



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

July 29, 2015

8:00 a.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. Reschedule August 12, 2015 Regular Meeting
 - B. General Manager Annual Performance Evaluation
 - C. Adopt Whatcom County Multi-Jurisdictional Hazard Mitigation Plan Update
 - D. 2015 Sewer System Rehab – Contract Award
 - E. Strawberry Point Sewage Pump Station - RH2 Engineering Contract Amendment
 - F. Banking RFP Results
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

| | | | |
|---|--|--------------------------|-------------------------------------|
| DATE SUBMITTED: | July 20, 2015 | | |
| TO BOARD OF COMMISSIONERS | | | |
| FROM: Patrick Sorensen | MANAGER APPROVAL <i>Patrick Sorensen</i> | | |
| MEETING AGENDA DATE: | July 29, 2015 | | |
| AGENDA ITEM NUMBER: | 5.A. | | |
| SUBJECT: | Reschedule August 12, 2015 Regular Meeting | | |
| 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 type="checkbox"/> | <input checked="" type="checkbox"/> |

BACKGROUND / EXPLANATION OF IMPACT

At the July 12, 2015 meeting, the Board briefly discussed rescheduling the August 12, 2015 Regular Meeting to Monday August 10, 2015. This date seemed to work better for several of the Commissioners and will insure that a quorum is available for the first meeting in August.

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

Discuss/reschedule the August 12, 2015 Regular Meeting.

PROPOSED MOTION

No proposed motion.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

| | | | |
|--|---|---|---|
| DATE SUBMITTED: | July 20, 2015 | | |
| TO BOARD OF COMMISSIONERS | | | |
| FROM: Patrick Sorensen | MANAGER APPROVAL <i>Patrick Sorensen</i> | | |
| MEETING AGENDA DATE: | July 29, 2015 | | |
| AGENDA ITEM NUMBER: | 5.B. | | |
| SUBJECT: | General Manager Annual Performance Evaluation | | |
| LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: | 1. | | |
| | 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

The General Manager's anniversary date is August 1st. It is now time to begin the General Manager's Annual Performance Evaluation process.

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Discuss/plan the General Manager's 2015 performance evaluation.

PROPOSED MOTION

No proposed motion.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

| | | | |
|--|--|---|--|
| DATE SUBMITTED: | July 20, 2015 | | |
| TO BOARD OF COMMISSIONERS | | | |
| FROM: | MANAGER APPROVAL <i>[Signature]</i> | | |
| MEETING AGENDA DATE: | July 29, 2015 | | |
| AGENDA ITEM NUMBER: | 4.C. | | |
| SUBJECT: | Adoption of the Whatcom County Multi – Jurisdictional Hazard Mitigation Plan Update | | |
| LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: | 1. Email from Whatcom County DEM & draft section of the District's Section of the 2015 – 2020 Plan | | |
| | 2. | | |
| | 3. | | |
| TYPE OF ACTION REQUESTED | RESOLUTION <input type="checkbox"/> | FORMAL ACTION/ MOTION <input type="checkbox"/> | INFORMATIONAL/ OTHER <input type="checkbox"/> |

BACKGROUND / EXPLANATION OF IMPACT

In early 2015, Whatcom County's Division of Emergency Management (DEM) undertook the process of updating the *Whatcom County Natural Hazards Mitigation Plan* (the Plan). The purpose of the Plan is to facilitate a net reduction in the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during immediate recovery from a disaster. This Plan was originally approved by the District and a number of other public jurisdictions in Whatcom County back in 2004. It was again updated in 2010. Every five years it is resubmitted by the County to the Federal Emergency Management Agency (FEMA) for approval. The County needs to submit the updated Plan in August.

The entire Plan is 539 pages and encompasses multiple jurisdictions including: Whatcom County, the seven incorporated Cities, a fire district, a school district, a flood control district, the District and the Port of Bellingham.

The specific mitigation measures addressed for our jurisdiction cover a variety of potential hazards including: earthquakes, flooding, tsunami, severe winter weather and wind storms (see attached draft pages from the District's portion of the document). An example of a mitigation measures for an earthquake would include: inspections for building safety or implementing structural mitigation techniques.

While the Plan provides a listing of potential mitigation measures that might be implemented, it does not require implementation of any or all of the measures. It is simply a listing of strategies that could be implemented if funding and sufficient desire to achieve a mitigation

measure are available. Many of the strategies, like **building safety inspections and risk awareness**, are being implemented in the regular course of conducting business.

WHY THE DISTRICT PARTICIPATES IN THIS EFFORT

After a presidential major disaster declaration, mitigation funding becomes available to participating public agencies. The amount is based on a percentage of the total federal grants awarded under the Public Assistance and Individuals and Households Programs for the entire disaster. Projects are funded with a combination of federal, state, and local funds.

Local governments must have a FEMA-approved Local Mitigation Plan, like the one we have participated in since 2004, in order to apply for and/or receive project grants under the following hazard mitigation assistance programs:

- Hazard Mitigation Grant Program (HMGP)
 - The Hazard Mitigation Grant Program (HMGP) provides funds to States, Territories, Indian Tribal governments, local governments, and eligible private non-profits (PNPs) following a Presidential major disaster declaration.
- Pre-Disaster Mitigation (PDM)
- Flood Mitigation Assistance (FMA)

An explanation from Whatcom County Emergency Management is included. It explains the purpose and the urgency of the FEMA review process. Electronic copies of the entire Plan are available upon request. The existing 2010 version can be found online at http://www.whatcomready.org/wp-content/uploads/2011/11/NHMP_FINAL-Word-4-17-2012.pdf. The new plan will be posted once it is accepted by FEMA.

FISCAL IMPACT

Not applicable

RECOMMENDED BOARD ACTION

Adoption of the updated of the Whatcom County Multi – Jurisdictional Hazard Mitigation Plan

PROPOSED MOTION

To adopt the 2015 plan by reference as presented.

V/r,
Kent

Subject: Undeliverable: FEMA Deadline for us

Your message wasn't delivered to anyone because it's too large. The limit is 10 MB. Your message is 23 MB.

chaugen@cityofsumas.com (chaugen@cityofsumas.com)

patrick.sorensen@lwwsd.org

Your message is larger than the size limit for messages. Please make it smaller and try sending it again.

mail.cityofsumas.com gave this error:

SMTPSEND.OverAdvertisedSize; message size exceeds fixed maximum size

From: Kent Catlin [<mailto:kcatlin@co.whatcom.wa.us>]

Sent: Thursday, July 09, 2015 2:29 PM

To: mhaslip@cityofblaine.com; Michael Knapp; fosteria@lyndenwa.org; Gary Baar; 'dmacphee@ci.everson.wa.us'; chaugen@cityofsumas.com; Gazdik, Paul R. (prgazdik@cob.org); Bill Hewett (bhewett@whatcomes.org); Chief DuncanMcLane (chieflifd@msn.com); patrick.sorensen@lwwsd.org; Neil Clement; Greg Young; David Forsythe (dforsyth@meridian.wednet.edu)

Cc: Chalice Dew-Johnson

Subject: FEMA Deadline for us

Importance: High

All,

Please read carefully. This year FEMA wants us to accept the Natural Hazard Mitigation Plan Update locally before they give us the final "stamp of approval". This means I need you to route this through your governing bodies for acceptance/ approval. IMPORANAT FACTORS:

- 1) It needs to be started now!
- 2) We might need to update some parts later on, so please do not publish. I will give you an updated copy that you can publish on websites (if needed), later.
- 3) You are only accepting what the current draft is. Any changes made after your governing body accepts it, would be ratified 5 years from now on the next cycle.
- 4) If any distinct changes need to be made to your section, I will not do so without contacting you.
- 5) This is nothing new. This is just an update to a plan that all of our executive/ executive boards have already accepted in years past.

I cannot stress enough that I need you to move on this now. Please email when it has been routed so I can track completion for submission to FEMA. Currently this plan is with the State of Washington being reviewed.

V/r,
Kent

Kent Catlin-Deputy Director
Whatcom County Sheriff's Office
Division of Emergency Management



**LAKE WHATCOM WATER AND SEWER DISTRICT
HAZARD MITIGATION STRATEGIES AND PROJECTS**

General Mitigation Strategies

These provide guidance on the overall hazard mitigation goals for future planning within Lake Whatcom Water and Sewer District.

Lake Whatcom Water and Sewer District is currently in the process of updating the 2008 Emergency Preparedness Plan.

| | |
|---------------------|---|
| Responsible Entity: | LWWSD Board of Commission |
| Funding Source: | Local sources, and state and federal grants |
| Timeline: | Current and ongoing |
| 2010-2014 Status | On-Going/Unchanged—Perpetual or Annual |

Provide for an increased level of protection for public infrastructure.

| | |
|---------------------|---|
| Responsible Entity: | LWWSD Board of Commission |
| Funding Source: | Local sources, and state and federal grants |
| Timeline: | Current and ongoing |
| 2010-2014 Status | On-Going/Unchanged—Perpetual or Annual |

Earthquake

The District owns several buildings. Seismic studies need to be done on these buildings to determine their survivability as a result of an earthquake. After reviewing the findings of these studies, further planning can be accomplished and decisions made regarding mitigation plans.

Currently the District’s Maintenance Office is being remodeled for seismic activity.



**LAKE WHATCOM WATER AND SEWER DISTRICT
 HAZARD MITIGATION STRATEGIES AND PROJECTS
 2015 – 2020**

These mitigation projects provide guidance on suggesting specific activities that agencies, organizations, and residents in the District can undertake to reduce risk and prevent loss from the at-risk hazards. Each action item is followed by the suggested responsible entity and timeline, which can be used by local decision makers in pursuing strategies for implementation.

Mitigation Measures And Action Items

| | | |
|---|-----------------|---|
| 1 | Lead Agency | May be more than one lead agency indicating shared responsibility and coordination |
| 2 | Priority: | H (High); M (Medium); L (Low) |
| 3 | Timeline: | Short-Range (less than 2 years); Mid-Range (2-5 years); Long-Range (more than 5 years); Ongoing |
| 4 | Funding Source: | Local; State; FEMA; Private; Other |
| 5 | Estimated Cost: | Actual; Estimated |

Project Prioritization

Any monies that would come to District would first be spent on studies to determine the best possible application. The District is unsure of the direction they need to go with regards to Hazard Mitigation funds, but consider earthquakes to be a major threat. They want to use a risk assessment process to base their decisions, form a team of decision-makers and then determine a course of action using a rational-based process.

Cost Evaluation Projects for Jurisdictions

| Priority | Facility | Jurisdiction | Nature | Brief Description |
|----------|----------|--------------|--------|-------------------|
| | | | | |
| | | | | |
| | | | | |



MITIGATION MEASURES AND ACTION ITEMS 2015 – 2020

LAKE WHATCOM WATER AND SEWER DISTRICT
MITIGATION MEASURES AND ACTION ITEMS 2015-2020

| MITIGATION MEASURES | | Lead Responsibility for Carrying out Measure | Priority | Timeline | Funding Source | Estimated Cost |
|--|--|--|----------|----------|----------------|----------------|
| Hazard | Action Items | | | | | |
| GENERAL: ALL HAZARDS Education and Awareness Actions | These are actions that inform and educate citizens, elected officials, and property owners about hazards and ways to mitigate them. Utility bill inserts. | LWWSD | L | | | |
| Hazard Specific (Reference: <u>Whatcom County Mitigation Ideas</u>) | Actions communities should consider to identify and evaluate a range of potential mitigation actions for reducing risk to natural hazards and disasters. | | | | | |
| Drought/Heat Waves | D-3 Monitor Water Supply | Whatcom Co. | L | | | |
| | D-5 Require Water Conservation During Drought Conditions | LWWSD | M | | | |
| | D-7 Retrofit Water Supply Systems | LWWSD | M | | | |
| | D-9 Educate Residents on Water Saving Techniques | LWWSD | M | | | |
| Earthquakes | EQ-5 Protect Critical Facilities and Infrastructure | LWWSD | H | M | Other | Unknown |
| | EQ-6 Implement Structural Mitigation Techniques | LWWSD | M | M | Other | Unknown |
| Flooding | F-17 Protect Infrastructure | LWWSD | L | | | |

Priority: H (High); M (Medium); L (Low) Timeline: Short-Range (less than 2 years); Mid-Range (2-5 years); Long-Range (more than 5 years); Ongoing

Funding Source: Local; State; FEMA; Private; Other Estimated Cost: Actual; Estimated

SECTION 3: JURISDICTION PROFILES AND MITIGATION
 ACTION PLANS – LAKE WHATCOM WATER AND SEWER

Whatcom County
 Natural Hazards Mitigation Plan



010

LAKE WHATCOM WATER AND SEWER DISTRICT
 MITIGATION MEASURES AND ACTION ITEMS 2015-2020

| MITIGATION MEASURES | | Lead Responsibility for Carrying out Measure | Priority | Timeline | Funding Source | Estimated Cost |
|---------------------|--|--|----------|----------|----------------|----------------|
| Hazard | Action Items | LWWSD | L | | | |
| | F-18 Protect Critical Facilities | LWWSD | L | | | |
| Landslides/Erosion | ER-1 Map and Assess Vulnerability to Erosion | LWWSD | L | | | |

| Priority: | Timeline: | Funding Source: | Estimated Cost: |
|-------------------------------|---|------------------------------------|-------------------|
| H (High); M (Medium); L (Low) | Short-Range (less than 2 years); Mid-Range (2-5 years); Long-Range (more than 5 years); Ongoing | Local; State; FEMA; Private; Other | Actual; Estimated |

LAK 3 – 8



HAZARD SPECIFIC ACTION ITEMS 2015-2020 ANNUAL REVIEW AND PROGRESS

Progress monitoring means tracking the implementation of the hazard specific action items over time. Each jurisdiction must identify how, when, and by whom action items will be monitored. The responsible agency assigned to each mitigation action is responsible for tracking and reporting on each of their actions. Appendix G includes an example worksheet for reporting progress on a mitigation action.

Annual review and progress reporting includes the following:

Step One: Identify mitigation actions that your planning team has identified for the annual review. The planning team has the option to address ALL action items, or only those that should be acted on during each review cycle.

Step Two: Use the table below to track annual progress. For each action item selected for annual review insert the appropriate letter that indicates the status of that action item.

Step Three: Complete a progress report form as illustrated in Appendix G for each mitigation action item selected for annual review

Step Four: Submit the completed form(s) to the Whatcom County DEM.

| Lake Whatcom Water and Sewer District Hazard-Specific Action Items 2015-2020 – Annual Review and Progress | |
|--|--|
| Action Items | Status (Choose One & Enter Letter): A. Completed; B. In Progress (on schedule); C. In Progress (delayed); D. Delayed Until Funding Available; E. Canceled |
| GENERAL: ALL HAZARDS | |
| Utility bill inserts | |
| <i>Add New Action Items if Applicable</i> | |
| DROUGHT/HEAT WAVES | |
| D-3 Monitor Water Supply | |
| D-5 Require Water Conservation During Drought Conditions | |
| D-7 Retrofit Water Supply Systems | |
| D-9 Educate Residents on Water Saving Techniques | |
| <i>Add New Action Items if Applicable</i> | |
| EARTHQUAKES | |
| EQ-5 Protect Critical Facilities and Infrastructure | |
| EQ-6 Implement Structural Mitigation Techniques | |
| <i>Add New Action Items if Applicable</i> | |
| FLOODING | |

**SECTION 3: JURISDICTION PROFILES AND MITIGATION
ACTION PLANS – LAKE WHATCOM WATER AND SEWER**



| Lake Whatcom Water and Sewer District Hazard-Specific Action Items 2015-2020 – Annual Review and Progress | |
|--|--|
| Action Items | Status (Choose One & Enter Letter): A. Completed; B. In Progress (on schedule); C. In Progress (delayed); D. Delayed Until Funding Available; E. Canceled |
| F-17 Protect Infrastructure | |
| F-18 Protect Critical Facilities | |
| <i>Add New Action Items if Applicable</i> | |
| | |
| LANDSLIDES/EROSION | |
| ER-1 Map and Assess Vulnerability to Erosion | |
| <i>Add New Action Items if Applicable</i> | |
| | |



LAKE WHATCOM WATER AND SEWER DISTRICT

Contact Information
Rich Munson
Engineering Technician / Safety Officer
1220 Lakeway Drive Bellingham, WA 98226
(360) 296-4590

Approving Authority
Patrick Sorensen
General Manager
1220 Lakeway Drive Bellingham, WA 98226
(360) 734-9224

Presence of Hazards

| Hazard | Present? (yes if checked) |
|------------------|------------------------------|
| Earthquake | ✓ |
| Flooding | ✓ |
| Geologic Hazards | ✓ |
| Severe Storm | ✓ |
| Tsunami | ✓ |
| Volcano | ✓ |
| Wild Land Fire | ✓ |

Hazard Descriptions

- Earthquake** Lake Whatcom Water and Sewer District is prone to earthquake impacts on mains and reservoirs.
- Severe Storm** Lake Whatcom Water and Sewer District is subject to severe storms year-round.
- Flooding** Areas within the district are subject to flooding from various creeks and lake levels.
- Geologic Hazards** Seismically-sensitive soils present.
- Wildland Fire** Homes in the Sudden Valley, Geneva and Northshore neighborhoods are in wooded areas, which can be at risk to seasonal wildland fire danger.



Lake Whatcom Water and Sewer District Critical Facility List

| Facility Name | Facility Type | Location |
|-----------------------|----------------|-------------------------|
| Reservoir Tanks | Utility: Water | 7 Reservoirs Total |
| Pump Station | Utility: Water | 12 Pump Stations Total |
| Lift Station | Utility: Sewer | 29 Pump Stations Total |
| Water Treatment Plant | Utility: Water | 2 Treatment Plant Total |
| Maintenance Shop | EOC | Geneva |
| Well Heads | Utility: Water | 3 Well Heads Total |
| Administration Office | Office | Bellingham |

Geography

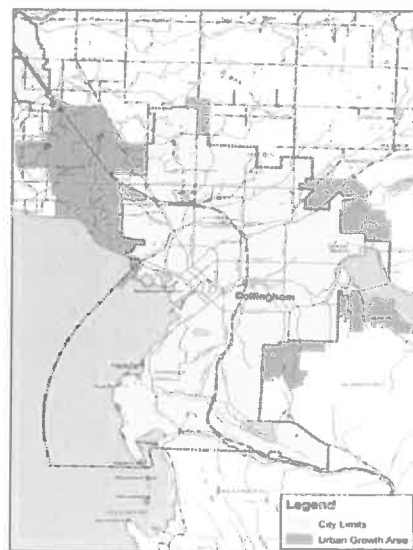
| | |
|---------------------|--------|
| District Population | 10,000 |
| Total Area | 18 mi |

Areas Impacted, Per Hazard Growth Trends

| Hazard | # Structures Impacted | Area Affected (mi ²) | Percent of Total Area |
|---------------|-----------------------|----------------------------------|-----------------------|
| Earthquake | 55 | 18 sq. mi. | 100 % |
| Flooding | 55 | 18 sq. mi. | 100 % |
| Severe Storm | 55 | 18 sq. mi. | 100 % |
| Wildland Fire | 54 | 18 sq. mi. | 100 % |

Growth Trends

This map displays the UGA for the City of Bellingham, as designated by the LWWSD Comprehensive Plan





Critical Facility Rankings for the Lake Whatcom Water and Sewer District

| Facility Name | Facility Type | FL | EQ | GH | SS | TSUN | VOL | WF | Total Hazards | Rank Assessment |
|------------------------|---------------|----|----|----|----|------|-----|----|---------------|-----------------|
| Water Treatment Plant | EF | ✓ | ✓ | ✓ | ✓ | | | ✓ | 5 | 1 |
| Maintenance Shop & EOC | EF | | ✓ | | ✓ | | | ✓ | 3 | 1 |
| Water Reservoirs | EF | | ✓ | ✓ | ✓ | | | ✓ | 4 | 2 |
| Sewer Lift Station | EF | | ✓ | | ✓ | | | ✓ | 4 | 3 |
| Water Pump Station | EF | | ✓ | ✓ | ✓ | | | ✓ | 4 | 4 |
| Administration Office | EF | | ✓ | ✓ | ✓ | | | | 3 | 5 |

Notes: FL = Flooding; EQ = Earthquake; GH = Geologic Hazard; SS = Severe Storm; TSUN = Tsunami; VOL = Volcano; WF = Wildland Fire (The methodology used for ranking the critical facilities is described in the "Jurisdiction Overview" section)



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LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

| | | | |
|--|---|--|--|
| DATE SUBMITTED: | July 15, 2015 | | |
| TO BOARD OF COMMISSIONERS | | | |
| FROM: Bill Hunter | MANAGER APPROVAL <i>[Signature]</i> | | |
| MEETING AGENDA DATE: | July 29, 2015 | | |
| AGENDA ITEM NUMBER: | 5.D. | | |
| SUBJECT: | 2015 Sewer Smoke Testing - Award Contract | | |
| LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: | 1. Bid Summary | | |
| | 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

As part of the 2015 Capital Improvement Plan, the District allocated \$85,000 for sewer system reinvestment. The two sewer system projects are:

District Project #C1506A – 2015 Sewer Smoke Testing includes 83,000 feet of sewer lines which are the last sections to be tested as part of recent smoke testing efforts.

District Project #C1506B - Whatcom Falls Park Manhole Replair (Currently in design phase and coordination with City of Bellingham Public Works Department). This is a city-owned manhole that receives flow from the District’s Lake Louise Road Interceptor.

2015 Sewer Smoke Testing (#C1506A). An Advertisement for Bids was published in the Bellingham Herald on 6/12/2015. A pre-bid meeting was held on 6/17/2015. Bids were due on 6/25/2015. Staff has reviewed the low bidder’s references and Bidder Responsibility Criteria and recommends awarding the contract to SFE Global.

FISCAL IMPACT

The District's 2015 budget includes \$85,000 for sewer system rehabilitation and replacement. Current budget projections are:

| | Amount | |
|--|----------|--------------------------------------|
| C1506A – 2015 Sewer Smoke Testing Contract | \$35,784 | <i>(Low Bid – SFE Global)</i> |
| C1506B – Whatcom Falls Park Manhole Repair | | |
| Phase 1 - Design | \$7,482 | <i>(Wilson Task Order)</i> |
| Phase 2 – Services During Construction | \$2,000 | <i>(Estimate)</i> |
| Construction Contract | \$60,000 | <i>(Preliminary Design Estimate)</i> |
| Subtotal | \$69,482 | |

Total Project Estimate \$105,266 (versus 2015 budgeted amount of \$85,000)

Staff recommends completing the design, permitting, and bidding of the Whatcom Fall Park Manhole Repair before making budget adjustments. At that time, actual costs will be known and any needed budget adjustments can be made.

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Award 2015 Sewer Smoke Testing contract (District Project #C1506A) to SFE Global Inc. for a total construction contract amount not to exceed \$35,783.30 (including tax).

Bid Summary
2015 Sewer Smoke Testing
LWWSO Project #C1506A
 Bid Opening: 6/25/2015



| Name of Firm | Hydromax | SFE Global | Olson Brothers ProVac |
|--------------|----------|------------|-----------------------|
|--------------|----------|------------|-----------------------|

| ITEM | DESCRIPTION | QUANTITY | UNIT PRICE | AMOUNT | UNIT PRICE | AMOUNT | UNIT PRICE | AMOUNT |
|------|--------------------------|----------|-------------|--------------|-------------|--------------|-------------|--------------|
| A | Mobilization | 1 | \$ 1,500.00 | \$ 1,500.00 | \$ 2,150.00 | \$ 2,150.00 | \$ 4,000.00 | \$ 4,000.00 |
| B | Traffic Control | 15 | \$ 600.00 | \$ 9,000.00 | \$ 146.00 | \$ 2,190.00 | \$ 135.00 | \$ 2,025.00 |
| C | Smoke Testing | 83000 | \$ 0.68 | \$ 56,440.00 | \$ 0.33 | \$ 27,390.00 | \$ 0.45 | \$ 37,350.00 |
| E | Record of Work Performed | 1 | \$ 1,525.00 | \$ 1,525.00 | \$ 1,250.00 | \$ 1,250.00 | \$ 100.00 | \$ 100.00 |

| | |
|------------------------------|---------------------|
| Subtotal | \$ 68,465.00 |
| 8.5% Sales Tax | \$ 5,819.53 |
| Total Contract Amount | \$ 74,284.53 |

| |
|--------------|
| \$ 32,980.00 |
| \$ 2,803.30 |
| \$ 35,783.30 |

| |
|--------------|
| \$ 43,475.00 |
| \$ 3,695.38 |
| \$ 47,170.38 |

| | | | | | |
|----------|-----|----------|-----|----------|-----|
| Bid Bond | Yes | Bid Bond | Yes | Bid Bond | Yes |
|----------|-----|----------|-----|----------|-----|



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

| | | | |
|---|---|-------------------------------------|--------------------------|
| DATE SUBMITTED: | July 20, 2015 | | |
| TO BOARD OF COMMISSIONERS | | | |
| FROM: Bill Hunter | MANAGER APPROVAL <i>Paul Hunter</i> | | |
| MEETING AGENDA DATE: | July 29, 2015 | | |
| AGENDA ITEM NUMBER: | 5.E. | | |
| SUBJECT: | Strawberry Point Sewage Pump Station – RH2 Engineering Contract Amendment | | |
| LIST DOCUMENTS PROVIDED ⇨ NUMBER OF PAGES INCLUDING AGENDA BILL: _____ | 1. Agreement Amendment #2 | | |
| | 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

This capital improvement project retrofits existing Smith & Loveless wet well mounted pumps with new submersible pumps, controls, telemetry, and retaining wall at the Strawberry Point Sewer Pump Station on Lake Whatcom Boulevard. RH2 Engineering, Inc. is the consultant for the project.

The project was advertised for bids in May. Two bids were received that exceed the District’s and RH2’s construction cost estimate. Staff recommended and the Board agreed to reject all bids and redesign the project to eliminate the need for temporary shoring by raising the slab grade elevation. Bid item prices for temporary shoring ranged from \$83k and \$95k.

RH2 has completed Phases 1 and 2 which included topographic surveying, predesign report, board presentation, meeting with neighbors, submittal of Shoreline Substantial Development Permit application to Whatcom County, detailed design, development of construction contract documents (plans & specifications), additional permitting, and services during bidding.

Staff recommends amending RH2’s agreement to revise the plans, details, and specifications to eliminate the need for temporary shoring. The amendment scope includes services during bidding (re-bid scheduled for January 2016) and additional budget to cover unforeseen coordination with County Public Works staff regarding road construction, future paving, bike lane spacing, and guard rail design that occurred during final design and bid process.

FISCAL IMPACT

Total project funding allocated in the approved 2015 capital improvement budget for this project is \$723,411.

| | Current Budget Estimate | |
|---|-------------------------------|--|
| <hr/> | | |
| RH2 Engineering, Inc. | | |
| Phase 1 - Pre-Design, Shoreline Permit | \$103,411 | <i>(Original Contract)</i> |
| Phase 2 – Design & Bidding | \$95,169 | <i>(Amendment #1)</i> |
| Phase 3 – Redesign, Rebid | \$27,006 | <i>(Proposed Amendment #2)</i> |
| Phase 4 – Contract Admin & Inspection | \$100,000 | <i>(Estimate – future amendment)</i> |
| Subtotal | \$325,586 | |
| Special Inspections and Materials Testing | \$2,000 | <i>(Estimate)</i> |
| Construction Contract | \$390,000 | <i>(Estimate)</i> |
| Total Project Amount | \$717,586 | (vs. allocated funding of \$723k) |
| <i>(includes state sales tax)</i> | | |

RECOMMENDED BOARD ACTION

See proposed motion.

PROPOSED MOTION

Authorize the General Manager to execute Amendment #2 as presented for a time and materials amount not to exceed \$27,006.

**AMENDMENT 2
TO
AGREEMENT FOR A/E PROFESSIONAL SERVICES
FOR
STRAWBERRY POINT SEWER PUMP STATION IMPROVEMENTS**

AN AGREEMENT, was made and entered into by and between Lake Whatcom Water and Sewer District, Whatcom County, Washington, hereinafter referred to as "District", and **RH2 Engineering, Inc.** ("Consultant"), a corporation with a place of business at **4164 Meridian Street, Suite 302, Bellingham, WA 98226**, collectively referred to as "Parties", effective **March 6, 2014**.

WHEREAS, the District solicited for professional services as required by RCW 39.80; and

WHEREAS, the Consultant has completed Predesign, Final Design, Permitting and Bidding Support Services and the District desires to add another phase to the agreement including: Services During Construction, to the Agreement.

The Parties amend the original Agreement as follows:

SECTION 1: PERIOD OF PERFORMANCE

Phase 2 – Redesign shall be completed on **February 28, 2016**, unless extended or terminated earlier by the District pursuant to the terms and conditions of the Agreement.

SECTION 8: COMPENSATION

The Total Price is amended to **Two Hundred Twenty-five Thousand Five Hundred Eighty-six DOLLARS (\$225,586)**.

| | |
|--|-------------------|
| Phase 1 & 2 – Predesign, Design, Permitting, Bidding | \$ 198,580 |
| Phase 3 – Redesign | \$ 27,006 |
| Total Price | \$ 225,586 |

EXHIBITS

Exhibit A - Scope of Work. Add attached Exhibit A Scope of Services dated July 20, 2015.

Exhibit B - Cost Summary. Add attached Exhibit B Cost Summary dated July 20, 2015.

Exhibit C - Project Schedule. Add attached Project Schedule dated July 20, 2015.

This Amendment to the Agreement shall be executed in two (2) counterpart copies, any of which shall be considered for all purposes as the original.

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to the Agreement to be executed by their respective authorized officers or representatives as of the day and year written below.

Lake Whatcom Water and Sewer District

Consultant

By: _____
(Patrick Sorensen, General Manager)

By: _____

Printed Name: Randy L. Asplund, P.E.

Title: Director

Dated: _____

Dated: _____

Exhibit A
SCOPE OF WORK
Contract Amendment No. 2
Lake Whatcom Water and Sewer District
Strawberry Point Sewer Pump Station Improvements
Phase 2 – Redesign
July 20, 2015

BACKGROUND

RH2 Engineering, Inc., (RH2) completed bidding for the Strawberry Point Sewer Pump Station Improvements project for the Lake Whatcom Water and Sewer District (District). The District only received two bids on the project, both of which were more than 25-percent higher than the engineer's estimate. According to contractor feedback, there was some uncertainty regarding the temporary shoring design and the space needed to install sheetpiles. Also, due to the low number of bids, prices were high as there is significant public and private construction already scheduled in the spring and summer of 2015. To address these issues, RH2 and the District decided to cancel the bids, redesign the project to remove the temporary shoring requirement, and schedule a rebid for winter 2016 for a spring 2016 construction start. This should provide more interest to bidding contractors who want to schedule work in the spring to summer timeframe. This Scope of Work includes the redesign effort, as well as the additional effort that was needed to meet the requirements of Whatcom County (County), which included providing additional permitting support and facilitated design changes to meet County requirements due to future road and bike lane work planned by the County.

PHASE 2 – REDESIGN

Task 6: Design Completion and Permitting Support

Objective: Provide additional design and permitting support to complete bid-ready plans and specifications.

Approach:

6.1 Due to unforeseen circumstances, additional design changes and permitting steps were required to complete the design and permitting for the project, including:

- Coordination with the County, the Washington State Department of Ecology, and the Washington State Department of Fish and Wildlife regarding permitting needs, a review meeting, and significant coordination with County Public Works staff regarding road construction, future paving, bike lane spacing, and guardrail design; and
- Design changes that included traffic barrier design and integration with a cast-in-place concrete retaining wall, staircase design using steel components above a concrete slab, redesign of electrical pedestal structural components to accommodate layout modifications, and ladder addition to the wetwell.

RH2 Products:

- Updated design plans meeting County and District requirements.

Task 7: Redesign to Lower Construction Costs, including Plans, Specifications, and Estimate

Objective: Revise sewer pump station layout to reduce the retaining wall between the road and wetwell hatch to eliminate shoring requirements and utilize pre-cast concrete and gravel elements to reduce construction cost.

Approach:

- 7.1 Raise the wetwell slab six (6) feet. *This will include revising the concrete retaining wall below the road to utilize a gravity-type wall using an Ultrablock® wall or equivalent. The lower wall will utilize a Keystone® type wall with Mechanically Stabilized Earth (MSE), including geotextile fabric and granular backfill. The layout will not require powerpole anchor relocation as less excavation will be required.*
- 7.2 Adjust the stair layout for a shortened drop. Adjust fencing, mechanical vertical layout and appurtenances. Call out precast concrete elements for guardrail and terminals.
- 7.3 Remove hot mix asphalt (HMA) around the area in front of the sewer pump station between Lake Whatcom Boulevard and the upper retaining wall. *This area will be crushed surfacing base course (CSBC). A future County project will pave a bike lane between the upper retaining wall and the fog line.*
- 7.4 Update specifications for the following:
 - Addendum incorporation;
 - Remove power shutoff description and coordination requirements; and
 - Bid schedule update per agreed upon schedule for January 2016 advertisement and February 2016 bid opening.
- 7.5 Update construction cost estimate related to site work changes.
- 7.6 Coordinate with Mr. Gary Johnson at the County for renewal of the Revocable Encroachment Permit. Provide updated 11-inch by 17-inch plans (two (2) sets) and permit form to the County Engineering Department. *A copy of the project plans related to road/bike lane will be emailed to Mr. Kevin Thompson at the County. If comments require changes to the plans based on County review, such effort shall be accommodated by amendment.*

RH2 Products:

- Final plans (a PDF file).
- Final specifications (PDF file).
- Construction cost estimate (PDF file).
- Permit plans and form to the County Engineering Department for the Revocable Encroachment permit reapplication.

Task 8: Services During Bidding

Objective: Assist the District with bidding process.

Approach:

- 8.1 Prepare and compile a complete set of plans and specifications in PDF format on CDs. Deliver to Applied Digital Imaging for production and WCR Publications for publication via the internet.

Note: Production costs are not part of this Scope of Work but will be billed to the District by Applied Digital Imaging directly.

- 8.2 Assist the District in responding to contractor or supplier questions during a two (2)-week bidding period.
- 8.3 Issue up to two (2) addenda, if needed, to clarify, revise, or change construction plans, technical specifications, or project conditions during the bidding process.
- 8.4 Attend the pre-bid walkthrough.
- 8.5 Attend the bid opening.

District Responsibilities and Products:

- Payment of all County permit renewal fees.
- Attendance at the following:
 - Pre-bid walkthrough; and
 - Bid opening.
- Preparation of the advertisement and coordination with publications for the public advertisement. *It is recommended that the project be advertised in the Bellingham Herald, Daily Journal of Commerce (DJC), and WCR Publications.*
- Payment of production fees as necessary by Applied Digital Imaging for three (3) RH2 copies, necessary District copies, and construction sets. Bid sets can be paid for by bidding contractors.
- Maintain planholder's list utilizing WCR Publications.
- Bid tab.
- Review of bidder information and verification of bidder responsibility and responsiveness.
- Preparation of notice of intent to award letter and send to contractor.
- Preparation of notice to proceed letter and send to contractor.

RH2 Products

- Monthly invoices with attached schedule adjustments, accomplishments, and future work outline.
- Up to two (2) addenda to clarify the construction documents, as necessary.

026

EXHIBIT B
Lake Whatcom Water and Sewer District
Strawberry Point Sewer Pump Station Improvements
Amendment No. 2 - Phase 2 - Redesign
Estimate of Time and Expense, July 20, 2015

| Task | Description | Personnel | | | | | | | | | | Total Labor | Total Expense | Total Cost | | |
|---------------------------|--|--------------------------|-----------------|---------------------------------|-----------------------------|-----------------------------|---------------------------|---------------------------|----------------|-------------|------------|---------------|---------------|--------------|-----------|---------------|
| | | Senior Technical Consult | Project Manager | Project Manager Control Systems | Project Engineer Electrical | Project Engineer Structural | Staff Engineer Mech/Civil | Staff Engineer Electrical | Word Processor | Total Hours | | | | | | |
| Phase 2 - Redesign | | | | | | | | | | | | | | | | |
| Task 6 | Design Completion and Permitting Support | | | | | | | | | | | | | | | |
| 6.1 | Prepare Design and Coordinate Permitting | 1 | 16 | 2 | 3 | 12 | 30 | 12 | 4 | 4 | 12 | 12 | 582 | \$ | 13,045 | |
| | Subtotal | 1 | 16 | 2 | 3 | 12 | 30 | 12 | 4 | 4 | 12 | 12 | 582 | \$ | 13,045 | |
| Task 7 | Redesign to Lower Construction Costs, Including Plans, Specifications, and Estimate | | | | | | | | | | | | | | | |
| 7.1 | Raise Wetwell Slab 6 feet | | 2 | | | | 16 | | | | | 18 | 157 | \$ | 2,871 | |
| 7.2 | Adjust Strat. Fencing, Mechanical, and Appurtenances | | | | | | 12 | | | | | 14 | 130 | \$ | 2,556 | |
| 7.3 | Remove HMA and Replace with CSBC Noles | | 1 | | | | 2 | | | | | 3 | 40 | \$ | 515 | |
| 7.4 | Update Specifications | | 2 | | | | | | | | | 3 | 455 | \$ | 468 | |
| 7.5 | Update Construction Cost Estimate Related to Site Work Changes | | 2 | | | | | | | | | 2 | 362 | \$ | 375 | |
| 7.6 | Coordinate with the County for Revocable Encroachment Permit | | 2 | | | | | | | | | 5 | 749 | \$ | 808 | |
| | Subtotal | | 11 | | | | 32 | | | | | 45 | 412 | \$ | 7,383 | |
| Task 8 | Services During Bidding | | | | | | | | | | | | | | | |
| 8.1 | Prepare Bid Document CDs and Deliver to Applied Digital Imaging and WRC Publications | 1 | 2 | | 1 | | 8 | | 4 | | | 18 | 193 | \$ | 2,754 | |
| 8.2 | Assist with Responding to Bidding Questions | | 1 | | 2 | | | | | | | 3 | 158 | \$ | 1,689 | |
| 8.3 | Prepare up to Two Addenda | | 3 | | 2 | | | | | | | 10 | 1,517 | \$ | 1,574 | |
| 8.4 | Attend Pre-bid Walkthrough | | 2 | | | | | | | | | 2 | 362 | \$ | 378 | |
| 8.5 | Attend Bid Opening | | 2 | | 5 | | 8 | | 6 | | | 21 | 362 | \$ | 363 | |
| | Subtotal | | 15 | | 10 | | 32 | | 20 | | | 67 | 6,400 | \$ | 6,668 | |
| Total | | 2 | 42 | 4 | 8 | 12 | 70 | 16 | 12 | 12 | 166 | 25,744 | \$ | 1,261 | \$ | 27,006 |

027



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

| | | | |
|---|--|--------------------------|-------------------------------------|
| DATE SUBMITTED: | July 21, 2015 | | |
| TO BOARD OF COMMISSIONERS | | | |
| FROM: Patrick Sorensen | MANAGER APPROVAL <i>Patrick Sorensen</i> | | |
| MEETING AGENDA DATE: | July 29, 2015 | | |
| AGENDA ITEM NUMBER: | 5.F. | | |
| SUBJECT: | Bank RFP Results | | |
| 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 type="checkbox"/> | <input checked="" type="checkbox"/> |

BACKGROUND / EXPLANATION OF IMPACT

The Finance Manager recently published an RFP for new banking services for the District. The Finance Committee comprised of the General Manager, Finance Manager and Commissioner Weide have reviewed the RFP responses and selected the most suitable bank for the District's needs.

FISCAL IMPACT

Not applicable

RECOMMENDED BOARD ACTION

Review/discuss the banking RFP results.

PROPOSED MOTION

No proposed motion.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

| | | | |
|---|--|---|---|
| DATE SUBMITTED: | July 21, 2015 | | |
| TO BOARD OF COMMISSIONERS | | | |
| FROM: Patrick Sorensen | MANAGER APPROVAL <i>Patrick Sorensen</i> | | |
| MEETING AGENDA DATE: | July 29, 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

July 29, 2015

Board Meeting

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** There is no meeting in August. The next meeting is set for **September 21, 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 proposed to be moved from Wednesday, August 12, 2015 to **Monday, August 10, 2015** at 6:30 p.m. in order to accommodate Commissioners who will be unavailable on the 12th.
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, August 13, 2015 at 8:00 a.m.** in the Board Room. Commissioner Ford is scheduled to attend this meeting. Scheduling is rotated by alphabetical order each month.
- **Employee Safety Committee Meeting:** The next meeting is set for **August 13, 2015 at 9:00 a.m.**
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The upcoming Section III meeting will be held on **Tuesday, August 11, 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 next Caucus meeting is set for **August 19, 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.

- **Missed Board Meeting:** FYI, Commissioner Citron will not be available for the August 12 meeting.
- **Annual Summer Picnic Sponsored by AFSCME Council 2 Local 114WD:** The annual summer picnic/lunch will be held on Thursday, August 13 at the District Shop at noon.
- **WASWD Fall Conference:** As a reminder the Fall Conference will be held in Wenatchee September 23 - 25.