



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

March 11, 2015

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. Geneva A/C Main Replacement Project – Award Contract
 - B. Whatcom County Council of Governments – Resolution 811
 - C. Consolidating Small Water Utilities
 - D. Discussion; Potential North Shore Sewer Extension
 - E. Monthly Budget Analysis
 - F. Summary of Existing District Projects
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. Executive Session Per RCW 42.30.140(4)(a) Collective Bargaining and Negotiations - 30 Minutes
10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	March 3, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	March 11, 2015		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Geneva A/C Main Replacement Project-Award Contract		
LIST DOCUMENTS PROVIDED ⇒	1. Bid Proposal – Summary Sheet		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	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

This capital improvement project replaces approximately 12,500 feet of 4, 6, and 8-inch asbestos-cement water mains with new 8-inch pipe, replacement of fire hydrants, service lines, and other appurtenances located along the pipe alignment. Wilson Engineering LLC is the consultant for the project.

An Advertisement for Bids was published twice in the Bellingham Herald and Seattle Daily Journal of Commerce, first on 2/4/2015 and second on 2/11/2015. Mandatory pre-bid meetings were held on 2/12/2015 and 2/18/2015. Bidders were required to attend at least one meeting. Five (5) bids were received and opened on 2/26/2015.

Wilson Engineering and District staff are reviewing the low bidders' Mandatory Responsibility Criteria as well as Supplemental Bidder Responsibility Criteria. Criteria are being evaluated for both Faber Construction and Tiger Construction.

The low bid is dependent on whether the District selects the Bid Alternate to substitute Ductile Iron (DI) pipe in lieu of High Density Polyethylene (HDPE) pipe. Faber Construction is low bidder for the Base Bid which includes HDPE pipe. Tiger Construction is low bidder if the Bid Alternate to substitute DI pipe is selected.

A recommendation to award will be presented at the meeting.

FISCAL IMPACT

Funding for this project is provided by a Drinking Water State Revolving Fund (DWSRF) loan. The loan amount is up to \$2,398,750.00 for 20 years with an interest rate of 1.5%. The loan amount includes engineering, permitting, construction, inspection, testing, and sales tax.

The loan amount was developed using the following estimates:

DESIGN/PERMITTING/BIDDING		
Admin, Permits, Fees, Etc		\$20,000
<u>Predesign, Design, Bidding (Wilson Phase 1)</u>		<u>\$267,990</u>
	Subtotal	\$287,990
CONSTRUCTION		
Construction Contract		\$1,845,000
Construction Admin, Testing, Inspection (Wilson Phase 2)		\$150,000
<u>Contingency</u>		<u>\$92,010</u>
	Subtotal	\$2,087,010
	Total	\$2,375,000
Loan Fee (1% of Total)		\$23,750
	Grand Total	\$2,398,750

The Base Bid contract amount (HDPE pipe) would be \$1,833,590.57 including sales tax.

The Base Bid with the Bid Alternate (DI pipe) contract amount would be \$1,859,894.96 including sales tax.

Both options are within budget estimates when considering the \$92,010 contingency. The Base Bid also includes allowances for extra items (bid items a thru i). Unused extra items will be deducted from the final contract amount.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

The District (selects / does not select) the Bid Alternate to Substitute Ductile Iron Pipe. Therefore the low bidder is _____.

The District awards the contract to _____ for a total construction contract amount of \$_____ (including tax).



Bid Proposal - Summary Sheet

Project Name	Project #	Date	Bid Opening Time	Location	Page # of #
Geneva AC Mains Replacement	C1402	2/26/2015	2:10 PM	LWWSD Board Room	1 of 1

Name of Firm	FABER	TIGER	SRV	RAM	COLACUCIO
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ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Mobilization	1	L.S.		\$ 202,280.84		\$ 60,550.00		\$ 192,000.00		\$ 198,000.00
2	Temporary Erosion Control	1	L.S.		\$ 11,000.80		\$ 39,500.00		\$ 21,800.00		\$ 18,000.00
3	Trench Safety Excav.	1	L.S.		\$ 12,321.00		\$ 18,490.00		\$ 1,000.00		\$ 3,000.00
4	Traffic Control	1	L.S.		\$ 75,082.67		\$ 88,870.00		\$ 85,000.00		\$ 200,000.00
5	8-in. Ø HDPE water main (Installed by open trench)	11125	LF	\$ 38.72	\$ 430,780.00	\$ 77.20	\$ 858,850.00	\$ 51.50	\$ 572,937.50	\$ 63.65	\$ 708,106.25
6	8-in. Ø DI water main (Installed by open trench)	280	LF	\$ 63.53	\$ 18,423.70	\$ 67.20	\$ 19,488.00	\$ 74.40	\$ 21,576.00	\$ 78.50	\$ 22,765.00
7	8-in. Ø HDPE water main: (Installed by pipe bursting (One location))	770	LF	\$ 63.17	\$ 48,640.90	\$ 57.20	\$ 44,044.00	\$ 39.70	\$ 30,568.00	\$ 41.00	\$ 31,570.00
8	8-in. Ø HDPE water main: Installed by directional drilling (Two locations)										
8a	Fir Street to Willowbrook Lane; approx 150 LF	1	LS		\$ 22,816.55		\$ 17,870.00	\$ 22,300.00	\$ 22,300.00	\$ 26,500.00	\$ 30,000.00
8b	Ridgewood cul-de-sac to Lowe Ave; approx 150 LF	1	LS		\$ 24,504.95		\$ 18,810.00	\$ 22,300.00	\$ 22,300.00	\$ 26,500.00	\$ 30,000.00
9	Install Trench Dam	17	EA	\$ 230.71	\$ 3,922.07	\$ 864.00	\$ 14,888.00	\$ 700.00	\$ 11,900.00	\$ 255.00	\$ 4,335.00
10	Install Reverse Thrust Blocks	25	EA	\$ 284.84	\$ 7,121.00	\$ 808.50	\$ 20,162.50	\$ 820.00	\$ 20,500.00	\$ 400.00	\$ 10,000.00
11	2-in. Gate Valves / Boxes	7	EA	\$ 541.72	\$ 3,792.04	\$ 493.50	\$ 3,454.50	\$ 570.00	\$ 3,990.00	\$ 420.00	\$ 2,940.00
12	4-in. Gate Valves / Boxes	2	EA	\$ 702.80	\$ 1,405.60	\$ 657.00	\$ 1,314.00	\$ 785.00	\$ 1,570.00	\$ 700.00	\$ 1,400.00
13	8-in. Gate Valves / Boxes	54	EA	\$ 1,288.34	\$ 69,570.36	\$ 1,300.00	\$ 70,200.00	\$ 1,300.00	\$ 70,200.00	\$ 1,325.00	\$ 71,550.00
14	Fire Hydrants										
14a	Fire Hydrant Assembly	14	EA	\$ 3,715.09	\$ 52,011.26	\$ 4,070.00	\$ 56,980.00	\$ 4,985.00	\$ 69,510.00	\$ 4,550.00	\$ 63,700.00
14b	Fire Hydrant Borehole	8	EA	\$ 243.00	\$ 1,944.00	\$ 573.50	\$ 4,588.00	\$ 280.00	\$ 2,080.00	\$ 220.00	\$ 1,760.00
15	Water Main Tie-Ins (With misc AC handling*)	7	EA	\$ 2,206.19	\$ 15,443.33	\$ 2,130.00	\$ 14,910.00	\$ 2,580.00	\$ 18,060.00	\$ 1,700.00	\$ 11,900.00
16	Water Services Saddle	36	EA	\$ 2,662.95	\$ 95,866.20	\$ 4,259.00	\$ 153,324.00	\$ 1,890.00	\$ 68,040.00	\$ 2,655.00	\$ 95,580.00
17	Assy:										
17a	1-in. Saddle Assy	97	EA	\$ 286.57	\$ 28,767.29	\$ 231.00	\$ 22,407.00	\$ 280.00	\$ 27,160.00	\$ 170.00	\$ 16,490.00
17b	1-in. Saddle Assy-Pipe Burst (With AC handling*)	4	EA	\$ 643.03	\$ 2,572.12	\$ 691.50	\$ 2,768.00	\$ 775.00	\$ 3,100.00	\$ 750.00	\$ 3,000.00
17c	2-in. Saddle Assy	6	EA	\$ 508.19	\$ 3,049.14	\$ 351.00	\$ 2,106.00	\$ 445.00	\$ 2,670.00	\$ 400.00	\$ 2,400.00
18	1-in. Ø Water Service Line	3145	LF	\$ 16.02	\$ 50,382.90	\$ 11.20	\$ 35,224.00	\$ 20.80	\$ 65,416.00	\$ 26.35	\$ 82,870.75
19	2-in. Ø Water Service Line	182	LF	\$ 37.28	\$ 6,784.96	\$ 18.50	\$ 3,367.00	\$ 32.00	\$ 5,924.00	\$ 42.50	\$ 7,735.00
20	Water Service Reconnection										
20a	Single Service Connection	85	EA	\$ 348.12	\$ 29,675.20	\$ 147.50	\$ 12,537.50	\$ 405.00	\$ 34,425.00	\$ 230.00	\$ 19,550.00
20b	Dual Service Connection	36	EA	\$ 403.04	\$ 14,509.44	\$ 147.50	\$ 5,310.00	\$ 805.00	\$ 28,980.00	\$ 285.00	\$ 10,620.00
20c	Two-Inch line Reconnection	2	EA	\$ 2,002.78	\$ 4,005.56	\$ 322.50	\$ 645.00	\$ 445.00	\$ 890.00	\$ 875.00	\$ 1,750.00
20e	Sample Station Reconnection (per detail)	1	LS	\$ 2,642.73	\$ 2,642.73	\$ 350.00	\$ 350.00	\$ 830.00	\$ 830.00	\$ 800.00	\$ 800.00
20d	The Firs Meter Reconnection (per detail)	1	LS	\$ 3,590.52	\$ 3,590.52	\$ 1,198.00	\$ 1,198.00	\$ 2,950.00	\$ 2,950.00	\$ 3,000.00	\$ 3,000.00
21	Install New Meter Box (relocate)	9	EA	\$ 672.47	\$ 6,052.23	\$ 617.00	\$ 5,553.00	\$ 465.00	\$ 4,185.00	\$ 550.00	\$ 4,950.00
22	Decommission Existing Water Meter Box	8	EA	\$ 181.38	\$ 1,291.04	\$ 23.10	\$ 184.80	\$ 230.00	\$ 1,840.00	\$ 68.50	\$ 532.00
23	Valves	26	EA	\$ 191.30	\$ 4,973.80	\$ 46.10	\$ 1,198.60	\$ 240.00	\$ 6,240.00	\$ 150.00	\$ 3,900.00
24	Remove 2-in. Blow-offs	2	EA	\$ 191.30	\$ 382.60	\$ 46.10	\$ 92.20	\$ 250.00	\$ 500.00	\$ 700.00	\$ 1,400.00
25	Remove Old Fire Hydrant	8	EA	\$ 506.36	\$ 4,050.88	\$ 63.10	\$ 504.80	\$ 445.00	\$ 3,560.00	\$ 850.00	\$ 6,800.00
26	Site Restoration:										
26a	Crushed Surface Restoration	400	SY	\$ 18.43	\$ 7,372.00	\$ 6.70	\$ 2,680.00	\$ 15.70	\$ 6,280.00	\$ 16.50	\$ 6,600.00
26b	Asphalt Restoration	11115	LF*	\$ 14.94	\$ 166,058.10	\$ 10.80	\$ 120,042.00	\$ 32.55	\$ 361,793.25	\$ 17.85	\$ 198,402.75
26c	Curb and Gutter	30	LF	\$ 56.85	\$ 1,705.50	\$ 48.10	\$ 1,443.00	\$ 85.00	\$ 2,550.00	\$ 66.50	\$ 1,995.00
26d	Landscape Restoration	1	LS	\$ 17,860.80	\$ 17,860.80	\$ 11,720.00	\$ 11,720.00	\$ 20,600.00	\$ 20,600.00	\$ 17,000.00	\$ 17,000.00
27	Asbestos Pipe Removal and Disposal:										
27a	Shallow pipe removal	150	LF	\$ 31.07	\$ 4,660.50	\$ 32.80	\$ 4,920.00	\$ 43.00	\$ 6,450.00	\$ 100.00	\$ 15,000.00
27b	Transport & Disposal	1	LS	\$ 4,734.96	\$ 4,734.96	\$ 17,990.00	\$ 17,990.00	\$ 1,750.00	\$ 1,750.00	\$ 3,300.00	\$ 3,300.00
28	Install Tracer Wire	33	EA	\$ 207.88	\$ 6,860.04	\$ 125.50	\$ 4,141.50	\$ 303.00	\$ 9,999.00	\$ 720.00	\$ 23,760.00
29	12-in. CPP Storm Culvert	10	LF	\$ 197.84	\$ 1,978.40	\$ 208.00	\$ 2,080.00	\$ 104.00	\$ 1,040.00	\$ 250.00	\$ 2,500.00
a	Over-Ex	25	CY	\$ 58.88	\$ 1,472.00	\$ 21.80	\$ 545.00	\$ 40.00	\$ 1,000.00	\$ 28.00	\$ 700.00
b	Quarry Spalls	25	TON	\$ 79.14	\$ 1,978.50	\$ 27.90	\$ 697.50	\$ 52.00	\$ 1,300.00	\$ 45.00	\$ 1,125.00
c	Structural Fill	50	TON	\$ 41.49	\$ 2,074.50	\$ 14.70	\$ 735.00	\$ 28.00	\$ 1,400.00	\$ 21.50	\$ 1,075.00
d	Bank Run Gravel Base	50	TON	\$ 53.35	\$ 2,667.50	\$ 15.30	\$ 765.00	\$ 28.00	\$ 1,400.00	\$ 25.00	\$ 1,250.00
e	CSBC	50	TON	\$ 61.32	\$ 3,066.00	\$ 28.80	\$ 1,440.00	\$ 41.00	\$ 2,050.00	\$ 35.00	\$ 1,750.00
f	CSTC	50	TON	\$ 322.20	\$ 8,055.00	\$ 51.30	\$ 2,582.50	\$ 62.00	\$ 3,000.00	\$ 120.00	\$ 3,600.00
g	Rock Excavation	25	CY	\$ 113.56	\$ 2,839.00	\$ 104.00	\$ 2,600.00	\$ 110.00	\$ 2,750.00	\$ 105.00	\$ 2,625.00
h	Commercial HMA	100	TON	\$ 226.25	\$ 22,625.00	\$ 237.50	\$ 23,750.00	\$ 425.00	\$ 42,500.00	\$ 320.00	\$ 32,000.00
i	Concrete	25	CY	\$ 182.25	\$ 4,556.25	\$ 181.00	\$ 4,525.00	\$ 180.00	\$ 4,500.00	\$ 140.00	\$ 3,500.00
j	GDF	20	LF	\$ 207.90	\$ 4,158.00	\$ 157.50	\$ 3,150.00	\$ 134.00	\$ 2,680.00	\$ 125.00	\$ 2,500.00
k	Extra pipe for HDD Extra to replace BRG with										
l	5/8min	11125	LF	\$ 15.37	\$ 170,991.25	\$ 4.60	\$ 51,175.00	\$ 5.00	\$ 55,625.00	\$ 4.25	\$ 47,281.25
TOTAL BASE BID					\$ 1,689,945.23		\$ 1,846,610.90		\$ 1,929,544.75		\$ 2,014,393.00
8.5% Sales Tax					\$ 143,645.34		\$ 156,961.93		\$ 164,011.30		\$ 171,223.41
TOTAL INCLUDING SALES TAX					\$ 1,833,590.57		\$ 2,003,572.83		\$ 2,093,556.05		\$ 2,185,616.41

BID ALTERNATE: SUBSTITUTE DI

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
5	8-in. Ø HDPE water main (Installed by open trench)		LF								
6	8-in. Ø DI water main (Installed by open trench)	11415	LF	\$ 42.50	\$ 485,137.50	\$ 66.90	\$ 763,663.50	\$ 48.40	\$ 552,486.00	\$ 80.00	\$ 913,200.00
10	Install Reverse Thrust Blocks	3	EA	\$ 289.71	\$ 869.13	\$ 805.00	\$ 2,415.00	\$ 1,000.00	\$ 3,000.00	\$ 400.00	\$ 1,200.00
TOTAL BID ALTERNATE					\$ 1,719,647.16		\$ 1,714,188.90		\$ 1,870,017.25		\$ 2,082,356.75
8.5% Sales Tax					\$ 146,170.01		\$ 145,706.06		\$ 158,951.47		\$ 175,300.32
TOTAL BID ALT INCL SALES TAX					\$ 1,865,817.17		\$ 1,859,894.96		\$ 2,028,968.72		\$ 2,237,657.07

of Addenda Ack
Bid Security

4
YES

4
YES

4
YES

4
YES

4
YES



LAKE WHATCOM WATER AND SEWER DISTRICT
AGENDA BILL

DATE SUBMITTED:	March 3, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	March 11, 2015		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Adoption of Whatcom County Council of Governments District Resolution 811		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Resolution 811 2. Exhibit A-Updated Interlocal Agreement for Participation 3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The Whatcom Council of Governments is asking each of its participating entities to adopt by Resolution an amended and restated Interlocal agreement regarding our participation in the WCOG. The WCOG was formed originally in 1966. The District has been a participant of the WCOG for a number of years, though there is no record of the District ever passing a Resolution of participation. This proposed Resolution would provide such documentation. It is really a reaffirmation of our involvement. Commissioner Millar is presently the District's representative on the WCOG.

FISCAL IMPACT

The District's cost for participation in the WCOG for 2015 is \$240.00. This amount is established by a set formula.

RECOMMENDED BOARD ACTION

Take action to approve Resolution 811.

PROPOSED MOTION

To adopt Resolution 811 approving an amended and restated Interlocal agreement and declaring the District's continued participation in the Whatcom Council of Governments.

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 811

A Resolution of the Board of Commissioners Approving an Amended
and Restated Interlocal Agreement and Declaring Continued Participation in the
Whatcom Council of Governments

WHEREAS, Lake Whatcom Water and Sewer District's Board of Commissioners
participate in the Whatcom County Council of Governments; and,

WHEREAS, the Whatcom Council of Governments requests that the District's Board of
Commissioners accept the amended and restated Interlocal agreement adopted by the
Whatcom Council of Governments on the 10th day of December, 2014, and agree to
continue its participation as a voting member in the Whatcom Council of Governments;
and,

WHEREAS, the District's Board of Commissioners desire to continue their participation
in the Whatcom Council of Governments as a voting member.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Lake Whatcom Water and Sewer District's Board of Commissioners agree to
accept the amended and restated Interlocal agreement (Exhibit A) and to continue to
participate as a voting member in the Whatcom Council of Governments.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District,
Whatcom County, Washington, at a Regular Meeting thereof, on the 11th day of March,
2015.

Leslie Mc Roberts, President

Todd Citron, Secretary

Laura Weide, Commissioner

John W. Millar, Commissioner

Bruce R. Ford, Commissioner

Approved as to form:

Robert A. Carmichael, Attorney for District

EXHIBIT A

ADOPTED 12/10/2014

INTERLOCAL AGREEMENT FOR PARTICIPATION IN THE WHATCOM COUNCIL OF GOVERNMENTS

This amended and restated interlocal agreement amends and restates the Whatcom County Council of Governments Interlocal Agreement of January 13, 1977, which amended and restated the Whatcom County Regional Planning Council formation Articles of Association dated February 23, 1966. Pursuant to Chapters 36.64 RCW and 39.34 RCW, the undersigned agree to jointly participate in the regional agency known as the Whatcom Council of Governments (hereinafter "the Council") as follows:

Section 1 - Mission

Recognizing that decisions made by any one jurisdiction may affect the welfare of others, the members hold that it is in the best interests of all Whatcom County governments that representatives of the jurisdictions come together regularly for the purposes of defining, discussing, and planning the future of the region.

It shall be the mission of the Council to provide general and special governments with an organized means of providing a more unified response to significant issues of this regional Whatcom County community, and to that end, the Council shall serve these functions:

1. Provide a forum for the exchange of interests, ideas, plans and concerns among jurisdictions and other members.
2. Survey, investigate, analyze, research, and report upon issues of concern to the members.
3. Conduct programs and execute projects that address issues of concern to two or more members so as to avoid duplication of effort, promote efficient use of resources, and foster regional cooperation.
4. Provide members with information, planning, grant-writing, technical expertise, and program execution and administration within budget limitations and agreed work scope.
5. Support the region's economic and social connections with the Lower Mainland of British Columbia through information sharing and coordination of planning and investment strategies with U.S. and Canadian federal border inspection agencies, state and provincial transportation agencies, and other government, non-governmental, and private sector entities with a stake in effective cross-border transportation systems.
6. Cooperate with other agencies – including, when appropriate, those in Canada – in the planning, development, and execution of programs and projects of interest to members.
7. Represent, upon direction of the members, the jurisdictions' united interests with other regional councils and, as appropriate, before state, federal, and Canadian authorities.
8. Collect and exchange information of regional interest.
9. Perform the duties and responsibilities of a Metropolitan Planning Organization (MPO) for the Bellingham Urbanized Area as set forth in Title 23 United States Code and Title 49 United States Code.
10. Perform the duties and responsibilities of a Regional Transportation Planning Organization (RTPO) for Whatcom County as set forth in Ch. 47.80 RCW and Ch. 468-86 WAC.

Section 2 - Bylaws

The Council shall be governed by a set of Bylaws duly adopted by the Council.

Section 3- Boundaries

The boundaries of the Council shall be conterminous with the boundaries of Whatcom County, Washington.

Section 4 - Membership

Voting membership in the Council shall be open to Whatcom County and city governments contained within its boundaries; federally-recognized Indian tribes whose reservation lands are located in Whatcom County; and publicly-authorized special districts serving the entirety of Whatcom County or sub-areas thereof. Representatives of voting members shall be elected officials. Non-voting associate membership as approved by the Council shall be open to community organizations and public agencies not part of any voting members of the Council. Representatives of associate members are not required to be elected officials.

Any member entity shall have the right to withdraw from the Council and this Agreement by giving sixty (60) days written notice to the Council. Withdrawal from the Agreement or non-execution of the Agreement by any one party shall not affect the continuation of the Agreement with regard to the other parties. All financial obligations entered into with the Council while the withdrawing party was a member shall remain with the withdrawing party until these obligations are satisfied or a specific release from these obligations is approved by a majority of the Council.

Section 5- Officers

The officers of the Council shall consist of a Chairperson, Vice-Chairperson, and Secretary-Treasurer.

Section 6 – Executive Committee

The internal administration, procedures, practices and programming of the Council, and any other duties and responsibilities as may be delegated by the Council, shall be vested in an Executive Committee. The membership of the Executive Committee shall be defined by the Bylaws.

Section 7 - Meetings

Meetings of the Council and its Executive Committee shall be held at such times and places the Council shall determine.

Section 8 – Executive Director, Staff and Consultants

The Council by action designated in the bylaws, may appoint an Executive Director and employ staff and any consultants deemed necessary to carry out the purposes and functions of the Council.

Section 9 – Contracts and Contractual Services

The Council may enter into contracts and agreements with any governmental or non-governmental entity, and accept grants and gifts, for the purpose of carrying out the various elements of its approved work program.



Section 10 – Allocation of Costs

Entities holding membership in the Council shall contribute to the expenses thereof, if any, pursuant to the budgetary laws set forth in the Revised Code of Washington, to applicable resolutions and/or ordinances of such member entities, and to the Council Bylaws; provided, however, that services and facilities may be provided by such participating agencies in lieu of assessment.

All general purpose electoral-governmental entities and federally-recognized Indian tribes shall be assessed according to a per capita rate; special purpose electoral entities and associate members shall be assessed at a mutually agreed-upon rate, to be established annually.

Section 11 – Deposits and Disbursements

All funds and appropriations paid to the Council shall be deposited to a special account(s) in a depository approved by the Washington State Treasurer. Expenses and lawful claims against the Council shall be disbursed based upon claims listings approved by the Council or Executive Committee and signed by one Council officer and the Executive Director.

Section 12 - Dissolution

In case of dissolution of the Council, any unexpended funds and property are to be returned to members on the same pro rata basis as collected.

Section 13 - Amendment

This agreement may be amended in the manner specified in the Council Bylaws.

Section 14 - Adoption

Adopted by the Whatcom Council of Governments at a meeting duly called and held on the 10th day of December, 2014.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	March 2, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL _____		
MEETING AGENDA DATE:	March 11, 2015		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Consolidating Small Water Utilities		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. February 9, 2015 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

At the February 9, 2015 Special Meeting, the Board was given an overview of small water purveyors located within or bordering upon the District's service area and the potential of merging with these smaller entities. This idea is based upon the State Department of Health's (DOH) desire for small water purveyor consolidations in order to achieve fewer difficulties and improve the quality of service. Since the full Board was not present for this discussion, staff was requested to include the matter on the March 11th meeting agenda when a full Board will be present. A copy of the February 9th Agenda Bill is attached. A copy of the referenced map was provided in the February 9th packet and can also be found on the District's web site under "Agendas".

FISCAL IMPACT

Not known at this time. There are funds available from DOH to evaluate and even assist with mergers of smaller associations and special purpose districts into larger districts.

RECOMMENDED BOARD ACTION

At the February 9, 2015 meeting, staff was directed to contact these entities to gauge their potential interest. We are in the process of framing questions and contacting these folks when completed. Staff will report back to the Board regarding their interest.

PROPOSED MOTION

None at this time.



LAKE WHATCOM WATER AND SEWER DISTRICT
AGENDA BILL

DATE SUBMITTED:	February 2, 2015		
TO BOARD OF COMMISSIONERS	[Redacted]		
FROM: Patrick Sorensen	MANAGER APPROVAL _____		
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.

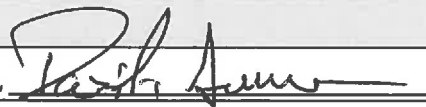
PROPOSED MOTION

No proposed motion.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	March 4, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	March 11, 2015		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Discussion: Potential North Shore Sewer Extension		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. North Shore Potential Sewer Growth Map		
	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

One of the discussion topics for 2015 involves the potential for extending sewer service into the developed area along the North Shore waterfront. This strip of land (see attached map) is already developed, with a very small number of undeveloped lots, and is served by septic systems.

Our latest Sewer Comprehensive Plan Update envisions the potential of serving this area considering the existing potential health and safety and environmental impacts upon the Lake from the numerous septic systems near the shoreline. Discussion will be initiated by District legal counsel and our outside engineering consultant.

FISCAL IMPACT

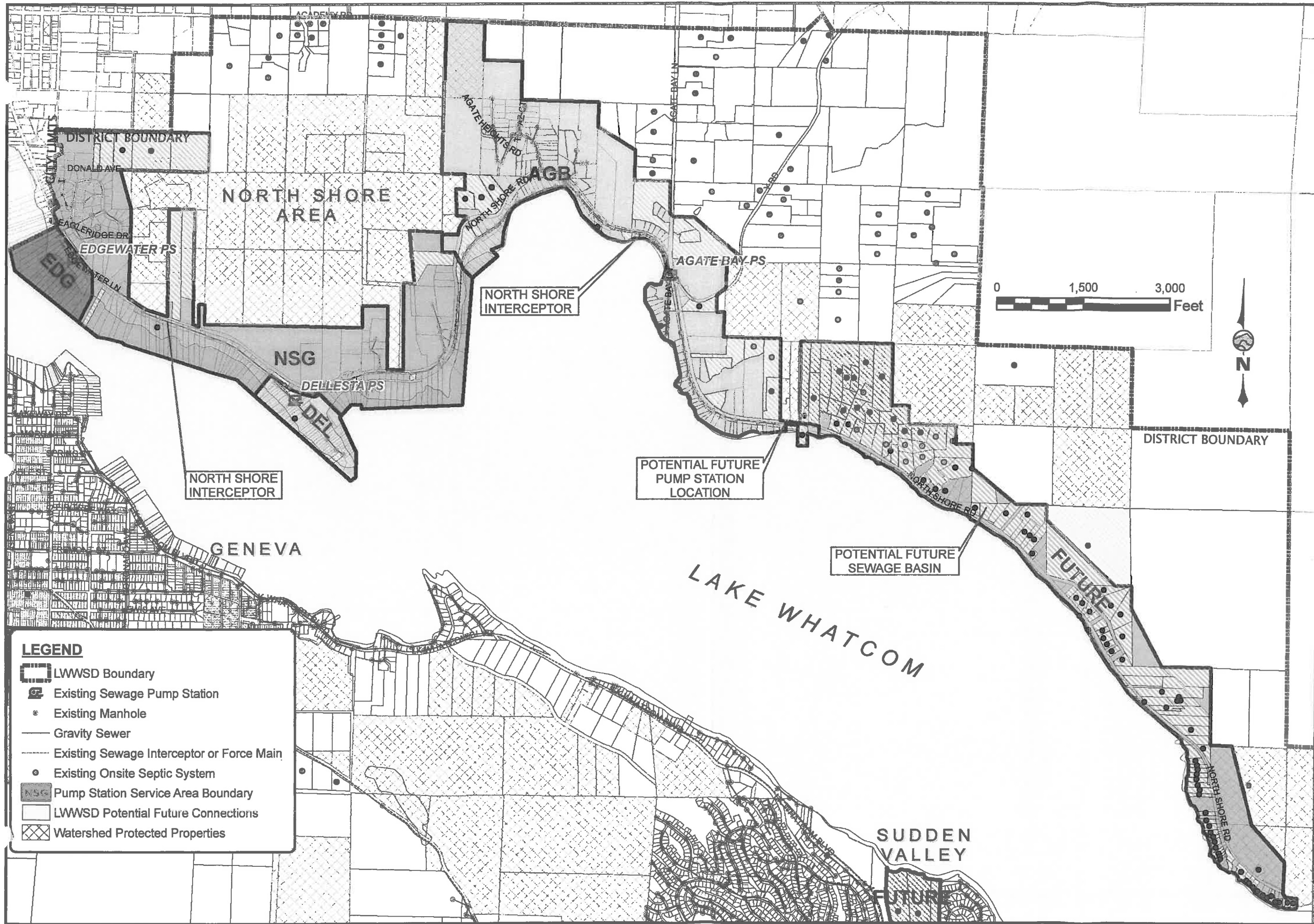
Not applicable at this time.

RECOMMENDED BOARD ACTION

There is no recommendation proposed for this meeting.

PROPOSED MOTION

None.



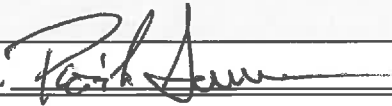
Wilson
SURVEY/ENGINEERING

WILSON ENGINEERING, LLC
805 DUPONT STREET
BELLINGHAM, WA 98225
(360) 739-6100 FAX (360) 647-9061
www.wilsonengineering.com

DESIGNED BY MMM		DRAWN BY RDN		CHECKED BY MMM	
LAKE WHATCOM WATER & SEWER DISTRICT EXHIBIT J-4 NORTH SHORE POTENTIAL SEWER GROWTH MAP					
DATE JUNE 2013		SCALE AS SHOWN		JOB NO. 2013-014	
SHEET 1		OF 1		WHATCOM COUNTY WASHINGTON	



LAKE WHATCOM WATER AND SEWER DISTRICT
AGENDA BILL

DATE SUBMITTED:	March 3, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL 		
MEETING AGENDA DATE:	March 11, 2015		
AGENDA ITEM NUMBER:	5.E.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Monthly Budget Analysis as of 2/28/2015		
	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	2/28/2015 17%	
OPERATING FUND - 401				
REVENUES				
401-343-40-10	Water Sales Metered (5% rate increase) *	1,823,692	272,125	15%
401-343-50-11	Sewer Service Residential (5% rate increase) *	3,618,687	571,063	16%
401-343-50-19	Sewer Service Other	5,500	860	16%
401-359-81-10	Combined Fees	40,000	4,790	12%
401-359-90-00	Late fees	65,000	9,960	15%
401-361-11-10	Investment Interest	2,000	57	3%
401-369-10-00	Sale of scrap metal and surplus	-	958	
401-379-10-20	Permits Operation portion (5 new connection permits)	10,000	306	3%
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	7,050	10%
TOTAL REVENUES		5,637,879	867,169	15%

MONTHLY BUDGET ANALYSIS		Budget	YTD	
	Description	2015	2/28/2015	
OPERATING FUND - 401			17%	
EXPENDITURES				
401-53X-10-10	Payroll (2% cola plus step increases - 2015)	725,625	115,794	16%
401-53X-10-20	Personnel Benefits (Medical, Retirement etc)	275,000	45,125	16%
401-53X-10-31	Gen Admin Supplies	21,000	2,791	13%
401-53X-10-32	Meetings/Team building	1,500	-	0%
401-53X-10-40	Bank Fees	18,000	2,072	12%
	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	19,000		
	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	66,268	31%
401-53X-10-42	Communication	50,000	6,302	13%
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-10-49-01	Memberships/Dues	15,000	8,299	55%
401-53X-10-49-02	WA State Dept of Revenue Taxes (3% increase)	180,000	31,665	18%
401-53X-40-43	Training & Travel	20,000	6,457	32%
401-53X-40-44	Tuition reimbursement	6,000	-	0%
401-53X-40-49	Insurance Claims	-	-	
401-53X-50-31	Maintenance Supplies	125,000	14,837	12%
401-53X-50-48	Operations Repair/Maint	65,000	10,232	16%
401-53X-60-41	Operations Contracted	10,000	891	9%
401-534-60-47	Water City of Bellingham	42,000	4,289	10%
401-535-60-47	Sewer City of Bellingham Treatment Fee	600,000	123,712	21%
401-535-60-47-01	Sewer City of Bellingham Post Point Improvements	215,000	-	0%
401-53X-80-10	Operations Payroll	725,624	115,794	16%
401-53X-80-20	Operations Personnel Benefits	275,000	45,126	16%
401-53X-80-32	Operations Fuel	36,000	2,513	7%
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	35,860	17%
401-53X-80-49	Laundry	2,000	288	14%
	OPERATING EXPENDITURES	4,040,249	638,425	16%
TRANSFERS	Transfers Out to System Reinvestment Fund 420	815,000	218,000	
	Transfers Out to 2009 Bond Debt Service Fund 450	448,050	78	
	Transfers Out to Water Loan Debt Service Fund 470	63,700	117,185	
	TOTAL EXPENDITURES	5,366,999	973,688	
OPERATING FUND	OPERATING REVENUES	5,637,879	867,169	
	EXPENDITURES	(5,366,999)	(973,688)	
	BEGINNING BALANCE		1,204,151	
	OPERATING RESERVE		(800,000)	
	CASH/INVESTMENTS BALANCE		297,632	

MONTHLY BUDGET ANALYSIS		Budget	YTD	
	Description	2015	2/28/2015	
SYSTEM REINVESTMENT FUND - 420				
420-343-40-19	DEA Permits	-		
420-379-10-30	Permits Capital Portion (5 new connection permits)	40,000	155	
420-379-10-40	Latecomer Fees	-		
420-397-10-00	Transfers In from Operating Fund 401	815,000	218,000	
	Transfers In from Geneva Reserve Fund 410	-		
	Transfers In from System Replacement Fund 415	-		
	TOTAL REVENUES	855,000	218,155	
420-534-10-41	DEA Contracted Services	-		
420-534-80-61	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		47,110	
	C 14-03 2014 Water System Rehab		96,801	
	C 14-05 Strawberry Point Pump Station Pre-Design	5,400	4,458	
	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	623	
	C 14-12 Admin Bldg Irrigation	10,000		
	2015 Capital Projects	765,000		
	C 14-05 Strawberry Point Pump Station Replacement	620,000	15,787	
	C 15-01 Water Service Rebuilds	10,000		
	C 15-02 SVWTP Chlorine Analyzer - Replace	5,000		
	C 15-03 SVWTP 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	217,426	
SYSTEM REINVESTMENT FUND	REVENUES	855,000	218,155	
	EXPENDITURES	(855,000)	(217,426)	
	BEGINNING BALANCE		386	
	CASH/INVESTMENTS BALANCE		1,095	

MONTHLY BUDGET ANALYSIS		Budget	YTD	
	Description	2015	2/28/2015	
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	26	
425-594-38-63	Water/Sewer Systems	-		
425-594-38-64	Machinery/Equipment	-		
	TOTAL EXPENDITURES	200	26	
SEWER/STORM WATER CONTINGENCY FUND	REVENUES	5,020	-	
	EXPENDITURES	(200)	(26)	
	BEGINNING BALANCE		922,695	
	CASH/INVESTMENTS BALANCE		922,669	

MONTHLY BUDGET ANALYSIS		Budget	YTD	
	Description	2015	2/28/2015	
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	2/28/2015	
DWSRF PROJECTS FUND - 440				
440-333-66-46-40	Division 22 Reservoir (Permits and Design)	100,000		
444-333-68-46-41	Geneva AC Mains (Permits, Design and Construction)	2,500,000	18,749	
	TOTAL REVENUES	2,600,000	18,749	
440-594-34-62	Division 22 Reservoir (Permits and Design)	100,000	2,670	
440-594-34-63	Geneva AC Mains (Permits, Design and Construction)	2,500,000	36,209	
	TOTAL EXPENDITURES	2,600,000	38,879	
DWSRF PROJECTS FUND	REVENUES	2,600,000	18,749	
	EXPENDITURES	(2,600,000)	(38,879)	
	BEGINNING BALANCE	-	(42,048)	
	CASH/INVESTMENTS BALANCE	-	(62,178)	
Expenditures offset by draws as projects progress.				

MONTHLY BUDGET ANALYSIS		Budget	YTD	
	Description	2015	2/28/2015	
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	2/28/2015	
2009 BOND RESERVE FUND (RESTRICTED) - 460				
460-361-11-00	Investment Interest	2,860	2,860	
	Transfers In From ULID 18 Fund 480			
	TOTAL REVENUES	2,860	2,860	
460-535-10-89	Debt Service Charges	200	26	
	TOTAL EXPENDITURES	200	26	
2009 BOND RESERVE FUND (RESTRICTED)	REVENUES	2,860	2,860	
	EXPENDITURES	(200)	(26)	
	BEGINNING BALANCE		503,812	
	CASH/INVESTMENTS BALANCE		506,646	

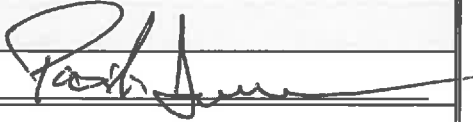
MONTHLY BUDGET ANALYSIS		Budget	YTD	
	Description	2015	2/28/2015	
WATER LOANS DEBT SERVICE FUND - 470				
470-361-11-10	Investment Interest			
470-387-10-00	Transfers In from Operating Fund 401	63,700	117,185	
	TOTAL REVENUES	63,700	117,185	
470-591-34-77-72	Redemption of Long Term Debt Loan 119	8,940	62,583	
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	417	
470-592-34-83-73	Debt Service Interest Loan 064	6,930		
	TOTAL EXPENDITURES	63,696	63,000	
WATER LOANS DEBT SERVICE FUND	REVENUES	63,700	117,185	
	EXPENDITURES	(63,696)	(63,000)	
	BEGINNING BALANCE		-	
	CASH/INVESTMENTS BALANCE		54,185	

MONTHLY BUDGET ANALYSIS		Budget	YTD	
	Description	2015	2/28/2015	
ULID 18 FUND - 480				
480-361-11-00	Investment Interest	-		
480-361-40-00	ULID 18 Interest/Penalties	23,000	2,862	
480-368-10-00	Current ULID 18 Principal Payments	50,000	4,196	
480-379-10-30	Latecomers Fee	-		
480-397-10-00	Transfers In from Operating Fund 401 (re-payment)	-		
	TOTAL REVENUES	73,000	7,058	
480-597-10-00	Transfers Out to Operating Fund 401	73,000	7,050	
	TOTAL EXPENDITURES	73,000	7,050	
ULID 18 LOAN DEBT SERVICE	REVENUES	73,000	7,058	
	EXPENDITURES	(73,000)	(7,050)	
	BEGINNING BALANCE		-	
	CASH/INVESTMENTS BALANCE		8	



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	March 3, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL 		
MEETING AGENDA DATE:	March 11, 2015		
AGENDA ITEM NUMBER:	5.F.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. March 2015 Summary of Existing District Projects		
NUMBER OF PAGES INCLUDING AGENDA BILL:	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Information only

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

Review and discuss

PROPOSED MOTION

n/a

LAKE WHATCOM WATER AND SEWER DISTRICT

Summary of Existing District Projects

Meeting Date	Effective Date	Prepared by
March 11, 2015	March 5, 2015	LE/BH
Status of Water and Sewer Permit Issuance		
SCOPE	Provide a monthly update on permit activity.	
STATUS		Permits Issued 2015
	No of permits issued	0
	No of permits projected 2015	5
		Permits Issued 2014
		15

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	SVWTP Spare Raw Water VFD

State Required Report Status			
Reporting	Name of Report & Preparer	Completed	When Due
MONTHLY	Chlorination Report Agate Heights (Kevin)	Jan <input checked="" type="checkbox"/> Feb <input checked="" type="checkbox"/> Mar <input checked="" type="checkbox"/>	Postmarked by 10 th of month
		Apr <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/>	
	Surface Water Treatment Rule Report (SVWTP) (Kevin)	Jan <input checked="" type="checkbox"/> Feb <input checked="" type="checkbox"/> Mar <input checked="" type="checkbox"/>	Postmarked by 10 th of month
		Apr <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/>	
	Department of Revenue (Debi)	Jan <input checked="" type="checkbox"/> Feb <input checked="" type="checkbox"/> Mar <input type="checkbox"/>	Due end of following month
		Apr <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/>	
ANNUALLY	Community Right to Know (Hazardous Materials) (Rich)	Completed February 24, 2015	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 February 24, 2015	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
	Report Number of Sewer ERUs to City of Bellingham	Completed March 5, 2015	Due by January 15th
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				
February 24, 2015				
Summary Of Work-Related Injuries & Illnesses				
Year	2015	2014	2013	2012
Total Number of Work Related Injuries	1	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.

3/3/2015 Staff provided G&O remaining data and info in February to complete the predesign report. G&O is scheduled to make a presentation to the Board at the 3/25/2015 meeting.

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 essentially done but will be finalized after receiving public comments after a public meeting tentatively scheduled 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.
- 2/20/2015 Wilson met with County road inspector to discuss and coordinate right-of-way encroachment permits. DOE was notified of the project for their general permit process related to erosion and sedimentation control. DOH approved the plans and technical specs.
- 2/26/2015 The project was advertised in the Bellingham Herald and Seattle DJC, two mandatory prebid meetings were held, 5 bids were received and opened. Wilson and staff review bids and criteria. A recommendation to award is planned for the 3/11/2015 board meeting.

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.

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.
- 3/4/2015 Shorlines permit hearing. Hearing examiner will approved the permits. RH2 working on detailed design. 60-percent review plans will be ready 3-18-2015 for 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.
- 2/18/2015 Concrete slab poured.
- 3/3/2015 Ecology blocks delivered to site and staged next to slab. Slab needs to cure 28 days before placing blocks.

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

Order brass parts for service rebuilds performed by District crew.

C1501-ADM

C1502 SVWTP Chlorine Analyzer

Purchase new chlorine analyzer for Sudden Valley Water Treatment Plant.

C1502-ADM

C1503 SYWTP Clearwell Overflow

Redirect clearwell emergency overflow piping from backwash tank to daylight.

C1503-ADM

C1504 Reservoir Site Security

Install site security system as 1 reservoir site. Pilot project to evaluate equipment, configuration, and telemetry options.

C1504-ADM

C1505 Reservoir Condition Assessment

Reservoir condition and seismic assessment. Summarize state of District's reservoirs, evaluate seismic risks, and determine future capital improvements and priorities.

C1505-ADM

C1506 2015 Sewer System Rehab and Replacement

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.

C1506-ADM

C1507 SVCA Louise Creek Water Main Relocation

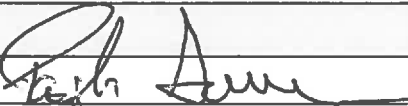
Sudden Valley Community Association is daylighting Louise Creek which is currently piped. A District water main runs accross the proposed creek alighment and needs to be relocated. Louise Creek work is tentativley schedule for construction in summer 2016.

C1507-ADM

2/6/2015 District staff met with Wilson and WA Dept of Fish and Wildlife onsite to discuss SVCA's project to daylight a failing culvert. The District has an existing water main than crosses the proposed creek alighment. More coordination will occur as SVCA works through their design and permitting.



LAKE WHATCOM WATER AND SEWER DISTRICT
AGENDA BILL

DATE SUBMITTED:	March 3, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	March 11, 2015		
AGENDA ITEM NUMBER:	7.0		
SUBJECT:	Manager's Report		
LIST DOCUMENTS PROVIDED ⇒	1. Manager's Report		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

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

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

None required.

PROPOSED MOTION

None

General Manager Comments

March 11, 2015

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is set for **March 16, 2015 at 2:30 p.m.** in the City of Bellingham's Fireplace Meeting Room located in the bottom floor of the Municipal Court Building at 625 Halleck Street. The Fireplace Room is located next the City's Information Technology Office located on the east side of the Court Building. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** The next meeting with the Mayor and County Executive has not been set at this time.
- **Next Regular Board Meeting:** The next regular meeting is scheduled for **Wednesday, March 25, 2015 at 8:00 a.m.**
- **Employee Staff Meeting:** The next meeting is set for **Thursday, March 12, 2015 at 8:00 a.m.** in the Board Room. Commissioner Ford 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 **March 12, 2015** following the Staff Meeting in the District's Conference Room.
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The upcoming Section III meeting will be held on **Tuesday, March 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. I will not be able to attend this meeting.
- **Whatcom Water District's Caucus Meeting:** The Caucus meeting is set for **March 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.

- **WASWD Spring Conference:** As a reminder the Washington Association of Sewer and Water Districts Spring Conference will be held in Yakima April 16 and 17. The full agenda is not quite out yet, but I would be interested to know who is thinking about attending. FYI, the three day Fall Conference will be held in Wenatchee September 23 -25.
- **Future Discussion Topics:** Staff is finishing up proposed changes as they relate to the Administrative Code. This would include revised Purchasing and Financial policies. Likewise, this will also include a discussion on debt management. If all goes well the Board should receive a draft of proposed changes in late March for future discussion.
- **FYI: Employee Recognition:** We have received another complementary letter from a customer regarding Miguel Gillis and his service. Please see attached.