



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

June 10, 2015

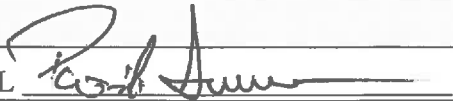
6:30 p.m. – Regular Session

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 Mains Project – Change Order #1
 - B. Monthly Budget Analysis
 - C. Summary of Existing District Projects
 - D. Lake Whatcom Management Program Tributary Monitoring Interlocal Agreement
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. Executive Session Per RCW 42.30.140(4)(b) Collective Bargaining Agreement/Grievance - 30 Minutes
10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	June 2, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	June 10, 2015		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Geneva A/C Mains Project – Change Order #1		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Change Order #1		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

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 in the Geneva neighborhood.

Whatcom County is requiring temporary asphalt cold patching on some of the steeper and busier roads. This was not included in the construction contract. Also, in order to perform pressure testing of the mains and service lines as required by Department of Health standards, valves need to be installed at the ends of the new service lines. Tiger proposed that new angle valves and U-branched be installed to test against. This hardware was not detailed or included in the contract documents. This method will make service line reconnections much quicker, with less disruption to service to the customers.

Change Order #1 includes:

Change Order Proposal #1: Placement, maintenance, and removal of temporary asphalt patching where required by Whatcom County. Unit price is \$5.33 per linear foot. Payment will be per linear foot (LF) of pipe installed. See attached COP #1.

Change Order Proposal #2: Provide new meter valves for all residential services; District will pay for material costs based on COP #2 Unit prices. Payment will be per single or dual service installed. All used valves, U-branches, and other brass shall be removed, salvaged, and delivered to the District Shop. *Note: The District's 2015 capital improvement plan includes \$10,000 for brass fittings for on-going water service line rebuilds.*

The District will receive existing brass fittings salvaged from the AC water main project. These existing fittings are relatively new and in good condition. The District plans to utilize the existing fittings as stock for on-going water service line rebuilds.

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 current project budget is summarized below:

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 CONTRACT

Construction Contract (Tiger Construction Ltd.)	\$1,859,895
<u>Change Order #1 – Service Valves, Cold Patching</u>	<u>\$44,631</u>
Subtotal	\$1,904,526

CONSTRUCTION CONTRACT ADMINISTRATION

Construction Admin, Inspection (Wilson Phase 2)	\$149,049
<u>Materials Testing</u>	<u>11,000</u>
Subtotal	\$160,049

Remaining Contingency	\$22,435
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	<u>Total</u> \$2,375,000
Loan Fee (1% of Total)	\$23,750

Grand Total \$2,398,750

The project budget currently has a remaining contingency of \$22,435 including Change Order #1.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Authorize the General Manager to execute Change Order #1 in the amount of \$44,631.36 including state sales tax.

CHANGE ORDER NO. 1

DRAFT

PROJECT: C1402 - Geneva A/C Mains Reconstruction Project

DATE OF ISSUANCE: 6/10/2015

OWNER: Lake Whatcom Water and Sewer District

BID ITEM(S):

CONTRACTOR: Tiger Construction, Ltd.

ENGINEER: Wilson Engineering, LLC

You are directed to make the following changes in the Contract Documents.

Description:

Change Order Proposal #1: Provide temporary asphalt patching where required by Whatcom County. Unit price is \$5.33 per linear foot. Payment will be per linear foot (LF) of pipe installed. See attached COP #1.

Change Order Proposal #2: Provide new meter valves for all residential services; District will pay for material costs based on COP #2 Unit prices. Payment will be per single or dual service installed. All used valves, U-branches, and other brass shall be removed, salvaged, and delivered to the District Shop.

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$1,714,188.90 (not including tax)

\$1,859,894.96 (including WWST of 8.5%)

Previous Approved Change Order(s):

\$0

Change Order(s) Approved This Form:

COP #1: \$31,980.00; COP #2: \$9,154.89
(not including tax)

Total of All Approved Change Order(s):

\$41,134.89 (not including tax)

**Contract Price with all Approved
Change Orders:**

\$1,755,323.79 (not including tax)

\$1,904,526.31 (including WWST of 8.5%)

CHANGE IN CONTRACT TIME:

Original Contract Time:

180 calendar days to substantial completion

**Net Change Approved from Previous Change
Orders:**

0 calendar days

Contract Time Prior to This Change Order:

180 calendar days

**Net Increase (Decrease) of This Change
Order:**

0 calendar days

**Contract Time with All Approved Change
Orders:**

180 calendar days

RECOMMENDED:

by _____
Engineer

APPROVED:

by _____
Contractor

APPROVED:

by _____
Owner

By signing this form, the Owner and the Contractor agree to release all claims to additional work or credit or delays, occurring prior to the Date of Issuance, which have not been identified in this Change Order form.

CHANGE ORDER PROPOSAL NO. 1

SHEET 1 OF 1

PROJECT NAME: LWWSD C#1402 - GENEVA AC MAINS REPLACEMENT

WILSON PROJ. #: 2013-131

DATE: 06-02-2015

OWNER: LAKE WHATCOM WATER AND SEWER DISTRICT

ENGINEER: WILSON ENGINEERING LLC

CONTRACTOR: TIGER CONSTRUCTION, LTD.

AGREEMENT DATE: March 25, 2015

CONTRACTOR'S PROPOSAL

Temporary Asphalt Patch was not included in scope. County standards do not "require" it, but indicate that it "may" be required. Where it is required by County staff, Contractor will install and maintain the temporary asphalt patch for \$5.33/LF. Based on discussions with County, we estimate that about 6,000 LF

Adjust contract amount (not including WA State Sales Tax)

Lump Sum (increase)(decrease) of \$ _____

☒ Unit Price See below

Other _____

Adjust Contract Time

☒ Remains unchanged

Increased by _____ days

Decreased by _____ days

SUMMARY

PROPOSED CHANGE IN CONTRACT TIME:

0 DAYS

PROPOSED CHANGE IN CONTRACT PRICE:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
COP1-A	Temporary Asphalt Patch	6,000.00	LF	5.33	\$31,980.00
					\$0.00
TOTAL THIS COP (not including tax):					\$31,980.00
TOTAL SALES TAX (8.5%):					\$2,718.30
TOTAL COP AMOUNT (including tax):					\$34,698.30

ENGINEER'S REVIEW

Acceptance is recommended by the Engineer after examination of this proposal and finding that the cost and time adjustments are reasonable.

WILSON ENGINEERING LLC

BY: _____

DATE: _____

ACCEPTANCE

The Owner accepts this proposal, pending review and approval of all detailed costs and the preparation of a formal change order.

This acceptance (does) (does not) constitute Work Authorization to proceed immediately with the modification.

LAKE WHATCOM WATER AND SEWER DISTRICT

BY: _____

DATE: _____



Melanie Mankamyer <mmankamyer@wilsonengineering.com>

Pricing for Temporary Asphalt Patch

Derek LoPresti <DerekL@tigerconstruction.us>

Wed, May 27, 2015 at 1:51 PM

To: Melanie Mankamyer <mmankamyer@wilsonengineering.com>

Melanie,

After discussing the county's expectations for cold mix placement I've come up with the following to help summarize the value of this issue. I'm also offering a new LF rate of \$5.33/LF to supply/install/maintain/remove cold mix on this project. Quantity risk as to depth of the patch is then left with Tiger.

If we only put cold mix on the main feeder roads (Ridgewood, Euclid, Lakewview) this is 5854 LF, value of the issue is \$31,201.82. Gary, with the county, had indicated that this is what would be expected of us.

If we put cold mix everywhere, ~11,000 LF, the value of the issue is \$58,630.00.

Please discuss with your team. I'd like to have a response on the issue tomorrow at our meeting if possible.

Thanks,

Derek LoPresti

Tiger Construction

Office: (360) 966 -7252 ext. 111

Fax: (360) 966 -2506

Cell: (360) 599 -7295

006

Tiger Construction
Ltd
6280 Everson
Goshen Road
Everson,
Washington 98247



*Prime
Contract
Change Order
Request
#001:
Temporary
Asphalt patch*

*Created on: 05/13/15
Project Name: Geneva Area AC Main Replacement
Project Number: 201507*

TO:

Lake Whatcom Water and Sewer District
1220 Lakeway Drive
Bellingham, Washington 98229
United States

PROJECT:

Geneva Area AC Main Replacement
Geneva, Washington. 98229
United States

PRIVATE:

No

STATUS:

Pending - In Review

ASSIGNED TO:

Unassigned

FROM:

Tiger Construction Ltd
6280 Everson Goshen Road
Everson, Washington 98247
United States

CHANGE ORDER REQUEST NUMBER / REVISION:

001 / 1

CREATED BY:

Derek LoPresti

PRIME CONTRACT CHANGE ORDER:

None

SCHEDULE IMPACT:

0 days

TOTAL AMOUNT:

\$5.33

CHANGE ORDER REQUEST TITLE: Temporary Asphalt patch

CHANGE ORDER REQUEST DESCRIPTION:

Temporary Asphalt Patch not included in scope.

If required, A price of \$5.33/LF can be provided to S&I temporary asphalt patch. Payment would be based on field measurement.

Whatcom Couty Road Standards and our ROW permit do not require a Temporary Asphalt Patch. These are attached for reference.

Further, for pricing comparison bid results for City of Bellingham Sewer replacment attached as well with Cold Mix Asphalt pricing per ton highlighted.

REFERENCES / ATTACHMENTS:

[Whatcom County Road Standards.pdf](#)
[ROW Permit.pdf](#)
[201505150928.pdf](#)

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER REQUEST:

007

PCO #	Contract Company	Title	Schedule Impact	Amount
001	Lake Whatcom Water and Sewer District	Temporary Asphalt patch	0 days	\$5.33
Total:				\$5.33

Signature: Contractor _____ Date _____

Signature: Subcontractor _____ Date _____

CHANGE ORDER PROPOSAL NO. 2

SHEET 1 OF 1

WILSON PROJ. #: 2013-131

DATE: 06-02-2015

OWNER: LAKE WHATCOM WATER AND SEWER DISTRICT

ENGINEER: WILSON ENGINEERING LLC

CONTRACTOR: TIGER CONSTRUCTION, LTD.

AGREEMENT DATE: March 25, 2015

CONTRACTOR'S PROPOSAL

Replacing service angle valves was not included in scope, but new valves will facilitate pressure testing of service lines with the water main testing and minimize residential shut-downs. Contractor requests that the District pay for the material cost of the valves.

Adjust contract amount (not including WA State Sales Tax)

Lump Sum (increase)(decrease) of \$ _____

☒ Unit Price See below

Other _____

Adjust Contract Time

☒ Remains unchanged

Increased by _____ days

Decreased by _____ days

SUMMARY

PROPOSED CHANGE IN CONTRACT TIME:

0 DAYS

PROPOSED CHANGE IN CONTRACT PRICE:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
COP2-A	Single Service Meter Valves	85.00	EA	56.97	\$4,842.45
COP2-B	Double Service U-Branch and Meter Valves	36.00	EA	119.79	\$4,312.44
TOTAL THIS COP (not including tax):					\$9,154.89
TOTAL SALES TAX (8.5%):					\$778.17
TOTAL COP AMOUNT (including tax):					\$9,933.06

ENGINEER'S REVIEW

Acceptance is recommended by the Engineer after examination of this proposal and finding that the cost and time adjustments are reasonable.

WILSON ENGINEERING LLC

BY: _____

DATE: _____

ACCEPTANCE

The Owner accepts this proposal, pending review and approval of all detailed costs and the preparation of a formal change order.

This acceptance (does) (does not) constitute Work Authorization to proceed immediately with the modification.

LAKE WHATCOM WATER AND SEWER DISTRICT

BY: _____

DATE: _____

009



Bellingham Branch
2165 Midway Lane
Bellingham, WA 98226
(360) 734-8400 or (800) 659-6199

ESTIMATION

Date: 06/01/15

Project: GENEVA WATER SERVICE CHANGE
Location: BELLINGHAM, WA

Estimate #: E273748
Bid Date: 06/30/15
Estimator: Todd Lewis
toddl@hdfowler.com

Engineer:
Owner/Agency:

TO CONTRACTORS:

Attached is the H. D. Fowler Company estimate of materials that may be required for the above-listed project. This estimate may have been made without reviewing any project plans and/or specifications and is intended for general budgeting and planning purposes only. It is possible that unforeseen project requirements have been left out of this general estimate.

To accurately bid any project, it is necessary for the contractor to perform their own materials and quantities take-off. We strongly suggest that the contractor request a quotation of the project material from H. D. Fowler Company before bidding or ordering material for a project.

This estimation does not make any representations, expressed or implied, that may constitute a binding agreement between any parties.



**H.D. FOWLER
COMPANY**

Customer: BIDDING CONTRACTORS
Estimator: Todd Lewis
Job Name: GENEVA WATER SERIVE CHANGE
Location: BELLINGHAM, WA

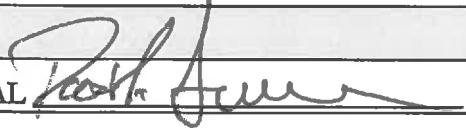
Estimate: E273748
Bid Date: 6/30/2015

Line	Qty	UoM	Description	Unit Price	Extended Price
<u>SINGLE SERVICE METER VALVES</u>					
1	85	EA	3/4" FORD KV13-332W FIP X METER THREAD ANGLE METER VALVE WITH WINGS NO LEAD	27.47	2,334.95
2	85	EA	FORD C86-34G 3/4" MIP X 1" PEP GRIP JOINT ADAPTER NO LEAD	28.08	2,386.80
3	85	EA	1" IPS STIFFENER FORD #72 , ALSO CAN BE USED AS 1-1/4" FORD CTS STIFFNER #53	1.42	120.70
Section Subtotal:					4,842.45
<u>DOUBLE SERVICE U-BRANCH AND METER VALVE</u>					
4	36	EA	1" FORD U88-43-NL MIP X 3/4" MIP 7" WIDE U-BRANCH NO LEAD	41.35	1,488.60
5	36	EA	FORD C1644G 1" FIP X 1" IPS GRIP JOINT NO LEAD	22.08	794.88
6	36	EA	1" IPS STIFFENER FORD #72 , ALSO CAN BE USED AS 1-1/4" FORD CTS STIFFNER #53	1.42	51.12
7	72	EA	3/4" FORD KV13-332W FIP X METER THREAD ANGLE METER VALVE WITH WINGS NO LEAD	27.47	1,977.84
Section Subtotal:					4,312.44
Approximate Total					9,154.89



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	June 2, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL 		
MEETING AGENDA DATE:	June 10, 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 5/31/2015		
	2.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Information only

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

n/a

PROPOSED MOTION

n/a



MONTHLY BUDGET ANALYSIS

Description		Budget 2015	5/31/2015 42%	
OPERATING FUND - 401				
REVENUES				
401-343-40-10	Water Sales Metered (5% rate increase) *	1,823,692	727,185	40%
401-343-50-11	Sewer Service Residential (5% rate increase) *	3,618,687	1,493,799	41%
401-343-50-19	Sewer Service Other	5,500	1,822	33%
401-359-81-10	Combined Fees	40,000	11,780	29%
401-359-90-00	Late fees	65,000	23,175	36%
401-361-11-10	Investment Interest	2,000	235	12%
401-389-10-00	Sale of scrap metal and surplus	-	958	
401-379-10-20	Permits Operation portion (5 new connection permits)	10,000		0%
401-395-20-00	Insurance recovery	-	3,578	
401-395-40-00	Sale of Capital Assets	-	-	
401-397-10-00-80	Transfer in from ULID 18 Fund 480	73,000	54,050	74%
TOTAL REVENUES		5,637,879	2,316,582	41%

MONTHLY BUDGET ANALYSIS		Description	Budget 2015	YTD 5/31/2015	
OPERATING FUND - 401				42%	
EXPENDITURES					
401-53X-10-10	Admin Payroll (2% cola plus step increases - 2015)	725,625	252,339	35%	
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	275,000	91,984	33%	
401-53X-10-31	Gen Admin Supplies	21,000	9,819	47%	
401-53X-10-32	Meetings/Team building	1,500	1,287	84%	
401-53X-10-40	Bank Fees	18,000	8,028	45%	
	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	137,531	64%	
401-53X-10-42	Communication	50,000	18,790	38%	
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	59,802	33%	
401-53X-40-43	Training & Travel	20,000	15,985	80%	
401-53X-40-44	Tuition reimbursement	6,000	-	0%	
401-53X-40-49	Insurance Claims	-	-	-	
401-53X-50-31	Maintenance Supplies	125,000	52,738	42%	
401-53X-50-48	Operations Repair/Maint	65,000	23,883	37%	
401-53X-50-49	Insurance Claims		4,500		
401-53X-80-41	Operations Contracted	10,000	3,913	39%	
401-534-80-47	Water City of Bellingham	42,000	8,872	21%	
401-535-80-47	Sewer City of Bellingham Treatment Fee	600,000	254,256	42%	
401-535-80-47-01	Sewer City of Bellingham Post Point Improvements	215,000	-	0%	
401-53X-80-10	Operations Payroll	725,624	381,585	53%	
401-53X-80-20	Operations Personnel Benefits	275,000	133,235	48%	
401-53X-80-32	Operations Fuel	36,000	11,275	31%	
401-53X-80-34	Safety Supplies	12,000	4,190	35%	
401-53X-80-34-01	Safety Supplies Boots	2,500	157	6%	
401-53X-80-47	General Utilities	210,000	88,848	42%	
401-53X-80-49	Laundry	2,000	1,068	53%	
	OPERATING EXPENDITURES	4,040,249	1,573,723	39%	
TRANSFERS					
	Transfers Out to System Reinvestment Fund 420	815,000	322,000		
	Transfers Out to 2009 Bond Debt Service Fund 450	448,050	101,453		
	Transfers Out to Water Loan Debt Service Fund 470	83,700	117,185		
	TOTAL EXPENDITURES	5,366,999	2,114,361		
OPERATING FUND					
	OPERATING REVENUES	5,637,879	2,316,582		
	EXPENDITURES	(5,366,999)	(2,114,361)		
	BEGINNING BALANCE		1,204,151		
	OPERATING RESERVE		(800,000)		
	CASH/INVESTMENTS BALANCE		606,372		

MONTHLY BUDGET ANALYSIS		Budget	YTD	
	Description	2015	5/31/2015	
SYSTEM REINVESTMENT FUND - 420				
420-343-40-19	DEA Permits	-		
420-379-10-30	Permits Capital Portion (5 new connection permits)	40,000	309	
420-379-10-40	Latecomer Fees	-		
420-397-10-00	Transfers In from Operating Fund 401	815,000	322,000	
	Transfers In from Geneva Reserve Fund 410	-		
	Transfers In from System Replacement Fund 415	-		
	TOTAL REVENUES	855,000	322,309	
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	10,502	
	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	4,800	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	86,853	
	C 15-01 Water Service Rebuilds	10,000		
	C 15-02 SVWTP Chlorine Analyzer - Replace	5,000		
	C 15-03 SVWTP Cleanwell 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	4,415	
	TOTAL EXPENDITURES	855,000	314,178	
SYSTEM REINVESTMENT FUND	REVENUES	855,000	322,309	
	EXPENDITURES	(855,000)	(314,178)	
	BEGINNING BALANCE		366	
	CASH/INVESTMENTS BALANCE		8,497	

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	5/31/2015
SEWER/STORM WATER CONTINGENCY FUND - 425			
425-381-11-00	Investment Interest	5,020	2173
425-397-10-00	Transfers In from ULID 18 Fund 480	-	
	Transfers In from Bond Reserve Fund 490	-	
	TOTAL REVENUES	5,020	2,173
425-535-10-41	Stormwater Comp Plan	-	
425-535-10-42	Debt Service Charges	200	65
425-594-38-63	Water/Sewer Systems	-	
425-594-38-64	Machinery/Equipment	-	
	TOTAL EXPENDITURES	200	65
SEWER/STORM WATER CONTINGENCY FUND	REVENUES	5,020	2,173
	EXPENDITURES	(200)	(65)
	BEGINNING BALANCE		922,695
	CASH/INVESTMENTS BALANCE		924,603

MONTHLY BUDGET ANALYSIS		Budget	YTD	
	Description	2015	5/31/2015	
CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430				
430-361-11-00	Investment Interest	-		
	TOTAL REVENUES	-	-	
430-584-38-83	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	5/31/2015	
DWSRF PROJECTS FUND - 440				
440-333-66-48-40	Division 22 Reservoir (Permits and Design)	100,000		
444-333-66-48-41	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	88,009	
	TOTAL EXPENDITURES	2,600,000	91,179	
DWSRF PROJECTS FUND	REVENUES	2,600,000	60,515	
	EXPENDITURES	(2,600,000)	(91,179)	
	BEGINNING BALANCE	-	(42,048)	
	CASH/INVESTMENTS BALANCE	-	(72,712)	
Expenditures offset by draws as projects progress.				

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	5/31/2015
2009 BOND DEBT SERVICE FUND - 450			
450-361-11-00	Investment Interest		
450-397-10-00	Transfers In from Operating Fund 401	448,050	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	
450-592-35-83	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	5/31/2015
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	65
	TOTAL EXPENDITURES	200	65
2009 BOND RESERVE FUND (RESTRICTED)	REVENUES	2,860	2,860
	EXPENDITURES	(200)	(65)
	BEGINNING BALANCE		503,812
	CASH/INVESTMENTS BALANCE		506,607

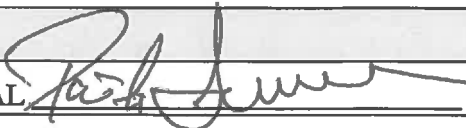
MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	5/31/2015
WATER LOANS DEBT SERVICE FUND - 470			
470-381-11-10	Investment Interest		
470-397-10-00	Transfers in from Operating Fund 401	63,700	117,185
	TOTAL REVENUES	63,700	117,185
470-591-34-77-72	Redemption of Long Term Debt Loan 119	8,940	62,583
470-591-34-77-73	Redemption of Long Term Debt Loan 064	47,252	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	6,930
	TOTAL EXPENDITURES	63,696	117,182
WATER LOANS DEBT SERVICE FUND	REVENUES	63,700	117,185
	EXPENDITURES	(63,696)	(117,182)
	BEGINNING BALANCE		-
	CASH/INVESTMENTS BALANCE		3

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	5/31/2015
ULID 18 FUND - 480			
480-381-11-00	Investment Interest	-	
480-381-40-00	ULID 18 Interest/Penalties	23,000	16,357
480-388-10-00	Current ULID 18 Principal Payments	50,000	32,331
480-379-10-30	Latecomers Fee	-	
480-397-10-00	Transfers In from Operating Fund 401 (re-payment)	-	
	TOTAL REVENUES	73,000	48,688
480-597-10-00	Transfers Out to Operating Fund 401	73,000	54,050
	TOTAL EXPENDITURES	73,000	54,050
ULID 18 LOAN DEBT SERVICE			
	REVENUES	73,000	48,688
	EXPENDITURES	(73,000)	(54,050)
	BEGINNING BALANCE		-
	CASH/INVESTMENTS BALANCE		(5,362)



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	June 2, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL 		
MEETING AGENDA DATE:	June 10, 2015		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. June 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
June 10, 2015	June 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	2
	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
C1411	Shop Gravel/Asphalt Material Bins

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"/> Apr <input checked="" type="checkbox"/> May <input checked="" type="checkbox"/> June <input type="checkbox"/>	Postmarked by 10 th of month
		July <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec <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"/> Apr <input checked="" type="checkbox"/> May <input checked="" type="checkbox"/> June <input type="checkbox"/>	Postmarked by 10 th of month
		July <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec <input type="checkbox"/>	
	Department of Revenue (Debi)	Jan <input checked="" type="checkbox"/> Feb <input checked="" type="checkbox"/> Mar <input checked="" type="checkbox"/> Apr <input checked="" type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/>	Due end of following month
		July <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec <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 <input checked="" type="checkbox"/>	Feb <input checked="" type="checkbox"/>	Mar <input checked="" type="checkbox"/>	Apr <input checked="" type="checkbox"/>	May <input checked="" type="checkbox"/>	June <input type="checkbox"/>	Postmarked by 10 th of month
		July <input type="checkbox"/>	Aug <input type="checkbox"/>	Sept <input type="checkbox"/>	Oct <input type="checkbox"/>	Nov <input type="checkbox"/>	Dec <input type="checkbox"/>	
	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				
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: <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-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 attended. Reviewed permitting requirements with County staff.
- 6/1/2015 Received County's Pre-Application Meeting Findings. Staff and G&O working on Conditional Use Permit application. Staff will coordinate with County for onsite critical areas review (look for wetlands).

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.

6/3/2015 Staff and Wilson are in process of executing amendment documents.

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.

6/3/2015 Tiger is in full speed construction mode. They have completed the pipe bursting section and will be transferring services to that new line. They are working on the two directional drilling locations and open trench installation on Lakeview street.

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 Bid prices came in too high. Board rejected all bids. Staff will make some value engineering revisions and rebid January 2016.

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.

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

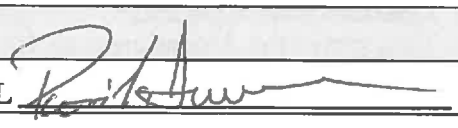
C1508-ADM

- 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:	June 4, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	June 10, 2015		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Lake Whatcom Management Program Tributary Monitoring Interlocal Agreement		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Memo from Whatcom County Public Works Dept.		
	2. Time Extension Amendment		
	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

As a part of the Lake Whatcom Management Program the District entered into an Interlocal Agreement with Whatcom County and the City of Bellingham on April 28, 2010 to monitor for phosphorus characterization in storm flows from tributaries flowing into Lake Whatcom. This project is managed administratively by County Public Works and employees Brown and Caldwell Engineers.

The original contract has a value of \$349,514.00 and has been renewed annually between all the parties. The contract work is expected to be completed when the funds are exhausted. The evaluative work typically is performed in the winter and early springs when run off flows are higher. The County and the City are each committed to pay 45% of the contract cost. The District is committed to contribute 10%. Attached are the proposed Interlocal Agreement Amendment and the original scope of services. The project, according to the County, is expected to terminate on May 31, 2017.

FISCAL IMPACT

- Original County Contract Amount -- \$349,514.00
- LWWSO's 10% Original Commitment Based on Contract -- \$34,951.40
- Total Amount Expended Since 2010 -- \$21,909.05
- Committed District Balance as of 5/31/15 -- \$13,042.35

Each year the District is billed from the County with a specific invoice that ties into the Contract and its terms.

RECOMMENDED BOARD ACTION

Discuss and consider the Interlocal Agreement Amendment

PROPOSED MOTION

To approve the Amendment to the Interlocal Agreement for the provision of partial funding of the Tributary Monitoring Program and authorize the General Manager to sign such on behalf of the District.

**WHATCOM COUNTY
PUBLIC WORKS DEPARTMENT**

**JON HUTCHINGS
DIRECTOR**



STORMWATER

**322 N. Commercial Street, Suite 301
Bellingham, WA 98225
Telephone: (360) 715-7450
FAX: (360) 715-7451
www.whatcomcounty.us**

MEMORANDUM

TO: Patrick Sorenson, General Manager, Lake Whatcom Water & Sewer District
FROM: Kirk N. Christensen, P.E., Stormwater Manager *KNC*
RE: Time Extension Amendment – Interlocal for Lake Whatcom Tributary Monitoring
DATE: May 5, 2015

Please find attached for your review and approval three originals of a time extension amendment to the interlocal agreement between the City of Bellingham (City), Lake Whatcom Water & Sewer District (District), and Whatcom County for the Lake Whatcom Tributary Monitoring project.

▪ **Background and Purpose**

Through this time extension, tasks related to the existing Lake Whatcom Tributary Monitoring project between the County, City, and District will be able to continue through 2016 with no change in scope or amount. Brown and Caldwell (BC) has been contracted to do a portion of the Lake Whatcom Tributary (Storm Flow) Monitoring Program which was funded by a coordinated effort between the three agencies through the original interlocal agreement.

This program aims to fill data gaps for phosphorus characterization in storm flows for tributaries and to provide important information for the County and City management of the overall Lake Whatcom watershed. Major tasks include collection of winter season storm flow samples, synchronization of samples with datasonde readings, sampling of additional tributaries with little or no sampling history, and phosphorus source tracking.

▪ **Funding Sources**

The County will continue to manage the BC contract. The original amount of the interlocal remains the same with funding provided by Public Works-Stormwater's base budget and 45% of expenses reimbursed by the City and 10% by the District.

Please contact Melissa Gehrmann at (360) 715-7450, ext. 50772, if you have any questions regarding this agreement.

Attachments

**TIME EXTENSION AMENDMENT TO
2010-2011 INTERLOCAL AGREEMENT**

**CITY OF BELLINGHAM, LAKE WHATCOM WATER & SEWER DISTRICT, AND
WHATCOM COUNTY FOR THE
LAKE WHATCOM MANAGEMENT PROGRAM TRIBUTARY MONITORING**

WHEREAS, the City of Bellingham, 210 Lottie Street, Bellingham, WA 98225 ("City"); Lake Whatcom Water & Sewer District, 1220 Lakeway Drive, Bellingham, WA 98229 ("District"); and Whatcom County, 311 Grand Ave, Bellingham, WA 98225 ("County"), desire to continue an arrangement wherein the County will provide funding for the payment of consultants to perform work in relation to Lake Whatcom watershed tributary monitoring to the mutual advantage of each jurisdiction; and

WHEREAS, the City and District and County entered into an Interlocal Agreement effective February 19, 2010, for this project,

NOW THEREFORE, the City, District, and County agree as follows:

1. The title of the Interlocal Agreement shall be renamed "2010-2016 Interlocal Agreement for the Lake Whatcom Management Program Tributary Monitoring."
2. Supplement *Item "VII. Term"* on page 2 of original Interlocal Agreement (see attached Exhibit "C") with the following:

The interlocal shall continue from the original effective date for services performed by contract with Brown and Caldwell and will extend through the duration of the contract, and may be renewed by mutual written agreement of all of the parties hereto. The term of this agreement shall be amended to a specified termination date of May 31, 2017.

3. Update Exhibit "B" in the original Interlocal to extend the timelines of this agreement for monitoring to occur from 2010 through 2016.
4. This Amendment shall be made part of W.C. Contract No. 200911031 by and between Whatcom County, the City of Bellingham, and the Lake Whatcom Water & Sewer District. Unless otherwise specifically stated herein, all other terms and conditions of the original interlocal agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have signed this Agreement this _____ day of _____, 2015.

CITY OF BELLINGHAM PUBLIC WORKS:

Approved as to form:

Ted Carlson, Director

Date

Office of City Attorney

Date

WHATCOM COUNTY PUBLIC WORKS:

Approved as to form:

Jon Hutchings, Ph.D., Director Date

Daniel L. Gibson Date
Assistant Chief Civil Deputy Prosecutor

**LAKE WHATCOM WATER AND
SEWER DISTRICT:**

Approved as to form:

Patrick Sorenson Date
General Manager

Attorney for Lake Whatcom Date
Water and Sewer District

2010-2011 INTERLOCAL AGREEMENT

**CITY OF BELLINGHAM, LAKE WHATCOM WATER & SEWER DISTRICT, AND
WHATCOM COUNTY FOR THE
LAKE WHATCOM MANAGEMENT PROGRAM TRIBUTARY MONITORING**

WHEREAS, the City of Bellingham, 210 Lottie Street, Bellingham, WA 98225 ("City"); Lake Whatcom Water and Sewer District, 1010 Lakeview Street, Bellingham, WA 98226 ("District"); and Whatcom County, 311 Grand Ave, Bellingham, WA 98225 ("County"), desire to continue an arrangement wherein the County will provide funding for the payment of consultants to perform work in relation to Lake Whatcom watershed tributary monitoring to the mutual advantage of each jurisdiction; and

WHEREAS, the County, City, and District jointly adopted the *Lake Whatcom Reservoir Management Program* through Whatcom County Council Resolution No. 2000-027, Bellingham City Council Resolution No. 2000-14, and Lake Whatcom Water and Sewer District Resolution No. 636; and

WHEREAS, in the *2005-2009 Lake Whatcom Management Work Plan, Program Area 5 Data and Information Management Program Tasks*, it states the Program will, "Maintain and enhance databases sufficient for detection of water quality and quantity trends, assessment of problems, evaluation and selection of management actions, and monitoring of action effectiveness."; and

WHEREAS, additional tributary water quality and stream flow data and storm event data were identified as a data gap through the and the Department of Ecology (Ecology) TMDL; and

WHEREAS, this enhanced data collection will be used to more accurately characterize pollutant loading and assist in the verification of lake response models and analysis of priority areas and management options; and

WHEREAS, in the process established pursuant to the Lake Whatcom Management Program, the County was designated as the contract administrator for the Lake Whatcom Tributary Monitoring Program; and

WHEREAS, the County Administration, in coordination with City and District staff, selected Brown and Caldwell Consultants for the Lake Whatcom tributary monitoring; and

WHEREAS, it is in the best interest of each party to enter into this Interlocal Agreement,

NOW THEREFORE, the City, District, and County agree as follows:

- I. *Purpose:* The purpose of this agreement is to set the terms whereby the City and District will make funds available to the County to support Lake Whatcom watershed tributary monitoring conducted by Brown and Caldwell Consultants.
- II. *Administration:* No new or separate legal or administrative entity is created to administer the provisions of this agreement.
- III. *Whatcom County Responsibilities:* The County hereby agrees to pay Brown and Caldwell for costs associated with Lake Whatcom Watershed Tributary Monitoring and provide deliverables to the City and District as described in Exhibit A and budgeted in Exhibit B.
- IV. *City of Bellingham Responsibilities:* The City hereby agrees to reimburse the County an amount not to exceed the total budget allocated to the City as shown in Exhibit B.

- V. *Lake Whatcom Water and Sewer District Responsibilities:* The District hereby agrees to reimburse the County an amount not to exceed the total budget allocated to the District as shown in Exhibit B.
- VI. *Payment:* All payments under this contract are considered reimbursement for services rendered. Each request for payment herein is to be submitted in the usual form of a claim for services rendered supported by detailed documentation of the services actually performed so as to comply with auditing requirements. Payment shall be upon approved claims and in accordance with customary procedures. The City and District will compensate the County for services rendered within thirty (30) days following receipt of a detailed invoice, provided all other terms and conditions of the contract have been met and are certified as such by the County.
- VII. *Term:* This Agreement shall be effective for services performed beginning upon County Council approval of the contract with Brown and Caldwell and extending through the duration of the contract, and may be renewed by mutual written agreement of all of the parties hereto. It may be terminated by any party upon the giving of ninety (90) days written notice to the others, at which time any remaining financial obligations shall be paid in full according to the provisions of "VI. Payment" stated above.
- VIII. *Responsible Persons:* The persons responsible for administration of this Agreement shall be the Whatcom County Public Works Department Director, the City of Bellingham Public Works Department Director, and the Lake Whatcom Water and Sewer District General Manager, or their designees.
- IX. *Treatment of Assets and Property:* No fixed assets or personal or real property will be jointly or cooperatively acquired, held, used, or disposed of pursuant to this Agreement, except that the products of the tributary monitoring work performed pursuant hereto, shall be deemed the property of each of the parties to this agreement.
- X. *Indemnification:* Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other parties harmless from any such liability. It is further provided that no liability shall attach to the Parties by reason of entering into this Agreement except as expressly provided herein.
- XI. *Modifications:* This Agreement may be changed, modified, amended, or waived only by written agreement executed by the Parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.
- XII. *Applicable Law:* In the performance of this Agreement, it is mutually understood and agreed upon by the Parties hereto that this Agreement shall be governed by the laws of the State of Washington, both as to interpretation and performance, and the venue of any action arising herefrom shall be in the Superior Court of the State of Washington in and for Whatcom County.
- XIII. *Severability:* In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement that can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Agreement are declared severable.
- XIV. *Entire Agreement:* This Agreement contains all the terms and conditions agreed upon by the Parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto.
- XV. *Recordation:* Upon execution of this Agreement, Whatcom County shall file a copy of it with the office of its County Auditor pursuant to the requirements of RCW 39.34.

IN WITNESS WHEREOF, the parties have signed this Agreement this 19th day of February, 2010

CITY OF BELLINGHAM:

Daniel V. Pike
Daniel V. Pike, Mayor Date

Approved as to form

John B. [Signature]
Office of City Attorney

Attest:

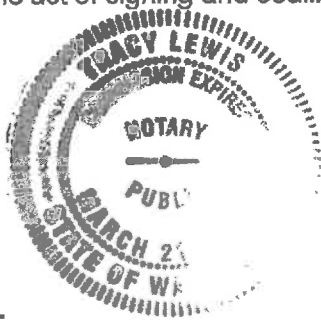
John Carter
John Carter, Finance Director

Department Approval:

Ted A. Carlson
Ted A. Carlson, Public Works Director

STATE OF WASHINGTON)
County of Whatcom) ss.

On this 19th day of February, 2010, before me personally appeared DANIEL PIKE, to me known to be the Mayor of the CITY OF BELLINGHAM, and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.



Tracy Lewis
NOTARY PUBLIC in and for the State of
Washington residing at Bellingham.
My appointment expires: 3/2/11.

WHATCOM COUNTY:

Approved as to form:

Daniel L. Gibson
Daniel L. Gibson
Assistant Chief Civil Deputy Prosecutor

Department Approval

Frank M. Abart for FA.
Frank M. Abart
Public Works Director

Approved:

Accepted for Whatcom County:

Pete Kremen
Whatcom County Executive

Date

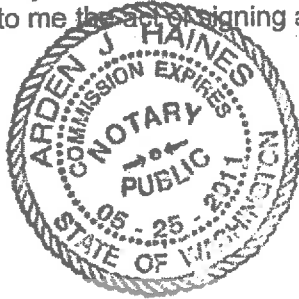
12.09.09

STATE OF WASHINGTON)

) ss.

County of Whatcom)

On this 9th day of December, 2009, before me personally appeared PETE KREMEN, to me known to be the County Executive of WHATCOM COUNTY, and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.



Arden Haines
NOTARY PUBLIC in and for the State of
Washington residing at Bellingham
My appointment expires: 05-25-2011

Lake Whatcom Water and Sewer District:

Approval recommended:

James F. Neher
General Manager

Approved as to form:

Brian Loh
Attorney for Lake Whatcom Water and
Sewer District

Approved:

Leslie McRoberts
Leslie McRoberts, President
District Board of Commissioners

STATE OF WASHINGTON)
COUNTY OF WHATCOM) ss.



On this 28th day of April, ²⁰¹⁰2009, before me personally appeared LESLIE McROBERTS, to me known to be the President of the LAKE WHATCOM WATER AND SEWER DISTRICT BOARD OF COMMISSIONERS and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

Debi A. Hill
NOTARY PUBLIC in and for the State of
Washington, residing at Bellingham
My commission expires: 7-21-2012

EXHIBIT "A"
(SCOPE OF WORK)

Lake Whatcom Tributary Monitoring 2010–2011

Project Understanding

This scope of work provides for continuation of the existing Lake Whatcom Tributary storm flow monitoring program implemented by Brown and Caldwell (BC) in 2007–2008. The main goals are to fill data gaps for phosphorus (P) characterization in storm flows for principal and lesser tributaries and to provide important information for the County and City management of the overall Lake Whatcom watershed. BC will implement several recommendations from the 2009 summary reports as discussed with County and City staff and at the August 27, 2009, presentation to the Inter-jurisdictional Coordinating Team (ICT). These recommendations include the following:

- Collection of winter season storm flow samples
- Synchronization of samples with datasonde readings
- Sampling of additional tributaries with little or no sampling history
- Cessation of soluble reactive phosphorus (SRP) analysis
- P source tracking.

Task 1: Storm Flow Monitoring

Goal: Help fill key data gaps by collecting P data from previously sampled as well as un-sampled tributaries.

Activities

Task 1 comprises the following activities:

- Conduct a kickoff meeting with key BC project staff and staff from the County, City, and Lake Whatcom Water and Sewer District to confirm overall project approach, discuss communication needs, and get key information to guide the project.
- Complete field reconnaissance to verify current locations and inspect new candidate locations to determine if they are accessible and good areas for sampling.
- Develop a rotating panel of three groups of sampling locations that can be sampled within the budget provided. A preliminary recommendation would be to sample each group once monthly within each quarter so that all three groups are sampled. Review the rotating panel and field reconnaissance findings with the County who will then approve the final list and sampling schedule.
- Append the existing monitoring plan (BC 2007) with an addendum to add the agreed new locations and changes to lab analysis, schedule, field sheets, etc.
- Collect storm flow samples from locations sampled in 2007–2008, and certain other tributaries with little or no prior history.
- Collect samples in each season, including the winter period, as recommended in the 2009 report.
- Use two auto samplers to maximize the sampling effort; rotate as needed in the schedule.
- Synchronize samples with timing and location of existing datasonde turbidity recordings, where possible.
- Use a rotating panel to sample the three groups of locations: main tributaries with existing sampling history, two groups of minor tributaries, and other locations with little or no sampling history. Certain locations and groupings may need to be logistically efficient to complete work within the budget provided.
- Collect samples similar to the 2007-2008 procedures (i.e. across rising runoff periods), and where possible, extend through the peak and into the falling limb of the hydrograph. Because rainfall and runoff durations will be different between events, we anticipate some sampling periods may require less effort, while others will require more. Also, depending on the logistics of the rotating panel, some locations may not be able to be sampled for all events or portions thereof.
- Where available, download stream gauge data to provide the sampling period hydrographs. All other locations will collect relative stage measurements at the time of sampling as was done in 2007–2008.
- Analyze all samples for total phosphorus (TP), total suspended solids (TSS), and turbidity. Soluble reactive phosphorus (SRP) will not be analyzed in all samples because the 2007–2008 data showed minimal concentrations at most locations.
- Compare 10 percent of the samples for TP, filtered TP, and SRP to assess particulate P and other potential dissolved P forms (in addition to SRP) and compare results with historical SRP.

- Analyze a subset of samples for fecal coliform bacteria, limited to the tributaries and drains subject to the bacteria TMDL.
- Review each laboratory data set for quality control (QC) and synthesize lab report data, field notes, chains of custody, and stage data.
- Provide quarterly reviews via conference call with possible Webex if requested by County and ICT.
- Update correlations among TP, TSS, and turbidity. Where appropriate, apply correlations to continuous turbidity data collected in 2007–2008 as well as data collected by the City during the sampling period of this project. Evaluate the regressions for other potential influences (season, flow, etc). Develop continuous records for TP and TSS concentrations based on the regressions, where appropriate. Complete this work within the budget provided and if sufficient budget remains, use the HSPF model to estimate TP loads based on USGS gauge data where available. These continuous records and loading estimates can be used in management scenario evaluations (not included in this scope).
- Compare measured TP in storm flow samples with predicted TP from HSPF for the new/ungauged locations. Complete this work within the budget provided, and if sufficient budget remains, complete work for existing gauged locations.

Key Assumptions for Cost Estimate

The Task 1 cost estimate is based on the following key assumptions:

- The field reconnaissance of candidate locations (see list below) will take two days for two BC staff and one Wilson staff to complete. This includes the one hour kickoff meeting with key staff from the County, City and District as needed.
- Based on field reconnaissance, BC will supply a list of recommended sampling locations and rotating panel sampling schedule. The County will review the list and sampling schedule with the ICT and approve the final list before BC proceeds with next steps.
- Wilson will spend one additional day for one staff to add simple stage references where needed at the new locations after the ICT has confirmed the list of sampling locations.
- BC will prepare a brief addendum to the existing monitoring plan (rather than revise and reproduce the entire plan) to cover the new locations, sample analysis, field sheets, etc.
- Up to 24 locations will be sampled.
- Up to six storm events will be sampled per location, once quarterly for 6 quarters over 2 years (if work begins in 2010, the last samples would be collected Q3 2011, for a total of up to 18 events sampled based on the rotating panel). Summer sampling periods will be adjusted as needed based on weather patterns and flows because some locations have no flow, and limited rainfall forecast opportunities may require simplification of sampling to fit in more locations per event.
- A rotating panel sampling schedule will include three groups of approximately eight locations per group that will be sampled per storm event each month (e.g., one storm event per quarter per location for up to six total storms sampled per location).
- Wilson Engineering (Bellingham) will use two staff to collect up to six grab samples per sampling event at each location over periods of up to 12 hours and will ship samples overnight to the laboratory or hand-deliver if needed (to meet holding times). Samples will not be filtered in the field. This assumption for the budget provides the overall level of effort for the storm flow sampling. Some sampling events may require more effort and certain locations, weather, and road conditions may present logistical complications. Therefore certain adjustments may be needed throughout the project to keep overall effort within budget including adjusting the sampling schedule, simplifying the rotating panel if logistics impact budgetary assumptions, or reducing numbers of samples collected.
- Aquatic Research, Inc. (Seattle), will analyze all samples for TP, TSS, and turbidity at net \$35 per sample. BC used this lab for 2007–2008 with excellent results and low P detection limits (1–2 Eg/L).
- Fecal coliform bacteria will be analyzed in a subset of samples at a cost of \$20 per sample. The total number of samples analyzed will be subject to the budget provided (approximately half of all samples collected at the locations subject to the bacteria TMDL). Bacteria sample analysis will target a 30 hour maximum holding time.
- Filtered TP and SRP will be compared in 10 percent of the samples. Samples will be filtered at the lab within 24-hour holding time.
- Field QC sampling will be conducted initially at a 10 percent rate (blanks and duplicates) and will be reduced to a minimum of 5 percent if initial results are favorable. Standard laboratory QC levels will be provided.

- Up to nine of the main tributaries will have usable stream gauge data downloaded from the City (via WWU) and USGS. All other locations will record only the relative stage at the time of sample collection, using simple stage references (tape down or temporary staff plates).
- County and/or City will supply two auto samplers with related consumable supplies (tubing, batteries, and bottles) and appropriate protective housing. BC project staff will not need any special training if ISCO units are supplied.
- Only manual triggers will be used to initiate the auto samplers (i.e., no flow-paced triggers or stage/flow monitoring equipment will be used).
- Candidate locations for the field reconnaissance will include the following tributaries and drains:
 - 5 main tributaries: Anderson, Austin, Olsen, Silver Beach, and Smith
 - 5 tributaries with limited historical data: Brannian, Carpenter, Euclid, Fir, and Wildwood
 - 1 or more locations in each watershed with multiple tributaries where accessible by vehicle or short distance on foot: Agate (6 tributaries), Blue Canyon (9 tributaries), North Shore (3 tributaries), and South Bay (10 tributaries)
 - 7 or more tributaries or drains with no historical data: Academy, Eagle Ridge, Bloedel, Donovan, Eagle Ridge stormwater pond, Coronado, Strawberry, and others observed on reconnaissance
 - Other locations or as suggested by County or ICT could include Park Place drain and Cable Street drain
 - Based on recent discussions with the County and City, Millwheel Creek (Oriental watershed) will not be included
 - Including Silver Beach Creek will depend on the potential for overlap given the ongoing monitoring in this sub-basin being conducted by the County and City.
- The County and City will supply a list of locations with ongoing sampling so that candidate locations can take into account the potential for and prevent overlap.
- The City will supply a list of locations where its datasondes are expected to be actively monitoring during the project's planned sampling periods. The City will operate and maintain datasondes and supply the continuous data with an appropriate QC level.
- The County will supply GIS coverages including maps of stormwater outfalls, rights-of-way, City and County property, and other information as needed. BC will update existing base maps as needed to be used in field reconnaissance and the monitoring plan addendum.
- The current HSPF model will be used to compare measured vs. predicted TP only in the new locations that have not been calibrated in the model. If sufficient budget remains, other existing locations can be evaluated.
- The County will consolidate review comments on the draft summary report from other stakeholders and resolve potential conflicts before BC addresses comments.
- Two additional meetings will be needed in Bellingham to update the County and/or ICT.

Products

The following products will be developed under Task 1:

- Quarterly conference calls with live review of findings to date via Webex if requested by County and ICT.
- Monitoring plan addendum
- Draft and final summary report (Word and PDF) with related data files (Excel).

Task 2: Source Tracking

Goal: Help the County focus stormwater management attention where needed within certain watersheds. Based on our 2007-2008 findings and recent discussions with the County project manager, we understand that source tracking should focus on the following watersheds: Austin/Beaver, Olsen, and Smith Creek. This work will be completed within the budget provided based on the activities listed below.

Potential Activities

Task 2 comprises the following activities:

- Obtain relevant County and/or City GIS data and aerial photos for Austin/Beaver, Olsen, and Smith Creek watersheds and prepare base maps for source tracking.
- Obtain other relevant spatial information if available (e.g., DNR watershed assessment, WWU modeling, or LIDAR).
- Identify key natural and manmade drainage systems in each sub-basin.

- Identify potential source indicators (e.g., land use/land cover, soils, road density, road crossings, road miles within stream buffers, eroding areas visible on aerials, planned CIP [capital improvement projects], etc.) Focus on areas close to drainage systems. Indicate several potential sub-watersheds within each main watershed that could be important to examine on the ground for P and bacteria sources.
- Meet with the County and City to review preliminary maps and evaluations, identify other sources known to the County and City, confirm priorities, and develop a field reconnaissance approach. Delineate areas to be included in field reconnaissance.
- Conduct field reconnaissance to look for visual evidence of potential P (organic materials, soils, and sediments) and bacteria sources along key transport pathways. Collect composite samples of potential source material along key flow paths (e.g., gutters, catch basins, ditches, and eroding channels) and analyze for TP. Additional analysis could include speciation of organic P fractions and available forms (i.e., iron and aluminum bound fractions) if sufficient budget is available. Identify potentially accessible locations for water sampling that could help compare relative sources within the sub-watersheds.
- Outline the water sampling opportunities given the above findings, and estimate costs for several alternatives for P and bacteria.
- Determine if certain bacterial source tracking indicators are feasible and estimate costs.
- Meet with the County and City to discuss results.
- Prepare a brief summary memorandum.

Key Assumptions for Cost Estimate

The Task 2 cost estimate is based on the following key assumptions:

- The County will supply GIS coverages, aerial photos, outfall maps, CIP plans and activities, and other available data.
- The evaluation will be limited to the Austin/Beaver, Olsen, and Smith Creek watersheds.
- Field reconnaissance will be limited to areas near the key drainage system that are legally and physically accessible.
- The source evaluation of forested and inaccessible areas will be based primarily on GIS, aerial photos, LIDAR, DNR data, etc.
- Methods and locations will be determined based on a scoping review meeting with the County (two hours for two staff).
- Field reconnaissance, sampling, and analysis will be limited by the available budget.
- Sampling will be limited to TP in soils and sediments with additional P speciation analysis if desired within available budget. Water sampling and analysis will not be conducted unless sufficient budget remains and a corresponding scope amendment is agreed on.
- The County will consolidate review comments on a summary memo from other stakeholders and resolve potential conflicts before BC addresses them.

Products

Draft and final summary memos will be developed under Task 2.

EXHIBIT "B"
BUDGET
Lake Whatcom Tributary Monitoring

Jurisdictions will be responsible for ensuring that adequate resources are available to implement the Lake Whatcom Tributary monitoring as described below.

PROJECT BREAKDOWN	2010 through 2011	
	Element Cost	Task Cost
Task 1: Storm Flow Monitoring		
Brown and Caldwell, Salaries and Wages: <ul style="list-style-type: none">Brown and Caldwell (1,295 hours for 9 staff at rates ranging from \$73.00 to \$196.00 per hour)	\$162,331	\$298,898
Total Expense Effort	\$136,567	
<ul style="list-style-type: none">Associated Project Costs (APC)	\$10,360	
<ul style="list-style-type: none">Subconsultants		
<ul style="list-style-type: none"><ul style="list-style-type: none">Wilson Engineering	\$68,395	
<ul style="list-style-type: none"><ul style="list-style-type: none">Laboratory Analysis	\$45,344	
<ul style="list-style-type: none">Other Direct Costs (ODC)		
<ul style="list-style-type: none"><ul style="list-style-type: none">Travel	\$1,094	
<ul style="list-style-type: none"><ul style="list-style-type: none">10% Subconconsultant Markup	\$11,374	
Task 2: Phosphorus & Fecal Coliform Source Tracking		
Brown and Caldwell, Salaries and Wages: <ul style="list-style-type: none">Brown and Caldwell (1,295 hours for 9 staff at rates ranging from \$73.00 to \$196.00 per hour)	\$43,474	\$50,616
Total Expense Effort	\$7,142	
<ul style="list-style-type: none">Associated Project Costs (APC)	\$2,696	
<ul style="list-style-type: none">Subconsultant		
<ul style="list-style-type: none"><ul style="list-style-type: none">Laboratory Analysis	\$3000	
<ul style="list-style-type: none">Other Direct Costs (ODC)		
<ul style="list-style-type: none"><ul style="list-style-type: none">Travel	\$1,146	
<ul style="list-style-type: none"><ul style="list-style-type: none">10% Subconconsultant Markup	\$300	
TOTAL COST		

Each jurisdiction commits to paying properly incurred and invoiced expenses as follows:

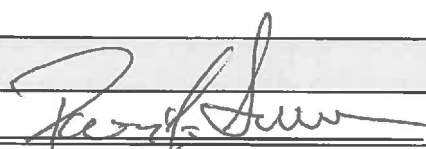
- | | | |
|---------------------------------------|-----|--|
| • Whatcom County | 45% | (2010/May 2012 not to exceed \$157,281.30) |
| • City of Bellingham | 45% | (2010/May 2012 not to exceed \$157,281.30) |
| • Lake Whatcom Water & Sewer District | 10% | (2010/May 2012 not to exceed \$34,951.40) |

These commitments are based upon the following assumption; that the 2010/May 2012 budget does not exceed \$349,514.00.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	June 2, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	June 10, 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

June 10, 2015

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is set for **June 8, 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, June 24, 2015 at 8:00 a.m.**
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, June 11, 2015 at 8:00 a.m.** in the Board Room. Commissioner Weide 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, June 11, 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, June 9, 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 set for **June 17, 2015 at 1:00 p.m.** in the District's 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.