



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

SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

February 9, 2015

8:00 a.m. – Special 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. CANCEL FEBRUARY 11, 2015 REGULAR MEETING
4. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
5. CONSENT AGENDA
6. SPECIFIC ITEMS OF BUSINESS:
 - A. 2014 Water System Rehab & Replacement – Final Acceptance
 - B. Consolidating Small Water Districts
 - C. Labor Needs Analysis
 - D. Monthly Budget Analysis
 - E. Summary of Existing District Projects
7. OTHER BUSINESS
8. MANAGER'S REPORT
9. PUBLIC COMMENT OPPORTUNITY
10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	February 2, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	February 9, 2015		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	2014 Water System Rehab & Replacement – Final Acceptance		
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

Carman's Construction LLC has completed all contract requirements. Staff recommends accepting the project as complete. The work included replacing 23 fire hydrants in Sudden Valley.

FISCAL IMPACT

On July 30, 2014, the Board of Commissioners awarded a construction contract to Carman's Construction LLC for an original contract amount not to exceed \$100,000 including sales tax. Staff adjusted the quantity of hydrants to be replaced to meet the approved amount. Actual expenses are summarized as follows:

Original Construction Contract	\$90,528.00
Change Order #1	\$314.33 *
Change Order #2	\$1,336.05 **
Change Order #3	\$1,349.74 ***
Subtotal	\$93,528.12
8.5% Sales Tax	\$7,949.89
Grand Total	\$101,478.01

Footnotes

- * 1 hydrant was found encased in concrete after excavating
- ** Large rocks found backfilled around 1 hydrant.
- *** 2 hydrants were not restrained by rods, had to pour new concrete thrust blocks

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Accept the 2014 Water System Rehab and Replacement Project as complete and direct staff to close out the project.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	February 2, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	February 9, 2015		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Consolidating Small Water Districts		
LIST DOCUMENTS PROVIDED ⇔ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Section 1.2.3 from 2010 Water Comprehensive Plan 2. Appendix C from 2010 Water Comprehensive Plan 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

One of the prioritized discussion topics is the merger or consolidation of the District with other adjacent districts, water associations, or other Group A and B systems within or adjacent to the Geneva, North Shore, or south Lake Whatcom planning areas. The State Department of Health is strongly encouraging the merger of smaller systems into larger Districts. They see longer term cost savings, administrative and operational efficiencies in such mergers. They are making available grant funds to assist in studying and planning for such consolidations.

In the past the District has explored these opportunities without really coming to a conclusion. In the District's 2010 Water Comprehensive Plan discussion was given to the topic. Section 1.2.3 (Neighboring/Adjacent Purveyors) lists those potential opportunities. They include:

- Glen Cove Water Association – this is located within the Geneva Study Area and there are approximately 21 connections. They purchase water, at the unincorporated rate of 1.5 from the City and are connected to the District's sewer system.
- Whatcom County Water District #7 – Located in the unincorporated county adjacent to the North Shore Study Area, they have approximately 650 connections and 2 employees. They also purchase their water from the City. They have a contract agreement for management and maintenance.
- Dellesta Park Water Association – Located within the North Shore Study Area, they utilize well water from their own system. There are approximately 30 connections. They are connected to the District's sewer system.

- Agate Bay Trailer Park – Located within the North Shore Study Area. This development also has its own well water system but is connected to the District's sewer system. There are approximately 21 connections.

Also attached to this Agenda Bill is a copy of Appendix C from the District's 2010 Water Comprehensive Plan. A map of the area is included. All of these potential opportunities carry with them pros and cons, which include upgrading systems, potentially significant costs and political issues which may or may not make this a topic to pursue. This is intended to be a beginning discussion point, which also may play into how the District perfects its North Shore Water Right through the Agate Bay Well source.

FISCAL IMPACT

Not applicable

RECOMMENDED BOARD ACTION

Discussion purposes only.

PROPOSED MOTION

No proposed motion.

1.2.2 Geography

Detailed information on the physical characteristics of the Study Areas is included in Appendix N. Summaries of the geography for each Study Area are included below.

A. Sudden Valley:

The Sudden Valley water system traverses very steep terrain, with system elevations ranging between 314 and 1,000 feet above sea level. Sudden Valley's water system is interconnected with the Geneva water system. The two systems are currently connected by 1.3 miles of 8-inch water main and one pressure reducing valve. The District's water intake is in the deeper, larger Basin 3 of Lake Whatcom.

B. Geneva:

The Geneva Study area also includes steep terrain, with elevations in the current service area ranging between 314 and 800 feet above sea level. Geneva currently has two pressure zones. A third higher-elevation pressure zone will be necessary to serve anticipated developments and existing homes at the south end of the service area. The City of Bellingham bounds this service area on the west.

C. North Shore/City Source:

The Eagleridge system currently has one pressure zone. At least three pressure zones may ultimately be required due to terrain ranging in elevation between 314 and 800. North Shore Estates will require a new higher-elevation pressure zone. The City of Bellingham bounds this study area on the west.

D. North Shore/Wells Source:

The Agate Heights (a.k.a. Richalou Estates) development required three pressure zones, with the highest zone being supplied by a small booster station. The Agate Heights reservoir is at 542 feet above sea level. A second tank was installed at 830 feet to serve the Lake Whatcom Residential and Treatment Center (new pressure zone) and the highest zone of Agate Heights.

* 1.2.3 Neighboring/Adjacent Purveyors:

The City of Bellingham is adjacent to the west of the District at Geneva and at Eagleridge. The Glen Cove Water Corporation is located within the Geneva Study Area and adjacent to Bellingham's City limits. Glen Cove has 21 connections and purchases water from the City of Bellingham. Adjacent to LWWSD's northern boundary is Whatcom County Water District #7. Within the North Shore (well source) Study Area is Dellesta Park, Agate Bay Trailer Park, and North Shore Solar Acres.

There are also several Group A and Group B systems within the North Shore and South Lake areas.

1.2.4 Ordinances/Bylaws:

Resolutions previously adopted by the District Commissioners that affect basic system design have been incorporated into the *Lake Whatcom Water and Sewer District Design*

Appendix C – North Shore Water Consolidation Feasibility Study

North Shore Water System Expansion and Consolidation

The Board is being asked to consider a conceptual proposal for expansion of the District's North Shore water system. If the Board supports the concept, then additional engineering effort will be required to produce a more detailed level of cost information.

North Shore developers Terry Prestlien and Peter Watts (Evergreen View Ventures) are proposing that the District expand the groundwater treatment and distribution system on the North Shore, **as a District project**, to serve:

- 1) existing residences that draw surface water,
- 2) existing residences on private, Group A, or Group B system wells (which are failing or might fail in the future),
- 3) future residences on individual existing parcels of record ("infill"), and
- 4) future residences in new subdivisions to be created in accordance with current County zoning and regulations.

Policy reasons to undertake the work as a District project instead of a typical developer extension project might include the following:

- 1) The District is authorized under RCW 57 and the Growth Management Act to provide and operate rural public water systems, where financially supportable and where designated as appropriate by the local land use authority (Whatcom County).
- 2) The variety of potential customer categories comprises a true "public", in that it would be very difficult to engage all of the individual potential beneficiaries in an efficient construction project without a municipal entity at the helm.
- 3) The consolidation of various water uses on the North Shore into a centralized, metered, professionally operated source, treatment and distribution network will result in better monitoring and control of water quality and total water quantity used. The developers have requested a letter from the Department of Ecology in support of a public water system, and the subject is under discussion at Ecology's Bellingham office.

From the District's perspective, this approach has the following challenges:

- 1) Risk of District exposure to potentially long payback period for costs expended in behalf of unspecified future customers.
- 2) Extensive notification and outreach is recommended for explaining the project to all affected North Shore property owners. Anti-growth opposition may be experienced in permitting venues for this type of project, adding to the overall project costs.
- 3) Connection to a new public water system cannot generally be compelled, but some surface water right permits do compel hook up to public water when available. Additional effort will be required to identify the number of parcels so affected.

The public benefits of having an expanded water system might include:

- 1) Less health risk for surface water users.
- 2) More reliable operation of the Agate Heights Water Treatment Plant. Current water usage is low enough that extra disinfection steps are now required to maintain chlorine residual in the distribution system.
- 3) Additional income from a larger customer base, to support existing operating activities.
- 4) Putting more of the District's water right to beneficial use so that the water right can be certificated.
- 5) Depending upon final system design, one small existing booster station might be abandoned for a reduction in maintenance and operations activities.

- 6) An area wide system might attract the Lake Whatcom Residential Treatment Center to connect. The Center apparently trucks water for its residents during the late summer due to inadequate groundwater supply.

As a starting point for the Board's consideration of the proposal, we compiled a rough census of the potential customers on the North Shore, and an outline of three possible project phases that would provide public water to the same areas already served by public sewer. Phase 1 would serve Prestlien's and Watts' properties, and is the only increment for which they are requesting consideration. The Board, however, should at least review the potential area-wide service demands and costs for the entire North Shore before making any incremental decisions. This is only a conceptual level of detail.

Phase 1 – Central Distribution System

Expand the treatment facility, construct a new reservoir at elevation 900, construct a new booster station and PRV, and expand the distribution system in the central core immediately west of the Agate Heights Treatment Plant. Assumes all tank and plant sites are donated without charge.

Estimated Project Costs: \$1,420,000

Estimated Maximum Potential New Customers - 95

Estimated Pro Rata Cost per Connection - +/- \$15,000

Prestlien and Watts-controlled connections – 29

Maximum District funds at-risk for delayed or no payback: $95 - 29 = 66 \times \$15,000 = \$990,000$

Phase 2 - Westerly Distribution System

Provide another increment of treatment and storage capacity, extend the distribution system westerly along North Shore Road to reach City limits and provide emergency interconnect.

Estimated Project Costs: \$1,520,000

Estimated Maximum Potential New Customers: 139

Estimated Pro Rata Cost per Connection: +/- \$11,000

District funds at-risk for no or delayed payback if 60% support: (40%) \$611,600

Phase 3 – Easterly Distribution System

Provide another increment of treatment and storage capacity, extend the distribution system easterly along North Shore Road to the current limits of District's public sewer service.

Estimated Project Costs: \$996,000

Estimated Maximum Potential New Customers: 50

Estimated Pro Rata Cost per Connection: \$20,000

District funds at-risk for no or delayed payback if only 60% support: (40%) \$400,000

To date, the \$10,000 latecomer fee for the Agate Heights water system has proved more expensive than adjacent property owners have been willing to pay, so there are several water connections still available at this time. This is mentioned only as a relative indication of value compared to the availability of a private well.

The Board should consider the likelihood and timing of future connections within these different customer categories (existing houses, future houses, etc.). Ten years ago, an LID petition drive by residents fell short of the support needed to proceed at an estimated cost of up to \$8,300 per connection. Opposition to potential growth was clearly one reason why the measure failed. Several factors have changed since that time, including area-wide down zoning, City acquisition of the Trillium property, and resolution of much growth management and environmental litigation related to planning and development in the Lake Whatcom watershed. All three phases of the system would include some capacity for anticipated homes that do not already exist. The question is how many existing homeowners are now ready to pay \$10-\$20,000 per home to be on a public water system. Determining the level of support is essential to determining the District's financial risk in undertaking any of the phased projects identified. A written

survey mailed to approximately 1,000 property owners on the North Shore might garner the data needed to make an informed decision. Based on strategies devised for ULID 18, the cost to identify and communicate with 1,000 property owners with an appropriate level of detail is estimated at \$8,000 - \$10,000.

Clearly the knowledge gained from the effort will benefit significantly more people than just the two developers who made the request. However, the timing for system expansion may still not be right, as many homes seem to be making do with private wells and surface water. Property sales and property values have apparently not been compromised by lack of a public water source, as we had previously theorized.

Water District 7

It is anticipated that if Lake Whatcom Water and Sewer District cannot feasibly serve Prestlien and Watts, they may want to explore the option of taking service from Water District 7. WD 7 is immediately north of LWWSD, near the City limits. There are complex physical, economic, contractual, regulatory, and political aspects to the question of whether WD 7 and LWWSD should merge, exchange customers, have WD 7 be partially annexed by the City, or some combination of the above. When it becomes necessary to review the WD 7 options, we may recommend that *public health and energy conservation* be the overarching goals that drive the investigation, the negotiations, and the choices to be made by the two District Boards, the City and private property owners. If cost and jurisdiction are secondarily considered against these goals, the process and the results should be both logical and equitable to all concerned.

Tony Freeland of Freeland & Associates is the engineer representing the two developers in the water service question. We recommend that the Board schedule adequate time at the October meeting for the proponents to present their request.

North Shore Water System Expansion and Consolidation
Continued discussion

At the October 13, 2004 meeting, Commissioners requested:

- A color-coded map of the property types – see attached
- Confirmation of how the Agate Bay Trailer Park had been counted in our projections. It is counted as 25 equivalent residential units per County Health Department records for maximum number of approved connections.
- More refined estimate of cost to notify and survey North Shore Residents of public water system interest - \$9,800 (see attached estimate of activities).

Additional changes to the first batch of figures include refining the number of potential connections in each area using assessor data, and increasing the estimated water main construction costs to reflect traffic control and rock along North Shore Drive. These are still estimates based on a conceptual level of detail. The attached four pages show total construction cost estimates and per connection cost sharing for each of three phases and, alternatively, if combined into one single undertaking.

5.4.4 Recreational Development Water Demand

The term *recreational development* is used to designate a variety of temporary locations intended for use by individuals and families away from their normal place of residence for vacations or holidays. They vary from simple campsites suitable for tents or trailers to elaborate communities of rustic housing provided with most, if not all, of the amenities of urban living.

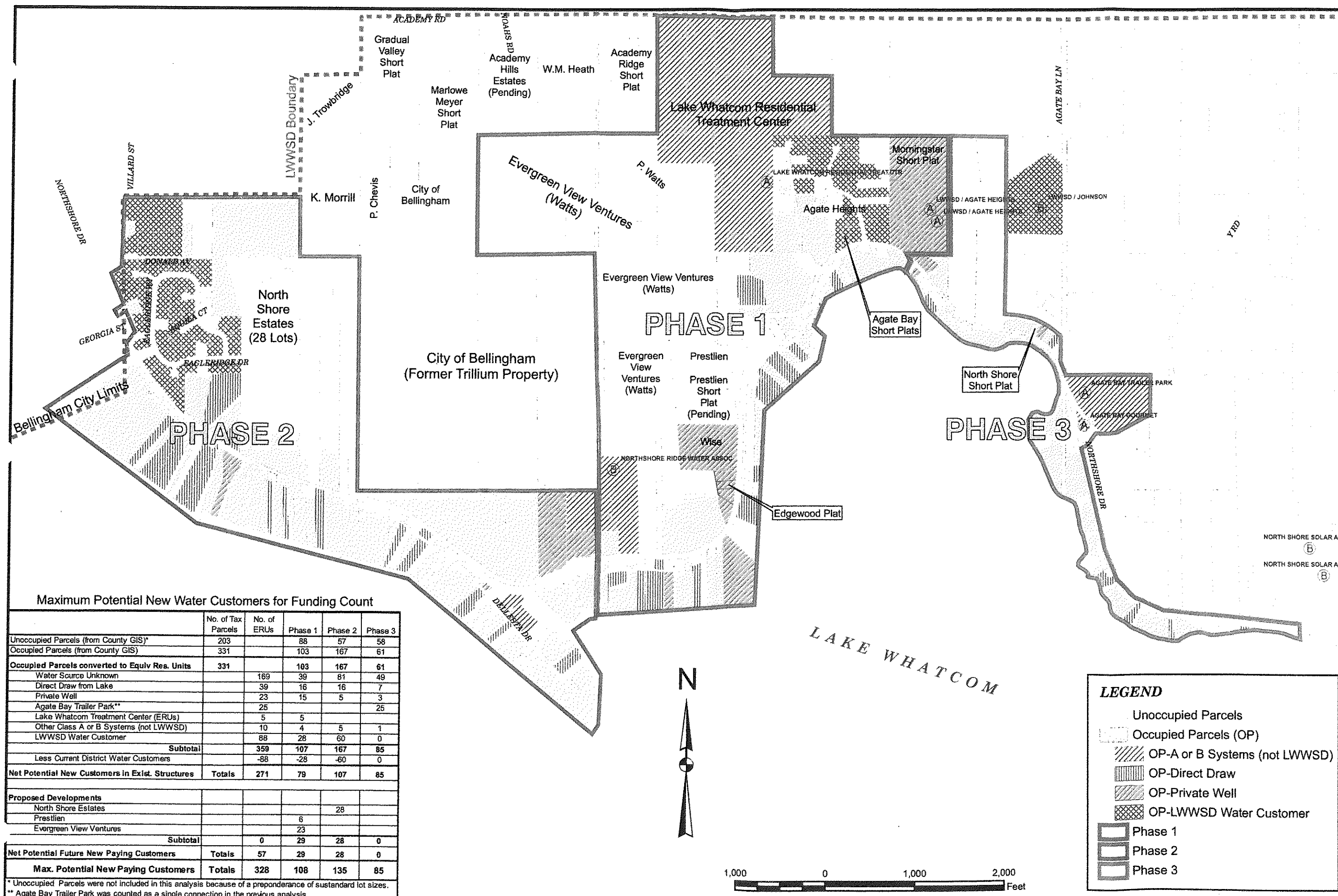
Some recreational developments operate in a manner similar to a state campground, others operate on a membership basis, and others are sold lot-by-lot, as in an ordinary residential plat. Recreational developments may be eligible for reduced water system design criteria. Use of reduced design criteria will be considered if it can be shown that:

1. There are clearly defined sites for each occupant. Sites can be defined by surveyed lot lines, by permanent site markers, or by surveyed site center lines entered on a map which fixes the location of each site. The number of sites or lots is expected to be fixed for the total tract.
2. No permanent residence, no matter how small, how simple, or how rustic, is permitted on a site designated for recreational uses. Reduced criteria will only be applicable for those sites that are intended to be used solely for recreational occupancy. Developments that will be used, either totally or partially in a residential manner should be designed to accommodate appropriate residential demands.
3. It is the acknowledged purpose of the recreational portions of the tract to provide space for short-term or seasonal use only.
4. Satisfactory documentation of claims made with respect to items (2) and (3) above is presented to DOH. This may include a notation of the restrictions on the face of the plat or in covenants filed with the plat or in individual deeds.

Tables 5-2 and 5-3 (or other sources of information such as UPC criteria, Ecology wastewater flow tables, EPA guidance tables, etc.) can be used to estimate water uses for typical recreational facilities. These tables provide information related to typical peak daily water uses for the facilities referenced. However, the MDD requirement for recreational tracts with structures (i.e., cabins, houses, trailers, etc.) that can be used for short-term occupancy, and that may or would have internal plumbing, should be no less than 140 gpd per site or lot. Peak hourly flows are expected to be based upon a level that would provide at least 50 percent of the comparable residential PHD that would be associated with the size of the development. Recreational systems usually experience peak demands during summer holiday weekends, such as Memorial Day, Independence Day, and Labor Day.

Estimated Activities to Notify and Survey North Shore Property Owners

Develop Mailing list w/ current assessor data	\$	450.00
Simplify cost estimates and graphics for survey	\$	400.00
Provide for website or mail-in survey responses	\$	1,200.00
Write, review, edit Survey Form with Mgr., Board, Atty	\$	2,550.00
Mailing costs	\$	600.00
Answer phone-in questions	\$	400.00
Prepare exhibits, presentation at public meeting	\$	3,200.00
Analyze survey results, make recommendations	\$	1,000.00
	\$	9,800.00



Maximum Potential New Water Customers for Funding Count

	No. of Tax Parcels	No. of ERUs	Phase 1	Phase 2	Phase 3
Unoccupied Parcels (from County GIS)*	203		88	57	58
Occupied Parcels (from County GIS)	331		103	167	61
Occupied Parcels converted to Equiv Res. Units	331		103	167	61
Water Source Unknown		169	39	81	49
Direct Draw from Lake		39	16	16	7
Private Well		23	15	5	3
Agate Bay Trailer Park**		25			25
Lake Whatcom Treatment Center (ERUs)		5	5		
Other Class A or B Systems (not LWWSD)		10	4	5	1
LWWSD Water Customer		88	28	60	0
Subtotal		359	107	167	85
Less Current District Water Customers		-88	-28	-60	0
Net Potential New Customers in Exist. Structures	Totals	271	79	107	85
Proposed Developments					
North Shore Estates				28	
Prestlien			6		
Evergreen View Ventures			23		
Subtotal		0	29	28	0
Net Potential Future New Paying Customers	Totals	57	29	28	0
Max. Potential New Paying Customers	Totals	328	108	135	85

* Unoccupied Parcels were not included in this analysis because of a preponderance of sustandard lot sizes.
 ** Agate Bay Trailer Park was counted as a single connection in the previous analysis.

LEGEND

- Unoccupied Parcels
- Occupied Parcels (OP)
- OP-A or B Systems (not LWWSD)
- OP-Direct Draw
- OP-Private Well
- OP-LWWSD Water Customer
- Phase 1
- Phase 2
- Phase 3

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DESIGNED BY
MMM

DRAWN BY
RDN

CHECKED BY
RW

LAKE WHATCOM WATER & SEWER DISTRICT

WASHINGTON

NORTH SHORE WATER

FEASIBILITY STUDY

EXHIBIT

DATE
NOV. 2004

SCALE
AS SHOWN

JOB NO.
2004-114

SHEET
1

OF
1



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	February 2, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	February 9, 2015		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Labor Needs Analysis		
LIST DOCUMENTS PROVIDED ➡ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. District Organization Chart		
	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

Staff was asked to look at the adequacy of our existing staffing levels. This Agenda Bill is meant to be a starting point for discussion at the Board level. I have thought hard about this question which was asked at our prior meeting. In this effort I have talked closely with all three of our managers within this organization and analyzed our situation. We have not added any additional staff to our organization in the last six years. There is likely no need to add any additional staff in the near future. As was discussed when the budget was adopted, we are planning on reducing one position to at least half time from full time in the customer service portion of our office by early summer. This is based upon a review of our existing customer service work load over several months.

Both the Finance Manager and I are confident that we can reduce this staffing level while meeting existing workloads. It is important to remember that with payments coming in and out of the office all of the time it's critical that we have more than one set of eyes reviewing and watching the process. There is a bit of redundancy built into our office to insure checks and balances. We still need to meet customer service needs, accounting, receivables, disbursements and payroll issues.

In addition, the District has invested in its own in-house engineering function. In the past the District contracted out most of its application, permit review, design, construction management and planning functions out to the private engineering firms. Presently staff performs most of these functions in-house. Through our staff we manage even those larger projects and contracts that are still contracted out. In addition, we now manage our own safety management and training functions. This is something we never addressed in the past. Consequently, our

work related accidents and lost time have been reduced. With the complexity of our District’s infrastructure, and the environment we work within in addition to the number of pump stations and so forth, we will always be busy managing and planning over the years. There is no lag time with staff.

Finally, we are consistently busy on the maintenance/operations side of our operation. Like engineering, staff are continuously busy in managing our existing resources. We are continuously involved in preventative maintenance functions. We are not overstaffed, considering the infrastructure we own and our ongoing need to be proactive. It is very hard to compare one organization to another simply utilizing metrics. The City of Bellingham serves far more customers, but has the same number of pump stations to manage. Our staffing levels are also intended to take into account those who may be on vacation, sick, or in training. In time new opportunities may be available as we begin to experience retirements that will hit us over the next three to five years.

FISCAL IMPACT

Not applicable at this time

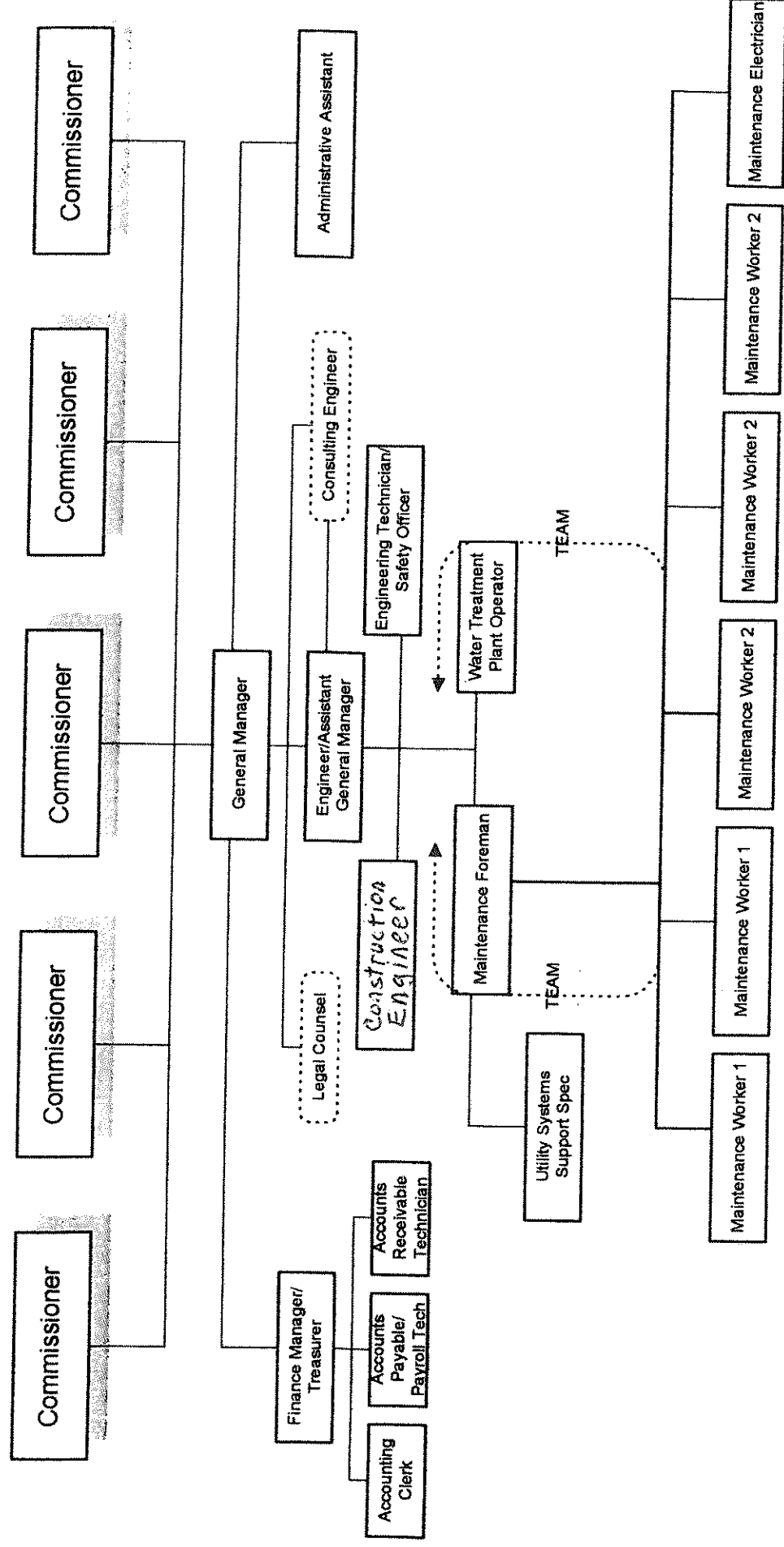
RECOMMENDED BOARD ACTION

Discussion purposes only.


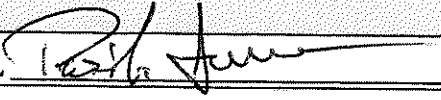
PROPOSED MOTION

No proposed motion.

Lake Whatcom Water & Sewer District Organization Chart



Effective May 25, 2011

 <div style="text-align: center;"> <p>LAKE WHATCOM WATER AND SEWER DISTRICT</p> <p>AGENDA BILL</p> </div>			
DATE SUBMITTED:		February 9, 2015	
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill		MANAGER APPROVAL 	
MEETING AGENDA DATE:		February 9, 2015	
AGENDA ITEM NUMBER:		5.D.	
SUBJECT:		Monthly Budget Analysis	
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:		1. Monthly Budget Analysis as of 1/31/2015	
		2.	
TYPE OF ACTION REQUESTED		RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>
		INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>	

BACKGROUND / EXPLANATION OF IMPACT

Information only

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

n/a

PROPOSED MOTION

n/a



MONTHLY BUDGET ANALYSIS

Description		Budget 2015	YTD 1/31/2015	
OPERATING FUND - 401				
REVENUES				
401-343-40-10	Water Sales Metered (5% rate increase) *	1,823,692	153,166	8%
401-343-50-11	Sewer Service Residential (5% rate increase) *	3,618,687	286,282	8%
401-343-50-19	Sewer Service Other	5,500	306	6%
401-343-81-10	Combined Fees	40,000	3,150	8%
401-359-90-00	Late fees	65,000	4,449	7%
401-361-11-10	Investment Interest	2,000	-	0%
401-369-10-00	Sale of scrap metal and surplus	-	958	
401-379-10-20	Permits Operation portion (5 new connection permits)	10,000	153	2%
401-395-20-00	Insurance recovery	-	-	
401-395-40-00	Sale of Capital Assets	-	-	
401-397-10-00-80	Transfer in from ULID 18 Fund 480	73,000	4,250	6%
TOTAL REVENUES		5,637,879	452,714	8%

MONTHLY BUDGET ANALYSIS		Description	Budget 2015	YTD 1/31/2015	
OPERATING FUND - 401				8%	
EXPENDITURES					
401-53X-10-10	Payroll (2% cola plus step increases - 2015)		1,451,250	116,802	8%
401-53X-10-20	Personnel Benefits (Medical, Retirement etc)		550,000	50,672	9%
401-53X-10-31	Gen Admin Supplies		21,000	1,116	5%
401-53X-10-32	Meetings/Team building		1,500	-	0%
401-53X-10-40	Bank Fees		18,000	-	0%
	Interlocal - Lake Whatcom Management Program				
	Interlocal - Invasive Species				
	Interlocal - Lake Whatcom Tributary Monitor				
401-534-10-41-00	Water Quality Assurance Programs (TOTAL)		80,000	-	0%
	County Auditor Filing Fees (Simplifile)		7,000		
	Data Bar (Statement processing)		30,000		
	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		7,000		
	Legal Counsel		25,000		
	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/Operations		5,000		
	Cartegraph - Engineering/Operations		8,000		
	Auto Desk - Engineering		1,000		
	Rockwell - Engineering/Operations		500		
	Inovise - Engineering		2,000		
	Master Meter		2,000		
	Custodial/Building maint. services/Security		9,000		
	Landscaping service		4,000		
	Docuware/Web site maintenance and upgrade		5,000		
	Generator Load Testing		20,000		
	Cyberlock software		1,000		
	Watchguard		1,000		
	Misc (Bid notices etc.)		1,000		
401-53X-10-41-01	Professional Services (TOTAL)		215,000	34,393	16%
401-53X-10-42	Communication		50,000	3,572	7%
401-53X-10-43	Memberships/Dues		15,000	7,439	50%
401-53X-10-44	WA State Dept of Revenue Taxes (3% increase)		180,000	13,233	7%
401-53X-10-45	Admin Lease		2,000	-	0%
401-53X-10-46	Property Insurance		110,000	-	0%
401-53X-10-49	Admin Misc.		1,000	-	0%
401-53X-40-43	Training & Travel		20,000	3,511	18%
401-53X-40-44	Tuition reimbursement		6,000	-	0%
401-53X-40-49	Insurance Claims		-	-	
401-53X-50-31	Maintenance Supplies		125,000	3,800	3%
401-53X-50-48	Operations Repair/Maint		65,000	1,349	2%
401-53X-60-41	Operations Contracted		10,000	550	6%
401-534-60-47	Water City of Bellingham		42,000	4,299	10%
401-535-60-47	Sewer City of Bellingham Treatment Fee		600,000	70,389	12%
401-535-60-47-01	Sewer City of Bellingham Post Point Improvements		215,000	-	0%
401-53X-80-32	Operations Fuel		36,000	2,234	6%
401-53X-80-34	Safety Supplies		12,000	-	0%
401-53x-80-34-01	Safety Supplies Boots		2,500	-	0%
401-53X-80-47	General Utilities		210,000	16,677	8%
401-53X-80-49	Laundry		2,000	138	7%
	OPERATING EXPENDITURES		4,040,250	330,174	8%
TRANSFERS					
	Transfers Out to System Reinvestment Fund 420		815,000	203,000	
	Transfers Out to 2009 Bond Debt Service Fund 450		448,050	78	
	Transfers Out to Water Loan Debt Service Fund 470		63,700	63,700	
	TOTAL EXPENDITURES		5,367,000	596,952	
OPERATING FUND					
	OPERATING REVENUES		5,637,879	452,714	
	EXPENDITURES		(5,367,000)	(596,952)	
	BEGINNING BALANCE			1,194,325	
	OPERATING RESERVE			(800,000)	
	CASH/INVESTMENTS BALANCE			250,087	

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	1/31/2015
SYSTEM REINVESTMENT FUND - 420			
420-343-40-19	DEA Permits	-	
420-379-10-30	Permits Capital Portion (5 new connection permits)	40,000	77
420-379-10-40	Latecomer Fees	-	
420-397-10-00	Transfers In from Operating Fund 401	815,000	203,000
	Transfers In from Geneva Reserve Fund 410	-	
	Transfers In from System Replacement Fund 415	-	
	TOTAL REVENUES	855,000	203,077
420-534-10-41	DEA Contracted Services	-	
420-534-90-61	DEA Refunds	-	
420-534-60-41	Contracted Professional Services	-	
420-594-38-62	Capital Outlay - Structures		
420-594-38-63	Capital Outlay - Water/Sewer Systems		
420-594-38-64	Capital Outlay - Machinery/Equipment		
	Previous year projects	90,000	
	C 12-07 Reservoir Drains to Daylight	13,000	
	C 12-14 Dead End Blow Offs	38,000	
	C 13-04 Cathodic		35,916
	C 13-16 Boulevard Sewer Pump Station		45,651
	C 14-03 2014 Water System Rehab		93,696
	C 14-05 Strawberry Point Pump Station Pre-Design	5,400	3,460
	C 14-06 Sewer Push Camera	7,000	8,191
	C 14-07 Lowe Sewer Pump Station VFD	7,000	6,549
	C 14-08 SVWTP Spare Raw Pump VFD	5,000	1,991
	C 14-11 Shop Gravel/Asph Bins	4,600	
	C 14-12 Admin Bldg Irrigation	10,000	
	2015 Capital Projects	765,000	
	C 14-05 Strawberry Point Pump Station Replacement	620,000	
	C 15-01 Water Service Rebuilds	10,000	
	C 15-02 SWWTP Chlorine Analyzer - Replace	5,000	
	C 15-03 SWWTP Clearwell Overflow Drain	5,000	
	C 15-04 Security - Intrusion Alarms at Reservoirs (install pilot system at 1 site)	5,000	
	C 15-05 Reservoir Condition Assessment - Seismic, Structural Repairs, Coatings	35,000	
	C 15-06 CMOM - Sewer I&I	85,000	
	TOTAL EXPENDITURES	855,000	195,454
SYSTEM REINVESTMENT FUND	REVENUES	855,000	203,077
	EXPENDITURES	(855,000)	(195,454)
	BEGINNING BALANCE		366
	CASH/INVESTMENTS BALANCE		7,989

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	1/31/2015
SEWER/STORM WATER CONTINGENCY FUND - 425			
425-361-11-00	Investment Interest	5,020	
425-397-10-00	Transfers In from ULID 18 Fund 480	-	
	Transfers In from Bond Reserve Fund 490	-	
	TOTAL REVENUES	5,020	-
425-535-10-41	Stormwater Comp Plan (See Active Projects C1315 PH2)	-	
425-535-10-42	Debt Service Charges	200	13
425-594-38-63	Water/Sewer Systems	-	
425-594-38-64	Machinery/Equipment	-	
	TOTAL EXPENDITURES	200	13
SEWER/STORM WATER CONTINGENCY FUND			
	REVENUES	5,020	-
	EXPENDITURES	(200)	(13)
	BEGINNING BALANCE		922,695
	CASH/INVESTMENTS BALANCE		922,682

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	1/31/2015
CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430			
430-361-11-00	Investment Interest	-	
	TOTAL REVENUES	-	-
430-594-38-63	Capital Outlay - Water/Sewer Systems	62,683	
	TOTAL EXPENDITURES	62,683	-
CAPITAL BOND PROJECTS FUND			
	REVENUES	-	-
	EXPENDITURES	(62,683)	-
	BEGINNING BALANCE		62,683
	CASH/INVESTMENTS BALANCE		62,683


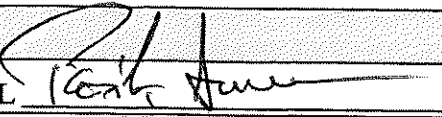
MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	1/31/2015
DWSRF PROJECTS FUND - 440			
440-333-66-46-40	Division 22 Reservoir (Permits and Desgn)	100,000	
444-333-66-46-41	Geneva AC Mains (Permits, Design and Construction)	2,500,000	18,749
	TOTAL REVENUES	2,600,000	18,749
440-594-34-62	Divislon 22 Reservoir (Permits and Desgn)	100,000	
440-594-34-63	Geneva AC Mains (Permits, Design and Construction)	2,500,000	18,749
	TOTAL EXPENDITURES	2,600,000	18,749
DWSRF PROJECTS FUND	REVENUES	2,600,000	18,749
	EXPENDITURES	(2,600,000)	(18,749)
	BEGINNING BALANCE	-	(42,048)
	CASH/INVESTMENTS BALANCE	-	(42,048)
Expenditures offset by draws as projects progress.			

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	1/31/2015
2009 BOND DEBT SERVICE FUND - 450			
450-361-11-00	Investment Interest		
450-397-10-00	Transfers In from Operating Fund 401	448,050	77
	Transfers In from Bond Capital Projects Fund 430	-	
	TOTAL REVENUES	448,050	77
450-535-10-41	Bond Admin Fee	300	78
450-591-35-72	Redemption of Long Term Debt	245,000	
450-592-35-83	Bond Interest Payments	202,750	
	TOTAL EXPENDITURES	448,050	78
2009 BOND DEBT SERVICE FUND	REVENUES	448,050	77
	EXPENDITURES	(448,050)	(78)
	BEGINNING BALANCE	-	1
	CASH/INVESTMENTS BALANCE	-	

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	1/31/2015
2009 BOND RESERVE FUND (RESTRICTED) - 460			
460-361-11-00	Investment Interest	2,880	2,875
	Transfers In From ULID 18 Fund 480		
	TOTAL REVENUES	2,880	2,875
460-535-10-89	Debt Service Charges	200	13
	TOTAL EXPENDITURES	200	13
2009 BOND RESERVE FUND (RESTRICTED)	REVENUES	2,880	2,875
	EXPENDITURES	(200)	(13)
	BEGINNING BALANCE		503,812
	CASH/INVESTMENTS BALANCE		506,674

MONTHLY BUDGET ANALYSIS		Budget	YTD	
	Description	2015	1/31/2015	
WATER LOANS DEBT SERVICE FUND - 470				
470-361-11-10	Investment Interest			
470-397-10-00	Transfers In from Operating Fund 401	63,700	63,700	
	TOTAL REVENUES	63,700	63,700	
470-591-34-77-72	Redemption of Long Term Debt Loan 119	8,940		
470-591-34-77-73	Redemption of Long Term Debt Loan 064	47,252		
470-592-34-83-71	Debt Service Interest Loan 44	-		
470-592-34-83-72	Debt Service Interest Loan 119	574		
470-592-34-83-73	Debt Service Interest Loan 064	6,930		
	TOTAL EXPENDITURES	63,696	-	
WATER LOANS DEBT SERVICE FUND				
	REVENUES	63,700	63,700	
	EXPENDITURES	(63,696)	-	
	BEGINNING BALANCE		-	
	CASH/INVESTMENTS BALANCE		63,700	

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	1/31/2015
ULID 18 FUND - 480			
480-361-11-00	Investment Interest	-	
480-361-40-00	ULID 18 Interest/Penalties	23,000	969
480-368-10-00	Current ULID 18 Principal Payments	50,000	1,540
480-379-10-30	Latecomers Fee	-	
480-397-10-00	Transfers In from Operating Fund 401 (re-payment)	-	
	TOTAL REVENUES	73,000	2,509
480-597-10-00	Transfers Out to Operating Fund 401	73,000	4,250
	TOTAL EXPENDITURES	73,000	4,250
ULID 18 LOAN DEBT SERVICE			
	REVENUES	73,000	2,509
	EXPENDITURES	(73,000)	(4,250)
	BEGINNING BALANCE		2,180
	CASH/INVESTMENTS BALANCE		439

 <div style="text-align: center;"> <p>LAKE WHATCOM WATER AND SEWER DISTRICT</p> <p>AGENDA BILL</p> </div>			
DATE SUBMITTED:		February 9, 2015	
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff		MANAGER APPROVAL 	
MEETING AGENDA DATE:		February 9, 2015	
AGENDA ITEM NUMBER:		5.E.	
SUBJECT:		Summary of Existing District Projects	
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:		1. February 2015 Summary of Existing District Projects	
		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
February 9, 2015		February 5, 2015	LE/BH
Status of Water and Sewer Permit Issuance			
SCOPE	Provide a monthly update on permit activity.		
STATUS	Permits Issued 2015		Permits Issued 2014
	No of permits issued	0	15
	No of permits projected 2015	5	

Completed Capital Projects in 2015	
C1304	Steel Reservoir Cathodic Protection
C1404	2014 Sewer System Rehab and Replacement
C1406	Acquire Sewer Push Camera for 2" and 4" Pipe
C1408	SWWTP Spare Raw Water VFD

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Surface Water Treatment Rule Report (SVWTP) (Kevin)	July	Aug	Sept	Oct	Nov	Dec	Postmarked by 10 th of month	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department of Revenue (Debi)	Jan	Feb	Mar	Apr	May	June	Due end of following month	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ANNUALLY	Community Right to Know (Hazardous Materials) (Rich)	Completed March 3, 2014						Due by March 31st	
	WA State Cross Connection Report (Rich)	Completed April 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, 2015						Due by Feb 1st	
	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 15, 2015				
Summary Of Work-Related Injuries & Illnesses				
Year	2015	2014	2013	2012
Total Number of Work Related Injuries	0	1	11	8
Defined as a work related injury or illness that results in: <ul style="list-style-type: none">• Death• Medical treatment beyond first aid• Loss of consciousness• Significant injury or illness diagnosed by a licensed health care professional• Days away from work (off work)• Restricted work or job transfer				
Total Number of Days of Job Transfer or Restriction (Light duty or other medical restriction)	0	0	5	24
Total Number of Days Away From Work (At home, in hospital, not at work)	0	0	13	9

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-ADM Project Administration

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

C1214-CON Construction Contract

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.

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 Carmichael 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.
- 1/6/2015 Staff and Bob Carmichael met to review front end contract documents. Updates almost complete.

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.
- 12/22/2014 Contractor substantial complete
- 1/17/2015 Contractor completed hit list

C1405 Strawberry Pt. Sewer PS Improvements

Replace Strawberry Point Sewer Pump Station.

C1405-PH1 Predesign

- 2/4/2014 Staff and RH2 working on scope of work and fee estimate. Scope/fee will be on the 2/12/2014 Board meeting agenda.
- 2/12/2014 Board authorizes phase 1 - predesign work.
- 2/26/2014 Board authoizes a revision to phase 1 not-to-exceed amount.
- 3/6/2014 Signed AE agreements received from consultant. District attorney doing final review. Agreements will then be executed by Patrick.
- 3/6/2014 Staff collecting technical information for RH2 to begin preliminary design.
- 4/2/2014 RH2 reviewing pump station run time data for last couple years. Staff to provide detailed on/off data for selected key dates.
- 5/7/2014 Topographic survey is done. RH2 continuing predesign work.
- 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 critieria. 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.

C1405-PH2 Design

- 12/10/2014 Board of Commissioners authorize GM to execute contract amendment with RH2 for design phase.
- 12/11/2014 Contract amendment executed with RH2 for design phase.
- 1/28/2015 RH2 working thru detailed design, plans and specs with District staff.

C1407 Lowe Sewer PS VFD

Replace rotophase with VFD.

C1407-ADM

- 1/5/2015 Staff obtaining quotes for VFD's from vendor. District electrician reviewing electrical panel space requirements and proposed VFD dimensions.
- 1/22/2015 VFD's received by District. District crew will install in pump station.

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.
- 1/5/2015 Staff will layout finish elevation grades of proposed slab soon. District crews can then begin formwork.
- 1/28/2015 Concrete form work in progress.


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.

C1501	Water Service Rebuilds
	<i>Order brass parts for service rebuilds performed by District crew.</i>
	C1501-ADM
C1502	SVWTP Chlorine Analyzer
	<i>Purchase new chlorine analyzer for Sudden Valley Water Treatment Plant.</i>
	C1502-ADM
C1503	SVWTP Clearwell Overflow
	<i>Redirect clearwell emergency overflow piping from backwash tank to daylight.</i>
	C1503-ADM
C1504	Reservoir Site Security
	<i>Install site security system as 1 reservoir site. Pilot project to evaluate equipment, configuration, and telemetry options.</i>
	C1504-ADM
C1505	Reservoir Condition Assessment
	<i>Reservoir condition and seismic assessment. Summarize state of District's reservoirs, evaluate seismic risks, and determine future capital improvements and priorities.</i>
	C1505-ADM
C1506	2015 Sewer System Rehab and Replacement
	<i>Combines several separate projects into one recurring annual project. The intent is to rehabilitate or replace aging sewer system mains and manholes as well as searching for sources of inflow and infiltration. Work includes smoke testing, manhole and main repairs, etc as deficiencies are found and prioritized.</i>
	C1506-ADM
C1507	SVCA Louise Creek Water Main Relocation
	<i>Sudden Valley Community Association is daylighting Louise Creek which is currently piped. A District water main runs accross the proposed creek alighment and needs to be relocated. Louise Creek work is tentativley schedule for construction in summer 2016.</i>
	C1507-ADM



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	February 9, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	February 9, 2015		
AGENDA ITEM NUMBER:	7.0		
SUBJECT:	Manager's Report		
LIST DOCUMENTS PROVIDED → NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Manager's Report		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

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

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None

General Manager Comments

February 9, 2015

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is set for **February 25, 2015 at 6:30 p.m.** in the Bellingham City Council Chambers. This is a regular meeting of the Policy Group, but it is being held in the early evening as a public hearing in order to present the draft updated five - year Lake Whatcom plan. Commissioner Mc Roberts is our Board's representative, but anyone is welcome to attend. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** The next meeting is tentatively scheduled for February 11, 2015. The agenda involves a review of the proposed 5-year Lake Whatcom Plan update.
- **Next Regular Board Meeting:** The next regular meeting is scheduled for **Wednesday, February 25, 2015 at 8:00 a.m.**
- **Employee Staff Meeting:** The next meeting is set for **Tuesday, February 10, 2015 at 8:00 a.m.** in the Board Room. Commissioner Citron is scheduled to attend this meeting. Scheduling is rotated by alphabetical order each month.
- **Employee Safety Committee Meeting:** The next meeting will be held on February 10, 2015 at 9:00 a.m. in the District's Conference Room.
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The Section III meeting will be held on **Tuesday, February 10, 2015** 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 Caucus meeting is set for **February 18, 2015 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.
- **FYI - Earlier Proposal to Authorize a County Utility Tax:** It appears that the 6% utility tax for counties proposed at the legislative session in Olympia is dying a slow death. Apparently large timber industry representatives and the water & sewer association, among others have spoken successfully against this proposal.
- **Misc. Activities of the General Manager:** The following are miscellaneous activities and meetings I have been involved with since the last Board meeting: 2 Manager's staff meetings, 2 weekly meetings with crew, resolved personnel issue, Lake Whatcom Inter-agency Coordinating Team Meeting (ICT) reviewing proposed 5-year Lake Whatcom Plan update, attendance at the WASWD sponsored Commissioners Workshop in Lynnwood, and a lunch meeting with legal counsel addressing various issues.
- **Notice of Appreciation:** The attached is a letter thanking Maintenance Supervisor Randy Craker for his customer service following a complimentary call I received from a District customer recently.
- **Discussion on Use of Lakeway Reader Board:** The District from time to time receives requests from outside parties to use the reader board for a message. We have received a request from the Bellingham School District. What is our policy regarding such requests?



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

February 4, 2015

Randy Craker
Maintenance Supervisor
Lake Whatcom Water and Sewer District
1220 Lakeway Dr.
Bellingham, WA 98229

Subject: Customer Service Thank You

Dear Randy:

On behalf of the District and the Board of Commissioners I want to thank you for the excellent customer service that you provide the rate payers on a daily basis. Ms. Barbara Pollard recently contacted me to thank the District for the service you recently rendered regarding the level of attention you provided in mitigating the impacts from a fire hydrant replacement job that impacted her property. In particular she was grateful for your positive attitude and the level of detail you exhibited in mitigating impacts to her property. She was very pleased because of your extra effort.

Your ongoing diligence in treating our customers with respect and patience on sometimes challenging issues is appreciated greatly by all. This is something you do on a regular basis, and also sets a positive example to those employees you supervise.

Again, thank you Randy!

A handwritten signature in black ink, appearing to read "Patrick", written over a horizontal line.

Patrick Sorensen

General Manager

cc: Board of Commissioners ✓

Bill Hunter

Ms. Barbara Pollard

Personnel File



BELLINGHAM
PUBLIC SCHOOLS FOUNDATION
Keeping "The Promise" for our kids...

1306 Dupont Street
Bellingham, WA 98225-3118
<http://www.bellinghamschoolsfoundation.org>
360-676-6479

January 2015

Dear Bellingham "Reader Board" Owner,

The Bellingham Public Schools Foundation is sponsoring a fundraising campaign from **February 9 to March 20, 2015** in support of the students of the Bellingham School District. It is designed to help us keep the **"Bellingham Promise"** for all of our schools.

We are attempting to raise funds to bridge the gap between what the state legislature and local levies have provided for education and what is really needed in order to provide a quality education for all students in our district.

Beginning February 16, every household in our Bellingham community will receive a flyer in the mail that will outline the district's need for additional financial support. The mailing will include a pledge envelope and information on how to donate online.

We would very much appreciate having your reader board remind our citizens of this campaign! Simple statements like: "Our Kids, Our Future. Donate Schools!" or "Remember to Give to Schools February-March!" or "Make a \$ Pledge to Our Schools! It Will Help Kids!" or "Remember to Send Your School Pledge" will remind them of the six-week campaign and, hopefully, spur them into action! If the full six-weeks is too long, please feel free to choose 2-3 weeks for displaying a reminder on your board.

For more information on our foundation, you can go to: <http://www.bellinghamschoolsfoundation.org>

Thank you so much for providing your "Reader Board" to help us succeed in this fundraising effort for our kids!

Yours in Education,

Mark Schlichting, Board Member
Bellingham Public Schools Foundation

Ideas for display on your READER BOARD from February 9 to March 20:

**Our Kids!
Our Future!
Donate Schools!**

**Remember to
Give to Schools
February-March!**

**Make a \$ Pledge
To Our Schools!
It Will Help Kids!**

YOUR READER BOARD IDEAS:

**Remember to
Send Your
School Pledge!**