-	2	-	4	1	11	\$ 1,617	\$ -	\$ 68	\$ 1,685
1.4 Respond to RFIs	-	1	4	-	1	4	1	4	1	16	\$ 2,473	\$ -	\$ 55	\$ 2,528
1.5 Prepare monthly invoices and provide ongoing communication	-	-	2	-	-	-	-	4	2	8	\$ 1,044	\$ -	\$ 29	\$ 1,073
Subtotal	1	1	16	-	1	16	1	24	7	67	\$ 9,688	\$ -	\$ 354	\$ 10,042
Task 2 Submittal Review														
2.1 Review submittals	1	2	8	-	4	32	1	40	6	94	\$ 13,476	\$ -	\$ 555	\$ 14,031
Subtotal	1	2	8	-	4	32	1	40	6	94	\$ 13,476	\$ -	\$ 555	\$ 14,031
Task 3 On-site Inspection														
3.1 Provide on-site construction observation	-	2	8	-	8	24	-	60	14	116	\$ 16,000	\$ -	\$ 958	\$ 16,958
3.2 Review pay requests	-	-	4	-	-	4	-	4	2	14	\$ 1,986	\$ -	\$ 56	\$ 2,042
3.3 Review change orders	1	1	4	-	1	4	-	8	2	21	\$ 3,098	\$ -	\$ 91	\$ 3,189
Subtotal	1	3	16	-	9	32	-	72	18	151	\$ 21,084	\$ -	\$ 1,106	\$ 22,190
Task 4 Testing and Startup														
4.1 Provide on-site review	-	-	8	-	4	8	-	16	2	38	\$ 5,646	\$ -	\$ 228	\$ 5,874
4.2 Conduct final inspection	-	-	2	-	1	4	-	4	1	12	\$ 1,743	\$ -	\$ 106	\$ 1,849
Subtotal	-	-	10	-	5	12	-	20	3	50	\$ 7,389	\$ -	\$ 334	\$ 7,723
Task 5 SCADA Software Development														
5.1 Provide data point definition for control components	-	-	-	2	2	4	-	-	-	8	\$ 1,362	\$ -	\$ 38	\$ 1,400
5.2 Perform PLC software development	-	-	-	-	16	8	-	-	-	24	\$ 4,152	\$ -	\$ 55	\$ 4,207
5.3 Perform operator interface programming	-	-	-	8	4	-	-	-	-	12	\$ 2,352	\$ -	\$ -	\$ 2,352
5.4 Perform control system factory testing	-	-	-	8	24	8	-	-	-	40	\$ 7,248	\$ -	\$ 113	\$ 7,361
5.5 Perform control system field testing	-	-	-	8	32	8	-	-	-	48	\$ 8,736	\$ -	\$ 167	\$ 8,903
5.6 Provide assistance to TetraTech and District for HMI and communication issues	-	-	-	2	12	-	-	-	-	14	\$ 2,634	\$ -	\$ -	\$ 2,634
5.7 Provide training and O&M manuals	-	-	-	4	12	-	-	-	-	16	\$ 3,036	\$ -	\$ 25	\$ 3,061
Subtotal	-	-	-	32	102	28	-	-	-	162	\$ 29,520	\$ -	\$ 398	\$ 29,918
Task 6 Construction Records														
6.1 Review field records	-	-	1	-	-	4	-	4	1	10	\$ 1,380	\$ -	\$ 118	\$ 1,498
6.2 Prepare construction record drawings	-	-	2	-	-	8	-	16	2	28	\$ 3,840	\$ -	\$ 228	\$ 4,068
Subtotal	-	-	3	-	-	12	-	20	3	38	\$ 5,220	\$ -	\$ 345	\$ 5,565
Total	3	6	53	32	121	132	2	176	37	562	\$ 86,377	\$ -	\$ 3,091	\$ 89,468

Exhibit C
Lake Whatcom Water and Sewer District
Boulevard Sewer Pump Station Improvements
Schedule for Construction
May 13, 2014

Work Schedule

<u>Schedule</u>	<u>Milestone</u>
May 22, 2014	Bid Opening
May 28, 2014	Board Approval for Construction Contract
June 2014	Notice to Proceed
October 1, 2014	Site Work Complete
December 2014	Substantial Completion and Final Completion
December 2014	Finalize SCADA Programming



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	June 3, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	June 11, 2014		
AGENDA ITEM NUMBER:	5.E.		
SUBJECT:	Open Public Meetings Act – Commissioner Training		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Power Point Slides		
	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

A new law effective July 1, 2014 amends the Open Public Meetings Act to require elected local and statewide officials and management staff members to receive training under RCW 42.30. Training can be taken online, in person, or by other means. To comply with the new training requirements, staff will show a short (20 minutes) video presentation from the Washington State Attorney General’s Office web site at the meeting. The training will then be documented in the meeting minutes.

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Watch the video and discuss.

PROPOSED MOTION

No motion needed.

Open Public Meetings Act RCW 42.30

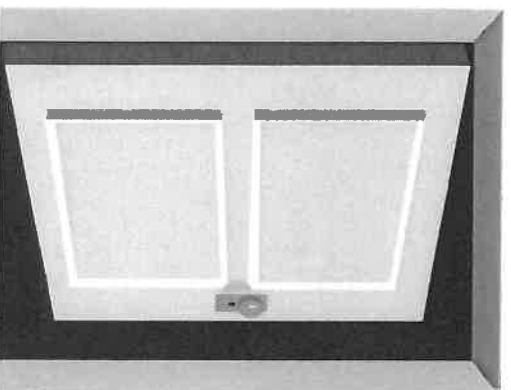


Prepared by Washington State Attorney General's Office
Last revised: April 2014



Washington's Open Public Meetings Act (OPMA)

- Passed in 1971
- Requires meetings to be open to the public, gavel to gavel
- RCW 42.30



Purpose

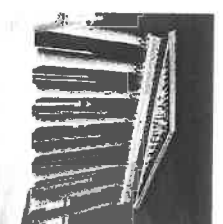
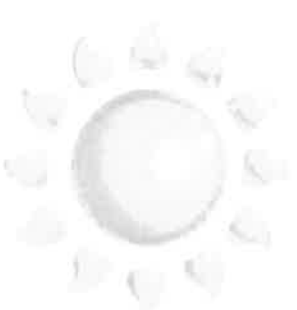
- “The people do not yield their sovereignty to the agencies which serve them.”
- “The people, in delegating authority, do not give public servants the right to decide what is good for the people to know and what is not good for them to know.”
- “The people insist on remaining informed so they may retain control over the instruments they have created.”

~ *RCW 42.30.010*



Purpose (Cont.)

- Public commissions, boards, councils, etc. listed in OPMA are agencies of this state that exist to aid in the conduct of the people's business.
- Their actions are to be taken openly and deliberations conducted openly.
 - ~ *RCW 42.30.010*
- Act is to be "liberally construed."
 - ~ *RCW 42.30.910*
- The purpose of the OPMA is to allow the public to view the "decisionmaking process."
 - ~ *Washington State Supreme Court*



Open Government Laws Like the OPMA are Often Called “Transparency Laws” or “Sunshine Laws”



This is because they “shine light” on government. U.S. Supreme Court Justice Louis Brandeis once famously said, “*Sunlight is the best disinfectant.*”



Transparency builds public confidence in government.

OPMA Applies To:

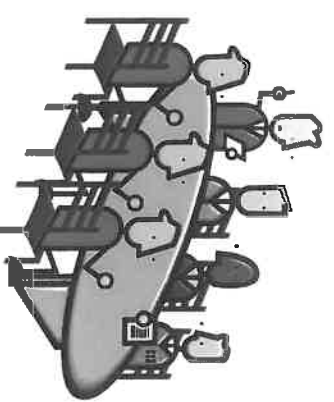
41

Multi-member public state and local agencies, such as boards and commissions, as follows:

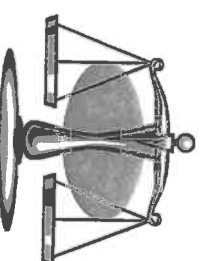
- Any state board, commission, committee, department, educational institution, or other state agency which is created by or pursuant to statute, other than courts and the legislature.
- Any county, city, school district, special purpose district, or other municipal corporation or political subdivision of Washington.
- Any subagency of a public agency which is created by or pursuant to statute, ordinance, or other legislative act, including but not limited to planning commissions, library or park boards, commissions, and agencies.
- Any policy group whose membership includes representatives of publicly owned utilities formed by or pursuant to the laws of this state when meeting together as or on behalf of participants who have contracted for the output of generating plants being planned or built by an operating agency.

~ RCW 42.30.020

These are the “public agencies” subject to the OPMA.



OPMA Does Not Apply To:



- These entities:
 - ☐ Courts
 - ☐ Legislature
 - ☐ Agencies not defined as “public agency” in OPMA, such as agencies governed by a single individual
 - ☐ Private organizations
- These activities:
 - ☐ Licensing/permitting for businesses, occupations or professions or their disciplinary proceedings (or proceedings to receive a license for a sports activity, or to operate a mechanical device or motor vehicle)
 - ☐ Quasi-judicial matters
 - ☐ Matters governed by the Washington Administrative Procedure Act, RCW 34.05
 - ☐ Collective bargaining

~ RCW 42.30.020(1), RCW 42.30.140

Governing Body

43

- All meetings of the ***governing body*** of a public agency shall be open and public and all persons shall be permitted to attend any meeting of the governing body of a public agency, except as otherwise provided in RCW 42.30.

~ RCW 42.30.030



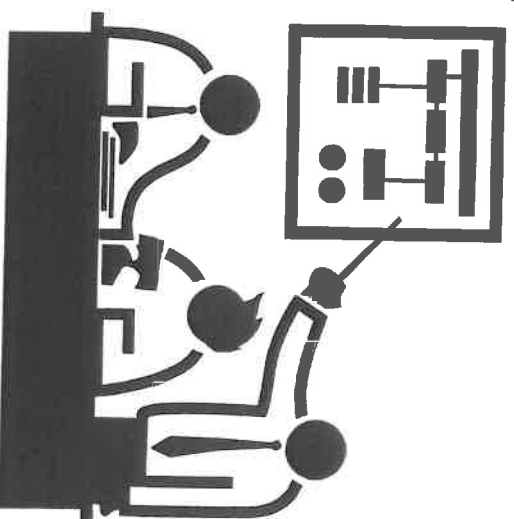
What is a Governing Body?

- The **multimember board or other policy or rule-making body**

OR

- Any **committee** of such public agency *when*:
 - the committee acts on behalf of the governing body,
 - conducts hearings, or
 - takes testimony or public comment

~ RCW 42.30.020



What is a Meeting?



- “**Meeting**” means meetings at which the public agency takes “**action**” ~ *RCW 42.30.020*

- Physical presence not required – can occur by phone or email



An exchange of e-mail could constitute a meeting if, for example, a quorum of the members participate in the e-mail exchange & discuss agency business. Simply receiving information without comment is not a meeting.

- Does not need to be titled “meeting” – OPMA also applies to “retreats,” “workshops,” “study sessions,” etc.
- No meeting occurs if the governing body lacks a quorum.

Action

- **“Action”** means the transaction of the official business of the public agency and includes but is not limited to:
 - Public testimony
 - All deliberations
 - Discussions
 - Considerations
 - Reviews
 - Evaluations
 - Final actions



The requirements of the OPMA are triggered whether or not “final” action is taken.

~ RCW 42.30.020

Final Action

- “**Final action**” is a collective positive or negative decision, or an actual vote, by a majority of the governing body, or by the “committee thereof”
- Must be taken in public, even if deliberations were in closed session
- Secret ballots are not allowed

~ *RCW 42.30.060, RCW 42.30.020*



Travel and Gathering

- A majority of the members of a governing body may travel together or gather for purposes other than a regular meeting or a special meeting, so long as no action is taken.
- Discussion or consideration of official business would be action, triggering the requirements of the OPMA.

~ *RCW 42.30.070*



“Regular” Meetings



- “Regular meetings” are recurring meetings held in accordance with a periodic schedule by ordinance, resolution, bylaws or other rule.
- A state public agency must:
 - Yearly, file with Code Reviser a schedule of regular meetings, including time and place
 - Publish changes to regular meeting schedule in state register at least 20 days prior to rescheduled date
- On June 12, 2014, new agenda notice requirements apply to regular meetings under OPMA (see next slide). (These requirements are in addition to those that may be applicable in other laws outside the OPMA for particular agencies.)

~ RCW 42.30.070, RCW 42.30.075; Chap. 61, 2014 Laws

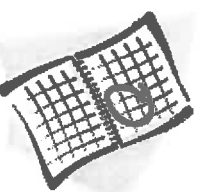
“Regular” Meetings (Cont.)

- On June 12, 2014, new agenda notice requirements apply to regular meetings.
- Chapter 61, 2014 Laws (SHB 2105) amends the OPMA to require governing bodies to make the agenda of each regular meeting of the governing body available online no later than 24 hours in advance of the published start time of the meeting.



- The new law does not:
 - *Apply to agencies that do not have websites.*
 - *Apply to agencies that employ fewer than 10 full-time employees.*
 - Restrict agencies from later modifying an agenda.
 - Invalidate otherwise legal actions taken at a regular meeting where agenda was not posted 24 hours in advance.
 - Satisfy public notice requirements established under other laws.
 - Provide a basis to award attorneys fees or seek court order under OPMA if agenda is not posted in accordance with the new law.

“Special” Meetings



51

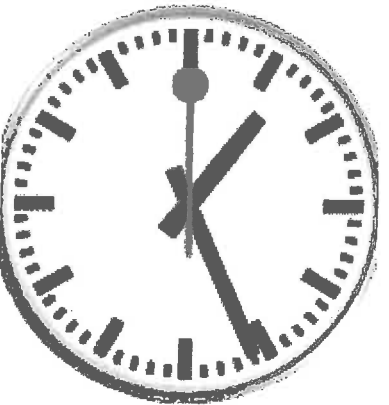
- A “**special meeting**” is a meeting that is not a regular meeting (not a regularly scheduled meeting).
- Called by presiding officer or majority of the members
- Notice - timing: 24 hours before the special meeting, written notice must be:
 - Given to each **member** of the governing body (unless waived)
 - Given to each **local newspaper of general circulation, radio, and TV station** which has a notice request on file
 - Posted on the **agency’s website** --- with certain exceptions in RCW 42.30.080(2)(b), if the agency (i) does not have a website, (ii) employs fewer than ten full-time equivalent employees; or (iii) does not employ personnel whose duty, as defined by a job description or existing contract, is to maintain or update the web site
 - Prominently **displayed at the main entrance** of the agency’s principal location and the meeting site (if not that same location)

~ RCW 42.30.080

“Special” Meetings (Cont.)

- Notice - contents: The special meeting notice must specify:
 - Time
 - Place
 - Business to be transacted (agenda)
 - Final disposition shall not be taken on any other matter at such meeting

~ RCW 42.30.080



Emergency Special Meetings

- Notice is not required when special meeting called to deal with an emergency
 - Emergency involves injury or damage to persons or property or the likelihood of such injury or damage
 - Where time requirements of notice make notice impractical and increase likelihood of such injury or damage

~ *RCW 42.30.080(4)*



Public Attendance

54

- A public agency can't place conditions on public to attend meeting subject to OPMA:

- For proceedings governed by OPMA, cannot require people to register their names or other information, complete a questionnaire, or otherwise fulfill any condition precedent to attendance

- ~ *RCW 42.30.040*



- Reasonable rules of conduct can be set

- Cameras and tape recorders are permitted unless disruptive

- ~ *AGO 1998 No. 15*

- No “public comment” period required by OPMA

Interruptions and Disruptions

- The OPMA provides a procedure for dealing with situations where a meeting is being interrupted so the orderly conduct of the meeting is unfeasible, and order cannot be restored by removal of the disruptive persons.
- Meeting room can be cleared and meeting can continue, or meeting can be moved to another location, but final disposition can occur only on matters appearing on the agenda. More details set out in the OPMA.

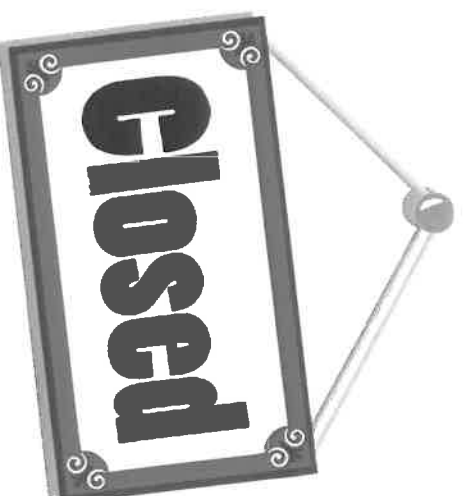
~ RCW 42.30.050

DISRUPTION

Executive Session

- Part of a regular or special meeting that is closed to the public
- Limited to specific purposes set out in the OPMA
- Purpose of the executive session and the time it will end must be announced by the presiding officer before it begins; time may be extended by further announcement

~ *RCW 42.30.110*



Executive Sessions

Specified purposes set out in OPMA.

Includes, for example:



- National security
- Real estate
 - Site selection or acquisition of real estate
 - Lease or purchase
 - Public knowledge would likely increase price
 - Sale or lease
 - Public knowledge would likely decrease price
 - Final action selling or leasing public property must be take at open meeting
- Publicly bid contracts
 - Review negotiations on performance
 - Public knowledge would like increase costs
 - Evaluate qualifications of applicant for public employment
 - Meet with legal counsel regarding enforcement actions, litigation or potential litigation
 - Other purposes listed in RCW 42.30.110

~ RCW 42.30.110

Executive Session to Discuss Agency Enforcement Actions, Litigation or Potential Litigation

- This executive session is not permitted just because legal counsel is present
- This executive session must address:
 - Agency enforcement action
 - Agency litigation or
 - Potential litigation

~ RCW 42.30.110



Executive Session to Discuss Agency Enforcement Actions, Litigation, or Potential Litigation: Three Requirements

- Legal counsel representing the agency is present
- Purpose is to discuss agency enforcement action, litigation or potential litigation to which the agency, governing body, or a member acting in official capacity is, or is likely to become, a party
- Public knowledge regarding discussion likely to result in an adverse legal or financial consequence to the agency

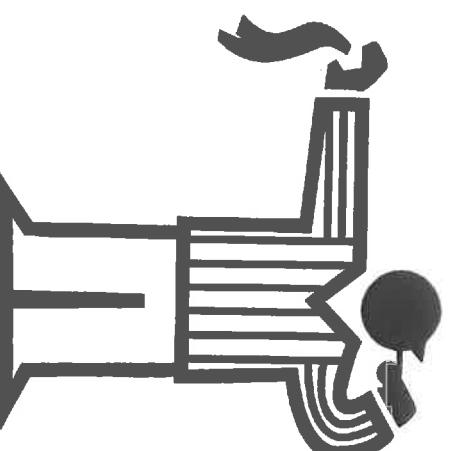
~ RCW 42.30.110



Penalties for Violating the OPMA

- A court can impose a \$100 civil penalty against each member (personal liability)
- Court will award costs and attorney fees to a successful party seeking the remedy
- Action taken at meeting can be declared null and void

~ *RCW 42.30.120; RCW 42.30.130; RCW 42.30.060*



Minutes – RCW 42.32.030

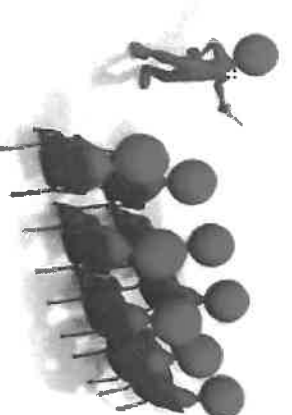
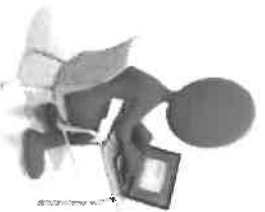
- Minutes of public meetings must be promptly recorded and open to public inspection
- Minutes of an executive session are not required
- No format specified in law

~ RCW 42.32.030



OPMA Training

- A new law effective July 1, 2014 amends the OPMA to require members of governing bodies to receive OPMA training. Chapter 66, 2014 Laws (ESB 5964) (“Open Government Trainings Act”). They can take training sooner than July 1. Refresher training occurs no later than every 4 years.
- Training can be taken online, in person, or by other means.



- Training resources, videos, and more information about the Act (a “Q & A”) are available on the Attorney General’s Office Open Government Training Web Page:

<http://www.atg.wa.gov/OpenGovernmentTraining.aspx>

OPMA Assistance

- The Washington State Attorney General's Office may provide information, technical assistance, and training on the OPMA. Contact Assistant Attorney General for Open Government.
- The Attorney General's Office may issue formal opinions about the OPMA for qualified requesters.
- The Attorney General's Office has helpful materials about the OPMA, and other open government topics and resources, on its website at www.atg.wa.gov.
- The Attorney General's Office Open Government Training Web Page with training resources, videos and other materials is at: <http://www.atg.wa.gov/OpenGovernmentTraining.aspx>

~ RCW 42.30.210



THANK YOU



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	June 3, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	June 11, 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

June 11, 2014

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** An additional June meeting will be held Monday the 30th, at 1:30 p.m. in the County Civic Center Garden Room. The discussion will be a follow-up to the June 2 meeting addressing a recommendation on how fast to meet the overall TMDL target (e.g. 50 v. 25 years). The next meeting in July is scheduled for the 7th. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** My next meeting with the Mayor and County Executive has been scheduled for June 6, 2014 in the District's Board Room. The discussion will involve storm water funding issues as it relates to the recent Policy Group discussions.
- **Next Regular Board Meeting:** The next regular meeting is scheduled for Wednesday, June 25, 2014 at 8:00 a.m.
- **Next Employee Staff Meeting:** Is set for Thursday, June 12, 2014 at 8:00 a.m. in the Board Room. Commissioner Citron 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, June 10, 2014. All WASWD Section III Meetings are publicly noticed by the District.
- **Whatcom Water District's Caucus Meeting:** The next meeting is scheduled for Wednesday, June 18, 2014 from 1:00 p.m. to 3:00 p.m. in the District's Board Room. These meetings are held on the third Wednesday of each month.
- **WRIA 1 Planning Unit Meeting:** The next meeting is scheduled for June 25, 2014 at 6:00 p.m. in the County's Garden Room. This meeting is held on the fourth Wednesday of the month.

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.