



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

REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS

AGENDA

*September 30, 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.  
  
City of Bellingham Council Member Michael Lilliquist
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
  - A. Whatcom County Multi-Jurisdictional Hazard Mitigation Plan Update-Resolution 818
  - B. Water Main Breaks
  - C. Review Power Outage Operations
  - D. Division 22 Reservoir – Design Phase 2 Engineering Agreement Amendment
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 21, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	September 30, 2015		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Whatcom County Multi-Jurisdictional Hazard Mitigation Plan Update – Resolution 818		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Resolution 818		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

At the July 29, 2015 meeting, the Board adopted the Whatcom County Multi-Jurisdictional Hazard Mitigation Plan Update. Staff forwarded the July 29<sup>th</sup> meeting minutes to Whatcom County Division of Emergency Management but have since been informed that a District Resolution will be required instead of meeting minutes. Attached is draft Resolution 818 adopting the Hazard Mitigation Plan. The Resolution was written by District legal counsel Robert Carmichael.

**FISCAL IMPACT**

Not applicable at this time.

**RECOMMENDED BOARD ACTION**

Discuss/consider Resolution 818 Adopting the Whatcom County Multi-Jurisdictional Hazard Mitigation Plan Update.

**PROPOSED MOTION**

To adopt the Whatcom County Multi-Jurisdictional Hazard Mitigation Plan Update.

**LAKE WHATCOM WATER AND SEWER DISTRICT**

**RESOLUTION No 818**

A Resolution of the Board of Commissioners Adopting the Whatcom County Multi-Jurisdictional Hazard Mitigation Plan

**WHEREAS**, in early 2015, the Whatcom County Division of Emergency Management undertook the process of updating the *Whatcom County Natural Hazards Mitigation Plan* (the "Plan"); and,

**WHEREAS**, 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 the quick implementation of mitigation measures; and,

**WHEREAS**, the specific mitigation measures addressed for the District cover a variety of potential hazards including: earthquakes, flooding, tsunami, severe winter weather and wind storms; and,

**WHEREAS**, local government entities such as the District must have a FEMA-approved local mitigation plan in place in order to qualify for project grants under various federal hazard mitigation assistance programs; and

**WHEREAS**, the Plan was originally approved by the District and a number of other local public entities in 2004; and

**WHEREAS**, every five years the Plan is updated by Whatcom County and resubmitted to the Federal Emergency Management Agency for its approval; and

**WHEREAS**, the District previously adopted Resolution Numbers 703 and 776 which adopted the Whatcom County Multi-Jurisdictional Hazard Mitigation Plan, and

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF LAKE WHATCOM WATER AND SEWER DISTRICT HEREBY RESOLVES AS FOLLOWS:**

The *Whatcom County Natural Hazards Mitigation Plan* is hereby ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 30<sup>th</sup> day of September, 2015.

\_\_\_\_\_  
Leslie Mc Roberts, Board President

\_\_\_\_\_  
Todd Citron, Board Secretary

\_\_\_\_\_  
John W. Millar, Commissioner

\_\_\_\_\_  
Laura Weide, Commissioner

\_\_\_\_\_  
Bruce R. Ford, Commissioner

Approved as to form:

\_\_\_\_\_  
Robert A. Carmichael, Attorney for District



LAKE WHATCOM WATER AND SEWER DISTRICT  
AGENDA BILL

DATE SUBMITTED:	September 21, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	September 30, 2015		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Water Main Breaks		
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**

This is a continuation of the discussion at the September 9, 2015 meeting regarding water main breaks.

**FISCAL IMPACT**

Not applicable.

**RECOMMENDED BOARD ACTION**

Discuss/ask questions regarding water main breaks.

**PROPOSED MOTION**

No motion necessary.



LAKE WHATCOM WATER AND SEWER DISTRICT  
AGENDA BILL

DATE SUBMITTED:	September 21, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL		
MEETING AGENDA DATE:	September 30, 2015		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Review Power Outage Operations		
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**

At the September 9, 2015 meeting, the Board inquired about the added complications of a power outage during emergency operations and how those situations are handled. The Board also wanted to know if the District is adequately prepared for power outages, in particular do we have all of the equipment that is needed for these types of emergencies.

**FISCAL IMPACT**

Discussion only.

**RECOMMENDED BOARD ACTION**

Discussion only.

**PROPOSED MOTION**

Discussion only.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	September 21, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <u>BH</u>		
MEETING AGENDA DATE:	September 30, 2015		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Division 22 Reservoir – Design Phase 2 Engineering Agreement Amendment		
LIST DOCUMENTS PROVIDED ⇔ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Exhibit “A” - Scope of Work		
	2. Exhibit “B” – Estimate Cost		
	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**

Gray & Osborne (G&O) has completed its Phase 1 scope of work which included Project Management, Pre-Design, Topographic Surveying, Geotechnical, and Conditional Use (and Variance) Permitting.

Staff recommends executing Amendment #1 for Phase 2 engineering services which include Design, Bidding, and Permitting. Prior to beginning detailed design, G&O will submit a revised life cycle cost memorandum using current market prices as well as comment on the seismic pros/cons of steel vs concrete reservoirs.

**FISCAL IMPACT**

The project is funded by a Drinking Water State Revolving Fund (DWSRF) loan. The original loan estimate includes a \$160,000 budget line item for Design, Permitting, and Bidding.

Gray & Osborne’s contract to get thru Design, Permitting and Bidding is as follows:

<i>Original Agreement</i>	
Phase 1 – Project Management, Pre-Design Topographic Surveying, Geotechnical, and and Conditional Use Permitting	\$ 44,734
<i>Amendment #1</i>	
Phase 2 – Design, Bidding, & Permitting	\$ 96,890
<hr/>	
<b>Total Price (time and materials not to exceed)</b>	<b>\$ 141,624</b>

The proposed amendment is within original loan estimate budget.

**RECOMMENDED BOARD ACTION**

See proposed motion.

**PROPOSED MOTION**

Authorize the General Manager to execute agreement Amendment #1 with G&O for Phase 2 Scope of Work as presented for time and materials not to exceed \$96,890.



## **EXHIBIT "A"**

### **SCOPE OF WORK**

#### **LAKE WHATCOM WATER AND SEWER DISTRICT DIVISION 22 RESERVOIR DESIGN (PHASE 2)**

##### **PROJECT UNDERSTANDING**

Lake Whatcom Water and Sewer District (District) desires to contract Gray & Osborne, Inc. (G&O) to provide professional engineering services for design and permitting of the Division 22 Reservoir. This Phase 2 scope of work is a supplement to the scope of work included in the original Agreement dated March 6, 2014.

##### **ASSUMPTIONS**

This Scope of Work does not include any costs for cultural assessment or any work pertaining to historical and cultural artifacts. Any archaeological or cultural assessment work will be completed under a separate contract scope of work.

This Scope of Work assumes that retaining the existing vegetation will be sufficient to meet Whatcom County requirements and that significant additional landscaping will not be required.

This Scope of Work assumes that the building permit for the reservoir will be obtained by the Construction Contractor and that Gray & Osborne will prepare the applications for permits for clearing and grading, foundation, site water and stormwater improvements.

This Scope of Work assumes that no further geotechnical analysis will be required.

This Scope of Work assumes that the overflows for both reservoirs at the site will be routed to a new air gap structure and to the sewer line on Kinglet Court or other alternatives listed in the final Predesign Report.

Permit fees are not included and are the responsibility of the District.

##### **SCOPE OF WORK**

###### **Task 1 – Project Management, Oversight, and Quality Assurance/Quality Control**

**Objective:** To provide overall project management, oversight, and quality control of the project work by a Principal-In-Charge and senior staff members.

- A. Provide overall project management and oversight as follows:
  - 1. Ensure sufficient staff resources to dedicate to the project.

2. Manage project budget and schedule.
  3. Maintain records and files in accordance with DWSRF Handbook, Section 3.4.
  4. Prepare and provide monthly progress reports and invoices with sufficient detail acceptable to process the District's A19 Reimbursement Vouchers in accordance with the DWSRF Handbook, Section 3.6.
- B. Oversee quality assurance/quality control (QA/QC) meetings during the course of the project. The meetings will include senior staff not necessarily associated with the project, select design team members, and District staff (as required and/or desired). Meetings will take place at the following design completion levels:
1. Draft Design (60 percent design effort)
  2. Final Design (90 percent design effort)
- C. Ensure incorporation of all relevant comments and suggestions into the construction documents resulting from QA/QC reviews.

## **Task 2 – Design Documents**

**Objective:** To produce design documents suitable for permitting and public bidding by the District.

**A. Reservoir Design**

This element of the project includes the structural foundation and anchorage design, design of reservoir features, electrical and SCADA design. The design will adhere to the standards established by AWWA D100 for steel reservoirs and IBC 2012.

**B. Site Civil Design**

The site civil design element of the project includes the site grading plans and profile including walls, utility plans including water, sewer, and storm improvements, and site restoration plans.

**C. Electrical Design**

The electrical design for the project includes the power, instrumentation, and signal conduits for SCADA monitoring devices, Programmable Logic

Controller (PLC) control panel, lighting, and security devices. Control panel functionality and design will be included as part of the telemetry system design element.

D. Telemetry Design

The telemetry design for the project will use the District's standard telemetry panel. Gray & Osborne will work with the District's integrator to ensure the proper components are specified and meet the District's standards for telemetry.

E. Specifications

Gray & Osborne will be responsible for preparation of the contract documents, including the technical specifications for the project. We will use the CSI specification format (Divisions 1 through 16) for the project. The District will provide their standard front end documents including Advertisement, Instructions to Bidders, General Conditions, Bond forms, and Bid forms.

F. Cost Estimates

Gray & Osborne will provide detailed cost estimates at the 60 and 90 percent submittals as well as a final construction cost estimate prior to bid. Prior to beginning design, Gray & Osborne, Inc. will submit a revised life cycle cost memorandum using current market prices.

**Products:** Draft 60 percent, 90 percent, and final (100 percent) Plans, Specifications, and Estimates submittals.

**Task 3 – Permitting Assistance**

**Objective:** To assist the District with obtaining the permits necessary for construction of the project.

- A. Prepare responses to Whatcom County comments on the Conditional Use Permit application.
- B. Apply for building permit for the reservoir foundation and site improvements.
- C. Prepare a Stormwater Design Report and Stormwater Pollution Prevention Plan in coordination with Whatcom County Standards.

#### **Task 4 – Bid and Award Services**

**Objective:** To assist the District in the advertisement and award phases of the project.

- A. Answer bid inquiries.
- B. Prepare and issue contract addenda, if necessary.
- C. Review of bids, references, and bidder responsibility criteria.
- D. Make a recommendation for awarding the construction contract.

**EXHIBIT "B"**

**ENGINEERING SERVICES  
SCOPE AND ESTIMATED COST**

*Lake Whatcom Water and Sewer District Division 22 Reservoir Design*

Tasks	Principal Hours	Project Manager Hours	Eng. I and II Hours	Structural Eng. Hours	Electrical Eng. Hours	AutoCAD/ GIS Tech/ Eng. Intern Hours
<b>Task 1</b>						
Project Management	8	32				
QA/QC	8	8	8	8	8	
<b>Task 2</b>						
60 Percent Design Documents	2	36	108	32	72	148
90 Percent Design Documents	2	24	48	24	32	72
Final Design Documents	2	24	32	12	24	48
<b>Task 3</b>						
Permitting Assistance		20	36	16		4
<b>Task 4</b>						
Bid and Award Services		8	12	4	4	
Hour Estimate:	22	152	244	96	140	272
Fully Burdened Billing Rate Range:*	\$112 to \$188	\$112 to \$188	\$75 to \$104	\$98 to \$128	\$102 to \$138	\$45 to \$90
Estimated Fully Burdened Billing Rate:*	\$150	\$140	\$100	\$100	\$110	\$80
Fully Burdened Labor Cost:	\$3,300	\$21,280	\$24,400	\$9,600	\$15,400	\$21,760

Total Fully Burdened Labor Cost: \$ 95,740

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ Current IRS Rate) \$ 1,000

Printing \$ 150

**TOTAL ESTIMATED COST: \$ 96,890**

\* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.



LAKE WHATCOM WATER AND SEWER DISTRICT  
AGENDA BILL

DATE SUBMITTED:	September 21, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	September 30, 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

September 30, 2015

## Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
  - **Policy Group Meeting:** The next meeting is set for **October 5, 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 next meeting with the Mayor and County Executive has not been set at this time.
- **Next Regular Board Meeting:** The next regular meeting will be held on **Wednesday, October 14, 2015** at 6:30 p.m.
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, October 15, 2015 at 8:00 a.m.** in the Board Room. Commissioner Millar is scheduled to attend this meeting. Scheduling is rotated by alphabetical order each month.
- **Employee Safety Committee Meeting:** The next meeting is set for **October 15, 2015 at 9:00 a.m.** in the Small Conference Room.
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The next Section III meeting will be held on **Tuesday, October 13, 2015** at 6:15 p.m. 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 **October 21, 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.
- **Ratepayer Letter Concerning Water Usage:** The attached letter is from Michael Morrow regarding water usage and part year residents. Mr. Morrow talked with me over the phone regarding his concerns on September 8. I asked him to put his thoughts into a letter and promised him that I would share it with the Board. I also invited him to the Board meeting, though I am not sure he will attend.

Michael Morrow  
72 Marigold Dr  
Bellingham, WA. 98229  
September 8, 2015

Lake Whatcom Water and Sewer District  
1220 Lakeway Drive  
Bellingham, Wa. 98229

Dear Board Members,

I am writing this letter as a result of a conversation I had today with your General Manager, Patrick Sorensen. The purpose of my visit was to discuss possible options for property owners in the Water District 10 area who are absent from their property for extended time periods of time, often during the winter months.

We live in Sudden Valley and are absent from our home up to 5 months a year from November to early May. As we come and go during that time, shutting off our water/sewer would not be an option.

Our average annual water usage falls well below the annual allowed usage but we are required to pay additional water usage fees for those periods we go over the basic allowed cubic footage. This does not seem fair or appropriate.

My request is that you consider annual averaging of water usage. This would benefit those property owners who annually use less than the base allowed cubic footage of water. Summarizing our last 12 months water usage, our total 'overage' cubic footage of water of the 600 cubic feet/billing period is 474 cubic feet of water for the year, while our 'under usage' is 1328 cubic feet of water for the year.

I'm not asking for a refund, but rather an ongoing averaging of water usage. For our purposes, this would equate to a fixed bi-monthly water/sewer charge, whether we were to go over a few cubic feet or be less than the basic usage amount. Should we ever exceed the 'under usage' amount, we would then be subject to the additional water charges.

Thank you for your considerations and I hope you will find an amicable solution to this problem.

Respectfully,



Michael Morrow