



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

December 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. Draft 2015 Budget
 - B. Summary of Existing District Projects
 - C. Strawberry Point Sewer Pump Station Project-RH2 Contract Amendment
 - D. Boulevard Sewer Pump Station Upgrade – Final Acceptance
 - E. Non-union Staff COLA for 2015
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. Commissioner Position #3 Vacancy (Executive Session per RCW 42.30.110 (h) -30 Minutes)
10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 1, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	December 10, 2014		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Draft 2015 Budget		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Draft 2015 Budget		
	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

Attached is the Draft 2015 Budget with the Board's previously requested changes incorporated into it.

FISCAL IMPACT

Unknown at this time.

RECOMMENDED BOARD ACTION

Review, discuss, and adopt or amend the updated 2015 Budget

PROPOSED MOTION

To adopt the 2015 Budget as presented.



**LAKE WHATCOM
WATER AND SEWER
DISTRICT**

**2015
ANNUAL BUDGET**



FY 2015 BUDGET
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FY 2015 Budget

Lake Whatcom Water & Sewer District
1220 Lakeway Drive
Bellingham, Washington
98229

Approved: December 10, 2014

Board of Commissioners:

Leslie McRoberts, President

Todd Citron, Secretary

Laura Weide, Commissioner

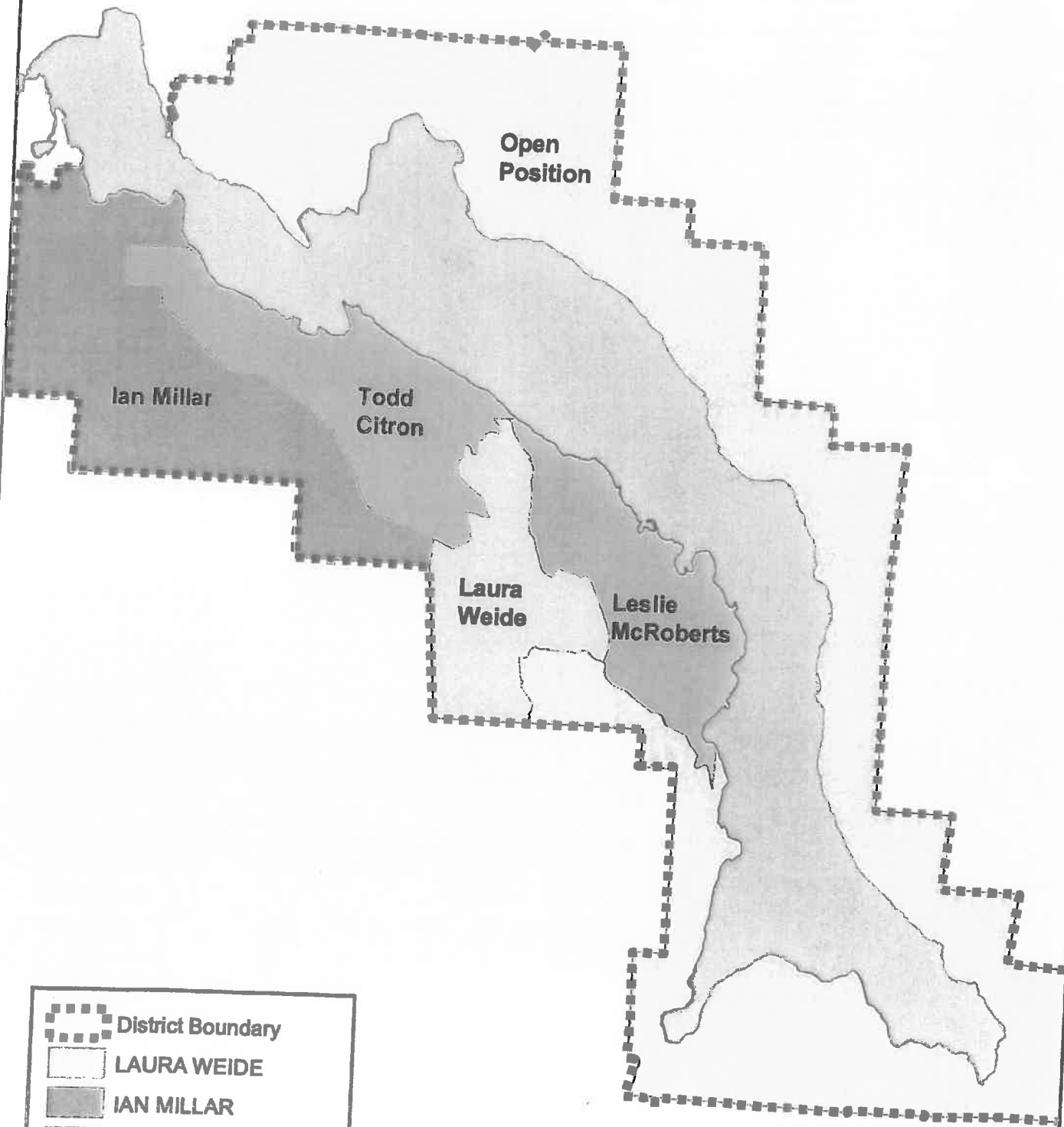
John Millar, Commissioner

General Manager
Patrick Sorensen

December 10, 2014



LAKE WHATCOM WATER & SEWER DISTRICT COMMISSIONER VOTING BOUNDARY



- District Boundary
- LAURA WEIDE
- IAN MILLAR
- OPEN POSITION
- LESLIE MCROBERTS
- TODD CITRON

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December 10, 2014

Board of Commissioners
Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

Re: Proposed 2015 Budget

Dear Commissioners:

Attached is a copy of the proposed 2015 budget for your consideration and discussion. The following outlines the major accomplishments in 2014 and the proposed assumptions and goals for 2015.

Expenditure & Revenue Assumptions

As illustrated within the Operations section of the budget overall net expenditures are proposed to decrease by approximately 1% over last year's approved 2014 Budget. The primary reasons for this reduction are as follows: the Washington State Audit will now only be done bi-annually rather than every year, outside CPA costs have been reduced due to the newer financial software that is used, we are reducing outside professional service expenditures, and the District will be reducing staffing levels after a careful review of future needs.

The 1% reduction is possible even after meeting other requirements, including the impact of inflation on general operations, a 2% cost of living allowance per the terms of our labor agreement with AFSCME Local 114WD, along with required personnel benefit increases, and continued funding of our System Reinvestment program as recommended in the Comprehensive Sewer and Water Plans. Other increases include higher fees for general liability insurance, and our share of new payments associated with the City of Bellingham's Post Point Sewer Plant improvements.

Following the 2014 adopted water and sewer rate plan, water and sewer base rates will each increase by 5% in January. As done in the previous year, we are conservatively budgeting for only 5 new connections. A total of 15 connections were realized in 2014. Remaining ULID No. 18 payments, which are now unrestricted, are available for general operations.

2014 Capital Improvement Accomplishments

Each year the District initiates projects from its ongoing Capital Improvement Program that are critical to maintaining our existing water and sewer systems. Of noteworthy significance in 2014 the following projects were completed: the Sudden Valley Water Treatment Plant Generator Replacement, numerous water re-builds throughout the District, and the Polo Park Bridge Replacement water main relocation in Sudden Valley.

The steel reservoir cathodic system protection program initiated in 2013 will be completed by the end of 2014. This work will assist in preventing corrosion and extending the life of our existing 5 steel reservoirs. The District in December will complete the construction of the Boulevard Sewer Pump Station Replacement project in Geneva. In addition design work was initiated for the Strawberry Point Sewer Pump Station replacement project in Geneva. Utilizing funds from a low interest \$3.6 million 20 year loan issued by the State in 2013, design and permitting on both the new Division 22 Reservoir in Sudden Valley and the 2.5 mile AC Water Main Replacement project in Geneva were started.

Finally, as described previously the City of Bellingham completed major improvements required by the State of Washington to its sewer treatment plant. By agreement, all of the Districts collected wastewater is treated by the City. The District's share of these improvements is approximately \$2.6 million of the overall \$58 million project, or 4% as based upon our usage of the treatment plant. We have budgeted \$215,000 in annual payments over the next 20 years starting in 2015.

Capital Projects in 2015

In 2015 the District will move forward on completing design and and permitting on Division 22 Reservoir with construction scheduled for summer 2016. The AC Water Main Replacement project including construction will be completed in 2015. In addition, the Strawberry Point Sewer Pump Station Replacement project will be put out to bid and constructed in 2015. This project is cash funded directly from sewer rates and will cost approximately \$620,000. The District will also be funding \$85,000 into the repair of sewer lines experiencing inflow and infiltration issues in the Sudden Valley community. These repairs will save the District from having to treat storm water that infiltrates into the sewer lines. The District will also be evaluating the condition of the 5 steel reservoirs in relation to their seismic condition. Each of these highlighted projects is described in detail within the 2015 budget and the District's Water and Sewer Comprehensive Plans.

Policy Issue Highlights

After working with the City of Bellingham over the last 3 years, a new 20-year sewer treatment agreement was approved earlier in 2014. The Board of Commissioners updated and adopted the Sewer Comprehensive Plan which also included a storm water component for the very first time. With the help of Financial Consulting Services Group,

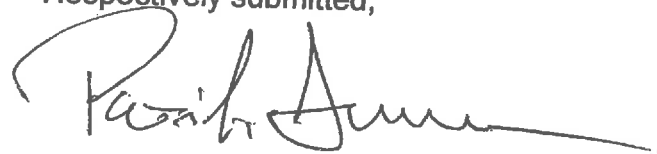
the District's outside financial consultants, an updated 5-year sewer and water rate study started in 2013 was completed and presented to the public, and adopted by the Board following a public hearing during the summer.

New rates are going into effect in January 2015 and will be used to pay for needed capital improvements as previously described. The District will also be increasing its operating financial reserve for the water fund to 90 days and the sewer fund to 50 days in 2015 per industry standards.

In Conclusion

The District's overall financial condition remains healthy. We continue to follow well established conservative financial budgeting practices. Debt service requirements are being met. Resources are being saved for future capital requirements and unforeseen emergencies. The new 5-year rate structure matches our projected operating and capital improvements needs through 2019. The on-going effort of planning and preparing for the future along with the day-to-day financial and operational maintenance requirements of the District are being met. This is a result of the dedication and diligence exhibited by the Board of Commissioners in establishing governing policies and by the commitment and efficiency of staff in carrying out these policies. As always, recognition needs to be given to the employees of the District who, on a daily basis, are responsible for doing a great job in managing the resources we are entrusted with on behalf of the ratepayers.

Respectively submitted,



Patrick Sorensen
General Manager



OPERATING FUND SUMMARY 401

This fund is maintained as the primary operating fund of the District. The majority of the revenue is derived from rates charged to water and sewer customers. Other revenue sources are interest income, late payment fees, recording fees, permit fees and miscellaneous charges and fees. All fees and charges are set by the Board of Commissioners. Funds collected are used to pay for operating and maintenance expenditures in accordance with the annual operating budget. (see pages 13-15)



SYSTEM REINVESTMENT FUND SUMMARY 420

The System Reinvestment Fund is a special fund intended to receive and disburse funds for capital construction projects. This fund is primarily funded through interfund income from the General Fund. It is additionally funded annually in an amount established through the rate study. Other income is in the form of grants, loans, latecomer fees and permits. The System Reinvestment Fund expenses are derived from the Capital Improvement and Maintenance Plan attached to the fiscal year 2015 budget. (see page 16)

SEWER/STORM WATER CONTINGENCY FUND SUMMARY 425

The Sewer/Storm Water Contingency Fund was created to ensure that unforeseen projects related to sewer system and storm water system expenses will have funding, as approved by the Board. This fund was established with the remaining ULID 18 Fund balance after paying off all Public Works Trust Fund and Department of Ecology loans associated with the ULID. (see page 17)

CAPITAL BOND PROJECTS FUND SUMMARY

430

The Capital Bond Projects Fund is a special fund for the utilization of the 2009 bond issuance funds. The bonds were issued for the purpose of constructing upgrades to water and sewer pump stations, replacing telemetry equipment, and reimbursing other projects contained within the District's Capital Improvement Plan dated December 10, 2008. (see page 18)

DWSRF PROJECTS FUND SUMMARY 440

(DRINKING WATER STATE REVOLVING FUND)

The DWSRF Projects Fund is a special fund for the utilization of two Drinking Water State Revolving Fund loans. One project replaces aging water mains including all of the asbestos concrete (AC) water mains in the Geneva service area with ductile iron (DI) water mains. The other project constructs a new .5 MG (million gallon) reservoir to keep up with population growth primarily due to infilling in Geneva and Sudden Valley. (see page 19)



DEBT SERVICE FUNDS

Debt Service describes all expenses in connection with the issuance and initial sale of evidences of debt, such as loans, the sale of revenue bonds, etc. The District has two debt service funds which are used to pay off loans and bonds. A Revenue Bonds and Loan Funds Summary is included in the budget document. (see page 35)

2009 BOND DEBT SERVICE FUND SUMMARY 450

The 2009 Bond Debt Service Fund serves to provide redemption of the 2009 Bond issue. Interest is paid semi-annually, and the principal is paid annually from General Fund revenues. (see page 36)

2009 BOND RESERVE FUND SUMMARY 460

This fund was established by the covenants of the 2009 bond sale and is restricted by definition. A reserve limitation is required to be held in the Reserve Fund until the outstanding 2009 bonds are paid in full. The bond reserve is fully funded. (see page 39)

WATER LOANS DEBT SERVICE FUND SUMMARY 470

The Water Loans Debt Service Fund serves to provide redemption of two long term water project loans. Principal and interest are paid entirely from General Fund revenues. (see page 37)



ULID 18 FUND SUMMARY

480

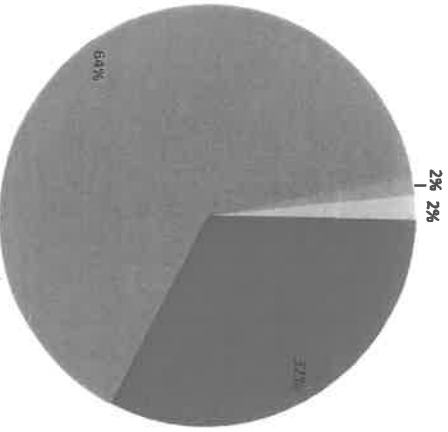
The ULID 18 Fund is to provide for the revenue which comes from assessments against the properties within the ULID service area, as well as the interest earned on assessments collected prior to bond payments. All debt has been satisfied for this project, and therefore funds are unrestricted. In 2013 the remaining fund balance was utilized to set up the 425 Sewer/Water Contingency Fund. This revenue source is transferred to the Operating Fund 401 monthly and will cease in 2023 upon satisfaction of all assessments by the customer base. (see page 38)

**LAKE WHATCOM WATER AND SEWER DISTRICT
YEAR 2015 TRANSFERS**

DESCRIPTION	FROM FUND	AMOUNT	TO FUND	AMOUNT
For System Reinvestment (per rate study)	001	700,000	420	700,000
For System Reinvestment (carryover)	001	115,000	420	115,000
For 2009 Bond Debt Service	001	448,050	450	448,050
For Water Loans Debt Service	001	63,700	470	63,700
From UUD 18 payments	480	73,000	401	73,000
TOTAL TRANSFERS		<u>\$ 1,399,750</u>		<u>\$ 1,399,750</u>

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OPERATING FUND - 401	Description	Actual	Actual	Actual	Actual	Adopted	Projected	Budget
		2010	2011	2012	2013	2014	2014	2015
REVENUES								
401-343-20-00	Latecorner Fee	976	976	976	-	-	-	-
401-343-40-10	Water Sales Metered (5% rate increase) *	1,259,901	1,373,547	1,488,188	1,574,293	1,701,326	1,736,849	1,823,692
401-343-40-18	Water Sales Lock/Unlock	9,435	7,040	9,340	2,379	-	-	-
401-343-40-19	Water Sales Other	23,277	22,259	27,601	38,009	-	-	-
401-343-50-19	Sewer Service Residential (5% rate increase) *	2,918,830	3,074,699	3,212,626	3,408,634	3,537,394	3,446,368	-
401-343-81-10	Combined Fees	2,020	1,070	1,070	9,265	9,500	5,504	5,500
401-359-80-00	Late fees	-	-	-	-	33,000	39,933	40,000
401-361-11-10	Investment Interest	63,176	65,751	65,156	79,026	65,000	63,464	65,000
401-369-10-00	Sale of scrap metal and surplus	2,353	4,709	-	246	200	1,600	2,000
401-369-90-00	Bank fees	1,028	11,283	652	20,736	200	1,671	-
401-379-10-20	Permits Operation portion (5 new connection permits)	229	1,421	2,165	2,808	3,000	1,545	-
401-395-20-00	Insurance recovery	40,390	16,134	25,607	28,225	10,000	34,558	10,000
401-395-40-00	Sale of Capital Assets	-	-	-	6,380	-	-	-
401-397-10-00-80	Transfer in from ULID 18 Fund 480	-	-	-	-	-	5,000	-
	TOTAL REVENUES	4,321,615	4,578,889	4,833,381	5,345,365	5,442,420	5,423,482	5,637,879
					177,364	83,000	87,000	73,000



* Per Resolution 806 effective 1/1/2015

Scheduled annual rate increase

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OPERATING FUND - 401		Actual	Actual	Actual	Actual	Adopted	Projected	Budget
		2010	2011	2012	2013	2014	2014	2015
EXPENDITURES								
401-53X-10-10	Payroll (2.1% code plus step increases - 2015)	1,072,233	1,210,935	1,370,178	1,437,809	1,450,000	1,433,967	1,451,250
401-53X-10-20	Personnel Benefits (Medical, Retirement etc)	401,827	470,142	487,173	518,800	570,000	539,866	550,000
401-53X-10-31	Gen Admin Supplies	72,150	48,808	45,187	22,827	25,000	21,520	21,000
401-53X-10-32	Meeting/Team Building	-	500	878	2,087	2,500	1,550	1,500
401-53X-10-40	Bank Fees	-	5,289	9,432	11,203	9,500	16,690	18,000
	Interlocal - Lake Washburn Management Program							
	Interlocal - Invasive Species							
	Water Quality Assurance Programs (TOTAL)					80,000	95,297	80,000
	County Auditor Filing Fees (Simplefile)							7,000
	Dalle Bar (Statement processing)							20,000
	Answering Service							2,000
	Data Pro (Time clock system)							1,500
	BIAS Financial Software							20,000
	Web check services							5,000
	GE Scada System Software Maintenance - Operations							7,500
	WA State Auditor (next audit in 2016)							-
	Wilson Engineering							25,000
	Legal Counsel							1,000
	3D - Computer support							20,000
	CPA (Internal audit and Financial statements)							10,000
	Salary Study per union contract							18,000
	Camera Van Software							1,500
	SCADA/PLC Support - Engineering/Operators							5,000
	Cartograph - Engineering/Operators							8,000
	Auto Desk - Engineering							1,000
	Rockwell - Engineering/Operators							500
	Innovia - Engineering							2,000
	Master Meter							8,000
	Castroville/building maint. services/Security							4,000
	Landscaping service							5,000
	DocuMatrix/Web site maintenance and upgrade							20,000
	Generator Load Testing							1,000
	Cyberlock software							1,000
	Watchguard							1,000
	Misc (Bid notices etc.)							1,000
401-53X-10-41-01	Professional Services (TOTAL)	175,505	295,389	209,315	340,693	305,985	283,000	215,000
401-53X-10-42	Communication	48,586	53,040	42,784	44,375	40,000	47,714	50,000
401-53X-10-43	Memberships/Dues	13,401	16,313	10,755	12,204	16,000	14,809	15,000
401-53X-10-44	Advertising	3,679	-	-	-	-	-	-
401-53X-10-45	WA State Dept of Revenue Taxes (3% increase)	127,842	138,971	146,410	164,048	175,000	167,577	190,000
401-53X-10-46	Admin Lease	2,323	3,031	2,650	2,287	2,500	2,031	2,000
401-53X-10-49	Property Insurance	67,578	137,158	84,276	94,695	102,000	105,538	110,000
401-53X-10-43	Admin Misc	38,816	(3,494)	-	2,631	6,000	873	1,000
401-53X-10-44	Training & Travel	12,689	27,518	28,136	29,707	30,000	21,190	25,000
401-53X-10-40	Tuition reimbursement	-	-	-	-	6,000	-	6,000
401-53X-10-40	Insurance Claims	-	5,000	7,455	-	-	5,000	-

	Description	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Adopted 2014	Projected 2014	Budget 2015
401-53X-50-31	Maintenance Supplies	106,713	94,592	86,068	90,632	146,000	129,010	126,000
401-53X-50-48	Operations Repair/Maint	107,947	68,496	78,807	44,345	36,000	63,169	66,000
401-534-60-41	Operations Contracted	10,824	14,416	26,883	9,111	12,000	9,985	10,000
401-535-60-47	Water City of Bellingham	23,840	13,648	32,057	22,201	30,000	40,009	42,000
401-535-60-47-01	Sewer City of Bellingham Treatment Fee	761,977	800,320	588,095	550,000	800,000	650,000	800,000
401-53X-80-31	Operations General Supplies							215,000
401-53X-80-32	Operations Fuel							
401-53X-80-34	Safety Supplies	30,302	39,135	36,834	45,661	30,000	33,619	36,000
401-53X-80-41	Safety Supplies Books	10,996	8,176	8,763	7,656	12,000	4,997	12,000
401-53X-80-47	Custodial	6,887	-	-	-	-	2,303	2,500
401-53X-80-49	General Utilities	183,074	213,061	197,435	209,641	210,000	192,735	210,000
	Laundry	2,636	4,337	4,092	1,854	2,000	1,885	2,000
	OPERATING EXPENDITURES	3,281,005	3,685,970	3,516,963	3,690,984	4,006,886	3,823,616	4,045,289
	Transfers Out to System Retirement Fund 420	205,060	1,140,000	426,063	346,806	900,000	950,000	815,000
	Transfers Out to 2009 Bond Debt Service Fund 450	434,175	287,280	285,500	443,875	447,450	447,450	448,050
	Transfers Out to Water Loan Debt Service Fund 470	113,335	83,350	92,600	200,675	65,600	65,399	63,700
	Transfers Out to UJLD 18 Loan Debt Service Fund 480 (re-payment)		113,335	113,335	-	-	-	-
	TOTAL EXPENDITURES	4,033,578	5,299,905	4,448,361	4,662,340	5,309,836	5,296,405	5,372,000
	OPERATING REVENUES	4,321,615	4,570,888	4,833,361	5,346,386	5,442,420	5,423,482	5,637,379
	EXPENDITURES	(4,033,578)	(5,299,905)	(4,448,361)	(4,662,340)	(5,309,836)	(5,296,405)	(5,372,000)
	2014 BALANCE CARRYOVER OPERATING RESERVES							750,000
	2015 YEAR END ALLOCATED TO OPERATING RESERVES							(800,000)
	PROPOSED AVAILABLE 2015 YEAR END BALANCE							216,979

SYSTEM REINVESTMENT FUND - 420		Actual	Actual	Actual	Actual	Adopted	Projected	Budget
Description		2010	2011	2012	2013	2014	2014	2015
420-369-90-20	Prior Year Reimbursement							
420-363-00-19	DEA Permits	40,015	2,250	59,996	-	2,500	38,642	-
420-361-11-00	Investment Interest	17,885						
420-379-10-10	CTED Grant	26,946						
420-379-10-30	Permits Capital Portion (5 new connector permits)	74,832	30,661	46,676	55,508	40,000	65,000	40,000
420-307-10-00	Latocomer Fees	300	10,389	19,074		500		
	Transfers In from Operating Fund 401	205,060	1,140,000		346,806	900,000	1,050,000	815,000
	Transfers In from Geneva Reserve Fund 410		138,823					
	Transfers In from System Replacement Fund 415		100,000					
	TOTAL REVENUES	364,938	1,432,023	125,746	415,882	943,000	1,153,642	885,000
420-534-10-41	DEA Contracted Services							
420-534-90-51	DEA Refunds	29,865	13,489	6,596	3,429	2,500		
420-534-90-41	Contracted Professional Services	-	19,617	-	-	-	-	-
420-594-98-62	Capital Outlay - Structures	4,211						
420-594-98-63	Capital Outlay - Water/Sewer Systems	71,351	1,005,927	45,065	14,367		101,090	
420-594-98-94	Capital Outlay - Machinery/Equipment	137,366	240,881	108,158	282,765		194,215	
	Active Projects					231,933		90,000
	2015 Capital Projects (see CIP detail - 2015)					944,000		765,000
	TOTAL EXPENDITURES	242,793	1,279,913	623,899	469,285	1,179,433	1,146,295	855,000
	REVENUES	364,938	1,432,023	125,746	415,882	943,000	1,153,642	885,000
	EXPENDITURES	(242,793)	(1,279,913)	(623,899)	(469,285)	(1,179,433)	(1,146,295)	(855,000)
	CASH/INVESTMENTS BALANCE CARRYOVER							
	PROPOSED 2015 YEAR END BALANCE							

SEWER/STORM WATER CONTINGENCY FUND - 425		Actual		Actual		Actual		Actual		Adopted		Projected		Budget	
		2010		2011		2012		2013		2014		2014		2015	
Description															
425-361-11-00	Investment Interest									930		870		5,020	
425-397-10-00	Transfers In from ULID 18 Fund 480									-		-		-	
	Transfers In from Bond Reserve Fund 490									-		-		-	
	TOTAL REVENUES						1,000,000		1,178,202	930		870		5,020	
425-535-10-41	Stormwater Comp Plan (See Active Projects C1315 PH2)						24,642		4,821		10,000				
425-535-10-89	Debt Service Charges						120		103		200				
425-594-38-83	Water/Sewer Systems						-		-		-				
425-594-38-84	Machinery/Equipment						220,480		4,921		1,300				
	TOTAL EXPENDITURES						245,242		4,921		11,500				
	REVENUES						1,178,202		930		870				
	EXPENDITURES						(245,242)		(4,921)		(11,500)				
	CASH/INVESTMENT'S BALANCE CARRYOVER														
	PROPOSED 2015 YEAR END BALANCE													822,700	(200)
														827,500	

CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430		Actual	Actual	Actual	Actual	Adopted	Projected	Budget
Description		2010	2011	2012	2013	2014	2014	2015
430-361-11-00	Investment Interest							
430-362-20-00	2009 Bond Proceeds	24,155	11,785	10	-	-	-	-
	TOTAL REVENUES	24,155	11,785	10	-	-	-	-
430-594-36-63	Capital Outlay - Water/Sewer Systems							
430-597-10-00	Transfers Out to Bond Debt Service Fund 450	2,149,001	1,607,281	174,894	19,591	57,250	-	62,683
	TOTAL EXPENDITURES	2,149,001	1,607,281	174,894	19,591	57,250	-	62,683
	REVENUES	24,155	11,785	10	-	-	-	-
	EXPENDITURES	(2,149,001)	(1,607,281)	(324,894)	(19,591)	(57,250)	-	(62,683)
	CASH/INVESTMENTS BALANCE CARRYOVER							
	PROPOSED 2015 YEAR END BALANCE							62,683
								0

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DWSPF PROJECTS FUND - 440

	Description	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Adopted 2014	Projected 2014	Budget 2015
440-392-80-31	Division 22 Research (Permits and Design)							
440-392-80-43	Geneva AC Maine (Permits, Design and Construction)							
	TOTAL REVENUES						-	100,000
440-594-34-82	Division 22 Research (Permits and Design)						175,000	2,500,000
440-594-34-83	Geneva AC Maine (Permits, Design and Construction)						175,000	2,500,000
	TOTAL REVENUES						350,000	5,000,000
	TOTAL EXPENDITURES						175,000	2,500,000
	REVENUES						210,000	2,500,000
	EXPENDITURES						175,000	2,500,000
	CASH/INVESTMENTS BALANCE CARRYOVER						(210,000)	2,500,000
	PROPOSED 2015 YEAR END BALANCE						(210,000)	(2,500,000)
								-

Expenditures offset by draws as projects progress.

DWSRF Loan Funded Projects

FUND 440

Category	Project #	Project Title / Tasks	Original Budget for 2013 Loan Application	Projected Budget to Completion (adjusted 10/09/14)	Spent to Date (11/18/2014)	Amount Remaining
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Water

C1401 Division 22 Reservoir

		Design/Permitting/Bidding	\$ 160,000.00	\$ 149,734.00	\$ 32,645.81	\$ 92,088.19
		ADM - Admin, Permits, Fees, Etc	\$ 35,000.00	\$ 25,000.00		
		PH1 - PreDesign Report, CUP	\$ 45,000.00	\$ 44,734.00	\$ 32,645.81	\$ 12,088.19
		PH2 - Design, Bidding	\$ 80,000.00	\$ 80,000.00		\$ 80,000.00
		Construction	\$ 825,000.00	\$ 835,266.00	\$ -	\$ 835,266.00
		PH2 - Construction Admin/Testing/Inspection	\$ 100,000.00	\$ 100,000.00		\$ 100,000.00
		CON - Construction Contract	\$ 700,000.00	\$ 700,000.00		\$ 700,000.00
		Contingency	\$ 25,000.00	\$ 35,266.00		\$ 35,266.00
		Total	\$ 985,000.00	\$ 985,000.00	\$ 32,645.81	\$ 927,354.19
		Loan Fee (1% of the Total)	\$ 9,850.00	\$ 9,850.00	\$ 9,850.00	\$ -
		Total Funding Request	\$ 994,850.00	\$ 994,850.00	\$ 42,495.81	\$ 927,354.19

Water

C1402 Geneva Avee AC Main Replacement

		Design/Permitting/Bidding	\$ 280,000.00	\$ 287,990.00	\$ 163,675.50	\$ 104,314.50
		ADM - Admin, Permits, Fees, Etc	\$ 40,000.00	\$ 20,000.00		
		PH1 - PreDesign, Design, Bidding	\$ 240,000.00	\$ 267,990.00	\$ 163,675.50	\$ 104,314.50
		Construction	\$ 2,085,000.00	\$ 2,087,010.00	\$ -	\$ 2,087,010.00
		PH2 - Construction Admin/Testing/Inspection	\$ 150,000.00	\$ 150,000.00		\$ 150,000.00
		CON - Construction Contract	\$ 1,845,000.00	\$ 1,845,000.00		\$ 1,845,000.00
		Contingency	\$ 100,000.00	\$ 92,010.00		\$ 92,010.00
		Total	\$ 2,375,000.00	\$ 2,375,000.00	\$ 163,675.50	\$ 2,191,324.50
		Loan Fee (1% of the Total)	\$ 23,750.00	\$ 23,750.00	\$ 23,750.00	\$ -
		Total Funding Request	\$ 2,398,750.00	\$ 2,398,750.00	\$ 187,425.50	\$ 2,191,324.50
		Total for DWSRF Loan Projects	\$ 3,393,600.00	\$ 3,393,600.00	\$ 229,921.31	\$ 3,118,678.69

Rate Funded Active Projects

FUND 420

Category	Project #	Project Title / Tasks	Original Project Budget	Projected Budget to Completion (adjusted 10/09/14)	Projected Expenditures thru 12/31/2014	Amount Remaining
Water	C1207	Reservoir Drains to Daylight	\$ -	\$ -	\$ -	\$ -
General	C1214-ADM	Dead End Blow Offs	\$ 13,000.00	\$ 13,000.00	\$ -	\$ 13,000.00
Water	C1304-ADM	Steel Reservoir Cathodic Protection	\$ 37,960.00	\$ 37,960.00	\$ -	\$ 37,960.00
Sewer	C1316	Boulevard Sewer Pump Station	\$ 75,000.00	\$ 40,000.00	\$ 40,000.00	\$ -
		PH1 - PreDesign	\$ 89,771.00	\$ 84,771.00	\$ 84,771.00	\$ -
		PH2 & 3 - Design, Services During Construction	\$ 240,000.00	\$ 188,474.00	\$ 188,474.00	\$ -
		CON - Construction - Interwest Inc.	\$ 330,000.00	\$ 385,000.00	\$ 385,000.00	\$ -
Sewer	C1404	2014 Water System Rehabilitation	\$ 100,000.00	\$ 99,893.78	\$ 99,893.78	\$ -
Sewer	C1405	Strawberry Point Sewer PS - PH1 PreDesign	\$ 103,000.00	\$ 145,741.90	\$ 145,741.90	\$ -
Sewer	C1406	Sewer Push Camera	\$ 100,000.00	\$ 103,411.00	\$ 98,000.00	\$ 5,411.00
Sewer	C1407	Lowv Sewer Pump Station VFD	\$ 7,000.00	\$ 7,000.00	\$ -	\$ 7,000.00
Water	C1408	SVWTP Spare Raw Pump VFD	\$ 7,000.00	\$ 7,000.00	\$ -	\$ 7,000.00
General	C1411	Shop Gravel/Asph Bins	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
General	C1412	Admin Building Irrigation	\$ 5,000.00	\$ 5,000.00	\$ 656.20	\$ 4,343.80
			\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
		Total for Active Projects	\$ 1,122,731.00	\$ 1,132,251.68	\$ 1,042,536.88	\$ 89,714.80

LUKE WILCOX WATER AND SEWER DISTRICT - CAPITAL IMPROVEMENT PLAN 2015 THRU 2020

Program Area / CIP Project # / CIP Project Name	Total	2015	2016	2017	2018	2019	2020
Both Water and Sewer							
A0005 Accounting & Administration Server - Replace/Update Hardware, Network Security, & OS	40,000			20,000			20,000
E0001 Replace Backhoe (budget estimate for new unit)	156,573						156,573
V0001 Replace Tool Truck (6 tool trucks in fleet)	106,090		53,045				53,045
V0002 Replace Administrative Staff Vehicle (3 cars in fleet)	25,887			26,095			25,887
V0003 Replace Locator / Meter Reading Van	26,095			26,095			
V0004 Replace Light Truck	32,619			32,619			
Subtotal	387,264		53,045	78,715	25,887	53,045	176,573

Sewer System							
0032 Agate Bay Pump Station Replacement	650,000			650,000			
0033B Strawberry Point Pump Station Replacement (Design, Bid, Construction)	620,000	620,000					
0038 Geneva Pump Station Replacement	650,000						650,000
0049 Country Club Pump Station Replacement	650,000		650,000				
0050 Par Lane Pump Station Replacement	650,000						650,000
0055 Rocky Ridge Pump Station Replacement	700,000						700,000
0124 Rehabilitate Old Flat Car Sewer Pump Station - Construction	75,000					75,000	
A0010 Update Sewer Comprehensive Plan (Current Plan Dated 6-14-2014)	65,000						65,000
S0001a EPA Capacity, Management, Operations, & Maintenance (CMOM) Projects - Sewer I&I	85,000		85,000				
S0001b EPA Capacity, Management, Operations, & Maintenance (CMOM) Projects - Sewer I&I	85,000				85,000		
S0001c EPA Capacity, Management, Operations, & Maintenance (CMOM) Projects - Sewer I&I	640,000			160,000	160,000	160,000	160,000
Subtotal	4,870,000	705,000	735,000	810,000	885,000	925,000	810,000

Water System							
0060 Eagleridge Fire Pump Control Upgrade	50,000			50,000			
0072 SVWTP Clearwell Overflow Drain	5,000	5,000					
0108 Replace SVWTP Booster Station Roof	25,000		5,000				25,000
0110 Security - Intrusion Alarms at Reservoirs, Cameras at SVWTP AHWTP	10,000					10,000	
0118 Leak Locator Equipment	9,426					9,426	
0122 Security - Intrusion Alarms at Reservoirs (Install pilot system at 1 site)	5,000	5,000					
0125 Mechanical Staff Gauge for SVWTP Clearwell Reservoir	10,000		5,000				10,000
0126 SVWTP Chlorine Analyzer - Replace	5,000		5,000				
0127 Reservoir Condition Assessment - Seismic, Structural Repairs, Coatings	35,000	35,000					
A0007 Update Water Comprehensive Plan (Current Plan Dated October 2010)	100,000			100,000			
W0001 Water Service Rebuilds	20,000	10,000		10,000			
W0002 Water System Rehab and Replacement Projects	600,000					200,000	200,000
W0002b Water System Rehab and Replacement Projects	100,000					100,000	
W0003 SVWTP Filter 3&4 Media - Replace	20,876						20,876
W0005 Reservoirs - Inspection & Maintenance	25,000					25,000	

Program Name / CIP Project # / CIP Project Name	Total	2015	2016	2017	2018	2019	2020
Water System - Funding by Loan or Bond							
0115 Division 7 and Geneva Reservoir Coating and Structural Repairs (Place-Holder. Need to develop cost est.)	Subtotal 1,020,302	60,000	110,000	229,426	200,000	200,000	220,876
0116 Reservoir Seismic Restraints (Place-Holder. Need to develop cost est.)	500,000						500,000
	Subtotal 1,000,000						500,000
	Grand Total 7,277,567	765,000	898,045	1,118,141	1,110,887	1,678,045	1,707,449

* Note: Cost Estimates in 2015 Dollars

CAPITAL PROJECT NARRATIVE

Project Name:	Strawberry Point Pump Station Replacement
CIP #:	0033

Asset Register:	LWWSD → Sewer → Pump Stations → Strawberry Point				
Failure Mode:	Capacity	Level of Service	<u>Mortality</u>	Efficiency	
Business Risk Exposure:	32	= 8 x 4 x 1 (PoF x CoF x Redundancy)			
Remaining Life:	0 years	Consumed Life:	40 years	Effective Life:	40 years

PURPOSE and DESCRIPTION OF THE PROJECT

Project includes retrofitting existing Smith & Loveless wet well mounted pump station with new pumps, controls, telemetry, and pole mounted work light manually switched at control panel.

The existing pump station was installed in 1974. Two existing 3 HP pumps each have a design point of 100 GPM at 23-feet TDH. Check valves are inaccessible for maintenance or cleaning; if a check valve ever jams, it would be a major project to access them for service. This station has problems keeping prime. The wet well diameter is 6-feet and the power service is currently 3-phase/ 230V. Access is off of Lake Whatcom Blvd. and pump station is surrounded by concrete walls on three sides and overhead. The retrofit is part of a District wide pump station plan to replace all 30+ year old equipment.

This pump station is a critical station located adjacent to Lake Whatcom. As part of the Lake Whatcom Boulevard Interceptor pump upgrade plan, the wet well level will be monitored via pressure transducer with backup high/low floats and the pumps will be controlled via VFD. Wet well levels and VFD control will allow the District to better manage and control pumping from the office SCADA computer during high flow wet weather events.

Budget Estimate

Work in 2014 (0033a)	
Pre-Design and Permitting (RH2):	\$103,411.00
Work in 2015 (0033b)	
Design (RH2):	\$90,000.00
Contract Admin & Inspection (RH2):	\$80,000.00
<u>Construction:</u>	<u>\$450,000.00</u>
2015 Subtotal:	\$620,000.00
Grand Total:	\$723,411.00

Cost estimate in 2015 dollars.

CAPITAL PROJECT NARRATIVE

Revision History

- Created 8/1/2006.
- Revised 8/2/2006 by MMM: Revised project scope, added budget.
- Revised 8/3/2006 by BH: Added minor note to purpose, added VFD budget.
- Revised 12/6/2007 by BH: Adjusted budget to reflect recent Plum/Strawberry Canyon PS project costs.
- Revised 8/6/2009 by BH: Adjusted budget to reflect recent Tomb PS project.
- Revised 9/28/2010 by BH: Adjusted budget.
- Revised 10/18/2013 by BH: Adjusted budget and separated work into 2 years.
- Revised 11/4/2014 by BH: Updated costs for 2015 work.

CAPITAL PROJECT NARRATIVE

Project Name:	EPA Capacity, Management, Operations, & Maintenance (CMOM) Projects – Sewer I&I
CIP #:	S0001

Asset Register:	LWWSO → Sewer → Collection System			
Failure Mode:	<u>Capacity</u>	Level of Service	Mortality	<u>Efficiency</u>
Business Risk Exposure:	15	= 3 x 5 x 1 (PoF x CoF x Redundancy)		
Remaining Life:		Consumed Life:		Effective Life:

PURPOSE and DESCRIPTION OF THE PROJECT

Combines several separate District projects into one annual project. The goal is to find and repair inflow and infiltration (I&I) sources. District crews camera sewer mains during wet season months searching for I&I.

The annual project scope and focus will vary based on the type of high priority items discovered during the previous wet season. Types of work include: sewer main slip lining (spot repairs and full lengths), pressure grouting service tees, pressure grouting manhole leaks/voids, rebuild/seal manholes, smoke testing, and other efforts to reduce I&I.

Engineering (Plans, Specs & Est.):	District Staff
Bid & Contract Administration:	District Staff
<u>Construction:</u>	<u>\$160,000 (annual target)</u>

2015 Budget: **\$85,000 available for two specific projects:**

- (1) Finish smoke testing in Sudden Valley along with various pipe and manhole repairs. Approximate budget is \$50,000.
- (2) Refurbish LLRI Whatcom Fall Park Outlet Manhole. The City's manhole has been damaged due to H₂S and erosion from District's interceptor outlet pipe. Approximate budget is \$35,000.

2016 Budget: **\$85,000 available for 3 projects:**

- (1) CIP #0124 Rehabilitate Old Flat Car Sewer Pump Station – Design Phase. Approximate budget is \$25,000 for design.
- (2) CIP #0128 Flow Meter for SVSP Drywell Pumps. Approximately \$10,000 to install a flow meter.
- (3) I&I pipe and manhole repairs. Approximate budget \$50,000.

2017 and beyond: **\$160,000 pipe, manhole, etc. repairs to reduce I&I.**

Cost estimate in 2015 dollars.

For further information about this project call Bill Hunter.

CAPITAL PROJECT NARRATIVE

Revision History

- 10/26/2011. Combined separate I&I related projects into one annual project budget. Bill Hunter. Footnote: October 2011 Pro-Vac Estimate (Hank) for Smoke Testing: \$0.65/LF and can test approximately 10,000 LF per day.
- 11/18/2013. Minor budget updates. Bill Hunter.
- 11/4/2014. Minor budget updates. Bill Hunter.

CAPITAL PROJECT NARRATIVE

Project Name:	SWWTP Clearwell Overflow Drain
CIP #:	0072

Asset Register:	LWWSD → Water → Treatment Plant			
Failure Mode:	Capacity	<u>Level of Service</u>	Mortality	Efficiency
Business Risk Exposure:	N/A	= _ x _ x _ (PoF x CoF x Redundancy)		
Remaining Life:		Consumed Life:		Effective Life:

PURPOSE and DESCRIPTION OF THE PROJECT

Project includes modifying the existing clearwell drain to provide an air gap for cross connection control. Currently the overflow drain discharges to a stormwater manhole which discharges to Lake Whatcom. The overflow drain from the backwash tank also discharges to the stormwater manhole.

Based on initial site visit observations it appears, there should be enough vertical elevation difference from the clearwell outlet to drainage swale near the gravel access road going down to Morning Beach and still get a sufficient air gap.

This project will look at realigning the overflow pipe to obtain an air gap at the drainage swale using District crew and staff to design and install the modifications. The project will also look at providing a screen air vent for the clearwell.

Materials: \$5,000

Revision History

- Created 12/6/2007 by BH.
- Revised 3/31/2008 by BH. Developed order of magnitude estimate.
- Revised 11/4/2014 by BH. Reduce scope to realign about 100-feet of outlet pipe using district forces and equipment.

CAPITAL PROJECT NARRATIVE

Project Name:	Security – Intrusion Alarms at Reservoirs
CIP #:	0122

Asset Register:	LWWSD → Water → Distribution System → Reservoirs			
Failure Mode:	Capacity	<u>Level of Service</u>	Mortality	Efficiency
Business Risk Exposure:	21	= 3 x 7 x 1 (PoF x CoF x Redundancy)		
Remaining Life:		Consumed Life:		Effective Life:

PURPOSE and DESCRIPTION OF THE PROJECT

Currently there are no intrusion alarms on the District's reservoirs. The ladder cages are locked with bars about 10-feet above the ground. The ladder cage is still accessible, even when locked, for someone who really wants to get on top of a reservoir.

District staff recommends installing some type of intrusion alarm or camera to deter facility tampering and unauthorized access. All of reservoirs sites have telemetry to the District's SCADA system.

This is a pilot project to research and install an intrusion system at one of the District's more exposed reservoirs. The system would be installed and integrated into the District's SCADA system by District staff. Based on experience with this pilot project, future sites will be scheduled to receive intrusion alarms in future budget years.

Equipment & Installation (for 1 test site): \$5,000

Cost in 2015 dollars.

For further information about this project contact Bill Hunter.

Revision History

- Created 11/4/2014 by Bill Hunter.

CAPITAL PROJECT NARRATIVE

Project Name:	SVWTP Reagentless Chlorine Analyzer
CIP #:	0126

Asset Register:	LWWSD → Water → Treatment Plant				
Failure Mode:	Capacity	Level of Service	<u>Mortality</u>	Efficiency	
Business Risk Exposure:	9	= 9 x 1 x1 (PoF x CoF x Redundancy)			
Remaining Life:	1-Year	Consumed Life:	9-Years	Effective Life:	10-Years

PURPOSE and DESCRIPTION OF THE PROJECT

The District has 3 chlorine analyzers; 2 installed at the Sudden Valley Water Treatment Plant (SVWTP), and 1 at the Agate Heights Water Treatment. The existing units are Hach Model 9180 with the 9184 acidification unit that uses vinegar to adjust the pH in order to measure chlorine content. The units are approximate 8 to 9 years old.

Replacement parts are becoming extremely expensive. Most of the repair expense is associated with the acidification unit that requires a replacement motor every 2 to 3 years at \$1900/each. They also require 2 tubing kits per year at \$100/each along with 3 pH membranes per year at \$60/each. Operators also must keep a constant supply of vinegar in stock which is consumed at a rate of 1 gallon per week.

The project replaces 1 existing analyzer with a reagentless chlorine analyzer as a pilot test before replacing the 2 remaining units. The District should see an overall cost savings as the new units do not require all the extra parts, repairs, and vinegar associated with the acidification unit.

The proposed new unit is a Hach CL10sc Amperometric Chlorine Analyzer or similar. District crews will install the new unit.

Budget Estimate

Materials: \$5,000.00

Cost estimate in 2015 dollars.

For further information about this project call Bill Hunter

Revision History

- Created 11/4/2014 by BH.

CAPITAL PROJECT NARRATIVE

Project Name:	Reservoir Condition Assessment – Seismic, Structural, Coatings
CIP #:	0127

Asset Register:	LWWSD → Water → Distribution System → Steel Reservoirs			
Failure Mode:	Capacity	Level of Service	Mortality	Efficiency
Business Risk Exposure:	N/A	= _ x _ x _ (PoF x CoF x Redundancy)		
Remaining Life:		Consumed Life:		Effective Life:

PURPOSE and DESCRIPTION OF THE PROJECT

Develop steel reservoir condition assessment addressing seismic resilience, known structural deficiencies/needed repairs, and condition of internal and external coatings. Policy guidance from the Board of Commissioners will assist staff to prioritize, schedule and secure funding for future reservoir capital improvements.

Tentative scope of work assignment:

District Staff:

1. Interior and exterior coating conditions, recommendations, and recoating cost estimates.
2. How are reservoirs going to be taken out of service to perform structural and coating repairs while still maintaining service to customers? (Possible assistance from consultant).
3. Should the District consider more site security (such as fences, cameras, etc...)? What are the costs of adding more layers of security? What are the consequences of not adding security? Prepare staff recommendation for consideration by Board of Commissioners.

Specialty Consultant:

1. What can the District expect if a severe earthquake occurs? Which reservoirs are likely to be out of service? What are the risks to life and property if a reservoir fails seismically?
2. What are the estimated costs for structural repairs?
3. What are the costs of seismic upgrades? Are upgrades the most economical option or should the District construct new reservoirs next to existing ones (provide redundancy to take one out of service for repairs/maintenance)?
4. What are the risks of not performing seismic upgrades?

Board of Commissioners:

1. Should the District seismically upgrade existing reservoirs?
2. Should the District add more layers of reservoir site security?

CAPITAL PROJECT NARRATIVE

Reservoir Name Plate Data

	SVWTP	Division 7	Division 22	Division 30	Geneva
Manufacturer		Union Tank Works Inc, Seattle, WA	Union Tank Works Inc, Seattle, WA	Union Tank Works Inc, Seattle, WA	Reliable Steel Fabricators, Inc., Olympia, WA
Year	1992	1971	1971	1973 (87)	1979
Diameter (ft)		70	50	25.33	52
Height (ft)		35	35	40	32.67
Capacity (gal)		1,000,000	500,000	150,000	500,000
Engineer	Wilson Engineering	Horton Dennis & Assoc	Horton Dennis & Assoc	Horton Dennis & Assoc	
Serial #		UTW 9311	UTW 9314	UTW 9931	368
Notes:					Bottom: 1/4" Shell: 11/32", 9/32", 1/4" Top: 3/16"

Business Risk Exposure

	SVWTP	Division 7	Division 22	Division 30	Geneva
Consequence of Failure (CoF)	10 Total System Failure. Affects 100% of system.	7 Medium System Failure. Affects 40-60% of system.	7 Medium System Failure. Affects 40-60% of system.	6 Minor System Failure. Affects 20-40% of system.	6 Minor System Failure. Affects 20-40% of system.
Effective Life (years)	75	75	75	75	75
Years in Service (as of 2014)	22	43	43	36	35
% Life Consumed (as of 2014)	29%	57%	57%	48%	47%
Probability of Failure Rating (PoF)	4	7	7	6	6
Business Risk Exposure (CoF x PoF)	40	49	49	36	36
Notes:					

CAPITAL PROJECT NARRATIVE

Exterior Coating Conditions

	SVWTP	Division 7	Division 22	Division 30	Geneva
Inspection Notes	Existing paint is 12 to 15 mil. Overall, the coating is in good condition. Tnemec Rep will provide recommended products. Rep can perform color match at time of product order.	Based on the year built, it is likely a vinyl coating. Average coating thickness is 5 to 6-1/2 mils. It is the original coating. Overall doing well, but could be upgraded. Good quality original coating evident by thorough wire brushing at the weld seams.	Based on the year built, existing coating is likely a vinyl coating. Thickness is 8 to 9 mils. Has 4 layers; topcoat, gray primer for the 2nd coat, original coat, and a first, red primer base coat. Exhibiting signs of inner coat delamination and failure of overcoat. Tnemec Rep did not think reservoir is a candidate for spot repairs, but rather an entire recoat after new Div 22 reservoir is in operation. Rep suggested "Eagle Blasting", a Zinc primer, and a modern epoxy-urethane finish.	Average thickness at 7 mils. 2 coats of paint are present. Condition is decent.	Existing thickness is 4 mils and appears to be the original finish, an old, alkyd enamel. The coating is showing signs of deterioration, which is evident through chalking of the paint, wearing at seams and evidence of sun damage. Due to the year built, this existing paint is likely lead-based. Testing needed.
Recommendation	Spot repair as needed.	Wash, grind, and apply an epoxy coat primer with an epoxy urethane topcoat.	Total recoat after new Div 22 Reservoir in operation.	Spot repair as needed.	Test paint for lead. Total recoat.

On 10/2/14, Bill Hunter and Kristin Hemenway met with Scott McConnell, TNW Inc., and visited each of the District's five steel water reservoirs to examine the condition of the coatings and for advisement on products suitable for coating repair at each reservoir. Exterior coating notes and recommendations are documented in the above table.

Tnemec Rep contact information: Scott McConnell, 7929 2nd Avenue South, Seattle, WA 98108, 206-762-5755, smcconnell@tnemec.com.

CAPITAL PROJECT NARRATIVE

Budget Estimate

Seismic/Structural Engineering Consultant: \$35,000.00

Covington Water District did condition assessment for \$60k which included 3 tanks. They also did a seismic assessment for \$20k for 2 tanks. BHC did the work.

Cost estimate in 2015 dollars.

For further information about this project call Bill Hunter

Revision History

- Created 11/18/2014 by BH.

CAPITAL PROJECT NARRATIVE

Project Name:	Water Service Rebuilds
CIP #:	W0001

Asset Register:	LWWSD → Water → Distribution System → Services			
Failure Mode:	Capacity	Level of Service	Mortality	Efficiency
Business Risk Exposure:	N/A	= _ x _ x _ (PoF x CoF x Redundancy)		
Remaining Life:		Consumed Life:		Effective Life:

PURPOSE and DESCRIPTION OF THE PROJECT

Rebuild old water services that do not meet District standards. Rebuilds include new brass fittings, check valves, shut off valves and meter boxes. There are approximately 85 water services that have been identified to be rebuilt.

Target is for 40 to 50 rebuilds per year

Budget Estimate

Materials: \$10,000.00

Cost estimate in 2015 dollars.

For further information about this project call Rich Munson.

Revision History

- Created 8/2/2006.
- Revised 1/5/2010 by BH: Adjusted materials cost to closer match recent brass bids. Deleted labor since it is already in the general budget.
- Revised 10/26/2011 by BH: Reduced annual budget from \$30k (85 rebuilds/year) to 15k (40-50 rebuilds/year) to better match available District labor resources.
- Revised 11/20/2013 by BH. Updated number of remaining rebuilds and annual budget.
- Revised 11/10/2014 by BH. Updated number of remaining rebuilds and annual budget.

Revenue Bonds and Loans Summary

The District has obtained publicly funded loans to construct projects. The project title, loan remaining, agency loan number, payment number and interest rates are noted as follows:

Project Title/Loan Source	Loan Balance Remaining 1/1/2015	Funding Source	Agency, Loan Number	End Date	Interest on Loan
Geneva/Sudden Valley Water Distribution Pre-Construction costs	62,583	Rates	PWTF-#PW-01-691-PRE-119	2021	1.0%
Geneva/Sudden Valley Water Distribution Construction	<u>378,016</u>	Rates	PWTF #PW-02-691-064	2022	2.0%
Total Loans Outstanding – 1/1/2015	\$440,600				
09 Rev Bonds Outstanding – 1/1/2015	\$4,860,000	Rates		2029	4.0%
Total Combined Debt Outstanding – 1/1/2015	<u>\$5,360,000</u>				

PWTF – Public Works Trust Fund

DRAFT 12-10-14

2009 BOND DEBT SERVICE FUND - 430		Actual	Actual	Actual	Actual	Adopted	Projected	Budget
		2010	2011	2012	2013	2014	2014	2015
430-361-11-00	Investment Interest							
430-367-10-00	Transfers In from Operating Fund 401	434,175	447,250	295,500	443,875	447,450	447,450	448,050
	Transfers In from Bond Capital Projects Fund 430			150,000				
	TOTAL REVENUES	434,175	447,250	445,500	443,875	447,450	447,450	448,050
430-635-10-41	Bond Admin Fee		305					
430-691-35-72	Redemption of Long Term Debt		303					
430-692-35-83	Bond Interest Payments	205,000	215,000	220,000	225,000	300	300	300
	TOTAL EXPENDITURES	239,100	231,950	225,500	218,900	212,150	212,150	245,000
	REVENUES	443,405	447,253	445,500	443,800	447,450	447,450	448,050
	EXPENDITURES	434,175	447,250	445,500	443,875	447,450	447,450	448,050
	CASH/INVESTMENTS BALANCE CARRYOVER	(443,405)	(447,253)	(445,500)	(443,800)	(447,450)	(447,450)	(448,050)
	PROPOSED 2015 YEAR END BALANCE							-

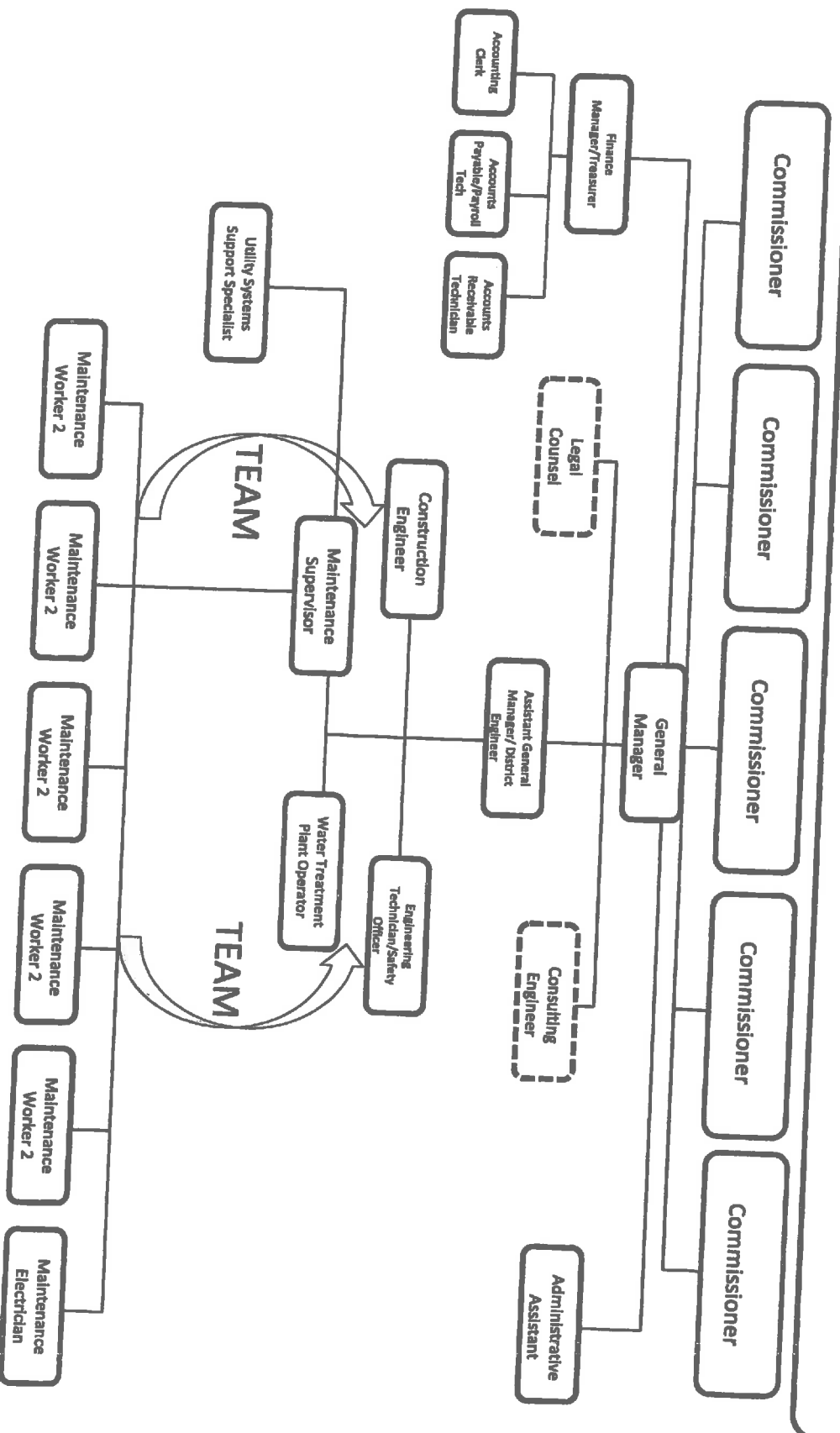
DRAFT 12-10-14

WATER LOANS DEBT SERVICE FUND - 470

Description	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Adopted 2014	Projected 2014	Budget 2015
Investment Interest		128					
Transfers in from Operating Fund 401	128	83,350	92,500	200,975	65,500	65,339	63,700
TOTAL REVENUES	128	83,478	92,500	200,975	65,500	65,339	63,700
Redemption of Long Term Debt Loan 119	74,541	74,541	74,541	184,633	8,940	8,940	8,940
Debt Service Interest Loan 44	7,982	7,184	6,385	6,385	47,252	47,252	47,252
Debt Service Interest Loan 119	1,073	983	894	805	715	-	-
Debt Service Interest Loan 084	12,286	11,340	10,395	9,450	8,505	715	574
TOTAL EXPENDITURES	95,882	94,048	92,216	201,273	65,412	65,412	63,686
REVENUES	128	83,478	92,500	200,975	65,500	65,339	63,700
EXPENDITURES	(85,832)	(94,048)	(92,215)	(201,273)	(65,412)	(65,412)	(63,686)
CASH/INVESTMENTS BALANCE CARRYOVER							
PROPOSED 2015 YEAR END BALANCE							4

ULID 18 FUND - 480		Description									
		Actual 2010	Actual 2011	Actual 2012	Actual 2013	Adopted 2014	Projected 2014	Budget 2015			
480-361-11-00	Investment Interest	63,026	59,793	50,366	18,138	-	-	-	-	-	-
480-361-40-00	ULID 18 Interest/Penalties	51,045	47,834	39,218	39,475	30,000	28,000	-	-	-	
480-368-10-00	Current ULID 18 Principal Payments	63,948	66,417	63,041	75,197	50,000	53,000	23,000	-	-	
480-379-10-90	Unaccrued Fee	2,808	5,181	5,448	5,711	3,000	-	-	-	-	
480-397-10-00	Transfers In from Operating Fund 401 (re-payment)	113,335	113,335	113,335	-	-	-	-	-	-	
	TOTAL REVENUES	294,162	292,560	281,388	136,519	83,000	82,000	73,000			
480-535-10-98	Sewer Debt Service Charges	425	400	1,221	158	-	-	-	-	-	
480-591-35-73	Redemption of Long Term Debt Loan 063	232,237	236,683	241,363	2,083,577	-	-	-	-	-	
480-592-35-81	Debt Service Interest Loan 44A	7,633	7,029	6,396	1,449	-	294	-	-	-	
480-592-35-82	Debt Service Interest Loan 44B	64,054	60,212	68,227	8,372	-	-	-	-	-	
480-592-35-83	Debt Service Interest Loan 063	0,599	7,338	7,276	6,321	-	-	-	-	-	
480-597-10-00	Transfers Out to Sewer/Storm Water Contingency Fund 425				1,000,000	-	-	-	-	-	
	Transfers Out to Operating Fund 401				177,384	-	-	-	-	-	
	TOTAL EXPENDITURES	312,948	312,262	314,503	3,857,241	83,000	81,500	73,000			
	REVENUES	294,162	292,560	281,388	136,519	83,000	81,798	73,000			
	EXPENDITURES	(312,948)	(312,262)	(314,503)	(3,857,241)	(83,000)	(81,798)	(73,000)			
	CASH/INVESTMENTS BALANCE CARRYOVER										
	PROPOSED 2015 YEAR END BALANCE										

Lake Whatcom Water & Sewer District Organization Chart



Effective July 11, 2012

LAKE WHATCOM WATER AND SEWER DISTRICT

PERSONNEL SUMMARY 2015 BUDGET DATA

POSITION	NO. OF EMPLOYEES	ANNUAL GROSS	ADMINISTRATION	OPERATIONS
General Manager	1	\$ 137,013	\$ 137,013	
Asst. Manager/Engineer	1	119,998	119,998	
Finance Manager/Treasurer	1	103,661	103,661	
Administrative Assistant	1	73,661	73,661	
Accounts Receivable	1	60,814	60,614	
Accounts Payable/Payroll	1	60,614	60,614	
Accounting Clerk	0.75	39,265	39,265	
Construction Engineer	1	75,826	75,826	
Engineering Tech/Safety Officer	1	66,830	66,830	
Utility Systems Specialist	1	66,830		\$ 66,830
Water Treatment Plant Operator	1	73,662		73,662
Maintenance Supervisor	1	94,029		94,029
Maintenance Worker 2	5	328,977		328,977
Maintenance Worker 1	0	-		-
Maintenance Electrician	1	85,267		-
Sub-Totals	17.75	\$1,386,247	\$ 737,482	\$ 648,765
Social Security		\$ 106,048	\$ 56,417	\$ 49,631
PERS		127,673	67,923	59,750
Unemployment		5,850	2,925	2,925
Worker's Comp (L&I)		24,990	8,745	16,245
Medical/Dental Benefits		271,821	132,260	139,561
HRA VEBA		5,400	2,700	2,700
Sub-Totals		\$ 541,782	\$ 270,970	\$ 270,812
GRAND TOTALS		\$1,928,029	\$ 1,008,452	\$ 919,577



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 1, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>Paul J. Am...</i>		
MEETING AGENDA DATE:	December 10, 2014		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. December 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		
December 10, 2014		December 5, 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		15			
	No of permits projected 2014		5			
		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
C1216	SVCA Polo Park Bridge Replacement Water Main Relocation
C1303	SWWTP 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 (SWWTP) (Kevin)	July	Aug	Sept	Oct	Nov	Dec	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"/>	
	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)	Completed March 3, 2014						Due by March 31st
	WA State Cross Connection Report (Rich)	Completed April 24, 2014						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

Reporting	Name of Report & Preparer	Completed	When Due
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	July 10, 2014			
February 12, 2014	August 12, 2014			
March 13, 2014	September 24, 2014			
April 9, 2014	October 28, 2014			
May 14, 2014	November 25, 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:				
• 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 & Sewer District
Capital Improvement Projects Staff Report

C1207 Reservoir Overflow Drains to Daylight

Route reservoir overflow drains to daylight.

C1207-ENG Project Administration and Engineering

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-CON Construction Contract

C1214-ADM Project Administration

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

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 Non-Mandatory Prebid Meeting - 10am
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.
8/2/2014 Advertisement for Bids published in Bellingham Herald
8/19/2014 Non-Mandatory Prebid Meeting at 10am
8/26/2014 Bid Opening - 205pm
9/10/2014 Board of Commissioners awards contract to low bidder - Norton Corrosion Limited from Woodinville, WA - for \$37,650.59 including sales tax.
9/11/2014 Notice of Intent to Award letter sent to contractor. Staff and contractor working on executing construction contract.
10/27/2014 Pre-construction meeting with contractor.
11/3/2014 Construction contract executed.

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.

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 80% 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.
- 9/29/2014 RH2 assisting with contract admin as needed.
- 12/4/2014 Staff working with contractor and RH2 to close out project.

C1316-CON Construction - Interwest Construction Inc.

- 6/3/2014 Notice of Intent to Award sent to Interwest Construction, Inc. Contractor gathering bonds, insurance, signing contracts, etc.
- 7/7/2014 Notice to Proceed - 90 calendar day contract
- 8/5/2014 Contractor performing sitework. Bypass pumping to begin next week.
- 9/29/2014 Sitework nearly finished. Electrical panels and wiring being installed. Contractor working on mechanical - installing pumps, rails, etc.
- 10/28/2014 Contractor reached Substantial Completion (within contract time).
- 11/4/2014 Contractor working on punch list.
- 11/17/2014 Final Completion Date
- 12/4/2014 Contractor has completed all punch list items except for minor revision to electrical O&M manuals.

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.
- 8/5/2014 G&O working on reservoir sizing after receiving water system data/info from staff. DOH cultural review in progress.
- 8/23/2014 Published Notice to the Public of Intent to Request Release of Funds in Bellingham Herald. This is required as part of the cultural review process. Have to wait 30 days before beginning test pits or geotechnical borings.
- 9/23/2014 Predesign progress meeting with G&O and District staff. Staff reviewed first 3 chapters of predesign report. G&O will update few minor items and continue final predesign tasks. Set goal to present predesign report to at 1st Board meeting in November.

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.
- 7/9/2014 Wilson presents predesign/project report to Board at meeting. Report is essential done but will be finalized after receiving public comments after a public meeting tentatively schedule in September 2014.
- 8/5/2014 Wilson continues topographic surveying, mapping, and development of preliminary plan set to be used at public meeting. DOH cultural review in progress.
- 8/23/2014 Published Notice to the Public of Intent to Request Release of Funds in Bellingham Herald. This is required as part of the cultural review process. Have to wait 30 days before beginning any excavations for test pits or geotechnical borings.
- 9/30/2014 Neighborhood workshop meeting held at District office. Staff sent invitations to properties adjacent to project limits.
- 11/4/2014 Project / predesign report completed by Wilson. District staff will send to DOH for review/approval. Wilson and District staff continuing to work on detailed plans.
- 11/6/2014 Project report was mailed to DOH for review/approval.
- 12/3/2014 DOH reviewed project report and will provide letter to acknowledge they received it to comply with the DWSRF loan requirements. No issues with report.
- 12/4/2014 Staff, Wilson, and Bob Carnicael are reviewing and updating the District's front end contract documents. Front end documents will be sent to state for review/approval mid-December following completion of updates.

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.
- 6/20/2014 Advertisement for Bids in Bellingham Herald
- 7/10/2014 Prebid Meeting
- 7/16/2014 Bid Opening
- 7/30/2014 Board awards contract to Carman's Construction LLC from Oak Harbor in an amount not to exceed \$100k. Budget will allow replacement of approx 23 hydrants in Sudden Valley.
- 7/31/2014 Notice of Intent to Award mailed to Carman's Construction LLC
- 8/5/2014 Staff working with contractor to execute construction contract.

C1403-CON

- 8/28/2014 Contract executed. Notice to proceed given to contractor.
- 11/4/2014 Contractor ordering fire hydrant materials for project.
- 12/4/2014 Contractor still has not mobilized. Staff will setup meeting with contractor to discuss pending substantial completion date and potential liquidated damages.
- 12/25/2014 Contract Substantial Completion Date.

C1404 2014 Sewer System Rehab and Replacement

C1404-CON

- 8/5/2014 Pro-Vac to begin smoke testing 8/11/2014 in Sudden Valley.
- 9/29/2014 Pro-Vac has completed all originally planned smoke testing and is just about done with additional requested areas.
- 11/4/2014 Pro-Vac completed all work. District staff working to close out project.

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 Notice of Intent to Award sent to Pro-Vac
V
- 5/28/2014 Tentative - Award Construction Contract at Board Meeting.
- 8/4/2014 Notice to Proceed set to Pro-Vac - 120 day contract
- 8/5/2014 Pro-Vac to begin smoke testing in Sudden Valley 8/11/2014.
- 12/2/2014 Contract Completion Date.

C1405 Strawberry Pt. Sewer PS Improvements

Replace Strawberry Point Sewer Pump Station.

C1405-PH1 Predesign

- 2/4/2014 Staff and RH2 working on scope of work and fee estimate. Scope/fee will be on the 2/12/2014 Board meeting agenda.
- 2/12/2014 Board authorizes phase 1 - predesign work.
- 2/26/2014 Board authorizes a revision to phase 1 not-to-exceed amount.
- 3/6/2014 Signed AE agreements received from consultant. District attorney doing final review. Agreements will then be executed by Patrick.
- 3/6/2014 Staff collecting technical information for RH2 to begin preliminary design.
- 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.
- 8/5/2014 County pre-application submitted. Waiting to hear back from County on meeting date.
- 8/12/2014 RH2 to meet with District crew to go thru design criteria. Information will be documented in pre-design report which is in progress.
- 9/24/2014 RH2 presents predesign report to Board of Commissioners. Staff and RH2 will continue with project as described in predesign report.

- 10/15/2014 RH2 and District staff meet with County Public Works Roads and Stormwater department heads. Meeting was to coordinate county road/stormwater projects with District's pump station project.
- 10/29/2014 RH2 submits substantial shoreline development permit to county.
- 11/25/2014 As part of the shoreline permitting process, County sent notices out to properties within 1000 feet of project. Written comments are due December 26, 2014.

C1406 Sewer Push Camera for 2" and 4" Pipe

Procure sewer push camera for small diameter pipe.

C1406-ADM

C1407 Low 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

- 8/5/2014 Crews cleared existing material bin area. Staff reviewing best location for material bins and will begin preparing for concrete slab.
- 9/29/2014 Rebar and formwork procured and onsite. District crews will begin forming slab.

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:	December 2, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	December 10, 2014		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Strawberry Point Sewer Pump Station Project – RH2 Contract Amendment		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Scope of Work & Fee Estimate		
	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 has essentially completed Phase 1 work which included topographic surveying, predesign report, board presentation, meeting with neighbors, and submittal of Shoreline Substantial Development Permit application to Whatcom County. The only remaining item for Phase 1 is the shoreline permit public hearing. Whatcom County has not yet set a date for the hearing.

Staff and RH2 are ready to begin Phase 2 work. Phase 2 includes detailed design, development of construction contract documents (plans & specifications), additional permitting, and services during bidding.

Below is the tentative project schedule:

January, February	Design & Contract Documents, Permitting
March,	Advertise Invitation to Bid
April	Bid Opening, Contract Award
May	Notice to Proceed
June-September	Construction

FISCAL IMPACT

In summary, consulting engineer expenses are close to project budget estimates incorporated in the District's proposed 2015 budget.

Project Budget vs. RH2 Contract:

	CIP Budget Estimates	RH2 Contract
Phase 1 - Pre-Design, Shoreline Permit	\$103,411	\$103,411 <i>(Original Contract)</i>
Phase 2 – Design & Bidding	\$ 90,000	\$95,169 <i>(Amendment #1)</i>
Phase 3 – Contract Admin & Inspection	\$ 80,000	\$ <i>(to be determined)</i>
Construction Contract Budget	<u>\$450,000</u>	
Total Project Budget	\$723,411	

As a side note, as of 12/2/2014 RH2 has essentially completed Phase 1 work \$8,000 under their not-to-exceed contract amount of \$103,411. Phase 1 work also includes the shoreline permit public hearing which has not yet been scheduled by Whatcom County. It appears Phase 1 will be completed under RH2's Phase 1 budget.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Authorize the General Manager to execute A/E (architectural / engineering) Agreement Amendment #1 for Phase 2 work for a not-to-exceed amount of \$95,169.

Exhibit A
Contract Amendment No. 1
SCOPE OF WORK
Lake Whatcom Water and Sewer District
Strawberry Point Sewer Pump Station Improvements
Phase 2 – Design
November 26, 2014

BACKGROUND

The Strawberry Point Sewer Pump Station has been identified by Lake Whatcom Water and Sewer District (District) staff as needing replacement. After approximately 40 years of continual service, the pump station is at the end of its useful life. RH2 Engineering, Inc., (RH2) was retained by the District to assist with preparing the design of the pump station improvements.

RH2 has completed the predesign phase of the Strawberry Point Sewer Pump Station Improvements project. During predesign, pump and site alternatives were analyzed. The District requested RH2 investigate various pumps, including Flygt, Ebara, KSB, ABS, Hydromatic, Vaughn Chopper, E-one and Gorman Rupp, to select the preferred alternative for the sewer pump station. The predesign report outlined the sewer pump station's preferred alternative, including the pumps, structural, mechanical and electrical layout. The District believes the wetwell is in good condition but would like the wetwell to be grout sealed and coated once the condition has been reviewed during construction.

During the predesign phase, RH2 attended a District Board of Commissioners (Board) meeting. RH2 provided recommendations to District staff and the Board and was directed to proceed with design at the conclusion of the predesign phase.

The State Environmental Policy Act (SEPA) review by the District and Whatcom County (County) Shoreline Substantial Development and Variance permits are in process (as of September 24, 2014) and was submitted as part of the predesign phase in October to November 2014. RH2 will provide additional permitting assistance during the design phase of the project as outlined in this Scope of Work.

Major Scope Elements

The major elements of this Scope of Work are summarized as follows.

- Provide 60-percent, 90-percent (permit ready), and final construction plans, specifications, and construction cost estimates for Strawberry Point Sewer Pump Station improvements.
- Prepare permit applications, including revocable encroachment permit and preliminary stormwater permit for the County. *It is assumed that no other County permits are necessary based on a pre-application meeting with the County, which occurred on August 14, 2014. If changes are necessary based on subsequent County review, they may be made by amendment to this Scope of Work.*
- Support services during bidding to include up to two (2) addenda responding to contractor questions, and attendance at the pre-bid walkthrough and bid opening.
- Meet with the District staff to review plans and specifications at 60- and 90-percent complete.
- Additional services during construction will be accommodated by amendment to this Scope of Work.

PHASE 2 – DESIGN

Task 1: Project Management

Objective: Organize, manage, and coordinate disciplines and provide quality assurance and control to complete the Scope of Work in close coordination with District staff.

Approach:

- 1.1 Prepare meeting agendas for meetings with District staff described in this Scope of Work.
- 1.2 Prepare meeting minutes for meetings with District staff described in this Scope of Work.
- 1.3 Prepare monthly invoices and ongoing progress communication.
- 1.4 Prepare for and attend 60-percent review meeting with the District. It is assumed this meeting will take approximately two (2) hours.
- 1.5 Prepare for and attend 90-percent review meeting with the District. It is assumed this meeting will take approximately two (2) hours.
- 1.6 Maintain ongoing client communications, including phone calls and emails, in addition to progress meetings.
- 1.7 Prepare and update project schedule.

RH2 Products

- Meeting agendas and minutes for meetings listed above, project schedule, monthly invoices and ongoing correspondence.

Task 2: Standard Sewer Pump Station Design Plans and Specifications

Objective: Prepare standard design plans and specifications for the Strawberry Point Sewer Pump Station improvements.

Approach:

- 2.1 Create cover sheet, including sheet index and vicinity map.
- 2.2 Create general notes sheet (approximately one (1) sheet total).
- 2.3 Create standard details sheet (approximately one (1) sheet total).
- 2.4 Create site details sheet (approximately one (1) sheet total).
- 2.5 Prepare a traffic control plan to divert Lake Whatcom Boulevard traffic to use the south shoulder or 1-way traffic during the construction (approximately one (1) sheet total).
- 2.6 Create structural details sheet (approximately one (1) sheet total).
- 2.7 Create retaining wall layout and details sheet (approximately one (1) sheet total).
- 2.8 Create mechanical details sheet (approximately one (1) sheet total).
- 2.9 Create electrical details and control logic diagram sheets (approximately four (4) sheets total).
- 2.10 Prepare technical specifications for the entire project.
- 2.11 Prepare legal specifications for the entire project. *It is assumed District standard legal specifications will be used.*

RH2 Products

- Standard design plan sheets for 60- and 90-percent review and 100-percent plans, including three (3) half-size sets each for the 60- and 90-percent review and one (1) full-size electronic PDF set of bid-ready plans. *It is assumed that production of bid sets will be by outside production via Applied Digital Imaging and WCR Publications.*
- PDF copies of technical and legal specifications will be provided for the 60- and 90-percent review, and PDF copies of 100-percent specifications will be provided to the District, Applied Digital Imaging and WCR Publications.

Task 3: Specific Plans for the Strawberry Point Sewer Pump Station

Objective: Develop design plans, specifications, and construction cost estimate for the Strawberry Point Sewer Pump Station improvements based on the decisions made during the predesign effort.

Approach:

- 3.1 Develop mechanical plan and elevation (approximately one (1) sheet total).
- 3.2 Develop electrical and telemetry plans (approximately four (4) sheets total).
- 3.3 Prepare 60-percent construction cost estimate.
- 3.4 Incorporate comments from the 60-percent review meeting into the design plans and specifications.
- 3.5 Prepare 90-percent construction cost estimate.
- 3.6 Incorporate comments from the 90-percent review meeting into the design plans and specifications.
- 3.7 Prepare final construction cost estimate.

RH2 Products

- Strawberry Point Sewer Pump Station design plan sheets for 60- and 90-percent review, and 100-percent plans, including three (3) half-size sets each for the 60- and 90-percent review, and one (1) full-size PDF set of bid-ready plans.
- An electronic PDF and (1) one paper copy of technical and legal specifications for 60-and 90-percent review, and electronic PDF copies of 100-percent specifications will be provided to the District and production company.
- Construction cost estimate for 60- and 90-percent review, and the final construction cost estimate as an electronic PDF emailed to the District.

Task 4: Additional Permitting

Objective: Assist the District with the remaining permitting requirements for the project. This effort includes preparing applications for revocable encroachment and Stormwater Pollution Prevention Plan permit for the County.

Approach:

- 4.1 Prepare revocable encroachment permit for Whatcom County.
- 4.2 Prepare Stormwater Pollution Prevention Plan (SWPPP) permit.
- 4.3 Maintain ongoing correspondence regarding permits through review completion by County staff.

RH2 Products

- Permit application forms and background documentation for submittal to authorities with jurisdiction. *Services for additional permits or resubmittals will be accommodated by amendment to this Scope of Work as required. All permit fees imposed by the County shall be paid for by the District.*

Task 5: Services During Bidding

Objective: Assist the District with the bidding process.

Approach:

- 5.1 Prepare and compile a complete set of plans and specifications in PDF format. Deliver to Applied Digital Imaging for production and WCR Publications for publication via the internet. *Note: Production costs are not part of this Scope of Work but will be billed to the District by Applied Digital Imaging directly.*
- 5.2 Assist the District in responding to contractor or supplier questions during a two (2)-week bidding period.
- 5.3 Issue up to two (2) addenda if needed to clarify, revise, or change construction plans, technical specifications, or project conditions during the bidding process.
- 5.4 Attend pre-bid walkthrough.
- 5.5 Attend bid opening.

Products

- PDF bidding documents, PDF and DWF format plan sets, bid tab (via email), and bid recommendation.

District Responsibilities and Products

- Pay all County permit fees.
- Attendance at the following:
 - Meeting with the County for permit submittal as necessary;
 - 60-percent, 90-percent and 100-percent construction document review meetings;
 - Pre-bid walkthrough; and
 - Bid opening.
- Prepare the advertisement and coordinate with publications for the public advertisement. *It is recommended that the project be advertised in the Bellingham Herald, Daily Journal of Commerce (DJC), and WCR Publications.*
- Pay production fees as necessary by Applied Digital Imaging for three (3) RH2 copies, necessary District copies, and construction sets. Bid sets can be paid for by bidding contractors.
- Distribute construction documents and addenda to prospective bidders *(or pay Applied Digital Imaging for this service).*
- Maintain plan holders list during bidding *(or pay Applied Digital Imaging for this service).*
- District to respond to bidder questions sharing responsibility with RH2 at equal percentage.
- District will maintain planholder's list utilizing WCR Publications.

Lake Whatcom Water and Sewer District
Strawberry Point Sewer Pump Station Improvements – Phase 2 – Design **Exhibit A – Scope of Work**
Contract Amendment No. 1

- Prepare bid tab.
- Review bidder information and verify bidder responsibility and responsiveness.
- Prepare notice of intent to award letter and send to contractor.
- Prepare notice to proceed letter and send to contractor.

RH2 Products

- Meeting agendas for above-listed meetings.
- Meeting minutes for above-listed meetings.
- Monthly invoices with attached schedule adjustments, accomplishments, and future work outline.
- Permit application forms and supporting documents.
- Review plans and specifications for 60-, 90-, and 100-percent (assuming two (2) half-size plan sets for each meeting).
- Bid documents in PDF format for production by others.
- Up to two (2) addenda to clarify the construction documents as necessary.
- Bid tabulation.
- Contractor recommendation to board.
- Notice of intent to award and notice to proceed letters to the lowest responsible bidder.

EXHIBIT B
Lake Whatcom Water and Sewer District
Strawberry Point Sewer Pump Station Improvements
Amendment No. 1 - Phase 2 - Design
Estimate of Time and Expense 11/26/2014

Description	Project Review	Senior Technical Consult	Project Manager	Project Manager Electrical	Staff Engineer Electrical	Project Engineer Structural	Project Manager Structural	Staff Engineer Mech/Civil	Staff Scientist	Word Processor	Total Hours	Total Labor	Subconst. Cost	Total Expense	Total Cost
	Professional V	Professional VIII	Professional V	Professional VI	Professional III	Professional IV	Professional VII	Professional I	Professional IV	Administrative II					
Classification	Bret B	Rick B	Dan B	Chris	Mark B	Jon C	Karen	Jon Gibson	Alicia	Jackl					

Phase 2 - Design

Task 1	Project Management														
1.1	Prepare Meeting Agendas	-	-	4	-	2	-	-	-	1	7	\$ 1,097	\$ -	\$ 67	\$ 1,164
1.2	Prepare Meeting Minutes	-	-	4	-	2	-	-	-	1	7	\$ 1,097	\$ -	\$ 68	\$ 1,165
1.3	Prepare Invoices and Progress Updates	-	-	6	-	-	-	-	-	2	8	\$ 1,212	\$ -	\$ 28	\$ 1,240
1.4	Prepare for and Attend 60-percent Review Meeting	2	2	8	2	4	-	-	-	-	18	\$ 3,188	\$ -	\$ 154	\$ 3,342
1.5	Prepare for and 90-percent Review Meeting	2	2	8	2	4	-	-	-	-	18	\$ 3,188	\$ -	\$ 155	\$ 3,343
1.6	Maintain Client Communication	-	-	8	-	-	-	-	-	1	9	\$ 1,491	\$ -	\$ 57	\$ 1,548
1.7	Prepare Project Schedule	-	-	4	-	-	-	-	-	1	5	\$ 783	\$ -	\$ 28	\$ 811
Subtotal		4	4	42	4	12	-	-	-	6	72	\$ 12,056	\$ -	\$ 557	\$ 12,613

Task 2	Standard Sewer Pump Station Design Plans and Specifications														
2.1	Create Cover Sheet	-	-	1	-	-	-	6	-	-	7	\$ 987	\$ -	\$ 173	\$ 1,160
2.2	Create General Notes Sheet	-	-	4	-	-	-	8	-	-	12	\$ 1,788	\$ -	\$ 229	\$ 2,017
2.3	Create Standard Details Sheet	-	-	4	-	-	-	12	-	-	16	\$ 2,328	\$ -	\$ 339	\$ 2,667
2.4	Create Site Details Sheet	-	1	4	-	-	-	12	-	1	18	\$ 2,612	\$ -	\$ 339	\$ 2,951
2.5	Prepare Traffic Control Plan	-	1	4	-	-	-	8	-	-	13	\$ 1,997	\$ -	\$ 229	\$ 2,226
2.6	Create Structural Details Sheet	-	1	2	-	-	10	1	12	-	26	\$ 4,054	\$ -	\$ 449	\$ 4,503
2.7	Create Retaining Wall Sheet	-	-	4	-	-	2	14	-	-	20	\$ 2,932	\$ -	\$ 394	\$ 3,326
2.8	Create Mechanical Details Sheet	-	-	4	-	-	-	16	-	-	20	\$ 2,868	\$ -	\$ 421	\$ 3,289
2.9	Create Electrical Details and Control Logic Sheets	-	-	2	4	12	-	-	-	-	18	\$ 2,982	\$ -	\$ 296	\$ 3,278
2.10	Prepare Technical Specifications	1	-	24	6	12	-	-	2	6	51	\$ 8,209	\$ -	\$ 440	\$ 8,649
2.11	Prepare Legal Specifications	1	1	8	-	-	-	-	-	6	16	\$ 2,252	\$ -	\$ 73	\$ 2,325
Subtotal		2	4	61	10	24	12	1	88	2	217	\$ 33,009	\$ -	\$ 3,381	\$ 36,390

Task 3	Specific Plans for the Strawberry Point Sewer Pump Station														
3.1	Develop Mechanical Plan and Elevation	-	-	4	-	-	-	16	-	-	20	\$ 2,868	\$ -	\$ 421	\$ 3,289
3.2	Develop Electrical and Telemetry Plans	-	-	2	12	48	-	4	-	-	66	\$ 10,662	\$ -	\$ 1,210	\$ 11,872
3.3	Prepare 60-percent Construction Cost Estimate	-	-	4	1	4	-	2	-	-	11	\$ 1,792	\$ -	\$ 174	\$ 1,966
3.4	Incorporate 60-percent Comments	1	1	1	4	12	-	12	-	-	31	\$ 4,811	\$ -	\$ 816	\$ 5,627
3.5	Prepare 90-percent Construction Cost Estimate	-	-	2	1	4	-	-	-	-	7	\$ 1,168	\$ -	\$ 119	\$ 1,287
3.6	Incorporate 90-percent Comments	-	-	4	2	8	-	16	-	-	30	\$ 4,496	\$ -	\$ 844	\$ 5,340
3.7	Prepare Final Cost Estimate	-	-	2	-	2	-	8	-	-	12	\$ 1,748	\$ -	\$ 248	\$ 1,996
Subtotal		1	1	19	20	78	-	58	-	-	177	\$ 27,545	\$ -	\$ 3,833	\$ 31,378

Task 4	Additional Permitting														
4.1	Prepare Revocable Encroachment Permit	-	-	2	-	-	-	8	2	1	13	\$ 1,843	\$ -	\$ 263	\$ 2,106
4.2	Prepare SWPPP	8	-	1	-	-	-	4	-	2	15	\$ 2,283	\$ -	\$ 153	\$ 2,436
4.3	Maintain Ongoing Permit Correspondence	-	-	4	-	-	-	-	1	1	6	\$ 950	\$ -	\$ 39	\$ 989
Subtotal		8	-	7	-	-	-	12	3	4	34	\$ 5,076	\$ -	\$ 455	\$ 5,531

Task 5	Services During Bidding														
5.1	Coordinate Final Plans Production	-	-	2	-	4	-	4	-	4	14	\$ 1,822	\$ -	\$ 230	\$ 2,052
5.2	Assist with Responding to Contractor Questions	-	1	6	1	4	1	-	-	1	14	\$ 2,327	\$ -	\$ 138	\$ 2,465
5.3	Issue Addenda	1	1	6	2	4	2	2	-	4	22	\$ 3,352	\$ -	\$ 206	\$ 3,558
5.4	Attend Pre-bid Walkthrough	-	-	4	-	-	-	-	-	-	4	\$ 708	\$ -	\$ 43	\$ 751
5.5	Attend Bid Opening	-	-	2	-	-	-	-	-	1	3	\$ 429	\$ -	\$ 1	\$ 430
Subtotal		1	2	20	3	12	3	6	-	10	57	\$ 8,638	\$ -	\$ 619	\$ 9,257

Total	16	11	149	37	126	15	1	164	5	33	557	\$ 86,324	\$ -	\$ 8,845	\$ 95,169
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LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 1, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	December 10, 2014		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Boulevard Sewer Pump Station Upgrade-Final Acceptance		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. 1. RH2 letter dated December 2, 2014		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL/ OTHER
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Interwest Construction Inc. has completed all contract requirements and punch list items except for delivery of revised electrical operations and maintenance (O&M) manuals. Staff recommends accepting the Boulevard Sewer Pump Station Improvements Project as complete if outstanding manuals are received prior to the Board meeting. Staff will report the status of the O&M manuals at the meeting.

FISCAL IMPACT

On May, 28, 2014, the Board of Commissioners awarded a construction contract to Interwest Construction, Inc. for a total contract amount of \$383,757.99 including sales tax. Actual expenses are summarized as follows:

Original Construction Contract	\$353,694.00
Change Orders #1 thru #3	\$107.43
Subtotal	\$353,801.43
8.5% Sales Tax	\$30,073.12
Grand Total	\$383,874.55

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Accept the Boulevard Sewer Pump Station Project as complete and direct staff to close out the project.



December 2, 2014

RH2 ENGINEERING, INC.
www.rh2.com
mailbox@rh2.com
1.800.720.8052

Mr. Bill Hunter, P.E., Assistant Manager
Mrs. Kristin Hemenway, P.E., Construction Engineer
Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, WA 98229

WASHINGTON
LOCATIONS

BOTHELL
MAIN OFFICE
22722 29th Drive SE, Suite 210
Bothell, WA 98021

Sent Via: E-mail

Subject: Acceptance of Boulevard Sewer Pump Station Improvements

BELLINGHAM

Dear Mr. Hunter and Mrs. Hemenway:

EAST WENATCHEE

RH2 Engineering, Inc., (RH2) has reviewed the Boulevard Sewage Pump Station Improvements after several punchlist meetings and correspondence with Interwest Construction Inc. and their subcontractors Seven Sisters and QCC. This effort has included multiple site visits, revised punchlists, along with review and delivery of spare mechanical and electrical parts as required by the contract.

ISSAQUAH

RICHLAND

Final punchlist completion occurred today with delivery of spare electrical parts to the District. RH2 accepts the sewer pump station as complete with the exception of Interwest Construction providing a paper and CD copy of the revised electrical Operations and Maintenance Manual. We recommend the District accept the project as complete. Should you have any questions or concerns, please contact me at (360) 676-0836, ext. 5342. It has been a pleasure to work with the District staff on this project.

TACOMA

OREGON
LOCATIONS

Sincerely,

NORTHERN OREGON
MAIN OFFICE
6500 SW Macadam Ave. Suite 100
Portland, OR 97239

RH2 ENGINEERING, INC.

SOUTHERN OREGON
Central Point

Dan Burwell, P.E.
Project Manager

COASTAL OREGON
North Bend

DWB/jq



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 3, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	December 10, 2014		
AGENDA ITEM NUMBER:	5.E.		
SUBJECT:	Non-union Staff COLA for 2015		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND/EXPLANATION OF IMPACT

Traditionally the non-represented employees have received the same annual COLA increase as the represented (union) employees. Non-union employees include the District Engineer/Assistant General Manager, Finance Manager/Treasurer, Maintenance Supervisor, Administrative Assistant and the General Manager. For 2015 the represented employee's COLA will be 2.1%.

FISCAL IMPACT

Based upon the proposed 2.1% COLA increase for the five non-represented employees the cost is \$10,878.00. This amount like the COLA for the represented employees is allowed for in the 2015 budget.

RECOMMENDED BOARD ACTION

That non-represented employees receive the same COLA increase for 2015 as the represented employees will receive, which is 2.1%.

PROPOSED MOTION

To authorize a 2.1% COLA for the non-represented employees, effective January 1, 2015.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	December 1, 2014		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	December 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	FORMAL ACTION/ MOTION	INFORMATIONAL/ OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Updated information from the General Manager in advance of the Board meeting.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None

General Manager Comments

December 10, 2014

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting will be in February 2015. The time and date have not been set as of yet. There is no January meeting. 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, December 31, 2014** at 8:00 a.m.
- **Employee Staff Meeting:** The next meeting is set for **Thursday, December 11, 2014 at 8:00 a.m.** in the Board Room. Commissioner McRoberts 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 coming Section III meeting will be on **Tuesday, December 9, 2014** at Bob's Burger and Brew in Tulalip at 6:15 p.m. All WASWD Section III Meetings are publicly noticed by the District.
- **Whatcom Water District's Caucus Meeting:** The next meeting is set for **December 17, 2014** at 1:00 p.m. in the District Board Room. This meeting is held on the third Wednesday of each 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.
- **"Sources for Sustainable Communities" - Don't Drip and Drive Event Proposal for the District:** Following the discussion at our last meeting I talked with Lee First from Sources for Sustainable Communities about setting up a proposal for a one-time event this summer. As we get closer we will set up the particulars and communicate with the Board in advance of the date or event.
- **Debt Service Questions & Financial Policies:** At the November 24, 2014 meeting during a discussion on the proposed 2015 budget, Commissioner Citron brought up the question of paying off early the 2009/2010 issued bond. Within the proposed

2015 budget staff has not proposed paying off the loan at this time. However, we have been preparing to address this very issue along with updating other financial policies within the District's Administrative Code in the early part of the new year. I am proposing to set aside discussion time in January/February to address Todd's question along with other changes we will be proposing. Paying off a loan is an important policy question with various ramifications and therefore it deserves a discussion.

- **Annual WASWD Commissioner's Workshop:** As a reminder the WASWD Commissioner's Workshop will be held at the Lynnwood Convention Center on Saturday, January 31. This is always a good resource on updates to various open meeting, elected official laws, and pertinent policy issues impacting the industry. Please let me know if there is an interest.