



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

September 10, 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. Resolution 806 – Adopt Rates and Charges for 2015 through 2019
 - B. Reservoir Cathodic Protection Systems – Contract Award
 - C. Monthly Budget Analysis
 - D. Summary of Existing District Projects
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. General Manager Performance Evaluation – Executive Session Per RCW 42.30.140(4) - 15 Minutes
10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 2, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	September 10, 2014		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Resolution 806 – Adopt Rates and Charges for 2015 through 2019		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Resolution 806		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Over the last several months following the completion of the Rate Study by FCSG, the Board has been considering the rate structure for the years 2015 through 2019. A Rate Hearing was held on July 29th where the public was given the opportunity to ask questions and provide their input to the Board. In addition, written public comments have been received, read, and responded to.

FISCAL IMPACT

Adoption of the proposed Rate Schedule will enable the completion of needed Capital Improvement Projects as identified in both the water and sewer Comprehensive Plans over the next five years. In addition, the rate increases as proposed will assist in building a more stable rate structure and will lower increases into the future. This is particularly true for the water utility.

RECOMMENDED BOARD ACTION

Discuss Resolution 806, Master Fees and Charges Schedule #22.

PROPOSED MOTION

Adopt Resolution 806, Master Fees and Charges Schedule #22.

LAKE WHATCOM WATER AND SEWER DISTRICT
RESOLUTION No 806
A Resolution of the Board of Commissioners
Updating the Master Fees and Charges with Schedule #22
Effective January 1, 2015

WHEREAS, the Lake Whatcom Water & Sewer District ("District") is responsible for planning, improvements, maintenance, and operation of a comprehensive water and sewer system capable of providing reliable service to District ratepayers; and

WHEREAS, the District needs to periodically adjust its fees and/or charges to better reflect the actual cost of services rendered; and

WHEREAS, the District intends to build a stable rate structure so that it may continue to responsibly and reliably provide services with lower rate increases into the future; and

WHEREAS, new rates to be established by this resolution are based on a recommendation of FCS Group, which conducted a rate study for the District, the results of which were published in the June 2014 *Report for 2014 Water & Sewer Rate Update* ("Rate Study"); and

WHEREAS, the Rate Study analyzed the District's current revenue and expenditures, capital plans, debt commitments, and other data needed to develop rates for the next five years beginning in January 2015; and

WHEREAS, the Rate Study recommended that District water and sewer rates be incrementally increased over the next five years, as set forth in the attached Schedule #22; and

WHEREAS, the Board has reviewed the Rate Study and the District desires to update the Master Fees and Charges Schedule as follows:

1. Discontinue the Web/Phone Pay Convenience Fees
2. Lower Transfer, Real Estate Closing from \$100.00 to \$30.00
3. Adopt Water and Sewer Rate Structure for the years 2015 through 2019
4. Delete \$1.00 Duplicate Billing Fee.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The District adopts the fees and charges as set forth in Schedule #22, attached hereto and incorporated herein by this reference as if fully set forth.
2. This schedule replaces schedule #21.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District,
Whatcom County, Washington, at a Regular Meeting thereof, on September 10, 2014.

Leslie McRoberts, Commissioner

Deborah Lambert, Commissioner

Todd Citron, Commissioner

Laura Weide, Commissioner

John W. Millar, Commissioner

Approved as to form, District legal counsel

MASTER FEES AND CHARGES

SCHEDULE #22

Effective date January 1, 2015 (Resolution 806)

Item	Administrative Fees	Fee/Charge	Reference
1.	Equipment Charge, Hourly		
	Air Compressor-Ingersol/Rand 185 CFM Diesel	\$20.00	Resolution 798
	Backhoe – John Deere 580D	\$45.00	
	Boom Truck – 6,000 Pound	\$30.00	
	Combination Vacuum/Flush Truck	\$100.00	
	Sewer Camera Van	\$75.00	
	Dump Truck – 2-Yard	\$25.00	
	Dump Truck – 5-Yard	\$45.00	
	Equipment Trailer – 14,000 Pound	\$15.00	
	Flush Truck	\$65.00	
	Portable Engine Pump – 600 gpm @130-Feet	\$40.00	
	Portable Generator – 75 kw	\$45.00	
	Portable Generator – 250 kw	\$85.00	
	Tanker Truck – 3,000 Gallon	\$75.00	
	Tool Truck	\$20.00	
2.	Information Reproduction		
	Digital Recording - Board Meeting	\$35.00	Resolution 680
	Document – standard size – less than 10 pages	No charge	Resolution 680
	Document – standard size –more than 10 pages	.15 per page	Resolution 717
	Document – non-standard size – deposit	\$50.00	Resolution 680
	Document – non standard size – reproduction	Cost	Resolution 680
3.	Labor, Hourly		
	Accounting Clerk	\$34.00	Resolution 798 Direct Labor Costs
	Accounts Payable/Payroll	\$38.00	
	Accounts Receivable	\$38.00	
	Administrative Assistant	\$46.00	
	Construction Engineer	\$53.00	
	District Engineer	\$71.00	
	Engineering Technician	\$42.00	
	Finance Manager	\$62.00	
	General Manager	\$80.00	
	Maintenance Electrician	\$53.00	
	Maintenance Supervisor	\$57.00	
	Maintenance Worker	\$42.00	
	Utility Systems Support Specialist	\$42.00	
	Water Treatment Plant Operator	\$46.00	
	Wilson Engineering Consultation - Current hourly rate + 10%		Resolution 798
4.	Document Recording Fees		
	Document Recording	\$105.00	Resolution 753
	Lien Record/Release	\$150.00	Resolution 756
	Transfer, real estate closing	\$30.00	Resolution 806
	Segregation of assessment	\$100.00	Resolution 680
	Assessment transfer	\$250.00	Resolution 680
5.	Payment return item	\$40.00	Resolution 744

MASTER FEES AND CHARGES
SCHEDULE #22
Effective date January 1, 2015 (Resolution 806)

Item	Billing – SEWER SERVICE		Fee/Charge	Reference
	Regular Customer Charge Per Billing Cycle - Sewer			
6.	Effective January 1, 2015			
	Billing Cycle Charge		\$148.03	Resolution 806
	Account Charge	\$7.03		
	Volume Charge per dwelling unit	\$141.00		
	Low Income Senior/Disabled Rate 40% Discount	\$88.82		
7.	Effective January 1, 2016			
	Billing Cycle Charge		\$151.74	Resolution 806
	Account Charge	\$7.21		
	Volume Charge per dwelling unit	\$144.53		
	Low Income Senior/Disabled Rate 40% Discount	\$91.04		
8.	Effective January 1, 2017			
	Billing Cycle Charge		\$155.53	Resolution 806
	Account Charge	\$7.39		
	Volume Charge per dwelling unit	\$148.14		
	Low Income Senior/Disabled Rate 40% Discount	\$93.32		
9.	Effective January 1, 2018			
	Billing Cycle Charge		\$159.42	Resolution 806
	Account Charge	\$7.57		
	Volume Charge per dwelling unit	\$151.85		
	Low Income Senior/Disabled Rate 40% Discount	\$93.32		
10.	Effective January 1, 2019			
	Billing Cycle Charge		\$163.40	Resolution 806
	Account Charge	\$7.76		
	Volume Charge per dwelling unit	\$155.64		
	Low Income Senior/Disabled Rate 40% Discount	\$98.04		
11.	Late Fee – One late fee per account per year refundable with General Manager's approval.		10% of past due utility services balance	RCW 57.08.081(3)
12.	Bulk sewage disposal		\$100.00 + 0.0018/gallon	Latest actual bill from COB

MASTER FEES AND CHARGES
SCHEDULE #22
Effective date January 1, 2015 (Resolution 806)

Item	Billing – WATER SALES	Fee/Charge	Reference
	<i>Regular Customer Charge Per billing cycle – up to 600 cubic feet of water</i>		
13.	5/8 x 3/4 Inch Meter		
	Effective January 1, 2015	\$52.68	Resolution 806
	Low Income Senior/Disabled Rate	\$31.61	
	Effective January 1, 2016	\$57.29	
	Low Income Senior/Disabled Rate	\$34.37	
	Effective January 1, 2017	\$62.31	
	Low Income Senior/Disabled Rate	\$37.39	
	Effective January 1, 2018	\$67.60	
	Low Income Senior/Disabled Rate	\$40.56	
	Effective January 1, 2019	\$70.31	
	Low Income Senior/Disabled Rate	\$42.19	
14.	1 Inch Meter		
	Effective January 1, 2015	\$69.88	Resolution 806
	Effective January 1, 2016	\$75.99	
	Effective January 1, 2017	\$82.64	
	Effective January 1, 2018	\$89.67	
	Effective January 1, 2019	\$93.25	
15.	1½ Inch Meter		
	Effective January 1, 2015	\$96.40	Resolution 806
	Effective January 1, 2016	\$104.83	
	Effective January 1, 2017	\$114.00	
	Effective January 1, 2018	\$123.69	
	Effective January 1, 2019	\$128.64	
16.	2 Inch Meter		
	Effective January 1, 2015	\$133.19	Resolution 806
	Effective January 1, 2016	\$144.84	
	Effective January 1, 2017	\$157.52	
	Effective January 1, 2018	\$170.91	
	Effective January 1, 2019	\$177.74	
17.	3 Inch Meter		
	Effective January 1, 2015	\$263.40	Resolution 806
	Effective January 1, 2016	\$286.45	
	Effective January 1, 2017	\$311.51	
	Effective January 1, 2018	\$337.99	
	Effective January 1, 2019	\$351.51	
18.	Usage Over 600 Cubic Feet		
	Effective January 1, 2015	\$7.48	Resolution 806
	Effective January 1, 2016	\$8.13	
	Effective January 1, 2017	\$8.85	
	Effective January 1, 2018	\$9.60	
	Effective January 1, 2019	\$9.98	

MASTER FEES AND CHARGES
SCHEDULE #22
Effective date January 1, 2015 (Resolution 806)

19.	Usage Over 2,500 Cubic Feet		Resolution 806
	Effective January 1, 2015	\$9.35	
	Effective January 1, 2016	\$10.17	
	Effective January 1, 2017	\$11.06	
	Effective January 1, 2018	\$12.00	
	Effective January 1, 2019	\$12.48	
20.	Late Fee – One late fee per account per year refundable with General Manager's approval.	10% of past due utility services balance	Resolution 766 RCW 57.08.081(3)

Item	Miscellaneous Water Charges	Fee/Charge	Reference
21.	Water Interruption - Voluntary		
	<u>With</u> Billing Suspension		Resolution 661
	Lock curb stop valve		
	During normal business hours	\$150.00	
	Outside normal business hours	\$175.00	
	<u>With</u> billing suspension		Resolution 661
	Unlock curb stop valve		
	During normal business hours	No charge	
	Outside normal business hours	\$150.00	
22.	<u>Without</u> Billing Suspension		Resolution 661
	Lock curb stop valve	\$50.00	Resolution 661
	Unlock curb stop valve		
	During normal business hours	No charge	
	Outside normal business hours	\$150.00	
23.	Water Interruption - Involuntary		
	Delinquent Account - Lock curb stop valve	\$50.00	Resolution 661
	Unlock curb stop valve		
	During normal business hours	No charge	
	Outside normal business hours	\$150.00	
24.	Water interruption - Other		Resolution 661
	Failure to comply with emergency order	Same as above	
	Failure to eliminate cross connection	Same as above	
	Failure to repair leak	Same as above	
	Request of agency/higher authority	No charge	
	Visible leak in vacant building or Disaster	No charge	
25.	Unauthorized Lock Removal Fee When customer cuts or removes lock from meter without District authorization.	\$150.00	Resolution 726
26.	Damaged Meter If meter damaged by the customer	Material & labor to repair meter + \$150.00	Resolution 726
27.	Clear obstructed water meter after request to customer to remove is refused	\$50.00	Board meeting 11/10/99
28.	Hydrant meter, fire hose, fittings		
	Equipment rental – single continuous use	\$35.00	Board meeting 11/10/99
	Bulk water purchase with hydrant meter	\$0.0357/cf	Resolution 696

MASTER FEES AND CHARGES
SCHEDULE #22
Effective date January 1, 2015 (Resolution 806)

Item	Developer Extension Agreements	Fee/Charge	Reference
29.	Initial Fees		
	Application – Good for 60 days	\$300.00	Resolution 680
	Conformance Deposit	\$1,000.00	Resolution 680
	General Administration	\$750.00	Resolution 680
30.	Final Design Review		
	District Engineer	Cost + 2%	Resolution 680
31.	Design Review and Inspection*		
	Initial Deposit	\$5,000.00	Resolution 680
	Supplemental Deposit	\$2,000.00	Resolution 680
32.	Contract noncompliance	Cost + 2%	Board Meeting 5/14/97
33.	Latecomers Reimbursement Agreements, Reimbursement processing	\$185.00 per connection	Board Meeting 6/10/09 + Resolution 753
34.	Special Agreements	Cost + 2%	Board Meeting 5/14/97
35.	Third Party Claims	Cost + 2%	
36.	Time Extension		
	Before expiration date	\$250.00	
	After expiration date	\$750.00	

*The name of this fee was changed from Facilities Inspection to Design Review and Inspection deposit. Reference April 11, 2007 Minutes

MASTER FEES AND CHARGES
SCHEDULE #22
Effective date January 1, 2015 (Resolution 806)

Item	Permitting				Fee/Charge	Reference
37.	Water Permit					
Water General Facilities & Installation	Meter Size	Continuous Flow Rating (GPM)	Meter Capacity Ratio	Permit Fee	Installation	Resolution 747 Effective 1/1/2009
	5/8 x 3/4	15	1	\$4,110.00	\$700.00	
	1"	30	2	\$8,220.00		
	1.5"	75	5	\$20,550.00		
	2"	120	8	\$32,880.00	\$4,200.00	
	3" Compound	330	22	\$90,420.00		
	4" Compound	440	29.33	\$120,546.30		
38.	Permit administration and processing				\$40.00	Board Meeting 1/30/03
	Initial Water Inspection				\$25.00	Resolution 667
	Subsequent Water Inspection				\$75.00	Board Meeting 8/16/96
39.	Water Permit – Special Charges					
	Agate Heights Water Latecomer's Fee – Class A				\$9,860.38	Giesbrecht
	Agate Heights Water Latecomer's Fee – Class B				\$2,129.12	Evergreen View Vent
	Agate Heights Water Latecomer's Fee – 10" Well				\$227.12	NS Well Users Group
	Columbus Street Water Latecomer's Fee				\$528.50	Pennington
	North Shore and Eagleridge/COB Reimbursement				\$300.00	6/10/88 Agreement
40.	Sewer Permit					
Sewer General Facilities	Meter Size	Meter Capacity Ratio		Permit Fee	Installation	Resolution 747 Effective 1/1/2009
	5/8 x 3/4	1		\$5,201.00	To be done by Owner's Bonded Side Sewer Contractor	
	1"	2		\$10,402.00		
	1.5"	5		\$26,005.00		
	2"	8		\$41,608.00		
	3" Compound	22		\$114,422.00		
	4" Compound	29.33		\$152,545.33		
41.	Service Installation – If District installed stub exists				\$755.00	
	Permit Processing				\$40.00	
	Initial Sewer Inspection				\$75.00	
	Subsequent Sewer Inspection				\$100.00	
42.	Sewer Permit – Special Charges					
	Agate Heights Sewer Latecomer's Fee				\$1,077.46	Sunny Cove Ct Sew Ext
	Sewer Collection Special Benefit Fee				\$6,000.00	Board Meeting 8/29/03
	ULID #18 Latecomers Fee – see table, next page				See table	Resolution 672
43.	Other Sewer Charges					
	Grinder Pump Installation – Customer own/maintain				\$150.00	Resolution 645
	Review waiver of claim agreements for customer owned side sewers with less than 2% slope				\$50.00	Resolution 645
	Unauthorized Connection to Sewer					
	Investigation, testing, inspection				\$500.00	Resolution 645
	Repair and correction				Cost + 2%	Resolution 645
	Disconnect monitoring/enforcement after 90 days				\$25.00/day	Board Meeting 8/29/03
	Voluntary sewer service interruption					
	Permit to install two-way clean out				Permit processing & inspection fee	
	Suspend billing – insert plug into side sewer				\$250.00	Resolution 709
	Resume billing/remove plug /business hours				No charge	
	Resume billing/remove plug/after business hrs				\$150.00	

MASTER FEES AND CHARGES
SCHEDULE #22
Effective date January 1, 2015 (Resolution 806)

44. ULID #18 LATECOMER FEE

Year	Equivalent to Assessment	Latecomer Penalty	Total	Reference
2003	\$2,792.78	\$265.31	\$3,058.09	Resolution 672
2004	\$2,792.78	\$530.63	\$3,323.41	
2005	\$2,792.78	\$795.94	\$3,588.72	
2006	\$2,792.78	\$1,061.26	\$3,854.04	
2007	\$2,792.78	\$1,326.57	\$4,119.35	
2008	\$2,792.78	\$1,591.88	\$4,384.66	
2009	\$2,792.78	\$1,857.20	\$4,649.98	
2010	\$2,792.78	\$2,122.51	\$4,915.29	
2011	\$2,792.78	\$2,387.83	\$5,180.61	
2012	\$2,792.78	\$2,653.14	\$5,445.92	
2013	\$2,792.78	\$2,918.46	\$5,711.24	
2014	\$2,792.78	\$3,183.77	\$5,976.55	
2015	\$2,792.78	\$3,449.08	\$6,241.86	
2016	\$2,792.78	\$3,714.40	\$6,507.18	
2017	\$2,792.78	\$3,979.71	\$6,772.49	
2018	\$2,792.78	\$4,245.03	\$7,037.81	
2019	\$2,792.78	\$4,510.34	\$7,303.12	
2020	\$2,792.78	\$4,775.65	\$7,568.43	
2021	\$2,792.78	\$5,040.97	\$7,833.75	
2022	\$2,792.78	\$5,306.28	\$8,099.06	

NOTE: As described in Resolution 672, ULID #18 Latecomer Charges were created to put parcels not assessed on the same footing as those that were assessed for the ULID. Assessed parcels could, and many did, prepay their assessments. To provide the same opportunity for non-assesd parcels, prepayment of ULID 18 Latecomer Charges will also be accepted. Therefore, paid in full ULID Latecomer Charges satisfy the ULID Latecomer Charges permanently.

45. VIOLATIONS of Administrative Code

Labor	Staff hourly rates – See page 2	Resolution No. 798
Equipment use	Hourly rate – See page 2	
Materials	Cost of materials used	
Attorney's Fees and Expenses	Reimburse District's Costs	
Administrative Fee	10% of total expenses	

Any person who violates any provision of the Administrative Code shall be liable to the District for any expense, loss, damage, cost of inspection or cost of correction incurred by the District by reason of such violation, including any expenses and attorney fees incurred by the District in collecting from such person of such loss, damage, expense, cost of inspection or cost of correction, plus an administrative fee equal to 10% of the total expenses. (Administrative Code Section 3.3.1 Liability to District)



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 4, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	September 10, 2014		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Reservoir Cathodic Protection Systems – Contract Award		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Bid Summary		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District budgeted funds in 2014 to install cathodic corrosion protection systems on 5 steel water system reservoirs.

An Advertisement for Bids was published in the Bellingham Herald on 8/2/2014. A pre-bid meeting was held on 8/19/2014. Bids were due on 8/26/2014. Two bids were received.

Staff has reviewed the low bidder's references and Bidder Responsibility. Staff recommends awarding the contract to the low bidder, Norton Corrosion Limited from Woodinville, Washington.

FISCAL IMPACT

The District's 2014 budget includes \$75,000 for installing cathodic corrosion protection systems on the District's 5 steel reservoirs. The low bid is within the budgeted amount for this project.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Award contract to Norton Corrosion Limited for a total construction contract cost of \$37,650.59 (including sales tax).

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



BID TABULATION

Project Name	Project #	Date	Bid Opening Time	Location	Page # of #
Steel Reservoir Cathodic Protection	C1304	8/26/2014	2:10 PM	LWWSD Board Room	1 of 1

Name of Firm	Norton Corrosion (Woodinville, WA)	Northwest Corrosion (Sedro Woolley, WA)			
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ITEM	QUANTITY	UNIT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
A.1 Mobilization and Site Work	1	LS	\$ 2,400.00	\$ 1,050.00			
A.2 Geneva Reservoir	1	LS	\$ 8,077.00	\$ 10,843.35			
A.3 Sudden Valley Water Treatment Plant Reservoir	1	LS	\$ 4,026.00	\$ 7,827.02			
A.4 Division 7 Reservoir	1	LS	\$ 7,914.00	\$ 15,317.14			
A.5 Division 22 Reservoir	1	LS	\$ 5,800.00	\$ 10,517.33			
A.6 Division 30 Reservoir	1	LS	\$ 4,334.00	\$ 8,406.62			
A.7 Operations and Maintenance Manuals and On site Owner Training	1	LS	\$ 1,650.00	\$ 1,575.00			
A.8 Construction Records	1	LS	\$ 500.00	\$ 2,625.00			

Subtotal	\$	34,701.00	\$	58,161.46		
8.5% Sales Tax	\$	2,949.59	\$	4,943.72		
Total Base Bid	\$	37,650.59	\$	63,105.18		

Addenda Acknowledged	N/A	N/A			
Bid Security	Yes	Yes			

9/4/2014



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 2, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL <i>Patrick Lane</i>		
MEETING AGENDA DATE:	September 10, 2014		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Monthly Budget Analysis as of 8/31/2014		
	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



LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 08/31/2014

Cash		\$	807,533		
LGIP		\$	500,000		0.09%
FHLB - Pro Equity	Callable	\$	645,000	Sep-15	0.66%
FNMA - ProEquity	Non-callable	\$	500,000	Mar-17	1.05%
FHLB - Pro Equity	Callable	\$	500,000	Jul-18	1.42%
		<hr/>			
		\$	2,952,533		



MONTHLY BUDGET ANALYSIS

Description		2014 Budget	YTD 8/31/2014 67%	
OPERATING FUND - 401				
REVENUES				
401-343-40-10	Water Sales Metered (9% rate increase) *	1,701,326	1,105,968	65%
401-343-50-11	Sewer Service Residential (3% rate increase) *	3,537,394	2,301,579	65%
401-343-50-19	Sewer Service Other (Multi units)	9,500	4,143	44%
401-343-81-10	Combined Fees (Locks, Liens, Transfers, Suspensions)	33,000	22,611	69%
401-359-90-00	Late Charges	65,000	43,331	67%
401-361-11-00	Investment Interest	200	131	66%
401-369-10-00	Sale of scrap/junk recycle	-	1,430	
401-369-90-00	Bank Fees	3,000	1,544	51%
401-379-10-20	Permits Operation portion (5 new connection permits)	10,000	30,352	304%
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	75,000	90%
TOTAL REVENUES		5,442,420	3,591,089	66.0%

MONTHLY BUDGET ANALYSIS

	Description	2014 Budget	YTD 8/31/2014	
OPERATING FUND - 401				
401-53X-10-10	Payroll (1% cola plus step increases - 2014)	1,450,000	929,568	64%
401-53X-10-20	Personnel Benefits	570,000	340,020	60%
401-53X-10-31	Gen Admin Supplies	25,000	16,325	65%
401-53X-10-32	Meetings/Team building	2,500	1,288	52%
401-53X-10-40	Bank Fees (BofA, AFTS, Expect)	9,500	10,038	106%
	Interlocal - Lake Whatcom Management Program	25,000	3,480	
	Interlocal - Invasive Species	50,000		
	Interlocal - Lake Whatcom Tributary Monitor	5,000	1,570	
401-534-10-41-00	Water Quality Assurance Programs (TOTAL)	80,000		
	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)	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	230,124	60%
401-53X-10-42	Communication	40,000	33,488	84%
401-53X-10-43	Memberships/Dues	16,000	13,396	84%
401-53X-10-44	B&O Taxes	175,000	109,228	62%
401-53X-10-45	Admin Lease	2,500	1,412	56%
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	14,168	47%
401-53X-40-44	Tuition reimbursement	6,000	-	0%
401-53X-40-49	Insurance claims	5,000	57,686	
401-53X-50-31	Maintenance Supplies	145,000	95,162	66%
401-53X-50-48	Oper Repair/Maint (includes Asset Mgmnt tools)	35,000	32,766	94%
	Edge Analytical - water	7,000		
	Emergency Response - sewer tank trucks	5,000		
401-53X-60-41	Operations Contracted (TOTAL)	12,000	7,183	60%
401-534-60-47	Water Ops City of Bellingham	30,000	21,767	73%
401-535-60-47	Sewer Ops City of Bellingham	800,000	491,378	61%
401-53X-80-32	Operations Fuel	30,000	22,978	77%
401-53X-80-34	Safety supplies	12,000	638	5%
401-53X-80-34-01	Safety boots		1,638	
401-53X-80-47	General Utilities	210,000	138,560	66%
401-53X-80-49	Laundry	2,000	1,243	62%
	TOTAL OPERATING EXPENSES	4,095,886	2,575,699	62.9%
	Transfers Out to Capital Projects Fund 420	900,000	436,000	
	Transfers Out to 2009 Bond Debt Service Fund 450	447,450	106,375	
	Transfers Out to Water Loan Debt Service Fund 470	65,500	65,339	
	TOTAL EXPENDITURES	5,508,836	3,183,413	57.8%
OPERATING FUND				
	REVENUES	5,442,420	3,591,089	
	EXPENDITURES	(5,508,836)	(3,183,413)	
	BEGINNING BALANCE	500,000	1,073,881	
	CASH/INVESTMENTS BALANCE	433,584	1,460,303	

MONTHLY BUDGET ANALYSIS		Description		2014 Budget	YTD 8/31/2014
SYSTEM REINVESTMENT FUND - 420					
420-343-40-19	DEA Permits			2,500	-
420-361-11-00	Investment Interest			-	
420-369-90-20	Prior Year Expense Reimb.				38,642
420-379-10-30	Permits Capital Portion (5 permits for 2012)			40,000	57,120
420-379-10-40	Latecomer Fees			500	
420-397-10-00	Transfers In from Operating Fund 401			900,000	436,000
	TOTAL REVENUES			943,000	531,762
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			34,058
	C13-03 SVWTP Generator				168,566
	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			15,301
	C13-16 Boulevard Sewer Pump Station	39,246			221,371
	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			53,587
	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	508,363
SYSTEM REINVESTMENT FUND		REVENUES		943,000	531,762
		EXPENDITURES		(1,178,433)	(508,363)
		BEGINNING BALANCE		300,000	0
		CASH/INVESTMENTS BALANCE		64,567	23,400
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	9,653
425-535-10-89	Bank Fees			100	138
425-594-38-64	Machinery/Equipment				1,300
	TOTAL EXPENDITURES			4,921	11,091
SEWER/STORM WATER CONTINGENCY FUND		REVENUES		930	-
		EXPENDITURES		(4,921)	(11,091)
		BEGINNING BALANCE		933,450	932,970
		CASH/INVESTMENTS BALANCE		929,459	921,878

MONTHLY BUDGET ANALYSIS		Description	2014 Budget	YTD 8/31/2014
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		140,295
		TOTAL REVENUES		140,295
440-594-34-62	C14-01	Division 22 Reservoir		19,675
440-594-34-63	C14-02	Geneva AC Mains		140,259
		TOTAL EXPENDITURES		159,934
DWSRF PROJECTS FUND		REVENUES		140,295
		EXPENDITURES		159,934
		BEGINNING BALANCE		
		CASH/INVESTMENTS BALANCE		(19,675)
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				
460-361-11-00		Investment interest	500	2,860
		TOTAL REVENUES	500	2,860
460-535-10-89		Debt Service Charges	100	138
		TOTAL EXPENDITURES	100	138
2009 BOND RESERVE FUND		REVENUES	500	2,860
		EXPENDITURES	100	138
		BEGINNING BALANCE	501,170	501,157

MONTHLY BUDGET ANALYSIS		2014	YTD
	Description	Budget	8/31/2014
	CASH/INVESTMENTS BALANCE	501,770	503,879
WATER LOANS DEBT SERVICE FUND - 470			
470-397-10-00	Transfers In from Operating Fund 401	65,500	65,339
	TOTAL REVENUES	65,500	65,339
470-591-38-79	Redemption of Long Term Debt	56,193	56,192
470-592-34-83	Debt Service Interest Loan 119	715	715
470-592-34-83	Debt Service Interest Loan 084	8,505	8,505
	TOTAL EXPENDITURES	65,413	65,412
WATER LOANS DEBT SERVICE FUND			
	REVENUES	65,500	65,339
	EXPENDITURES	(65,413)	(65,412)
	BEGINNING BALANCE		
	CASH/INVESTMENTS BALANCE		-
ULID 18 LOAN DEBT SERVICE FUND (RESTRICTED) - 480			
480-361-50-00	ULID 18 Interest/Penalties	30,000	26,051
480-368-10-00	Current ULID 18 Principal Payments	50,000	49,308
480-379-10-30	Latecomers Fee	3,000	-
	TOTAL REVENUES	83,000	75,359
480-591-35-73	Principal payment		294
480-592-35-83	Interest payment		1
480-597-10-01	Transfers Out to Operating Fund 401	83,000	75,000
	TOTAL EXPENDITURES	83,000	75,295
ULID 18 LOAN DEBT SERVICE			
	REVENUES	83,000	75,359
	EXPENDITURES	(83,000)	(75,295)
	BEGINNING BALANCE		
	CASH/INVESTMENTS BALANCE		64

MONTHLY BUDGET ANALYSIS

	Description	2014 Budget	YTD 8/31/2014	
OPERATING FUND - 401			67%	
401-53X-10-10	Payroll (1% cola plus step increases - 2014)	1,450,000	929,568	64%
401-53X-10-20	Personnel Benefits	570,000	340,020	60%
401-53X-10-31	Gen Admin Supplies	25,000	16,325	65%
401-53X-10-32	Meetings/Team building	2,500	1,288	52%
401-53X-10-40	Bank Fees (BofA, AFTS, Expect)	9,500	10,038	106%
	Interlocal - Lake Whatcom Management Program	25,000	3,480	
	Interlocal - Invasive Species	50,000		
	Interlocal - Lake Whatcom Tributary Monitor	5,000	1,570	
401-534-10-41-00	Water Quality Assurance Programs (TOTAL)	80,000		
	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	230,124	60%
401-53X-10-42	Communication	40,000	33,488	84%
401-53X-10-43	Memberships/Dues	18,000	13,396	84%
401-53X-10-44	B&O Taxes	175,000	109,228	62%
401-53X-10-45	Admin Lease	2,500	1,412	56%
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	14,168	47%
401-53X-40-44	Tuition reimbursement	6,000	-	0%
401-53X-40-49	Insurance claims	5,000	57,686	
401-53X-50-31	Maintenance Supplies	145,000	95,162	66%
401-53X-50-48	Oper Repair/Maint (Includes Asset Mgmnt tools)	35,000	32,766	94%
	Edge Analytical - water	7,000		
	Emergency Response - sewer tank trucks	5,000		
401-53X-80-41	Operations Contracted (TOTAL)	12,000	7,183	60%
401-534-80-47	Water Ops City of Bellingham	30,000	21,767	73%
401-535-80-47	Sewer Ops City of Bellingham	800,000	491,378	61%
401-53X-80-32	Operations Fuel	30,000	22,978	77%
401-53X-80-34	Safety supplies	12,000	638	5%
401-53X-80-34-01	Safety boots		1,638	
401-53X-80-47	General Utilities	210,000	138,560	66%
401-53X-80-49	Laundry	2,000	1,243	62%
	TOTAL OPERATING EXPENSES	4,095,886	2,575,699	62.9%
	Transfers Out to Capital Projects Fund 420	900,000	436,000	
	Transfers Out to 2009 Bond Debt Service Fund 450	447,450	106,375	
	Transfers Out to Water Loan Debt Service Fund 470	65,500	65,339	
	TOTAL EXPENDITURES	5,508,836	3,183,413	57.8%
OPERATING FUND				
	REVENUES	5,442,420	3,591,089	
	EXPENDITURES	(5,508,836)	(3,183,413)	
	BEGINNING BALANCE	500,000	1,073,881	
	CASH/INVESTMENTS BALANCE	433,584	1,460,303	

MONTHLY BUDGET ANALYSIS		Description	2014 Budget	YTD 8/31/2014
SYSTEM REINVESTMENT FUND - 420				
420-343-40-19	DEA Permits		2,500	-
420-361-11-00	Investment Interest		-	
420-369-90-20	Prior Year Expense Reimb.			38,642
420-379-10-30	Permits Capital Portion (5 permits for 2012)		40,000	57,120
420-379-10-40	Latecomer Fees		500	
420-397-10-00	Transfers In from Operating Fund 401		900,000	436,000
	TOTAL REVENUES		943,000	531,762
420-534-10-41	DEA Contracted Services		2,500	
420-534-80-41	Contracted Operations		-	
420-534-90-61	DEA Refunds		-	
420-584-38-60	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		34,058
	C13-03 SVWTP Generator			168,566
	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		15,301
	C13-16 Boulevard Sewer Pump Station	39,246		221,371
	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		53,587
	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	508,363
SYSTEM REINVESTMENT FUND	REVENUES		943,000	531,762
	EXPENDITURES		(1,178,433)	(508,363)
	BEGINNING BALANCE		300,000	0
	CASH/INVESTMENTS BALANCE		64,567	23,400
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	9,653
425-535-10-89	Bank Fees		100	138
425-594-38-64	Machinery/Equipment			1,300
	TOTAL EXPENDITURES		4,921	11,091
SEWER/STORM WATER CONTINGENCY FUND	REVENUES		930	-
	EXPENDITURES		(4,921)	(11,091)
	BEGINNING BALANCE		933,450	932,070
	CASH/INVESTMENTS BALANCE		929,459	921,878

MONTHLY BUDGET ANALYSIS

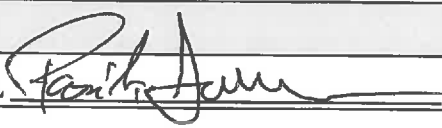
		Description	2014 Budget	YTD 8/31/2014
CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430				
430-361-11-00		Investment interest	-	
		TOTAL REVENUES	-	
430-594-38-63		Capital Outlay	-	
	C09-01	Cable-Ranch-PM Pump stations (Retainage)	57,250	
		TOTAL EXPENDITURES	57,250	-
CAPITAL BOND PROJECTS FUND		REVENUES	-	
		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		140,295
		TOTAL REVENUES		140,295
440-594-34-62	C14-01	Division 22 Reservoir		19,675
440-594-34-63	C14-02	Geneva AC Mains		140,259
		TOTAL EXPENDITURES		159,934
DWSRF PROJECTS FUND		REVENUES		140,295
		EXPENDITURES		159,934
		BEGINNING BALANCE		
		CASH/INVESTMENTS BALANCE		(19,675)
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				
460-361-11-00		Investment interest	500	2,860
		TOTAL REVENUES	500	2,860
460-535-10-89		Debt Service Charges	100	138
		TOTAL EXPENDITURES	100	138
2009 BOND RESERVE FUND		REVENUES	500	2,860
		EXPENDITURES	100	138
		BEGINNING BALANCE	501,170	501,157

MONTHLY BUDGET ANALYSIS		2014	YTD
	Description	Budget	8/31/2014
	CASH/INVESTMENTS BALANCE	501,770	503,879
WATER LOANS DEBT SERVICE FUND - 470			
470-397-10-00	Transfers In from Operating Fund 401	65,500	65,339
	TOTAL REVENUES	65,500	65,339
470-591-38-79	Redemption of Long Term Debt	56,193	56,192
470-592-34-83	Debt Service Interest Loan 119	715	715
470-592-34-83	Debt Service Interest Loan 064	8,505	8,505
	TOTAL EXPENDITURES	65,413	65,412
WATER LOANS DEBT SERVICE FUND	REVENUES	65,500	65,339
	EXPENDITURES	(65,413)	(65,412)
	BEGINNING BALANCE		
	CASH/INVESTMENTS BALANCE		-
ULID 18 LOAN DEBT SERVICE FUND (RESTRICTED) - 480			
480-361-50-00	ULID 18 Interest/Penalties	30,000	26,051
480-368-10-00	Current ULID 18 Principal Payments	50,000	49,308
480-379-10-30	Latecomers Fee	3,000	-
	TOTAL REVENUES	83,000	75,359
480-591-35-73	Principal payment		294
480-592-35-83	Interest payment		1
480-597-10-01	Transfers Out to Operating Fund 401	83,000	75,000
	TOTAL EXPENDITURES	83,000	75,295
ULID 18 LOAN DEBT SERVICE	REVENUES	83,000	75,359
	EXPENDITURES	(83,000)	(75,295)
	BEGINNING BALANCE		
	CASH/INVESTMENTS BALANCE		64



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 2, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL 		
MEETING AGENDA DATE:	September 10, 2014		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. September 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	
September 10, 2014		September 2, 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	13		16	
	No of permits projected 2014	5			

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
C1216	SVCA Polo Park Bridge Replacement Water Main Relocation
C1303	SVWTP Generator Replacement
C1315	Sewer Comprehensive Plan Update

State Required Report Status

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

Reporting	Name of Report & Preparer	Completed						When Due
MONTHLY	Chlorination Report Agate Heights (Kevin)	Jan	Feb	Mar	Apr	May	June	Postmarked by 10 th of month
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
OTHER	CPR/First Aid Training (Rich)	July	Aug	Sept	Oct	Nov	Dec	Due Biennially Next Due 2014
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER	Flagging Card Training (Rich)	Completed 12/18/12						Due Triennially Next Due 2016
	Flagging Card Training (Rich)	Completed 7/22/2013						

SAFETY PROGRAM SUMMARY

Completed by Rich Munson

Annual Safety Training				
Staff participates in a local government on-line training system. Each employee is assigned with an individual training course that is relevant to their position. The courses contain check points, quizzes and tests to ensure the training was completed and understood by the employee. Learners can track their progress and manage their training with their workload.				
Weekly Crew Safety Meetings				
Safety meetings for the field crew take place every Tuesday at 4:45 p.m.				
Dates of Safety Committee Meetings				
January 8, 2014	July 10, 2014			
February 12, 2014	August 12, 2014			
March 13, 2014	September 11, 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	0	11	8	5
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 				
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 AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 4, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	September 10, 2014		
AGENDA ITEM NUMBER:	7.0		
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

September 10, 2014

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is scheduled for Monday, **September 15 at 1:30 p.m.** in the Garden Room. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** The next meeting has not been scheduled at this time.
- **Next Regular Board Meeting:** The next regular meeting is scheduled for **Wednesday, September 24, 2014 at 8:00 a.m.**
- **Employee Staff Meeting:** The next meeting is set for **Thursday, September 11, 2014 at 8:00 a.m.** in the Board Room. Commissioner Millar is scheduled to attend this 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 **Thursday, September 18, 2014** at the Washington Association of Sewer and Water District's Fall Conference at The Davenport Hotel in Spokane at 7:00 a.m. All WASWD Section III Meetings are publicly noticed by the District.
- **Whatcom Water District's Caucus Meeting:** The next meeting is set for **September 17, 2014 at 1:00 p.m.** in the District Board Room.

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.
- **Administrative Code Updates:** FYI. A project on the back burner will be presented to the Board in the near future. Staff is consolidating all of the financial policies found in the Administrative Code into one location. Presently the existing policies are spread out through the document. In addition we are going to add a debt management policy, a reserve policy, and an anti-fraud policy. Finally, we will also be updating the existing State Environmental Protection Act (SEPA) language to bring it into conformity with State law.
- **State Audit:** FYI. The semi-annual audit will be starting soon. This will take some staff time in providing the auditors with what they need.



WHATCOM WATER

September 6 -

HOME

ABOUT WATER WEEKS

EVENTS

GET INVOLVED

THANK YOU SPONSORS!

