



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

May 13, 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. Administrative Code Update
 - B. Monthly Budget Analysis
 - C. Summary of Existing District Projects
 - D. Lake Whatcom Aquatic Invasive Species Program Interlocal Agreement for 2015
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 29, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	May 13, 2015		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Administrative Code Update		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL/ OTHER
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Please bring your red lined copy of the Administrative Code to the meeting. (From the April 29, 2015 meeting packet).

Staff has addressed any minor modifications as addressed at the April 29, 2015 Board Meeting.

FISCAL IMPACT

Not applicable.

RECOMMENDED BOARD ACTION

Review and consider the proposed modifications to the Administrative Code as discussed at the April 29, 2015 meeting.

PROPOSED MOTION

To adopt the updated Administrative Code as presented.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 29, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL <i>Paul Dune</i>		
MEETING AGENDA DATE:	May 13, 2015		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Monthly Budget Analysis as of 4/30/2015		
	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

		Budget	YTD	
		2015	4/30/2015	33%
OPERATING FUND - 401				
REVENUES				
401-343-40-10	Water Sales Metered (5% rate increase) *	1,823,692	581,855	32%
401-343-50-11	Sewer Service Residential (5% rate increase) *	3,618,687	1,205,292	33%
401-343-50-19	Sewer Service Other	5,500	1,592	29%
401-359-81-10	Combined Fees	40,000	9,742	24%
401-359-90-00	Late fees	65,000	19,479	30%
401-361-11-10	Investment interest	2,000	177	9%
401-369-10-00	Sale of scrap metal and surplus	-	958	
401-379-10-20	Permits Operation portion (5 new connection permits)	10,000	611	6%
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	37,150	51%
	TOTAL REVENUES	5,637,879	1,856,856	33%

MONTHLY BUDGET ANALYSIS		Description	Budget 2015	YTD 4/30/2015	
OPERATING FUND - 401				33%	
EXPENDITURES					
401-53X-10-10	Payroll (2% cola plus step increases - 2015)		725,625	212,686	29%
401-53X-10-20	Personnel Benefits (Medical, Retirement etc)		275,000	79,190	29%
401-53X-10-31	Gen Admin Supplies		21,000	8,901	42%
401-53X-10-32	Meetings/Team building		1,500	1,287	84%
401-53X-10-40	Bank Fees		18,000	7,078	39%
	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 (Simplify)		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 2018)		-		
	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		
	Cartograph - 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	115,851	54%
401-53X-10-42	Communication		50,000	15,426	31%
401-53X-10-45	Admin Lease		2,000	450	23%
401-53X-10-46	Property Insurance		110,000	-	0%
401-53X-10-49	Admin Misc.		1,000	148	15%
401-53X-10-49-01	Memberships/Dues		15,000	9,100	61%
401-53X-10-49-02	WA State Dept of Revenue Taxes (3% increase)		180,000	59,105	33%
401-53X-40-43	Training & Travel		20,000	15,620	78%
401-53X-40-44	Tuition reimbursement		8,000	-	0%
401-53X-40-49	Insurance Claims		-	-	-
401-53X-50-31	Maintenance Supplies		125,000	39,178	31%
401-53X-50-48	Operations Repair/Maint		65,000	21,999	34%
401-53X-50-49	Insurance Claims			4,500	
401-53X-60-41	Operations Contracted		10,000	3,528	35%
401-534-60-47	Water City of Bellingham		42,000	8,872	21%
401-535-60-47	Sewer City of Bellingham Treatment Fee		600,000	209,034	35%
401-535-60-47-01	Sewer City of Bellingham Post Point Improvements		215,000	-	0%
401-53X-80-10	Operations Payroll		725,624	306,044	42%
401-53X-80-20	Operations Personnel Benefits		275,000	106,814	39%
401-53X-80-32	Operations Fuel		36,000	7,891	22%
401-53X-80-34	Safety Supplies		12,000	4,190	35%
401-53X-80-34-01	Safety Supplies Boots		2,500	157	8%
401-53X-80-47	General Utilities		210,000	74,524	35%
401-53X-80-49	Laundry		2,000	852	43%
	OPERATING EXPENDITURES		4,040,249	1,312,203	32%
TRANSFERS					
	Transfers Out to System Reinvestment Fund 420		815,000	284,000	
	Transfers Out to 2009 Bond Debt Service Fund 450		448,050	101,453	
	Transfers Out to Water Loan Debt Service Fund 470		63,700	117,185	
	TOTAL EXPENDITURES		5,366,999	1,814,841	
OPERATING FUND					
	OPERATING REVENUES		5,637,979	1,856,856	
	EXPENDITURES		(5,366,999)	(1,814,841)	
	BEGINNING BALANCE			1,204,151	
	OPERATING RESERVE			(800,000)	
	CASH/INVESTMENTS BALANCE			446,166	

MONTHLY BUDGET ANALYSIS		Description	Budget	YTD
			2016	4/30/2015
SYSTEM REINVESTMENT FUND - 420				
420-343-40-19		DEA Permits	-	
420-379-10-30		Permits Capital Portion (5 new connection permits)	40,000	309
420-379-10-40		Latecomer Fees	-	
420-397-10-00		Transfers In from Operating Fund 401	815,000	284,000
		Transfers In from Geneva Reserve Fund 410	-	
		Transfers In from System Replacement Fund 415	-	
		TOTAL REVENUES	855,000	284,309
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		37,960
	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	18,855
	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	SWWTP Spare Raw Pump VFD	5,000	1,991
	C 14-11	Shop Gravel/Asph Bins	4,800	3,142
	C 14-12	Admin Bldg Irrigation	10,000	-
		2015 Capital Projects	765,000	
	C 14-05	Strawberry Point Pump Station Replacement	620,000	63,162
	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	283,761
SYSTEM REINVESTMENT FUND		REVENUES	855,000	284,309
		EXPENDITURES	(855,000)	(283,761)
		BEGINNING BALANCE		368
		CASH/INVESTMENTS BALANCE		914

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	4/30/2015
SEWER/STORM WATER CONTINGENCY FUND - 425			
425-381-11-00	Investment Interest	5,020	2173
425-387-10-00	Transfers In from ULID 18 Fund 480	-	
	Transfers In from Bond Reserve Fund 480	-	
	TOTAL REVENUES	5,020	2,173
425-535-10-41	Stormwater Comp Plan	-	
425-535-10-42	Debt Service Charges	200	52
425-594-38-83	Water/Sewer Systems	-	
425-594-38-84	Machinery/Equipment	-	
	TOTAL EXPENDITURES	200	52
SEWER/STORM WATER CONTINGENCY FUND			
	REVENUES	5,020	2,173
	EXPENDITURES	(200)	(52)
	BEGINNING BALANCE		922,695
	CASH/INVESTMENTS BALANCE		924,616

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	4/30/2016
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	4/30/2015
DWSRF PROJECTS FUND - 440			
440-333-66-46-40	Division 22 Reservoir (Permits and Design)	100,000	
444-333-66-46-41	Geneva AC Mains (Permits, Design and Construction)	2,500,000	60,515
	TOTAL REVENUES	2,600,000	60,515
440-594-34-62	Division 22 Reservoir (Permits and Design)	100,000	3,170
440-594-34-63	Geneva AC Mains (Permits, Design and Construction)	2,500,000	70,435
	TOTAL EXPENDITURES	2,600,000	73,605
DWSRF PROJECTS FUND	REVENUES	2,600,000	60,515
	EXPENDITURES	(2,600,000)	(73,605)
	BEGINNING BALANCE	-	(42,048)
	CASH/INVESTMENTS BALANCE	-	(55,138)
Expenditures offset by draws as projects progress.			

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	4/30/2015
2009 BOND DEBT SERVICE FUND - 450			
450-361-11-00	Investment Interest		
450-397-10-00	Transfers In from Operating Fund 401	448,050	101,452
	Transfers In from Bond Capital Projects Fund 430	-	
	TOTAL REVENUES	448,050	101,452
450-535-10-41	Bond Admin Fee	300	78
450-581-35-72	Redemption of Long Term Debt	245,000	
450-582-35-83	Bond Interest Payments	202,750	101,375
	TOTAL EXPENDITURES	448,050	101,453
2009 BOND DEBT SERVICE FUND	REVENUES	448,050	101,452
	EXPENDITURES	(448,050)	(101,453)
	BEGINNING BALANCE	-	1
	CASH/INVESTMENTS BALANCE	-	-

MONTHLY BUDGET ANALYSIS		Budget	YTD
Description	2015	4/30/2015	
2009 BOND RESERVE FUND (RESTRICTED) - 460			
460-381-11-00	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	52
	TOTAL EXPENDITURES	200	52
2009 BOND RESERVE FUND (RESTRICTED)	REVENUES	2,860	2,860
	EXPENDITURES	(200)	(52)
	BEGINNING BALANCE		503,812
	CASH/INVESTMENTS BALANCE		506,620

MONTHLY BUDGET ANALYSIS		Budget	YTD
Description		2015	4/30/2015
WATER LOANS DEBT SERVICE FUND - 470			
470-381-11-10	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			
	Description	Budget 2015	YTD 4/30/2015
ULID 18 FUND - 480			
480-361-11-00	Investment Interest	-	
480-361-40-00	ULID 18 Interest/Penalties	23,000	12,599
480-368-10-00	Current ULID 18 Principal Payments	50,000	28,627
480-379-10-30	Latecomers Fee	-	
480-397-10-00	Transfers In from Operating Fund 401 (re-payment)	-	
	TOTAL REVENUES	73,000	39,226
480-597-10-00	Transfers Out to Operating Fund 401	73,000	37,150
	TOTAL EXPENDITURES	73,000	37,150
ULID 18 LOAN DEBT SERVICE			
	REVENUES	73,000	39,226
	EXPENDITURES	(73,000)	(37,150)
	BEGINNING BALANCE		-
	CASH/INVESTMENTS BALANCE		2,076



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 29, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	May 13, 2015		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. May 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
May 13, 2015	May 1, 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	SVWTP Spare Raw Water VFD
C1411	Shop Gravel/Asphalt Material Bins

State Required Report Status

Reporting	Name of Report & Preparer	Completed						When Due
		Jan	Feb	Mar	Apr	May	June	
MONTHLY	Chlorination Report Agate Heights (Kevin)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Postmarked by 10 th of month
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Surface Water Treatment Rule Report (SVWTP) (Kevin)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Due end of following month
		<input 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 February 24, 2015						Due by March 31st
	WA State Cross Connection Report (Rich)	Completed April 20, 2015						Due Annually May
	Consumer Confidence Reports (Kevin)	Completed April, 2015						<ul style="list-style-type: none"> • Geneva- 4/15 • Sudden Valley 4/15 • Eagleridge – 4/15 • Agate Hghts – 4/15
	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

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

SAFETY PROGRAM SUMMARY***

Completed by Rich Munson

Annual Safety Training				
Staff participates in a local government on-line training system. Each employee is assigned with an individual training course that is relevant to their position. The courses contain check points, quizzes and tests to ensure the training was completed and understood by the employee. Learners can track their progress and manage their training with their workload.				
Weekly Crew Safety Meetings				
Safety meetings for the field crew take place every Tuesday at 3:30 p.m.				
Dates of Safety Committee Meetings				
January 15, 2015				
February 24, 2015				
March 26, 2015				
April 14, 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:				
• 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-CON Construction Contract

C1214-ADM Project Administration

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

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 G&O - Predesign, Permitting

- 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.
- 3/25/2015 G&O presented predesign report to board. There was overall consensus with the plan. Staff and G&O will proceed with permitting and coordination with SCVA.
- 4/30/2015 District submitted pre-application meeting packet to Whatcom County. Pre-App meeting scheduled for 11am on 5/21/2015.
- 5/21/2015 Pre-Application Meeting at Whatcom County - 11am. District and G&O will attend to review permitting requirements with County staff.

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 Wilson - Predesign, Permitting, Design, Bidding

- 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.
- 3/11/2015 Board selected bid alternate for ductile iron pipe and awards contract to Tiger Construction. Staff will proceed with executing the contract documents.
- 3/31/2015 Wilson is coordinating permits with agencies. DOE general stormwater permit was advertised in Bellingham Herald on 3/22/2015 and 3/30/2015. DOE will issue permit after 30-day comment period on 4/30/2015. County encroachment permits will be ready to pick up soon. County Land Disturbance Permit has been approved but cannot be released until June 1.

4/1/2015 Staff and Wilson compiling bonds, insurance, etc for complete set of executed contract documents.

C1402-PH2 Wilson - Services During Construction

4/29/2015 Board authorized General Manager to execute amendment to Wilson agreement for services during construction.

C1402-CON Construction Contract - Tiger Construction Ltd.

4/10/2015 Notice to Proceed issued to Tiger.

4/22/2015 Pre-Construction Meeting with Tiger, Wilson, and Dept of Commerce

4/29/2015 District mailed 36 property owners nearby pipe bursting and directional drill sites notifying them construction to begin Mid-May.

5/4/2015 District mailed 200+ property owners located within 100-feet of the pipe alignment an informational card directing them to the District website for more details and notifying them of the neighborhood meeting on 5/13/2015.

5/13/2015 Neighborhood informational meeting at District office 530pm - 630pm.

5/18/2015 Tiger anticipates starting pipe bursting and directional drill sections.

6/1/2015 Trenching begins.

10/7/2015 Substantial Completion Date

11/6/2015 Final Completion Date

C1405 Strawberry Pt. Sewer PS Improvements

Replace Strawberry Point Sewer Pump Station.

C1405-PH1 Predesign

2/4/2014 Staff and RH2 working on scope of work and fee estimate. Scope/fee will be on the 2/12/2014 Board meeting agenda.

2/12/2014 Board authorizes phase 1 - predesign work.

2/26/2014 Board authorizes a revision to phase 1 not-to-exceed amount.

3/6/2014 Signed AE agreements received from consultant. District attorney doing final review. Agreements will then be executed by Patrick.

3/6/2014 Staff collecting technical information for RH2 to begin preliminary design.

4/2/2014 RH2 reviewing pump station run time data for last couple years. Staff to provide detailed on/off data for selected key dates.

5/7/2014 Topographic survey is done. RH2 continuing predesign work.

8/5/2014 County pre-application submitted. Waiting to hear back from County on meeting date.

8/12/2014 RH2 to meet with District crew to go thru design criteria. Information will be documented in pre-design report which is in progress.

9/24/2014 RH2 presents predesign report to Board of Commissioners. Staff and RH2 will continue with project as described in predesign report.

10/15/2014 RH2 and District staff meet with County Public Works Roads and Stormwater department heads. Meeting was to coordinate county road/stormwater projects with District's pump station project.

10/29/2014 RH2 submits substantial shoreline development permit to county.

11/25/2014 As part of the shoreline permitting process, County sent notices out to properties within 1000 feet of project. Written comments are due December 26, 2014.

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 Shorelines 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.

3/26/2015 Staff met with RH2 to review 60% plans and specs. RH2 will make some minor revisions and submit preliminary plans to County engineering as part of the right-of-way encroachment permit application. RH2 is proceeding with detailed design with the target of advertising for bids mid-April.

4/27/2015 District staff reviewed 90% plans and specs.

5/1/2015 Advertisement for Bids published in Bellingham Herald and Seattle DJC.

5/13/2015 Non-Mandatory Pre-Bid Meeting at 2pm.

5/19/2015 Bid Opening - 1pm

5/27/2015 Tentative - Award Construction Contract at Board meeting

C1407 Low 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.

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 SVWTP Clearwell Overflow

Redirect clearwell emergency overflow piping from backwash tank to daylight.

C1503-ADM

- 3/26/2015 Staff began topography survey, field measurements, mapping, and research of buried pipe and structures. Design of a solution is in progress.
- 5/4/2015 Staff developed plan and profile for proposed improvements and will be coordinating with SVCA for work to occur this summer. It is anticipated the work will be done by District crews and equipment.

C1504 Reservoir Site Security

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

C1504-ADM

- 5/4/2015 District staff have done initial research on available security camera systems and motion detection. List of equipment and options is in development. Initial pilot site will be the SVWTP.

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

- 3/19/2015 Staff, Wilson, and City of Bellingham met onsite to review project objectives. The manhole located near the entrance of Whatcom Fall park is severely corroded by H2S from the District LLRI outfall. The manole is made of brick and need to be replaced.
- 3/26/2015 District executes task order with Wilson to assist with developing detailed plans and notes for the manhole replacement. District staff will advertise, and contract the work, as well as perform contract administration. Wilson will provide technical assistance/submittal review as needed.
- 3/31/2015 Staff working on a solution to get old-Flat Car sewer pump station going. Flow must be diverted from the LLRI in order to install the new manhole at Whatcom Falls park later this summer.
- 4/1/2015 Wilson proceeding with topo and manhole structure survey and design.
- 5/4/2015 District staff, Wilson, and City have been coordinating for replacement of Whatcom Falls Park manhole replacement.

C1506-CON

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 alignment 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 alignment. More coordination will occur as SVCA works through their design and permitting.

C1508 Northshore Road Sewer Service Area

Explore requirements to extend sewer to 80+ properties at end of Northshore Road that are currently on septic systems on shore of Lake Whatcom.

C1508-ADM

- 4/22/2015 District, Wilson, and Bob Carmichael met with County Planners Mark Personious, Gary Davis, and Matt Aamot to discuss CUP and LAMIRD options for extending sewer to properties on septic systems at end of Northshore Road.
- 4/27/2015 Wilson Task Order executed to research property data and past septic system failure rates, develop pre/post 1990 construction maps, meetings, etc.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 4, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	May 13, 2015		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Lake Whatcom Aquatic Invasive Species Program Interlocal Agreement for 2015		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Interlocal Agreement		
	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

For the last several years, the District has contributed funds to the Lake Whatcom Aquatic Invasive Species Prevention Program that is administered by the City of Bellingham. It is time to adopt the Interlocal Agreement for 2015. The District contributed \$50,000.00 to the program in 2014. The 2015 contract amount is the same as last year. See the attached Interlocal Agreement for more information.

FISCAL IMPACT

\$50,000.00 as included in the 2015 Budget for this purpose.

RECOMMENDED BOARD ACTION

Consider and approve the 2015 Lake Whatcom Aquatic Invasive Species Program Interlocal Agreement with the City of Bellingham.

PROPOSED MOTION

To approve the 2015 Interlocal Agreement with the City of Bellingham for the 2015 Lake Whatcom Aquatic Invasive Species Prevention Program in an amount not to exceed \$50,000.00.

INTERLOCAL AGREEMENT

2015 CITY OF BELLINGHAM - LAKE WHATCOM WATER AND SEWER DISTRICT

LAKE WHATCOM AQUATIC INVASIVE SPECIES PREVENTION PROGRAM

WHEREAS, the City of Bellingham (City) and Lake Whatcom Water and Sewer District (District) have a mutual interest in protecting water resources in the Lake Whatcom Watershed; and

WHEREAS, Aquatic Invasive Species (AIS) are capable of impacting water quality, recreational use and the aquatic ecology of Lake Whatcom; and

WHEREAS, watercraft are a widely recognized vector for movement and introduction of AIS within and between water bodies; and

WHEREAS, the risk of AIS introductions into Lake Whatcom can be reduced by education of watercraft users and inspection of watercraft prior to launching into Lake Whatcom and other Whatcom County waterbodies; and

WHEREAS, the City and the District have committed resources to support establishment and operation of an AIS Prevention Program for Lake Whatcom; and

WHEREAS, this Agreement is authorized under the Washington State Interlocal Cooperation Act, Chapter 39.34 RCW;

NOW, THEREFORE, THE CITY OF BELLINGHAM AND LAKE WHATCOM WATER AND SEWER DISTRICT AGREE AS FOLLOWS:

1. SCOPE OF WORK

Task 1 - Administration: The City will administer and manage the AIS Prevention Program, including hiring, training, outfitting, scheduling and supervision of program staff.

Task 2 - Reporting: Periodic reports of the program's status will be delivered to the District upon request.

2. TERM

(a) This Agreement shall be effective May 15, 2015 and shall continue through December 31, 2015. The Agreement shall only be renewed, in writing, on terms then agreed to by the parties. The term shall be as stated in the agreement regardless of the date of signature.

(b) This Agreement may be terminated for convenience by either party upon the giving of ninety (90) days written notice to the other party whereupon payment for time and effort expended up to and including the date of termination shall be paid in full.

(c) This Agreement may be terminated for cause by either party after giving the defaulting party thirty (30) day's written notice of default and an opportunity to cure.

3. PAYMENT

(a) The District shall reimburse the City for AIS prevention program costs, including but not limited to staff outfitting and wages. The maximum payable under this Agreement is \$50,000.

(b) Payments to the City will be made monthly based on invoices submitted to the District. All payments hereunder are considered reimbursement for services rendered. Reimbursements hereunder shall not create an employment relationship between the District and any City staff, nor shall it confer any ownership or management rights in the District to any property or assets acquired by the City under the AIS prevention program.

(c) The District shall promptly review and pay the invoice in accordance with its usual procedures.

(d) A short program update shall accompany each invoice.

4. PERSONS RESPONSIBLE FOR ADMINISTRATION OF THE AGREEMENT

The City designates the Public Works Natural Resources Policy Manager, or his/her designee, as its person responsible for administration of this Agreement. The District designates its General Manager, or his/her designee, as its person responsible for administration of this Agreement.

5. LEGAL RELATIONS

In performing the services outlined in this Agreement, neither party is acting as the agent or employee of the other; rather, each party is acting as an independent contractor.

6. DEFENSE, INDEMNIFICATION, HOLD HARMLESS

Each party shall defend, indemnify and hold the other harmless from and against any and all cost or liability for damage to persons or property arising from the negligent acts or omissions of itself or its elected officials, employees or agents in relation to this Agreement.

EXECUTED, this the _____ day of _____, 2015, for the LAKE WHATCOM WATER AND SEWER DISTRICT:

LWWSD General Manager

Approved as to Form:

District Legal Counsel

EXECUTED, this the _____ day of _____, 2015, for the CITY OF BELLINGHAM:

Departmental Approval:

Mayor

Department Head

Attest:

Approved as to Form:

Finance Director

Office of the City Attorney



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 29, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	May 13, 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

May 13, 2015

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is set for **May 11, 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 next to the City's Information Technology Office at 625 Halleck Street. Remember, all Policy Group Meetings are publicly noticed by the District.
 - **Management Meeting:** The date for 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, May 29, 2015 at 8:00 a.m.**
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, May 14, 2015 at 8:00 a.m.** in the Board Room. Commissioner Millar is scheduled to attend this meeting. Scheduling is rotated by alphabetical order each month.
- **Employee Safety Committee Meeting:** The next meeting will be held on **Thursday, May 14, 2015** following the Employee Staff Meeting. The meeting will be held 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, May 12, 2015 at 6:15 p.m.** held at Bob's Burger & Brew in Tulalip. All WASWD Section III Meetings are publicly noticed by the District.
- **Whatcom Water District's Caucus Meeting:** The Caucus meeting is tentatively set for **May 20, 2015 at 1:00 p.m.** in the Board Room.

Other:

- **Committee Meeting Reports as Needed:** This is a place holder for Board and staff members to report on recent committee meeting reports since the last Board meeting.
- **North Shore Follow-up:** Verbal update.

- **Geneva AC Project Update:** Construction starts May 18 beginning with the pipe bursting segment along Lake Hill Lane. Open trench installations begin after May 30.
- **Strawberry Point Sewer PS Update:** Put out to bid for construction on May 1 with bid opening scheduled for May 19.