



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

September 9, 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.

City of Bellingham Council Member Michael Lilliquist

3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

4. CONSENT AGENDA

5. SPECIFIC ITEMS OF BUSINESS:

- A. Long Term Waterline Maintenance Issues
- B. Monthly Budget Analysis
- C. Summary of Existing District Projects
- D. Geneva A/C Mains Project – Change Order #5

6. OTHER BUSINESS

7. MANAGER'S REPORT

8. PUBLIC COMMENT OPPORTUNITY

9. Executive Session – Personnel Issue Per RCW 42.30.140(4) – 30 minutes

10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

| | | | |
|---|--|---|---|
| DATE SUBMITTED: | August 31, 2015 | | |
| TO BOARD OF COMMISSIONERS | | | |
| FROM: Patrick Sorensen | MANAGER APPROVAL <i>Patrick Sorensen</i> | | |
| MEETING AGENDA DATE: | September 9, 2015 | | |
| AGENDA ITEM NUMBER: | 5.A. | | |
| SUBJECT: | Long Term Waterline Maintenance Issues | | |
| 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 subject was placed on the agenda based upon our discussion at the August 26, 2015 meeting regarding recent waterline breaks. Staff will provide an oral report on causes and the condition of the existing system. We will also address any Board questions.

FISCAL IMPACT

Not applicable at this time.

RECOMMENDED BOARD ACTION

Not applicable at this time.

PROPOSED MOTION

No proposed motion.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

| | | | |
|--|--|---|---|
| DATE SUBMITTED: | August 31, 2015 | | |
| TO BOARD OF COMMISSIONERS | | | |
| FROM: Debi Hill | MANAGER APPROVAL <i>Paul J. Hill</i> | | |
| MEETING AGENDA DATE: | September 9, 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 8/31/2015 | | |
| | 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 | 8/31/2015 67% |
|----------------------|--|----------------|------------------|
| OPERATING FUND - 401 | | | |
| REVENUES | | | |
| 401-343-40-10 | Water Sales Metered (5% rate increase) * | 1,823,692 | 1,227,882 67% |
| 401-343-50-11 | Sewer Service Residential (5% rate increase) * | 3,618,687 | 2,447,154 68% |
| 401-343-50-19 | Sewer Service Other | 5,500 | 3,272 59% |
| 401-359-81-10 | Combined Fees | 40,000 | 17,529 44% |
| 401-359-90-00 | Late fees | 65,000 | 40,026 62% |
| 401-361-11-10 | Investment Interest | 2,000 | 428 21% |
| 401-369-10-00 | Sale of scrap metal and surplus | - | 1,720 |
| 401-379-10-20 | Permits Operation portion (5 new connection permits) | 10,000 | 24,473 245% |
| 401-395-20-00 | Insurance recovery | - | 7,418 |
| 401-395-40-00 | Sale of Capital Assets | - | - |
| 401-397-10-00-80 | Transfer in from ULID 18 Fund 480 | 73,000 | 68,850 94% |
| TOTAL REVENUES | | 5,637,879 | 3,838,752 68% |

| MONTHLY BUDGET ANALYSIS | | Description | Budget 2015 | YTD 8/31/2015 | |
|-----------------------------|---|--------------------|--------------------|------------------|--|
| OPERATING FUND - 401 | | | | 67% | |
| EXPENDITURES | | | | | |
| 401-53X-10-10 | Admin Payroll (2% cola plus step increases - 2015) | 580,500 | 367,925 | 63% | |
| 401-53X-10-20 | Admin Personnel Benefits (Medical, Retirement etc) | 220,000 | 133,862 | 61% | |
| 401-53X-10-31 | Gen Admin Supplies | 21,000 | 14,901 | 71% | |
| 401-53X-10-31-01 | Meetings/Team building | 1,600 | 1,164 | 78% | |
| 401-53X-10-40 | Bank Fees | 18,000 | 14,707 | 82% | |
| | Interlocal - Invasive Species 50,000 | | | | |
| | Interlocal - Lake Whatcom Tributary Monitoring 15,000 | | | | |
| 401-534-10-41-00 | Water Quality Assurance Programs (TOTAL) | 65,000 | 2,583 | 4% | |
| | 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 | 40,000 | | | |
| | 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) | 230,000 | 191,711 | 83% | |
| 401-53X-10-42 | Communication | 50,000 | 31,791 | 64% | |
| 401-53X-10-45 | Admin Lease | 2,000 | 898 | 45% | |
| 401-53X-10-46 | Property Insurance | 110,000 | - | 0% | |
| 401-53X-10-49 | Admin Misc. | 1,000 | 298 | 30% | |
| 401-53X-10-49-01 | Memberships/Dues | 15,000 | 9,388 | 63% | |
| 401-53X-10-49-02 | WA State Dept of Revenue Taxes (3% increase) | 180,000 | 118,288 | 66% | |
| 401-53X-40-43 | Training & Travel | 25,000 | 24,561 | 98% | |
| 401-53X-40-43-01 | Tuition reimbursement | 1,000 | - | 0% | |
| 401-53X-50-31 | Maintenance Supplies | 125,000 | 89,978 | 72% | |
| 401-53X-50-48 | Operations Repair/Maint | 85,000 | 34,393 | 53% | |
| 401-53X-50-49 | Insurance Claims | - | 6,633 | | |
| 401-534-60-47 | Operations Contracted | 10,000 | 4,031 | 40% | |
| 401-535-80-47 | Water City of Bellingham | 42,000 | 19,406 | 46% | |
| 401-53X-80-10 | Sewer City of Bellingham Treatment Fee | 800,000 | 334,226 | 56% | |
| 401-53X-80-20 | Operations Payroll | 870,750 | 613,674 | 70% | |
| 401-53X-80-32 | Operations Personnel Benefits | 330,000 | 223,405 | 68% | |
| 401-53X-80-35 | Operations Fuel | 38,000 | 17,990 | 50% | |
| 401-53X-80-35-01 | Safety Supplies | 12,000 | 9,258 | 77% | |
| 401-53X-80-47 | Safety Supplies Boots | 2,500 | 595 | 24% | |
| 401-53X-80-49 | General Utilities | 210,000 | 132,863 | 63% | |
| 401-591-35-77 | Laundry | 2,000 | 1,836 | 92% | |
| 401-592-35-83 | Sewer Post Point Principal | 70,000 | 69,580 | 99% | |
| | Sewer Post Point Interest | 145,000 | 124,080 | 86% | |
| | OPERATING EXPENDITURES | 3,825,250 | 2,593,983 | 68% | |
| TRANSFERS | | | | | |
| | Transfers Out to System Reinvestment Fund 420 | 815,000 | 347,500 | | |
| | Transfers Out to DWSRF Projects Fund 440 | | 16,641 | | |
| | Transfers Out to 2009 Bond Debt Service Fund 450 | 448,050 | 101,453 | | |
| | Transfers Out to Water Loan Debt Service Fund 470 | 63,700 | 117,185 | | |
| | TOTAL EXPENDITURES | 5,152,000 | 3,176,762 | | |
| OPERATING FUND | | | | | |
| | OPERATING REVENUES | 5,637,879 | 3,802,653 | | |
| | EXPENDITURES | (5,152,000) | (3,176,762) | | |
| | BEGINNING BALANCE | | 1,204,151 | | |
| | OPERATING RESERVE | | (800,000) | | |
| | CASH/INVESTMENTS BALANCE | | 1,030,042 | | |

| MONTHLY BUDGET ANALYSIS | | Budget | YTD |
|---------------------------------------|--|------------------|------------------|
| | Description | 2015 | 8/31/2015 |
| SYSTEM REINVESTMENT FUND - 420 | | | |
| 420-343-40-19 | DEA Permits | - | |
| 420-379-10-30 | Permits Capital Portion (5 new connection permits) | 40,000 | 28,682 |
| 420-379-10-40 | Latecomer Fees | - | |
| 420-397-10-00 | Transfers In from Operating Fund 401 | 815,000 | 347,500 |
| | Transfers In from Geneva Reserve Fund 410 | - | |
| | Transfers In from System Replacement Fund 415 | - | |
| | TOTAL REVENUES | 855,000 | 374,182 |
| 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 | | 64,800 |
| | C 14-03 2014 Water System Rehab | | 101,477 |
| | 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 SWWTP Spare Raw Pump VFD | 5,000 | 1,991 |
| | C 14-11 Shop Gravel/Asph Bins | 4,800 | 3,142 |
| | C 14-12 Admin Bldg Irrigation | 10,000 | - |
| | 2015 Capital Projects | 765,000 | |
| | C 14-05 Strawberry Point Pump Station Replacement | 620,000 | 88,823 |
| | C 15-01 Water Service Rebuilds | 10,000 | 6,109 |
| | C 15-02 SWWTP Chlorine Analyzer - Replace | 5,000 | |
| | C 15-03 SWWTP Clearwell Overflow Drain | 5,000 | |
| | C 15-04 Security - Intrusion Alarms at Reservoirs (Install pilot system at 1 site) | 5,000 | |
| | C 15-05 Reservoir Condition Assessment - Seismic, Structural Repairs, Coatings | 35,000 | |
| | C 15-06 CMOM - Sewer I&I | 85,000 | 27,459 |
| | TOTAL EXPENDITURES | 855,000 | 367,667 |
| SYSTEM REINVESTMENT FUND | REVENUES | 855,000 | 374,182 |
| | EXPENDITURES | (855,000) | (367,667) |
| | BEGINNING BALANCE | | 366 |
| | CASH/INVESTMENTS BALANCE | | 6,681 |

| MONTHLY BUDGET ANALYSIS | | Budget | YTD | |
|---|---|--------------|----------------|--|
| | Description | 2015 | 8/31/2015 | |
| SEWER/STORM WATER CONTINGENCY FUND - 425 | | | | |
| 425-381-11-00 | Investment Interest | 5,020 | 2,173 | |
| 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 | 91 | |
| 425-594-38-63 | Water/Sewer Systems | - | | |
| 425-594-38-64 | Machinery/Equipment | - | | |
| | TOTAL EXPENDITURES | 200 | 91 | |
| SEWER/STORM WATER CONTINGENCY FUND | | | | |
| | REVENUES | 5,020 | 2,173 | |
| | EXPENDITURES | (200) | (91) | |
| | BEGINNING BALANCE | | 922,695 | |
| | CASH/INVESTMENTS BALANCE | | 924,777 | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| MONTHLY BUDGET ANALYSIS | | Description | Budget | YTD |
|---|--------------------------------------|-------------|--------|-----------|
| | | | 2016 | 8/31/2015 |
| CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430 | | | | |
| 430-361-11-00 | Investment Interest | - | | |
| | TOTAL REVENUES | - | - | |
| 430-594-38-63 | Capital Outlay - Water/Sewer Systems | 62,683 | - | |
| | TOTAL EXPENDITURES | 62,683 | - | |
| CAPITAL BOND PROJECTS FUND | | REVENUES | - | - |
| | EXPENDITURES | (62,683) | - | |
| | BEGINNING BALANCE | | | 62,683 |
| | CASH/INVESTMENTS BALANCE | | | 62,683 |

| MONTHLY BUDGET ANALYSIS | | Budget | YTD |
|--|--|--------------------|--------------------|
| | Description | 2015 | 8/31/2015 |
| DWSRF PROJECTS FUND - 440 | | | |
| 440-333-66-46-40 | Division 22 Reservoir (Permits and Design) | 100,000 | 44,718 |
| 440-333-66-46-41 | Geneva AC Mains (Permits, Design and Construction) | 2,500,000 | 1,434,195 |
| 440-397-10-00-40 | Transfers In From Operating Fund | | 20,451 |
| | TOTAL REVENUES | 2,600,000 | 1,499,364 |
| 440-594-34-62 | Division 22 Reservoir (Permits and Design) | 100,000 | 7,255 |
| 440-594-34-63 | Geneva AC Mains (Permits, Design and Construction) | 2,500,000 | 1,450,061 |
| | TOTAL EXPENDITURES | 2,600,000 | 1,457,316 |
| DWSRF PROJECTS FUND | REVENUES | 2,600,000 | 1,499,364 |
| | EXPENDITURES | (2,600,000) | (1,457,316) |
| | BEGINNING BALANCE | - | (42,048) |
| | CASH/INVESTMENTS BALANCE | - | - |
| Expenditures offset by draws as projects progress. | | | |

| MONTHLY BUDGET ANALYSIS | | Budget | YTD |
|--|--|------------------|------------------|
| | Description | 2015 | 8/31/2015 |
| 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 |
| 450-591-35-72 | Redemption of Long Term Debt | 245,000 | |
| 450-582-35-83 | Bond Interest Payments | 202,750 | 101,375 |
| | TOTAL EXPENDITURES | 448,050 | 101,453 |
| 2009 BOND DEBT SERVICE FUND | | | |
| | REVENUES | 448,050 | 101,452 |
| | EXPENDITURES | (448,050) | (101,453) |
| | BEGINNING BALANCE | - | 1 |
| | CASH/INVESTMENTS BALANCE | - | - |

| MONTHLY BUDGET ANALYSIS | | Budget | YTD |
|--|------------------------------------|--------------|----------------|
| | Description | 2015 | 8/31/2015 |
| 2009 BOND RESERVE FUND (RESTRICTED) - 460 | | | |
| 460-361-11-00 | Investment Interest | 2,860 | 5,720 |
| | Transfers In From ULID 18 Fund 480 | | |
| | TOTAL REVENUES | 2,860 | 5,720 |
| 460-535-10-89 | Debt Service Charges | 200 | 104 |
| | TOTAL EXPENDITURES | 200 | 104 |
| 2009 BOND RESERVE FUND (RESTRICTED) | REVENUES | 2,860 | 5,720 |
| | EXPENDITURES | (200) | (104) |
| | BEGINNING BALANCE | | 503,812 |
| | CASH/INVESTMENTS BALANCE | | 509,428 |

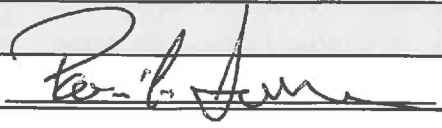
| MONTHLY BUDGET ANALYSIS | | Budget | YTD |
|--|---------------------------------------|-----------------|------------------|
| | Description | 2015 | 8/31/2015 |
| WATER LOANS DEBT SERVICE FUND - 470 | | | |
| 470-361-11-10 | Investment Interest | | |
| 470-397-10-00 | Transfers In from Operating Fund 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 | | | |
|----------------------------------|---|-----------------|------------------|
| | Description | Budget 2015 | YTD 8/31/2015 |
| ULID 18 FUND - 480 | | | |
| 480-361-11-00 | Investment Interest | - | |
| 480-361-40-00 | ULID 18 Interest/Penalties | 23,000 | 21,223 |
| 480-368-10-00 | Current ULID 18 Principal Payments | 50,000 | 43,051 |
| 480-378-10-30 | Latecomers Fee | - | 5,446 |
| 480-397-10-00 | Transfers In from Operating Fund 401 (re-payment) | - | |
| | TOTAL REVENUES | 73,000 | 69,720 |
| 480-597-10-00 | Transfers Out to Operating Fund 401 | 73,000 | 68,850 |
| | TOTAL EXPENDITURES | 73,000 | 68,850 |
| ULID 18 LOAN DEBT SERVICE | REVENUES | 73,000 | 69,720 |
| | EXPENDITURES | (73,000) | (68,850) |
| | BEGINNING BALANCE | | - |
| | CASH/INVESTMENTS BALANCE | | 870 |



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

| | | | |
|---|---|---|---|
| DATE SUBMITTED: | August 31, 2015 | | |
| TO BOARD OF COMMISSIONERS | | | |
| FROM: Bill Hunter and Staff | MANAGER APPROVAL  | | |
| MEETING AGENDA DATE: | September 9, 2015 | | |
| AGENDA ITEM NUMBER: | 5.C. | | |
| SUBJECT: | Summary of Existing District Projects | | |
| LIST DOCUMENTS PROVIDED ⇒ | 1. September 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 |
|--|--|---------------------|
| September 9, 2015 | September 3, 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 | 8 |
| | No of permits projected 2015 | 6 |
| | | 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 |
| C1501 | Water Service Rebuilds - Brass |

| **State Required Report Status** | | | | | | | | | |
|----------------------------------|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|--|
| Reporting | Name of Report & Preparer | Completed | | | | | | When Due | |
| MONTHLY | Chlorination Report Agate Heights (Kevin) | Jan | Feb | Mar | Apr | May | June | Postmarked by 10 th of month | |
| | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| | Surface Water Treatment Rule Report (SVWTP) (Kevin) | July | Aug | Sept | Oct | Nov | Dec | Postmarked by 10 th of month | |
| | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | Department of Revenue (Debi) | Jan | Feb | Mar | Apr | May | June | Due end of following month | |
| | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| | | July | Aug | Sept | Oct | Nov | Dec | | |
| | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| ANNUALLY | Community Right to Know (Hazardous Materials) (Rich) | Completed February 24, 2015 | | | | | | Due by March 31st | |
| | WA State Cross Connection Report (Rich) | Completed April 20, 2015 | | | | | | Due Annually May | |
| | Consumer Confidence Reports (Kevin) | Completed April, 2015 | | | | | | <ul style="list-style-type: none">• Geneva- 4/15• Sudden Valley 4/15• Eagleridge – 4/15• Agate Hghts – 4/15 | |
| | Hazardous Waste Activity Report (Rich) | Completed February 24, 2015 | | | | | | Due by March 31st | |
| | OSHA 300 Log (Rich) | Completed January 30, 2015 | | | | | | Due by Feb 1st | |
| | Water Use Efficiency Performance Report (Kevin) | Completed April 2015 | | | | | | Due by July 1st | |
| | Washington State Financial Report (Debi) | Completed May 2015 | | | | | | 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 6/10/2015 | Due Biennially Next Due 2017 |
| | Flagging Card Training (Rich) | Completed 7/22/2013 | Due Triennially Next Due 2016 |

SAFETY PROGRAM SUMMARY***
Completed by Rich Munson

| Summary of Annual Safety Training | | | | |
|---|--------------------|-------------|------------|------|
| | Enrollments | Completions | % Complete | |
| Engineering - Managers | 44 | 44 | 100% | |
| Engineering - Staff | 24 | 24 | 100% | |
| Field Crew | 245 | 245 | 100% | |
| Field Crew - Managers | 25 | 11 | 44% | |
| Office Managers | 40 | 40 | 100% | |
| Office - Staff | 56 | 56 | 100% | |
| | 434 | 415 | 96% | |
| 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 | August 13, 2015 | | | |
| February 24, 2015 | September 10, 2015 | | | |
| March 26, 2015 | | | | |
| April 14, 2015 | | | | |
| June 11, 2015 | | | | |
| July 9, 2015 | | | | |
| Summary Of Work-Related Injuries & Illnesses | | | | |
| Year | 2015 | 2014 | 2013 | 2012 |
| Total Number of Work Related Injuries | 0 | 1 | 11 | 8 |
| Defined as a work related injury or illness that results in: <ul style="list-style-type: none">• Death• Medical treatment beyond first aid• Loss of consciousness• Significant injury or illness diagnosed by a licensed health care professional• Days away from work (off work)• Restricted work or job transfer | | | | |
| Total Number of Days of Job Transfer or Restriction (Light duty or other medical restriction) | 0 | 0 | 5 | 24 |
| Total Number of Days Away From Work (At home, in hospital, not at work) | 0 | 0 | 13 | 9 |

Lake Whatcom Water & Sewer District

Capital Improvement Projects Staff Report

C1207 Reservoir Overflow Drains to Daylight

Route reservoir overflow drains to daylight.

C1207-ENG Project Administration and Engineering

4/2/2014 Staff working with G&O to look at overflow/drain line improvements for Division 22 as part of project C1401.

C1207-CON Construction Contract

C1214 Dead End Blow Offs

Install blow offs at water main dead ends.

C1214-ADM Project Administration

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

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).
- 7/1/2015 Received comments from DOH on project report. G&O and staff will respond to comments. G&O and staff are working on the conditional use permit application.
- 7/29/2015 Conditional Use Permit and Variance Permit applications submitted to Whatcom County.
- 8/4/2015 Staff working with G&O on scope of work for next project phase - detailed design, plans, specs, estimates, and bidding.
- 9/2/2015 G&O working to address DOH project report comments.
- 9/2/2015 Whatcom County is processing Condition Use and Variance Permit application.

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 Final Completion Date (includes Changer Order 4)
- 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.
- 7/1/2015 Tiger is about 50% done installing main lines. New service lines are about 33% installed. Several new mains have been pressure tested, disinfected, coliform tested are in service.
- 8/4/2015 Tiger is about 80% done installing main lines (main lines should be done mid-August). New service lines are about 50% installed. First batch of asphalt patching occurring week of 8/3/2015.
- 9/2/2015 Tiger is 100% done installing main lines. New services lines are about 70% installed. Paving and restoration still in progress.
- 9/23/2015 Substantial Completion Date (include Change Order 4)
- 10/26/2015 Final Completion Date (includes Changer Order 4)

C1405 Strawberry Pt. Sewer PS Improvements

Replace Strawberry Point Sewer Pump Station.

C1405-PH1 Predesign

- 2/4/2014 Staff and RH2 working on scope of work and fee estimate. Scope/fee will be on the 2/12/2014 Board meeting agenda.
- 2/12/2014 Board authorizes phase 1 - predesign work.
- 2/26/2014 Board authorizes a revision to phase 1 not-to-exceed amount.
- 3/6/2014 Signed AE agreements received from consultant. District attorney doing final review. Agreements will then be executed by Patrick.
- 3/6/2014 Staff collecting technical information for RH2 to begin preliminary design.
- 4/2/2014 RH2 reviewing pump station run time data for last couple years. Staff to provide detailed on/off data for selected key dates.
- 5/7/2014 Topographic survey is done. RH2 continuing predesign work.
- 8/5/2014 County pre-application submitted. Waiting to hear back from County on meeting date.
- 8/12/2014 RH2 to meet with District crew to go thru design criteria. Information will be documented in pre-design report which is in progress.
- 9/24/2014 RH2 presents predesign report to Board of Commissioners. Staff and RH2 will continue with project as described in predesign report.
- 10/15/2014 RH2 and District staff meet with County Public Works Roads and Stormwater department heads. Meeting was to coordinate county road/stormwater projects with District's pump station project.
- 10/29/2014 RH2 submits substantial shoreline development permit to county.
- 11/25/2014 As part of the shoreline permitting process, County sent notices out to properties within 1000 feet of project. Written comments are due December 26, 2014.

C1405-PH2 Design

- 12/10/2014 Board of Commissioners authorize GM to execute contract amendment with RH2 for design phase.

- 12/11/2014 Contract amendment executed with RH2 for design phase.
- 1/28/2015 RH2 working thru detailed design, plans and specs with District staff.
- 3/4/2015 Shorlines permit hearing. Hearing examiner will approved the permits. RH2 working on detailed design. 60-percent review plans will be ready 3-18-2015 for staff.
- 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.
- 7/1/2015 Staff reviewing RH2 draft agreement amendment for value engineering and rebid in 2016.
- 8/4/2015 Agreement amendment in process of being executed. Design revisions will begin soon.

C1405-PH3 Redesign and Rebid

- 8/11/2015 AE Amendment 2 executed.
- 9/2/2015 RH2 site design to eliminate need for temporary shoring.

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.

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.
- 8/25/2015 Staff obtained SVCA encroachment permit to perform installation. Crew will begin potholing to very elevations at critical pipe crossings. Installation will begin soon after.

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

- 8/4/2015 Staff developing Request for Proposals for qualified seismic structural condition assessment of steel reservoirs.
- 8/19/2015 Request for Proposal published in Bellingham Herald and Seattle Daily Journal of Commerce. Two engineering firms have toured the sites to date.
- 9/2/2015 Two engineering firms toured reservoirs to date. There are at least 5 interested firms.
- 9/16/2015 Proposals due at 4pm.

C1506 2015 Sewer System Rehab

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. C1506A = Smoke Testing, C1506B = Whatcom Falls Manhole.

C1506A Smoke Testing

- 6/11/2015 Bid advertisement sent to Bellingham Herald
- 6/17/2015 Pre-bid meeting
- 6/25/2015 Bid opening
- 7/29/2015 Board awards smoke testing contract. Staff executing contracts. Work will occur late summer and fall.
- 9/2/2015 Contracts are being routed between parties for execution.

C1506B LLRI Oufall at Whatcom Falls Park

- 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.
- 8/4/2015 Wilson finalizing plans, details, and notes for submittal to City of Bellingham for review and approval.
- 9/2/2015 Bellingham is requiring formal project submittal for review. Staff and Wilson are preparing application and documents for submittal to City. Project will not be ready for construction this year.

C1507 SVCA Louise Creek Water Main Relocation

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

C1507-ADM

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

C1508 Northshore Road Sewer Service Area

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

C1508-ADM

- 4/22/2015 District, Wilson, and Bob Carmichael met with County Planners Mark Personious, Gary Davis, and Matt Aamot to discuss CUP and LAMIRD options for extending sewer to properties on septic systems at end of Northshore Road.
- 4/27/2015 Wilson Task Order executed to research property data and past septic system failure rates, develop pre/post 1990 construction maps, meetings, etc.
- 7/1/2015 Wilson continues research on septic system data.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

| | | | |
|---------------------------|--|--|--|
| DATE SUBMITTED: | September 1, 2015 | | |
| TO BOARD OF COMMISSIONERS | | | |
| FROM: Patrick Sorensen | MANAGER APPROVAL <u>BH</u> | | |
| MEETING AGENDA DATE: | September 9, 2015 | | |
| AGENDA ITEM NUMBER: | 5.D. | | |
| SUBJECT: | Geneva A/C Mains Project – Change Order #5 | | |
| LIST DOCUMENTS PROVIDED ⇒ | 1. Map of Lakewood Lane | | |
| NUMBER OF PAGES | 2. | | |
| INCLUDING AGENDA BILL: | 3. | | |
| | | | |
| TYPE OF ACTION REQUESTED | RESOLUTION <input type="checkbox"/> | FORMAL ACTION/ MOTION <input checked="" type="checkbox"/> | INFORMATIONAL/ OTHER <input type="checkbox"/> |

BACKGROUND / EXPLANATION OF IMPACT

Proposed Change Order #5 for the Geneva A/C Mains Project is to add the replacement of the water main on Lakewood Lane. Staff is in the process of preparing cost estimates and details for presentation at the meeting.

FISCAL IMPACT

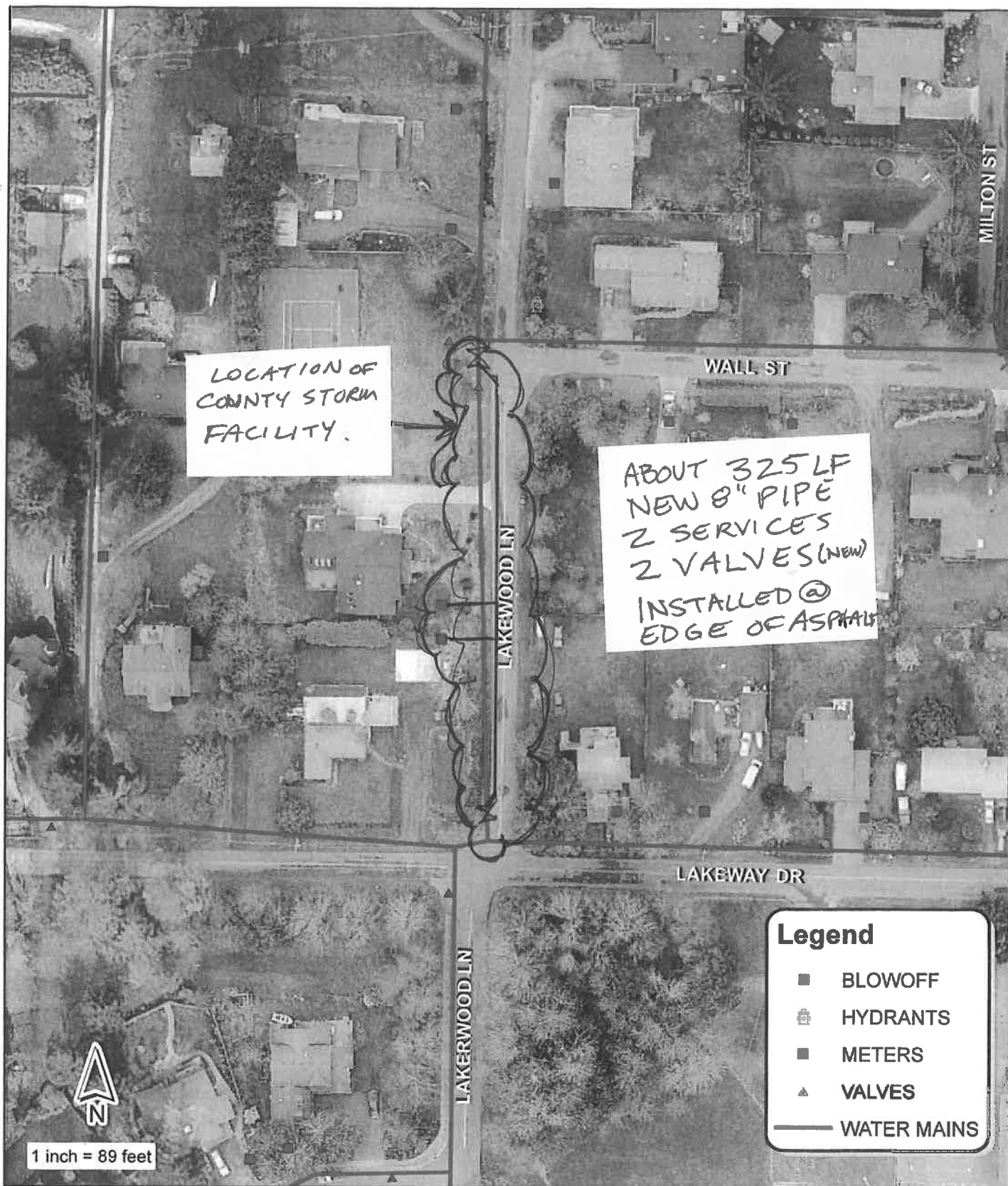
Unknown at this time.

RECOMMENDED BOARD ACTION

Consider approving Change Order #5

PROPOSED MOTION

To approve Change Order #5 for the Geneva A/C Mains Project in the amount of \$_____.



Wilson
SURVEY/ENGINEERING

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LWWSD

WHATCOM COUNTY

WASHINGTON

VICINITY MAP

DATE
2014

SCALE
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JOB NUMBER
2011-001

SHEET

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OF


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LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

| | | | |
|---|---|---|---|
| DATE SUBMITTED: | August 31, 2015 | | |
| TO BOARD OF COMMISSIONERS | | | |
| FROM: Patrick Sorensen | MANAGER APPROVAL  | | |
| MEETING AGENDA DATE: | September 9, 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 9, 2015

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** 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 will be held on **Wednesday, September 30, 2015 at 8:00 a.m.**
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, September 10, 2015 at 8:00 a.m.** in the Board Room. Commissioner Mc Roberts is scheduled to attend this meeting. Scheduling is rotated by alphabetical order each month.
- **Employee Safety Committee Meeting:** The next meeting is set for **September 10, 2015 at 9:00 a.m.** in the Small Conference Room.
- **Washington Association of Sewer & Water Districts Section III Meeting:** The upcoming Section III meeting will be held on **Thursday, September 24, 2015 at 7:00 a.m.** at the WASWD Fall Conference & Trade Show in the Wenatchee Convention Center. All WASWD Section III Meetings are publicly noticed by the District.
- **Whatcom Water District's Caucus Meeting:** The next Caucus meeting is set for **September 16, 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.

- **WASWD Fall Conference:** As a reminder the Fall Conference will be held at the Wenatchee Convention Center September 23 - 25. Commissioners Millar, Mc Roberts, Weide, and Ford are attending.

Because this represents a quorum the attendance will be listed, but it will reflect that this is not a formal Board meeting, and no action will be taken on District business. This is educational in nature.