



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

SPECIAL MEETING  
OF THE BOARD OF COMMISSIONERS

AGENDA

*November 9, 2015*

6:30 p.m. – Special 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. Master Fees and Charges Schedule Update - Resolution 820
  - B. Monthly Budget Analysis
  - C. Summary of Existing District Projects
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



## LAKE WHATCOM WATER AND SEWER DISTRICT

### AGENDA BILL

DATE SUBMITTED:	November 2, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	November 9, 2015		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Master Fees and Charges Schedule #23 Resolution 820		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Resolution #820		
	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**

The District's Master Fees and Charges Schedule needs to be updated as follows:

1. Resolution 819 Establishing a Policy for Segregation of Equivalent Residential Units was adopted by the Board at the October 14, 2015 meeting. The Resolution states that the item in the District's Master Fees and Charges Schedule labeled "Segregation of Assessment" should be changed to "Segregation of Assessment, Equivalent Residential Units and Water/Sewer Permits"
2. The District's new bank charges substantially less for Payment Return Items. The District's Payment Return Item fee is being decreased from \$40.00 to \$25.00 per item.
3. Under the Permitting Fees, the title of a column has been changed from "Permit Fee" to "Connection Fee" in order to clarify the purpose of that particular column of fees.

#### **FISCAL IMPACT**

None at this time

#### **RECOMMENDED BOARD ACTION**

Discuss and adopt Resolution 820.

#### **PROPOSED MOTION**

To adopt Resolution 820 updating the District's Master Fees and Charges List with Schedule #23 as presented.

**LAKE WHATCOM WATER AND SEWER DISTRICT**

**RESOLUTION No 820**

A Resolution of the Board of Commissioners  
Updating the Master Fees and Charges with Schedule #23  
Effective November 9, 2015

**WHEREAS**, Lake Whatcom Water and Sewer District ("District") needs to periodically update its Master Fees and Charges Schedule; and

**WHEREAS**, on October 14, 2015 the Board adopted Resolution 819 entitled "Establishing a Policy for Segregation of Equivalent Residential Units and Water/Sewer Permits"; and

**WHEREAS**, the District wishes to clarify the title of some of its Permitting Fees,

**WHEREAS**, the District's new banking institution charges substantially less for Payment Return Items;

The District desires to update the Master Fees and Charges Schedule as follows:

1. Change the title under Item 4 from "Segregation of Assessment" to "Segregation of Assessment, Equivalent Residential Units and Water/Sewer Permits".
2. Change the title under Items 37 and 40 from "Permit Fee" to "Connection Fee".
3. Decrease Payment Return Item from \$40.00 to \$25.00.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The District adopts the amendments as set forth in Schedule #23, attached hereto and incorporated herein by this reference as if fully set forth.
2. This schedule replaces schedule #22

**ADOPTED** by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on November 9, 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, District Legal Counsel

**MASTER FEES AND CHARGES**  
**SCHEDULE #23**  
*Effective date November 10, 2015 (Resolution 820)*

Item	Administrative Fees	Fee/Charge	Reference
1.	<b>Equipment Charge, Hourly</b>		
	Air Compressor–Ingersol/Rand 185 CFM Diesel	\$20.00	Resolution 798
	Backhoe – John Deere 580D	\$45.00	
	Boom Truck – 6,000 Pound	\$30.00	
	Combination Vacuum/Flush Truck	\$100.00	
	Sewer Camera Van	\$75.00	
	Dump Truck – 2-Yard	\$25.00	
	Dump Truck – 5-Yard	\$45.00	
	Equipment Trailer – 14,000 Pound	\$15.00	
	Flush Truck	\$65.00	
	Portable Engine Pump – 600 gpm @130-Feet	\$40.00	
	Portable Generator – 75 kw	\$45.00	
	Portable Generator – 250 kw	\$85.00	
	Tanker Truck – 3,000 Gallon	\$75.00	
	Tool Truck	\$20.00	
2.	<b>Information Reproduction</b>		
	Digital Recording - Board Meeting	\$35.00	Resolution 680
	Document – standard size – less than 10 pages	No charge	Resolution 680
	Document – standard size –more than 10 pages	.15 per page	Resolution 717
	Document – non-standard size – deposit	\$50.00	Resolution 680
	Document – non standard size – reproduction	Cost	Resolution 680
3.	<b>Labor, Hourly</b>		
	Accounting Clerk	\$34.00	Resolution 798 Direct Labor Costs
	Accounts Payable/Payroll	\$38.00	
	Accounts Receivable	\$38.00	
	Administrative Assistant	\$46.00	
	Construction Engineer	\$53.00	
	District Engineer	\$71.00	
	Engineering Technician	\$42.00	
	Finance Manager	\$62.00	
	General Manager	\$80.00	
	Maintenance Electrician	\$53.00	
	Maintenance Supervisor	\$57.00	
	Maintenance Worker	\$42.00	
	Utility Systems Support Specialist	\$42.00	
	Water Treatment Plant Operator	\$46.00	
	Wilson Engineering Consultation - Current hourly rate + 10%		Resolution 798
4.	<b>Document Recording Fees</b>		
	Document Recording	\$105.00	Resolution 753
	Lien Record/Release	\$150.00	Resolution 756
	Transfer, real estate closing	\$30.00	Resolution 806
	Segregation of assessment, equivalent residential units and water/sewer permits	\$100.00	Resolution 819
	Assessment transfer	\$250.00	Resolution 680
5.	<b>Payment return item</b>	\$25.00	Resolution 820

**MASTER FEES AND CHARGES**  
**SCHEDULE #23**  
*Effective date November 10, 2015 (Resolution 820)*

Item	Billing – SEWER SERVICE		Fee/Charge	Reference
	Regular Customer Charge Per Billing Cycle - Sewer			
6.	Effective January 1, 2015			
	Billing Cycle Charge		\$148.03	Resolution 806
	Account Charge	\$7.03		
	Volume Charge per dwelling unit	\$141.00		
	Low Income Senior/Disabled Rate 40% Discount	\$88.82		
7.	Effective January 1, 2016			
	Billing Cycle Charge		\$151.74	Resolution 806
	Account Charge	\$7.21		
	Volume Charge per dwelling unit	\$144.53		
	Low Income Senior/Disabled Rate 40% Discount	\$91.04		
8.	Effective January 1, 2017			
	Billing Cycle Charge		\$155.53	Resolution 806
	Account Charge	\$7.39		
	Volume Charge per dwelling unit	\$148.14		
	Low Income Senior/Disabled Rate 40% Discount	\$93.32		
9.	Effective January 1, 2018			
	Billing Cycle Charge		\$159.42	Resolution 806
	Account Charge	\$7.57		
	Volume Charge per dwelling unit	\$151.85		
	Low Income Senior/Disabled Rate 40% Discount	\$95.65		
10.	Effective January 1, 2019			
	Billing Cycle Charge		\$163.40	Resolution 806
	Account Charge	\$7.76		
	Volume Charge per dwelling unit	\$155.64		
	Low Income Senior/Disabled Rate 40% Discount	\$98.04		
11.	Late Fee – One late fee per account per year refundable with General Manager's approval.		10% of past due utility services balance	RCW 57.08.081(3)
12.	Bulk sewage disposal		\$100.00 + 0.0018/gallon	Latest actual bill from COB

**MASTER FEES AND CHARGES**  
**SCHEDULE #23**  
*Effective date November 10, 2015 (Resolution 820)*

Item	Billing – WATER SALES	Fee/Charge	Reference
	<i>Regular Customer Charge Per billing cycle – up to 600 cubic feet of water</i>		
13.	<b>5/8 x 3/4 Inch Meter</b>		
	Effective January 1, 2015	\$52.68	Resolution 806
	Low Income Senior/Disabled Rate	\$31.61	
	Effective January 1, 2016	\$57.29	
	Low Income Senior/Disabled Rate	\$34.37	
	Effective January 1, 2017	\$62.31	
	Low Income Senior/Disabled Rate	\$37.39	
	Effective January 1, 2018	\$67.60	
	Low Income Senior/Disabled Rate	\$40.56	
	Effective January 1, 2019	\$70.31	
	Low Income Senior/Disabled Rate	\$42.19	
14.	<b>1 Inch Meter</b>		
	Effective January 1, 2015	\$69.88	Resolution 806
	Effective January 1, 2016	\$75.99	
	Effective January 1, 2017	\$82.64	
	Effective January 1, 2018	\$89.67	
	Effective January 1, 2019	\$93.25	
15.	<b>1½ Inch Meter</b>		
	Effective January 1, 2015	\$96.40	Resolution 806
	Effective January 1, 2016	\$104.83	
	Effective January 1, 2017	\$114.00	
	Effective January 1, 2018	\$123.69	
	Effective January 1, 2019	\$128.64	
16.	<b>2 Inch Meter</b>		
	Effective January 1, 2015	\$133.19	Resolution 806
	Effective January 1, 2016	\$144.84	
	Effective January 1, 2017	\$157.52	
	Effective January 1, 2018	\$170.91	
	Effective January 1, 2019	\$177.74	
17.	<b>3 Inch Meter</b>		
	Effective January 1, 2015	\$263.40	Resolution 806
	Effective January 1, 2016	\$286.45	
	Effective January 1, 2017	\$311.51	
	Effective January 1, 2018	\$337.99	
	Effective January 1, 2019	\$351.51	
18.	<b>Usage Over 600 Cubic Feet</b>		
	Effective January 1, 2015	\$7.48	Resolution 806
	Effective January 1, 2016	\$8.13	
	Effective January 1, 2017	\$8.85	
	Effective January 1, 2018	\$9.60	
	Effective January 1, 2019	\$9.98	
	Low Income Senior/Disabled Rate	40% Discount	

**MASTER FEES AND CHARGES**  
**SCHEDULE #23**  
*Effective date November 10, 2015 (Resolution 820)*

19.	<b>Usage Over 2,500 Cubic Feet</b>		Resolution 806
	Effective January 1, 2015	\$9.35	
	Effective January 1, 2016	\$10.17	
	Effective January 1, 2017	\$11.06	
	Effective January 1, 2018	\$12.00	
	Effective January 1, 2019	\$12.48	
20.	<b>Late Fee</b> – One late fee per account per year refundable with General Manager's approval.	10% of past due utility services balance	Resolution 766 RCW 57.08.081(3)

Item	Miscellaneous Water Charges	Fee/Charge	Reference
21.	<b>Water Interruption - Voluntary</b>		
	<u>With</u> Billing Suspension		Resolution 661
	Lock curb stop valve		
	During normal business hours	\$150.00	
	Outside normal business hours	\$175.00	
	<u>With</u> billing suspension		Resolution 661
	Unlock curb stop valve		
	During normal business hours	No charge	
	Outside normal business hours	\$150.00	
22.	<u>Without</u> Billing Suspension		Resolution 661
	Lock curb stop valve	\$50.00	Resolution 661
	Unlock curb stop valve		
	During normal business hours	No charge	
	Outside normal business hours	\$150.00	
23.	<b>Water interruption - Involuntary</b>		
	Delinquent Account - Lock curb stop valve	\$50.00	Resolution 661
	Unlock curb stop valve		
	During normal business hours	No charge	
	Outside normal business hours	\$150.00	
24.	<b>Water interruption - Other</b>		Resolution 661
	Failure to comply with emergency order	Same as above	
	Failure to eliminate cross connection	Same as above	
	Failure to repair leak	Same as above	
	Request of agency/higher authority	No charge	
	Visible leak in vacant building or Disaster	No charge	
25.	<b>Unauthorized Lock Removal Fee</b> When customer cuts or removes lock from meter without District authorization.	\$150.00	Resolution 726
26.	<b>Damaged Meter</b> If meter damaged by the customer	Material & labor to repair meter + \$150.00	Resolution 726
27.	<b>Clear obstructed water meter</b> after request to customer to remove is refused	\$50.00	Board meeting 11/10/99
28.	<b>Hydrant meter, fire hose, fittings</b>		
	Equipment rental – single continuous use	\$35.00	Board meeting 11/10/99
	Bulk water purchase with hydrant meter	\$0.0357/cf	Resolution 696

**MASTER FEES AND CHARGES**  
**SCHEDULE #23**  
*Effective date November 10, 2015 (Resolution 820)*

Item	Developer Extension Agreements	Fee/Charge	Reference
29.	<b>Initial Fees</b>		
	Application – Good for 60 days	\$300.00	Resolution 680
	Conformance Deposit	\$1,000.00	Resolution 680
	General Administration	\$750.00	Resolution 680
30.	<b>Final Design Review</b>		
	District Engineer	Cost + 2%	Resolution 680
31.	<b>Design Review and Inspection*</b>		
	Initial Deposit	\$5,000.00	Resolution 680
	Supplemental Deposit	\$2,000.00	Resolution 680
32.	<b>Contract noncompliance</b>	Cost + 2%	Board Meeting 5/14/97
33.	<b>Latecomers Reimbursement Agreements, Reimbursement processing</b>	\$185.00 per connection	Board Meeting 6/10/09 + Resolution 753
34.	<b>Special Agreements</b>	Cost + 2%	Board Meeting 5/14/97
35.	<b>Third Party Claims</b>	Cost + 2%	
36.	<b>Time Extension</b>		
	Before expiration date	\$250.00	
	After expiration date	\$750.00	

\*The name of this fee was changed from Facilities Inspection to Design Review and Inspection deposit. Reference April 11, 2007 Minutes



**MASTER FEES AND CHARGES**  
**SCHEDULE #23**  
*Effective date November 10, 2015 (Resolution 820)*

Item	Permitting				Fee/Charge	Reference
37.	Water Permit					
Water General Facilities & Installation	Meter Size	Continuous Flow Rating (GPM)	Meter Capacity Ratio	Connection Fee	Installation	Resolution 747 Effective 1/1/2009
	5/8 x 3/4	15	1	\$4,110.00	\$700.00	
	1"	30	2	\$8,220.00		
	1.5"	75	5	\$20,550.00		
	2"	120	8	\$32,880.00	\$4,200.00	
	3" Compound	330	22	\$90,420.00		
	4" Compound	440	29.33	\$120,546.30		
38.	Permit administration and processing				\$40.00	Board Meeting 1/30/03
	Initial Water Inspection				\$25.00	Resolution 667
	Subsequent Water Inspection				\$75.00	Board Meeting 8/16/96
39.	Water Permit – Special Charges					
	Agate Heights Water Latecomer's Fee – Class A				\$9,860.38	Giesbrecht
	Agate Heights Water Latecomer's Fee – Class B				\$2,129.12	Evergreen View Vent
	Agate Heights Water Latecomer's Fee – 10" Well				\$227.12	NS Well Users Group
	Columbus Street Water Latecomer's Fee				\$528.50	Pennington
	North Shore and Eagleridge/COB Reimbursement				\$300.00	6/10/88 Agreement
40.	Sewer Permit					
Sewer General Facilities	Meter Size	Meter Capacity Ratio		Connection	Installation	Resolution 747 Effective 1/1/2009
	5/8 x 3/4	1		\$5,201.00	To be done by Owner's Bonded Side Sewer Contractor	
	1"	2		\$10,402.00		
	1.5"	5		\$26,005.00		
	2"	8		\$41,608.00		
	3" Compound	22		\$114,422.00		
	4" Compound	29.33		\$152,545.33		
41.	Service Installation – If District installed stub exists				\$755.00	
	Permit Processing				\$40.00	
	Initial Sewer Inspection				\$75.00	
	Subsequent Sewer Inspection				\$100.00	
42.	Sewer Permit – Special Charges					
	Agate Heights Sewer Latecomer's Fee				\$1,077.46	Sunny Cove Ct Sew Ext
	Sewer Collection Special Benefit Fee				\$6,000.00	Board Meeting 8/29/03
	ULID #18 Latecomers Fee – see table, next page				See table	Resolution 672
43.	Other Sewer Charges					
	Grinder Pump Installation – Customer own/maintain				\$150.00	Resolution 645
	Review waiver of claim agreements for customer owned side sewers with less than 2% slope				\$50.00	Resolution 645
	Unauthorized Connection to Sewer					
	Investigation, testing, inspection				\$500.00	Resolution 645
	Repair and correction				Cost + 2%	Resolution 645
	Disconnect monitoring/enforcement after 90 days				\$25.00/day	Board Meeting 8/29/03
	Voluntary sewer service interruption					
	Permit to install two-way clean out				Permit processing & inspection fee	
	Suspend billing – insert plug into side sewer				\$250.00	Resolution 709
	Resume billing/remove plug /business hours				No charge	
	Resume billing/remove plug/after business hrs				\$150.00	

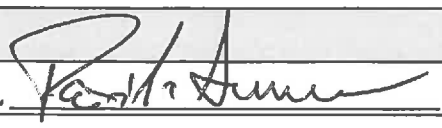
**MASTER FEES AND CHARGES**  
**SCHEDULE #23**  
*Effective date November 10, 2015 (Resolution 820)*

44. ULID #18 LATECOMER FEE				
Year	Equivalent to Assessment	Latecomer Penalty	Total	Reference
2003	\$2,792.78	\$265.31	\$3,058.09	Resolution 672
2004	\$2,792.78	\$530.63	\$3,323.41	
2005	\$2,792.78	\$795.94	\$3,588.72	
2006	\$2,792.78	\$1,061.26	\$3,854.04	
2007	\$2,792.78	\$1,326.57	\$4,119.35	
2008	\$2,792.78	\$1,591.88	\$4,384.66	
2009	\$2,792.78	\$1,857.20	\$4,649.98	
2010	\$2,792.78	\$2,122.51	\$4,915.29	
2011	\$2,792.78	\$2,387.83	\$5,180.61	
2012	\$2,792.78	\$2,653.14	\$5,445.92	
2013	\$2,792.78	\$2,918.46	\$5,711.24	
2014	\$2,792.78	\$3,183.77	\$5,976.55	
2015	\$2,792.78	\$3,449.08	\$6,241.86	
2016	\$2,792.78	\$3,714.40	\$6,507.18	
2017	\$2,792.78	\$3,979.71	\$6,772.49	
2018	\$2,792.78	\$4,245.03	\$7,037.81	
2019	\$2,792.78	\$4,510.34	\$7,303.12	
2020	\$2,792.78	\$4,775.65	\$7,568.43	
2021	\$2,792.78	\$5,040.97	\$7,833.75	
2022	\$2,792.78	\$5,306.28	\$8,099.06	
NOTE: As described in Resolution 672, ULID #18 Latecomer Charges were created to put parcels not assessed on the same footing as those that were assessed for the ULID. Assessed parcels could, and many did, prepay their assessments. To provide the same opportunity for non-assesed parcels, prepayment of ULID 18 Latecomer Charges will also be accepted. Therefore, paid in full ULID Latecomer Charges satisfy the ULID Latecomer Charges permanently.				
45. VIOLATIONS of Administrative Code				Resolution No. 798
Labor	Staff hourly rates – See page 2			
Equipment use	Hourly rate – See page 2			
Materials	Cost of materials used			
Attorney's Fees and Expenses	Reimburse District's Costs			
Administrative Fee	10% of total expenses			
Any person who violates any provision of the Administrative Code shall be liable to the District for any expense, loss, damage, cost of inspection or cost of correction incurred by the District by reason of such violation, including any expenses and attorney fees incurred by the District in collecting from such person of such loss, damage, expense, cost of inspection or cost of correction, plus an administrative fee equal to 10% of the total expenses. (Administrative Code Section 3.3.1 Liability to District)				



## LAKE WHATCOM WATER AND SEWER DISTRICT

### AGENDA BILL

DATE SUBMITTED:	November 2, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL 		
MEETING AGENDA DATE:	November 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 10/31/2015		
	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	10/31/2015 83%	
OPERATING FUND - 401				
REVENUES				
401-343-40-10	Water Sales Metered (5% rate increase) *	1,823,692	1,644,147	90%
401-343-50-11	Sewer Service Residential (5% rate increase) *	3,618,687	3,065,140	85%
401-343-50-19	Sewer Service Other	5,500	3,987	72%
401-359-81-10	Combined Fees	40,000	23,548	59%
401-359-90-00	Late fees	65,000	49,263	76%
401-361-11-10	Investment interest	2,000	567	28%
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	28,418	284%
401-395-20-00	Insurance recovery	-	7,419	
401-395-40-00	Sale of Capital Assets	-	-	
401-397-10-00-80	Transfer in from ULID 18 Fund 480	73,000	71,650	98%
TOTAL REVENUES		5,637,879	4,895,859	87%

MONTHLY BUDGET ANALYSIS		Description	Budget 2015	YTD 10/31/2015	
<b>OPERATING FUND - 401</b>				83%	
<b>EXPENDITURES</b>					
401-53X-10-10	Admin Payroll (2% cola plus step increases - 2015)	580,500	462,603	80%	
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	220,000	165,755	75%	
401-53X-10-31	Gen Admin Supplies	21,000	17,829	85%	
401-53X-10-31-01	Meetings/Team building	1,500	1,285	86%	
401-53X-10-40	Bank Fees	18,000	22,921	127%	
	Interlocal - Invasive Species 50,000				
	Interlocal - Lake Whatcom Tributary Monitoring 15,000				
401-534-10-41-00	Water Quality Assurance Programs (TOTAL)	65,000	34,516	53%	
	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	207,983	90%	
401-53X-10-42	Communication	50,000	38,575	77%	
401-53X-10-45	Admin Lease	2,000	1,348	67%	
401-53X-10-46	Property Insurance	110,000	121,322	110%	
401-53X-10-49	Admin Misc.	1,000	712	71%	
401-53X-10-49-01	Memberships/Dues	15,000	9,549	64%	
401-53X-10-49-02	WA State Dept of Revenue Taxes (3% increase)	180,000	151,938	84%	
401-53X-40-43	Training & Travel	25,000	25,994	104%	
401-53X-40-43-01	Tuition reimbursement	1,000	-	0%	
401-53X-50-31	Maintenance Supplies	125,000	125,205	100%	
401-53X-50-48	Operations Repair/Maint	65,000	55,353	85%	
401-53X-50-49	Insurance Claims	-	6,633		
401-53X-60-41	Operations Contracted	10,000	8,131	81%	
401-534-60-47	Water City of Bellingham	42,000	30,398	72%	
401-535-60-47	Sewer City of Bellingham Treatment Fee	800,000	446,952	74%	
401-53X-80-10	Operations Payroll	870,750	810,700	93%	
401-53X-80-20	Operations Personnel Benefits	330,000	292,870	89%	
401-53X-80-32	Operations Fuel	36,000	25,568	71%	
401-53X-80-35	Safety Supplies	12,000	9,258	77%	
401-53X-80-35-01	Safety Supplies Boots	2,500	746	30%	
401-53X-80-47	General Utilities	210,000	162,777	78%	
401-53X-90-49	Laundry	2,000	2,349	117%	
401-591-35-77	Sewer Post Point Principal	70,000	69,560	99%	
401-592-35-83	Sewer Post Point Interest	145,000	124,080	86%	
	<b>OPERATING EXPENDITURES</b>	<b>3,625,250</b>	<b>3,432,910</b>	<b>90%</b>	
<b>TRANSFERS</b>					
	Transfers Out to System Reinvestment Fund 420	815,000	356,000		
	Transfers Out to DWSRF Projects Fund 440		21,276		
	Transfers Out to 2009 Bond Debt Service Fund 450	448,050	447,827		
	Transfers Out to Water Loan Debt Service Fund 470	63,700	117,185		
	<b>TOTAL EXPENDITURES</b>	<b>5,152,000</b>	<b>4,375,198</b>		
<b>OPERATING FUND</b>					
	<b>OPERATING REVENUES</b>	<b>5,637,879</b>	<b>4,895,859</b>		
	<b>EXPENDITURES</b>	<b>(5,152,000)</b>	<b>(4,375,198)</b>		
	<b>BEGINNING BALANCE</b>		<b>1,845,470</b>		
	<b>OPERATING RESERVE</b>		<b>(800,000)</b>		
	<b>CASH/INVESTMENTS BALANCE</b>		<b>1,566,131</b>		

MONTHLY BUDGET ANALYSIS		Description	Budget 2015	YTD 10/31/2015
SYSTEM REINVESTMENT FUND - 420				
420-343-40-18		DEA Permits	-	
420-379-10-30		Permits Capital Portion (5 new connection permits)	40,000	40,851
420-379-10-40		Latecomer Fees	-	
420-397-10-00		Transfers In from Operating Fund 401	815,000	356,000
		Transfers In from Geneva Reserve Fund 410	-	
		Transfers In from System Replacement Fund 415	-	
		<b>TOTAL REVENUES</b>	<b>855,000</b>	<b>396,851</b>
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		84,800
	C 14-03	2014 Water System Rehab		101,477
	C 14-05	Strawberry Point Pump Station Pre-Design	5,400	43,952
	C 14-06	Sewer Push Camera	7,000	10,502
	C 14-07	Lowv Sewer Pump Station VFD	7,000	6,549
	C 14-08	SVWTP Spare Raw Pump VFD	5,000	1,991
	C 14-11	Shop Gravel/Asph Bins	4,600	3,142
	C 14-12	Admin Bldg Irrigation	10,000	-
		<b>2015 Capital Projects</b>	<b>765,000</b>	
	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	SVWTP Chlorine Analyzer - Replace	5,000	
	C 15-03	SVWTP Cleanwell Overflow Drain	5,000	
	C 15-04	Security - Intrusion Alarms at Reservoirs (Install pilot system at 1 site)	5,000	
	C 15-05	Reservoir Condition Assessment - Seismic, Structural Repairs, Coatings	35,000	
	C 15-06	A - Smoke Testing	85,000	27,984
		B - LLRI Outfall at Whatcom Falls Park		
	C 15-07	SVCA Louise Creek Water Main Relocation		
	C 15-08	Northshore Road Sewer Service Area		3,536
		<b>TOTAL EXPENDITURES</b>	<b>855,000</b>	<b>396,825</b>
SYSTEM REINVESTMENT FUND		<b>REVENUES</b>	<b>855,000</b>	<b>396,851</b>
		<b>EXPENDITURES</b>	<b>(855,000)</b>	<b>(396,825)</b>
		<b>BEGINNING BALANCE</b>		<b>366</b>
		<b>CASH/INVESTMENTS BALANCE</b>		<b>392</b>

MONTHLY BUDGET ANALYSIS		Budget	YTD	
	Description	2015	10/31/2015	
<b>SEWER/STORM WATER CONTINGENCY FUND - 425</b>				
425-361-11-00	Investment Interest	5,020	4,345	
425-397-10-00	Transfers In from ULID 18 Fund 480	-		
	Transfers In from Bond Reserve Fund 480	-		
	<b>TOTAL REVENUES</b>	<b>5,020</b>	<b>4,345</b>	
425-535-10-41	Stormwater Comp Plan	-		
425-535-10-42	Debt Service Charges	200	130	
425-594-38-63	Water/Sewer Systems	-		
425-594-38-64	Machinery/Equipment	-		
	<b>TOTAL EXPENDITURES</b>	<b>200</b>	<b>130</b>	
<b>SEWER/STORM WATER CONTINGENCY FUND</b>	<b>REVENUES</b>	<b>5,020</b>	<b>4,345</b>	
	<b>EXPENDITURES</b>	<b>(200)</b>	<b>(130)</b>	
	<b>BEGINNING BALANCE</b>		<b>922,695</b>	
	<b>CASH/INVESTMENTS BALANCE</b>		<b>926,910</b>	

MONTHLY BUDGET ANALYSIS		Budget	YTD	
	Description	2015	10/31/2015	
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	10/31/2015
<b>DWSRF PROJECTS FUND - 440</b>			
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	1,844,943
440-397-10-00-40	Transfers in From Operating Fund		21,276
	<b>TOTAL REVENUES</b>	<b>2,600,000</b>	<b>1,910,937</b>
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	2,127,648
	<b>TOTAL EXPENDITURES</b>	<b>2,600,000</b>	<b>2,134,903</b>
<b>DWSRF PROJECTS FUND</b>	<b>REVENUES</b>	<b>2,600,000</b>	<b>1,910,937</b>
	<b>EXPENDITURES</b>	<b>(2,600,000)</b>	<b>(2,134,903)</b>
	<b>BEGINNING BALANCE</b>	<b>-</b>	<b>(42,048)</b>
	<b>CASH/INVESTMENTS BALANCE</b>	<b>-</b>	<b>(266,014)</b>
Expenditures offset by draws as projects progress.			

MONTHLY BUDGET ANALYSIS		Budget	YTD	
	Description	2016	10/31/2015	
2009 BOND DEBT SERVICE FUND - 450				
450-361-11-00	Investment Interest			
450-387-10-00	Transfers In from Operating Fund 401	448,050	447,827	
	Transfers In from Bond Capital Projects Fund 430	-		
	TOTAL REVENUES	448,050	447,827	
450-535-10-41	Bond Admin Fee	300	78	
450-591-35-72	Redemption of Long Term Debt	245,000	245,000	
450-592-35-83	Bond Interest Payments	202,750	202,750	
	TOTAL EXPENDITURES	448,050	447,828	
2009 BOND DEBT SERVICE FUND	REVENUES	448,050	447,827	
	EXPENDITURES	(448,050)	(447,828)	
	BEGINNING BALANCE	-	1	
	CASH/INVESTMENTS BALANCE	-	-	

MONTHLY BUDGET ANALYSIS		Budget	YTD	
	Description	2015	10/31/2015	
2009 BOND RESERVE FUND (RESTRICTED) - 460				
460-361-11-00	Investment Interest	2,860	9,813	
	Transfers In From ULID 18 Fund 480			
	TOTAL REVENUES	2,860	9,813	
460-535-10-89	Debt Service Charges	200	130	
	TOTAL EXPENDITURES	200	130	
2009 BOND RESERVE FUND (RESTRICTED)	REVENUES	2,860	9,813	
	EXPENDITURES	(200)	(130)	
	BEGINNING BALANCE		503,812	
	CASH/INVESTMENTS BALANCE		513,495	

MONTHLY BUDGET ANALYSIS		Budget	YTD	
	Description	2015	10/31/2015	
WATER LOANS DEBT SERVICE FUND - 470				
470-361-11-10	Investment Interest			
470-367-10-00	Transfers In from Operating Fund 401	63,700	117,185	
	TOTAL REVENUES	63,700	117,185	
470-591-34-77-72	Redemption of Long Term Debt Loan 119	8,940	62,583	
470-591-34-77-73	Redemption of Long Term Debt Loan 064	47,252	47,252	
470-592-34-83-71	Debt Service Interest Loan 44	-		
470-592-34-83-72	Debt Service Interest Loan 119	574	417	
470-592-34-83-73	Debt Service Interest Loan 064	6,930	6,930	
	TOTAL EXPENDITURES	63,696	117,182	
WATER LOANS DEBT SERVICE FUND	REVENUES	63,700	117,185	
	EXPENDITURES	(63,696)	(117,182)	
	BEGINNING BALANCE		-	
	CASH/INVESTMENTS BALANCE		3	

MONTHLY BUDGET ANALYSIS		Budget	YTD
	Description	2015	10/31/2015
<b>ULID 18 FUND - 480</b>			
480-361-11-00	Investment Interest	-	
480-361-40-00	ULID 18 Interest/Penalties	23,000	21,730
480-368-10-00	Current ULID 18 Principal Payments	50,000	44,843
480-379-10-30	Latecomers Fee	-	5,448
480-397-10-00	Transfers in from Operating Fund 401 (re-payment)	-	
	<b>TOTAL REVENUES</b>	<b>73,000</b>	<b>72,019</b>
480-597-10-00	Transfers Out to Operating Fund 401	73,000	71,650
	<b>TOTAL EXPENDITURES</b>	<b>73,000</b>	<b>71,650</b>
<b>ULID 18 LOAN DEBT SERVICE</b>	<b>REVENUES</b>	<b>73,000</b>	<b>72,019</b>
	<b>EXPENDITURES</b>	<b>(73,000)</b>	<b>(71,650)</b>
	<b>BEGINNING BALANCE</b>		-
	<b>CASH/INVESTMENTS BALANCE</b>		<b>369</b>



## LAKE WHATCOM WATER AND SEWER DISTRICT

### AGENDA BILL

DATE SUBMITTED:	November s, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>Rishi June</i>		
MEETING AGENDA DATE:	November 9, 2015		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. November 2015 Summary of Existing District Projects		
NUMBER OF PAGES	2.		
INCLUDING AGENDA BILL:	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	
November 9, 2015		November 2, 2015		LE/BH	
	Status of Water and Sewer Permit Issuance				
SCOPE	Provide a monthly update on permit activity.				
STATUS		Permits Issued 2015		Permits Issued 2014	
	No of permits issued	9		15	
	No of permits projected 2015	6			

<b>**Completed Capital Projects in 2015**</b>	
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

<b>**State Required Report Status**</b>									
Reporting	Name of Report & Preparer		Completed						When Due
MONTHLY	Chlorination Report Agate Heights (Kevin)		Jan	Feb	Mar	Apr	May	June	Postmarked by 10 <sup>th</sup> 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 <sup>th</sup> of month
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>	
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"> <li>• Geneva- 4/15</li> <li>• Sudden Valley 4/15</li> <li>• Eagleridge – 4/15</li> <li>• Agate Hghts – 4/15</li> </ul>
	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		October 14, 2015			
April 14, 2015		November 5, 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"><li>• Death</li><li>• Medical treatment beyond first aid</li><li>• Loss of consciousness</li><li>• Significant injury or illness diagnosed by a licensed health care professional</li><li>• Days away from work (off work)</li><li>• Restricted work or job transfer</li></ul>					
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

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### **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 Whatcom County is processing Condition Use and Variance Permit application.
- 9/2/2015 G&O working to address DOH project report comments.
- 10/8/2015 County still processing CUP and Variance permits. G&O is working with State DOH to address minor comments on pre-design report.
- 12/9/2015 Hearing for CUP and Variance at 130pm in County Council Chambers.

#### **C1401-PH2 Design thru Bidding**

- 9/30/2015 Board authorizes Phase 2 scope of work for detailed design, plans, specs, and bidding. Staff is routing amendment for execution
- 11/3/2015 G&O working on updated construction cost estimates and steel vs concrete technical memorandum.

### **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**

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- 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.
- 10/8/2015 Staff reviewing proposed amendment for additional time needed for inspection services that were required during construction.

#### **C1402-CON Construction Contract - Tiger Construction Ltd.**

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- 4/10/2015 Substantial Completion Date (includes Change Order 8)
- 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.
- 10/8/2015 Main lines are done, service lines are done. Tiger is working on restoration and asphalt patching.
- 10/19/2015 Substantial Completion Date (include Change Order 8)
- 11/3/2015 Tiger has completed all punch list items except for asphalt patching corrections on Euclid and Lakeview.
- 11/18/2015 Final Completion Date (includes Changer Order 8)

### **C1405 Strawberry Pt. Sewer PS Improvements**

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*Replace Strawberry Point Sewer Pump Station.*

#### **C1405-PH1 Predesign**

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- 2/4/2014 Staff and RH2 working on scope of work and fee estimate. Scope/fee will be on the 2/12/2014 Board meeting agenda.
- 2/12/2014 Board authorizes phase 1 - predesign work.
- 2/26/2014 Board authorizes a revision to phase 1 not-to-exceed amount.
- 3/6/2014 Signed AE agreements received from consultant. District attorney doing final review. Agreements will then be executed by Patrick.
- 3/6/2014 Staff collecting technical information for RH2 to begin preliminary design.
- 4/2/2014 RH2 reviewing pump station run time data for last couple years. Staff to provide detailed on/off data for selected key dates.
- 5/7/2014 Topographic survey is done. RH2 continuing predesign work.

- 8/5/2014 County pre-application submitted. Waiting to hear back from County on meeting date.
- 8/12/2014 RH2 to meet with District crew to go thru design criteria. Information will be documented in pre-design report which is in progress.
- 9/24/2014 RH2 presents predesign report to Board of Commissioners. Staff and RH2 will continue with project as described in predesign report.
- 10/15/2014 RH2 and District staff meet with County Public Works Roads and Stormwater department heads. Meeting was to coordinate county road/stormwater projects with District's pump station project.
- 10/29/2014 RH2 submits substantial shoreline development permit to county.
- 11/25/2014 As part of the shoreline permitting process, County sent notices out to properties within 1000 feet of project. Written comments are due December 26, 2014.

#### **C1405-PH2 Design**

- 12/10/2014 Board of Commissioners authorize GM to execute contract amendment with RH2 for design phase.
- 12/11/2014 Contract amendment executed with RH2 for design phase.
- 1/28/2015 RH2 working thru detailed design, plans and specs with District staff.
- 3/4/2015 Shorelines permit hearing. Hearing examiner will approved the permits. RH2 working on detailed design. 60-percent review plans will be ready 3-18-2015 for staff.
- 3/26/2015 Staff met with RH2 to review 60% plans and specs. RH2 will make some minor revisions and submit preliminary plans to County engineering as part of the right-of-way encroachment permit application. RH2 is proceeding with detailed design with the target of advertising for bids mid-April.
- 4/27/2015 District staff reviewed 90% plans and specs.
- 5/1/2015 Advertisement for Bids published in Bellingham Herald and Seattle DJC.
- 5/13/2015 Non-Mandatory Pre-Bid Meeting at 2pm.
- 5/19/2015 Bid Opening - 1pm
- 5/27/2015 Bid prices came in too high. Board rejected all bids. Staff will make some value engineering revisions and rebid January 2016.
- 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.
- 11/3/2015 District is reviewing updated plans.

#### **C1405-PH3 Redesign and Rebid**

- 8/11/2015 AE Amendment 2 executed.
- 9/2/2015 RH2 site design to eliminate need for temporary shoring.
- 10/8/2015 RH2 submitted revised plans to District for review.

### **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**

- 11/3/2015 Treatment plant operator has been researching analyzers. The current may be adequate. Further research and testing is in progress.

### **C1503 SVWTP Clearwell Overflow**

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*Redirect clearwell emergency overflow piping from backwash tank to daylight.*

**C1503-ADM**

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- 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.
- 10/8/2015 Crew is verifying elevations. Materials are being ordered..

**C1504 Reservoir Site Security**

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

**C1504-ADM**

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- 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**

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*Reservoir condition and seismic assessment. Summarize state of District's reservoirs, evaluate seismic risks, and determine future capital improvements and priorities.*

**C1505-ADM**

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- 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.
- 10/8/2015 District received proposals from 5 firms. Staff selection committee will meet 1pm 10/15/2015 to discuss and score proposals.
- 10/28/2015 Board selects BHC Consultants LLC for the Reservoir Seismic Vulnerability Assessment.
- 11/3/2015 Staff working BHC to develop scope/fee

**C1506 2015 Sewer System Rehab**

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*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**

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- 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.
- 10/8/2015 Smoke testing is done. Contractor preparing summary reports for submittal to District.
- 11/3/2015 District received summary reports and reviewing information.

**C1506B LLRI Oufall at Whatcom Falls Park**

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- 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 manhole 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.
- 10/21/2015 Wilson is finalizing a technical memo summarizing information found. Memo will be tentatively be presentated at the 11/24/2015 board meeting.

#### **C1509 Water User Efficiency - Update Goals**

*Update District's water use efficiency goals for the next 5 years as required by state law.*

##### **C1509-ADM**

- 11/3/2015 Wilson is analyzing past performance data and working on updated goals.
- 11/9/2015 Water use efficiency goals public meeting will be held at the board meeting as an agenda item. Wilson will be making a presentation to the public and Board.



## LAKE WHATCOM WATER AND SEWER DISTRICT

### AGENDA BILL

DATE SUBMITTED:	November 2, 2015		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	November 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**

**November 9, 2015**

### **Important Upcoming Dates:**

- **Meetings Associated with the Lake Whatcom Management Program:**
  - **Policy Group Meeting:** The next meeting is set for **November 30, 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 **Tuesday, November 24, 2015 at 8:00 a.m.**
- **Employee Staff Meeting:** The next staff meeting is set for **Tuesday, November 10, 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 **December 10, 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, November 10, 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 **November 18, 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.