



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

January 13, 2016

6:30 p.m. – Regular Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Election of Officers for 2016 – Resolution 823
 - B. Regular Meeting Dates and Times for 2016 – Resolution 822
 - C. 2016 Representative to WCOG and Lake Whatcom Policy Group
 - D. Procedures for Selection of Candidate - Commissioner Position #4
 - E. Summary of Existing District Projects
 - F. Water Leak Adjustment Policy – Resolution 821
 - G. First Addendum to Sewer Services Agreement with the City of Bellingham
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. Executive Session – 60 Minutes
 - Personnel Per RCW 42.30.140(4)
 - Review Commissioner Applicants Per RCW 42.30.110(1)(h)
 - Pending Litigation Per RCW 42.30.110 (1)(i) – Discussion with legal counsel
10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	January 13, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Lyn Edwards	MANAGER APPROVAL <i>Paul J. J...</i>		
MEETING AGENDA DATE:	January 13, 2016		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Election of Officers		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: 2	1. Resolution #823		
	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

Per RCW 57.12.010, the Board shall annually elect one of its members as president and another as secretary. See Resolution 823, attached.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

1. Elect a Commissioner to serve as Board President for 2016
2. Elect a Commissioner to serve as Board Secretary for 2016

PROPOSED MOTION

1. To elect _____ as Board President for 2016
2. To elect _____ as Board Secretary for 2016

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 823

**A Resolution of the Board of Commissioners
Designating the Elected Officers for Calendar Year 2016**

WHEREAS, in accordance with RCW 57.12.010 the "Board shall annually elect one of its members as president and another as secretary";

NOW, THEREFORE, BE IT RESOLVED and adopted by the Board of Commissioners on this 13th day of January, 2016 that Commissioner _____ shall serve as Board President, and that Commissioner _____ shall serve as Board Secretary through January 11, 2017

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 13th day of January, 2016.

Todd Citron, Commissioner

Laura Weide, Commissioner

John W. Millar, Commissioner

Bruce R. Ford, Commissioner

Leslie Mc Roberts, Commissioner

Approved as to form, District legal counsel



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	January 13, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Lyn Edwards	MANAGER APPROVAL <i>Pamela Ann</i>		
MEETING AGENDA DATE:	January 13, 2016		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Confirm Regular Meeting Dates and Times for 2016		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: 2	1. Resolution #822		
	2. Proposed Schedule of Regular Meetings for 2016		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

At the first meeting in January of each year, the Board establishes the regular meeting dates and times by Resolution. For 2015, the regular board meetings were held on the second Wednesday of each month at 6:30 p.m. with a second meeting on the last Wednesday of each month at 8:00 a.m. At this time the Board has the option of changing the regular meeting dates and times for the year if they wish to do so.

NOTE: The Spring WASWD Conference is scheduled for April 14th through the 16th. The first meeting in April would normally be held on April 13, 2016. The Board may want to change this meeting to allow for travel time to the conference. (Staff suggests rescheduling to Tuesday April 12th or Monday April 11th). There are no scheduling conflicts with the Fall WASWD Conference.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

To review and approve or amend the regular meeting schedule for 2016

PROPOSED MOTION

To adopt Resolution #822 Establishing the Regular Meeting Dates and Times for 2016 as the second Wednesday of each month at 6:30 p.m. and the last Wednesday of the month at 8:00 a.m. with the exception of the first meeting in April which will take place on Tuesday April 12th.

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 822

**A Resolution of the Board of Commissioners Establishing the
Regular Meeting Dates and Times for 2016**

(Rescinds Resolution #810)

WHEREAS, RCW 42.30.070 requires that the governing body of a public agency, including special purpose districts, shall provide the time for holding regular meetings by resolution;

NOW, THEREFORE, BE IT RESOLVED that a regular meeting will be held at 6:30 p.m. on the second Wednesday of each month and a second meeting will be held at 8:00 a.m. on the last Wednesday of the month.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 13th day of January, 2016.

Bruce R. Ford, Commissioner

Laura Weide, Commissioner

John W. Millar, Commissioner

Todd Citron, Commissioner

Leslie Mc Roberts, Commissioner

Approved as to form, District legal counsel

List of Proposed Regular Meeting Dates and Times for 2016

Second and Last Wednesday of Each Month

<u>JANUARY</u> January 13, 2016 @6:30 p.m. January 27, 2016 @8:00 a.m.	<u>JULY</u> July 13, 2016 @6:30 p.m. July 27, 2016 @8:00 a.m.
<u>FEBRUARY</u> February 10, 2016 @6:30 p.m. February 24, 2016 @8:00 a.m.	<u>AUGUST</u> August 10, 2016 @6:30 p.m. August 31, 2016 @8:00 a.m.
<u>MARCH</u> March 9, 2016 @6:30 p.m. March 30, 2016 @8:00 a.m.	<u>SEPTEMBER</u> September 14, 2016 @6:30 p.m. September 28, 2016 @8:00 a.m.
<u>APRIL</u> April 13, 2016 @6:30 p.m.*** April 27, 2016 @8:00 a.m.	<u>OCTOBER</u> October 12, 2016 @6:30 p.m. October 26, 2016 @8:00 a.m.
<u>MAY</u> May 11, 2016 @6:30 p.m. May 25, 2016 @8:00 a.m.	<u>NOVEMBER</u> November 9, 2016 @6:30 p.m. November 30, 2016 @8:00 a.m.
<u>JUNE</u> June 8, 2016 @6:30 p.m. June 29, 2016 @8:00 a.m.	<u>DECEMBER</u> December 14, 2016 @6:30 p.m. December 28, 2016 @8:00 a.m.

***The Spring WASWD Conference is April 14th through the 16th (could conflict with April 13, 2015 regular meeting)

The Fall WASWD Conference is September 21st through the 24th (no conflict with September Board meeting)



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	January 5, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	January 13, 2016		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	2016 Representative to WCOG and Lake Whatcom Policy Group		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. 2016 WCOG Board Meeting Schedule		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The District appoints a representative to serve on the Whatcom Council of Governments and a representative to the Lake Whatcom Policy Group.

FISCAL IMPACT

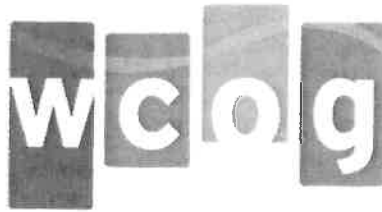
None

RECOMMENDED BOARD ACTION

Appoint a representative to the Whatcom Council of Governments and a representative to the Lake Whatcom Policy Group.

PROPOSED MOTION

No motion needed.



2016 BOARD MEETING SCHEDULE


	<u>EXECUTIVE COMMITTEE</u>	<u>COUNCIL</u>	<u>POLICY BOARD</u>
JANUARY	-----	20 3:30-5:00	20 3:00-3:30
FEBRUARY	-----	-----	-----
MARCH	9 3:00-3:30	-----	9 3:30-5:00
APRIL	-----	-----	-----
MAY	11 3:00-3:30	-----	11 3:30-5:00 UPWP Approval
JUNE	-----	-----	-----
JULY	13 3:00-3:30	-----	13 3:30-5:00
AUGUST	-----	-----	-----
SEPTEMBER	-----	14 3:30-5:00 Draft Budget	-----
OCTOBER	12 3:00-3:30	-----	12 3:30-5:00 TIP Approval
NOVEMBER	-----	-----	-----
DECEMBER	14 3:00-3:30 Budget Recommendation to Council	14 3:30-5:00 Budget Approval	-----

MEETINGS WILL BE HELD AT THE WCOG OFFICE, 314 E. CHAMPION STREET, BELLINGHAM.
MEETING DAYS ARE WEDNESDAYS.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	January 5, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	January 13, 2016		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Procedures for Selection of Candidate – Commissioner Position #4		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Memo from Zender Thurston Dated September 16, 2014		
	2. List of candidates		
	3. Resumes of the five candidates		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Leslie's resignation is effective January 27, 2016. In the attached memo, Bob Carmichael states that the Board has ninety days from the occurrence of the vacancy to appoint a qualified person to fill the vacancy. Attached is a list of the five applicants and their resumes; all of the applicants reside within the boundaries of Commissioner Position #4.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

Discuss/decide the preferred selection process.

PROPOSED MOTION

No motion needed.

MEMORANDUM

ROBERT A. CARMICHAEL, Attorney
bob@zenderthurston.com

TO: Patrick Sorensen, LWWS General Manager
FROM: Robert A. Carmichael
DATE: September 16, 2014
SUBJECT: Filling Board of Commissioner Vacancy

This is in response to your question on the process for filling a vacant position on the Board of Commissioners. I understand it is prompted by the resignation of Deborah Lambert and that her last board meeting will be September 24, 2014.

Where a position on the Board becomes vacant through resignation of one of its members, the remaining members of the Board "shall appoint a qualified person to fill the vacant position." RCW 42.12.070(1); *see also* RCW 57.12.020. The Board has ninety (90) days from the occurrence of the vacancy to appoint a qualified person to fill the vacancy.

Resignation effective 1/27/2016
The person appointed "shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected. The person elected shall take office immediately and serve the remainder of the unexpired term." RCW 42.12.070(6). Commissioner Lambert's term expires December 31, 2019. The next election at which a member of the Board normally would be elected, for which the filing period is not closed, will be the November 2015 general election. *See* RCW 29A.24.171. Whoever is appointed will serve until the November 2015 general election result, at which point the winner of the election will immediately take office to serve the remainder of Commissioner Lambert's unexpired term, which of course may be the same person who was appointed.

Before the Board appoints a new commissioner, I recommend contacting the County Auditor's Office. The County Auditor will supply the District with a certificate of appointment and oath of office form that must be signed and recorded with the County Auditor. You may contact Nancy Moore, Office Coordinator at the County Auditor's Office (676-6740) for more information.

Please let me know if you have further questions. Thank you.

¹ If the Board fails to timely appoint a qualified person, then the Whatcom County Council has one-hundred (180) days from the occurrence of the vacancy to appoint a qualified person to fill the vacancy. RCW 42.12.070(4). If the County Council fails to timely appoint a qualified person, then the remaining members of the Board or the County Council may petition the Governor to fill the vacancy with a qualified person. RCW 42.12.070(5).

Commissioner Position #4 Applicants/Candidates

As of January 4, 2016

Name	Address	Email	Phone
Suzanne Blangsted	34 North Point Drive	blangsted@comcast.net	(360)676-1113
Curtis J. Casey	3 Par Lane	Not given	(408)316-3025
Nick Flacco	1 Orchid Court	nwflacco@comcast.net	(360)752-0685
Robert W. George	22 Marigold Drive #25	b-george@comcast.net	(360)739-9075
Enoch J. Ledet	6 Morning Beach Drive	enoch.ledet@gmail.com	(360)738-0925



SUZANNE BLANGSTED, CTC
34 North Point Drive
Bellingham, WA 98229
United States
Phone: 1 360 676 1113
E-mail: blangsted@comcast.net

December 18, 2015

**Lake Whatcom Water & Sewer District
Bellingham, Washington**

TO: The Board of Commissioners.

RE: Application for Commissioner Position 4.

The history of Lake Whatcom Water & Sewer District (LWWS) is well-known to me as well as the history of Sudden Valley Community Association (SVCA) since its inception.

Sudden Valley has been my home since 1978. I have been a member/chairperson of many Sudden Valley committees as well as Board of Directors and was appointed Board President in 2001. I have attended several meetings with Whatcom County Council, City of Bellingham, and LWWS.

I am a member of Whatcom County CERT (emergency response), am a licensed ham radio operator (KG7SUZ), and also licensed as a pilot of single engine land and gliders.

I live in District 4 and am a registered voter.

Please contact me if further information is needed.

Respectfully submitted,

RECEIVED

DEC 18 2015

Suzanne Blangsted
Page 2 of 2

CURRICULUM VITAE

PROFESSIONAL EXPERIENCE:

1971 to 2012: Freelance translation/editing/writing/transcription, Danish ⇄ English, Specialty: Medical/Pharmaceutical. Among clients: The National Institutes of Health Library, Corporate Translations, Juriscribe, Proactive Translations, Language Works, Holland & Knight LLP, LanguageWire Denmark.

1979 to 2001: Largest Client: Madrona Medical Group, (Formerly Consultants in Medicine), Bellingham, Washington. Writing programs for continued medical education (CME) and performing medical transcription. CEO: Eric J. Laine, MD.

1971-1979: Largest Client: Glendale Adventist Medical Center/Loma Linda University Medical Center. Primary work was medical transcription. Co-authored manuals for Loma Linda Family Health Center and writing CME documents for GAMC/LLUMC.

EDUCATION:

1995-1999: Western Washington University: Technical Communications, Web Design/Development and Office Computer Integration.

1980-1990: Western Washington University: Non-credit language courses in German, French, Russian.

1959-1960: Copenhagen University Medical School: Finished 1 semester, then accepted a position with Sukkertoppen Hospital in Greenland.

1945-1959: Valdemarsskolen Ringsted/Ringsted Handelsskole and Rysensteen University in Denmark: Languages and Business.

Mailing address: Suzanne Blangsted, 34 North Point Drive, Bellingham, WA 98229, USA

E-mail addresses: blangsted@comcast.net.

CURTIS J. CASEY

**3 Par Lane
Bellingham, WA 98229**

15 December, 2015

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

To Whom It May Concern:

I wish to be considered a candidate for the position of Water Commissioner District #4 and understand and meet the requirements for this position. I further understand, if selected, I will serve until the election in the Fall of 2017.

Maintaining the natural beauty within the Lake Whatcom watershed while providing superior services to the District's customers is of significant importance if we are to preserve the unique resource we have at hand.

I have been active in the community for the past 9 years having served on various Sudden Valley Community Association committees:

- SVCA Board of Directors as president and vice-president
- Chair, Communications and Outreach; Architectural Control Committee
- Publisher, Sudden Valley Views
- Emergency Preparedness; Long Range Planning Committees

I would welcome the opportunity to serve the community in a broader role as a member of the water district, confident that I can contribute to the success in achieving the District's mission and goals.

Sincerely,

Curtis J. Casey

Attch: Resume'

CURTIS J. CASEY
3 PAR LANE
BELLINGHAM, WA 98229
408-316-3025

SUMMARY OF QUALIFICATIONS

Highly accomplished executive with documented success in identifying, creating and securing new business and products in key aerospace and defense markets for Fortune 500 companies.

Active in community as volunteer in Suddden Valley Community Association (SVCA) for past 9 years serving in a broad spectrum of roles.

PROFESSIONAL PROFILE

- U.S. Air Force/Army 1958-1979
 - Aviator, Instructor Pilot and Flight Examiner: Fixed and Rotary-wing
 - Company and battalion level logistician
 - Executive Officer
- Over 25 years highly successful business development, product development and operations experience in an aerospace and defense environment with both Fortune 500 companies and advanced technology start-ups.
- Experienced in managing domestic and international operations with increasing levels of responsibility including executive level and corporate officer postions.
- Credentialed College Instructor
 - Business
 - Management Science
 - Aviation Science.

Volunteer Experience

- SVCA Board of Directors; Member, Vice President, President 2007-2010
- Communications and Outreach: Publisher, SVCA Views 2007-2011
- Emergency Preparedness; Long Range Planning Committees 2007-2009
- Co-Chair Architectural Control Committee 2010-Present

Education

- Master's Degree Management – American Tech University
- Bachelor's Degree Business – American Tech University
- Executive Management Course – Harvard University, School of Business

December 25, 2015

General Manager
Lake Washington Water District
1220 Lakeway Drive
Bellingham, WA 98229

Subject: Board of Commissioners Vacancy Position #4, Sudden Valley

Gentlemen or Madam,

I am interested in being a candidate and I am applying to fill the position being vacated for Commissioner District #4.

One major reason that I am applying for this position is that as part of this local community, I want to contribute and help to evaluate and insure fairness and procedures to support customers and the water district interests and positions to better and maintain our community. My background, work experience and interest in this community, more than justify my qualifications to contribute to this important position.

I meet all of the stated qualifications with copies of proof attached:

- 1.0 Resident since 1998 within the boundaries of Commissioner District position #4
- 2.0 Citizen USA
- 3.0 Registered voter within Commissioner District #4

Sincerely,

Nick Flacco

1 Orchid Ct.
Bellingham, WA 98229

Phone: 360.752.0685
Email: nwflacco@comcast.net

Attachments:

Experience Education & Training
Personal Growth Assessment Recommendation
Proof of Minimum qualifications

Experience, Education and Training: Nick Flacco 12/25/2015

US Navy 2nd Class Petty Officer. "Received a meritorious award for exceptional duty at Guantanamo Bay Cuba. Vietnam era vet, (No duty in Vietnam only back-up support readiness) Maintenance Electrician, Electrical control Field Service Engineer. Service Manager, Regional Sales Manager, Director of Parts Marketing and sales, Director World Wide Services and parts support, Owner & CEO Seattle C&H, General Manager Cranes and service, Regional Sales Manager Northwest, South Eastern and Mid-West United States General Sales Manager OMI Systems.

Types of Products and Services included, training, sales, marketing and managing.

Mine and slope hoist elevators in coal mines, Overhead cranes in power plants, steel mills, nuke plants, petro chemical and paper mill, Off shore drilling platforms, Nickel mines, Tunnel Boring machines (Like Big Bertha Seattle), Raise boring drills, log handling portal cranes, Dock side container cranes, Saw mill log carriage drives, And all had their ups and downs!

The above included business decisions and P&L responsibilities including hiring and HR functions.

Education to supplement/compliment the above disciplines: Navy Training schools, American Management Schools, Trenton Junior College, Temple University, Milwaukee School of Engineering, ASEA control systems in Vasteras Sweden. Pneumatic instrumentation. Additional targeted training as required, Business Accounting systems.

Prior SVCA appointed Board member twice. Prior committee chairs, Golf Club Member, Former Golf Club Treasure.

Below is a recommendation and assessment from a former President of a major Fortune 500 Co.

Personal growth assessment from J. P. Shanahan.

Nick,

I have been concentrating on teaching/mentoring for the past 20 years, mainly my sons, but also other key managers. When I first started I discovered that unlike something technical like adjusting a brake where you have very specific steps, teaching management and people skills is taking something you did that was intuitive and then trying to define exactly what it was that you did. In having to do that, I have learned a lot myself. For example and back to the point, I used to intuitively select people who I thought were ready for some serious challenges and development, like you. I have now defined what I was looking for and found in you was four key things that you can't teach. Integrity, Honesty, Intelligence, and a Bias for Action (No Baloney). Intelligence is not what you learn at college. First of all it is genetic, learned from your parents and mentors before age 7 and then improved with street smarts and life experiences that you learn from. You had the four keys -- I only get credit for recognizing them in you.

Jim

Lyn Edwards

From: B. George <b-george@comcast.net>
Sent: Thursday, December 10, 2015 3:56 PM
To: General Inbox
Subject: Board of Commissioners position
Attachments: Bob-George.pdf

Dear Sir/Madam,

Attached is my resume for the open position of Board Commissioner.

I have rented in Sudden Valley since 1980 and owned three homes here since 1996. We have been in our present home since 2004.

I am a dual citizen of the US and Canada, being born in Queens, NY. I am also a registered voter in the Sudden Valley District.

If there is any further information you require, please contact me.

Yours truly,

Robert W. George
22 Marigold Dr # 25
Bellingham, WA 98229

Bob George

SCORE Volunteer - Retired

Bellingham, WA 98229

b-george@comcast.net - 360 739 9075

WORK EXPERIENCE

SCORE Volunteer

Retired - May 1998 to Present

Manage my own stock portfolio and options trading to supplement Social insurance from Canada and Social Security from the US.

SCORE Volunteer Mentoring start up and existing businesses.

Returned pub to owner after one year and retired

No Name Pub - Fort St. John, BC - May 1997 to April 1998

Fort St. John BC

Leased and operated 80 seat pub with an annual volume of \$200,000.

Returned pub to owner after one year and retired.

General Manager

Pioneer Inn now a Choice Hotel named Quality Inn Northern Grande - Fort St. John, BC - May 1986 to April 1997

Managed 125 room full service hotel and office building for absentee owner in Vancouver BC. Reduced employee turnover. Increased profits every year from \$625 M in 1988 to \$1.25 M in 1997.

Owner/Operator

Steak House, Smorgasbord, Robson Square Deli - Vancouver, BC - 1974 to 1986

BC area including a Steak House, Smorgasbord, Robson Square Deli, and a high end Steak and Hamburger operation in a Church building that I purchased.

Director of New Concepts, A&W Coffee Shops & Drive Ins

A & W Restaurants of Canada Ltd - Vancouver, WA - January 1969 to October 1973

Responsibilities

Opened 13 new coffee shops and coffee shop/drive in restaurants in 13 months from Montreal to Regina.

Assumed 12 other Arby style restaurants, including one in Minneapolis MN and A&W burger McDonald style operations for a total of 25 operations with the managers reporting to me and one regional supervisor.

Accomplishments

This division was profitable with in two years and met profit goals.

Skills Used

Required management of people, budgeting for all operations, development of operating systems, cash systems, point of sale systems, and policy and procedure manuals. for the different types of operations in this division.

New Concepts Operations Manager

Restaurants of Canada Ltd - Vancouver, BC - January 1969 to October 1973

Reporting to the President. Opened 13 new coffee shop/ drive in restaurants in 13 months from Montreal to Regina. Assumed 12 other Arby style restaurants and McDonald style A&W hamburger restaurants for a total of 25 operations that were a profitable division in the second year.

EDUCATION

BS Hotel & Restaurant Management in Hospitality

Cornell University Hotel and Restaurant School - Ithaca, NY
1955 to 1957

SKILLS

Operations Management, Inventory and Cost Management, (19 years)

Lyn Edwards

From: Enoch J Ledet <enoch.ledet@gmail.com>
Sent: Thursday, December 03, 2015 12:14 PM
To: General Inbox
Cc: Leslie McRoberts; Ian Millar; Bruce Ford; Todd Citron; Laura Weide
Subject: December 1, 2015 Announcement - Lake Whatcom Water Sewer District # 4
Commissioner Opening -Application Letter and Resume
Attachments: Application Letter to Lake Whatcom Sewer District.docx; EJL Resume 12 4 2015.docx;
Lake Whatcom Water District Announcement.pdf

Please accept attached Application Letter and Resume of E.J. Ledet for consideration of Water District #4 Commissioner Opening.

Should you have any questions or concerns regarding attached information please contact me.

Respectfully,

E.J. Ledet
360-738-0925
enoch.ledet@gmail.com

Attachments

Date: Dec 4, 2015

Application Letter for Commissioner on Lake Whatcom Water and Sewer District

To whom it may concern,

My name is Enoch J. (E.J.) Ledet and I am writing this letter in response to the December 1, 2015 Announcement to fill a position on the Lake Whatcom Water and Sewer District Board of Commissioners.

I have been a resident and registered voter in Sudden Valley since October 2003. I reside at 6 Morning Beach Drive (Division 37, Lot 9) Bellingham, WA 98229.

I have served on the Sudden Valley Lake Whatcom Science Committee since 2005, which reviewed all the literature/research data focused on improving the Water Quality of Lake Whatcom for the city of Bellingham and associated water districts. I have a Master Degree in Biochemistry and served as a Chemist, Research Manager, and Product Quality Assurance Manager for Shell Oil Company for 37+ years. I also have over 20 years experience in Causal Analysis Investigation and was lead investigator/facilitator/manager in numerous investigations that examined cause and effect relationships in an effort to develop the timely and cost effective solutions.

I have examined the causes of Dissolved Oxygen (D.O.) depletion in Lake Whatcom and believe that I can help other commissioners understand those causes and jointly develop cost effective solutions which will mitigate, change, minimize, and prevent low DO from recurring and improve Lake Whatcom Water Quality.

I am attaching my resume along with this letter for your consideration to fill this position.

If you need to reach me please phone or email me at:

Cell 360-738-0925

Email: enoch.ledet@gmail.com

Respectfully,
E.J. Ledet

Attachment



Enoch J. (E.J.) Ledet - Ensure Product Quality, LLC.

CAREER PROFILE:

Enoch J. (E.J.) Ledet specializes in Ensuring Product Quality in both laboratory and field operations management and in the design and use of laboratory quality assurance (QA) systems based on ISO Laboratory Guide 17025, including testing Statistical Quality/Process Control (SQC/SPC). E.J. draws on 37+ years of experience with Shell Oil, Motiva, Equilon, Equiva Enterprises, and Shell Development Companies. His Shell service included analytical support and management for oil refinery process chemistry, fuels and lubricants support, environmental /toxicology analytical support, detergent chemistry formulations, antifreeze research, enhanced oil recovery detergents discovery, managing refinery laboratory Quality Assurance in three Shell refineries, development and management of ISO-based refinery QA systems (Ensure Quality Product Standard Focal Point, Quality Systems Manual implementation and instruction for several Shell US Refineries). He was Research Manager in the Analytical Directorate at Westhollow Research Center in Houston and was responsible for Analytical Quality Assurance and Chromatographic Separations Departments. E.J. was a Senior Staff Product Quality Specialist for Shell Oil and Motiva Enterprises and supported Distribution Terminals (100 Equity and 300 Outside Supply), Shell Pipeline (West Coast, Midwest), and Retail (Shell and Texaco) Service Stations. He was responsible for gatekeeping Federal EPA Standards and preparing annual Reformulated Gasoline Specs for Refining, Distribution, Pipeline, and Retail Business Units. He worked with Shell Legal to resolve EPA NOVs in Shell Terminals and Retail/Wholesale Service Stations. E.J. was part of Equiva Enterprises' Business Integration Team which was responsible for investigating and resolving billing and invoice errors which occurred when Shell and Texaco implemented SAP. He was Root Cause Analysis Manager and was the lead investigator for helping to resolve many of Shell's billing errors and resolving a major fuel product quality issue on the MagTex pipeline.

After retiring from Shell in February, 2012, E.J. formed his own business, Ensure Product Quality, LLC . E.J. intends to utilize his ISO 17025 expertise to improve product quality in the petrochemical industry.

Enoch J. Ledet

Qualifications and Experience

2014- Present- Contract consultant for Stillwater Associates

2012- Contract Chemist Consultant to Saudi Aramco for RAS Tanura Clean Fuel & Aromatics Laboratory Assessment Study

2012- Present - Product Assurance, LLC - owner/Product Quality Specialist;

2003-2012 Shell Puget Sound Refinery 8+ years Quality

Measurements Manager – Product Quality Focal

Point for Refinery; Root Cause Analysis Leader/Investigator

of Refinery Product Quality Incidents – work with Fuels

Product Management, Supply, Pipeline, Distribution, and

Retail/Wholesale Customers to resolve product quality

incidents. Implemented Shell Ensure Quality Standard at Puget and

wrote Quality Systems Manual for Refinery. Exchange auditor for ISO17025

for Motiva and Shell US Refineries. Retired from Shell Oil in Feb, 2012.

1994-2003 Shell Oil Products/Motiva/Equilon/Equiva 9 years Product Assurance
Specialist/Manager/Auditor/Support to Distribution

(100 Equity and 300 OSPs Terminals), Pipelines,

Retail/Wholesale Service Stations (24,000) – responsible

for gas, diesel, jet product assurance; gatekeeper of Federal,

State, Municipal Regulations; Negotiator with Legal on EPA

Notices Of Violations; Root Cause Analysis Practitioner/Facilitator/Manager

For Business Integration Team (Supply, Refineries, Pipelines, (Gasoline, Diesel, Jet,

LPG, MFO, Terminals, and Retail/Wholesale Service Stations) – root cause team

leader/investigator for resolution of fuel product quality incidents (Exxon MagTex,

Shell PL, Exxon Beaumont, Port Arthur Motiva, Hearne, and College Station

Terminals.

1992-1994 Shell Anacortes Refinery -2 years as Lab Quality Assurance Manager responsible for Product Assurance/Compliance/Testing

1979-1992 Shell Development /Shell Global Solutions-Westhollow Technology Center-13 years Analytical/Process Chemistry R&D Support to Toxicology; Analytical Support to: (Chromatography, Product Quality Assurance (Gas, Diesel, Jet); Detergents; Antifreeze; Environmental (Air, Water, Haz Waste); Research Manager – Supporting Hydrocarbon Processes, Fuels and Lubricants, and Environmental Engineering Departments.

1974-1979 Shell Norco Refinery –5 years Chemist/Process Chemist Support to Distillation, Alkylating, Cat Cracking, Environmental

1966-1974 Education: BA/MS Degrees in Biochemistry
University of New Orleans/Tulane University
15 hrs towards PhD
2 years Graduate Assistant/Associate - Gulf Research Consortium

Societies: ASTM D-2 Subcommittee Participant
Gulf Coast Conference; Pittsburgh Conference
Paper Presenter

Publications: 6 External Papers; 150 Internal Papers/Reports

Awards: 7 Shell Special Recognition Rewards
Presidents Team Excellence Award

Patents: 5,031,698 – Enhanced Oil Recovery


Residence: 6 Morning Beach Drive
Bellingham, WA 98229
Division 37 Lot 9
Sudden Valley Resident since August 2003
SV Lake Whatcom Science Committee Member since 2005

Phone: Cell 360-738-0925
Email: enoch.ledet@gmail.com



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	January 5, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL 		
MEETING AGENDA DATE:	January 13, 2016		
AGENDA ITEM NUMBER:	5.E.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. January 2016 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	
January 13, 2016		January 7, 2016		LE/BH	
	Status of Water and Sewer Permit Issuance				
SCOPE	Provide a monthly update on permit activity.				
STATUS		Permits Issued 2016		Permits Issued 2015	
	No of permits issued	0		10	
	No of permits projected 2015	5			

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	SWWTP Spare Raw Water VFD
C1411	Shop Gravel/Asphalt Material Bins
C1501	Water Service Rebuilds – Brass
C1502	SWWTP Chlorine Analyzer
C1506A	Sewer System Rehab – Smoke Testing
C1508	North Shore Road Sewer Service Area
C1509	Water Use Efficiency – Update Goals

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Surface Water Treatment Rule Report (SWWTP) (Kevin)	July	Aug	Sept	Oct	Nov	Dec	Postmarked by 10 th of month
		<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ANNUALLY	Community Right to Know (Hazardous Materials) (Rich)	Jan	Feb	Mar	Apr	May	June	Due by March 31st
	WA State Cross Connection Report (Rich)	Jan	Feb	Mar	Apr	May	June	Due Annually May
	Consumer Confidence Reports (Kevin)	Jan	Feb	Mar	Apr	May	June	• Geneva- 4/15 • Sudden Valley 4/15 • Eagleridge – 4/15 • Agate Hghts – 4/15
	Hazardous Waste Activity Report (Rich)	Jan	Feb	Mar	Apr	May	June	Due by March 31st
	OSHA 300 Log (Rich)	Jan	Feb	Mar	Apr	May	June	Due by Feb 1st
	Water Use Efficiency Performance Report (Kevin)	Jan	Feb	Mar	Apr	May	June	Due by July 1st

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Washington State Financial Report (Debi)	July	Aug	Sept	Oct	Nov	Dec	Due by May 31st
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Report Number of Sewer ERUs to City of Bellingham							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	42			
Engineering - Staff	24			
Field Crew	279			
Field Crew - Managers	30			
Office Managers	38			
Office - Staff	52			
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 14, 2016				
Summary Of Work-Related Injuries & Illnesses				
Year	2016	2015	2014	2013
Total Number of Work Related Injuries Defined as a work related injury or illness that results in:	0	1	1	11
<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	0	5
Total Number of Days Away From Work (At home, in hospital, not at work)	0	0	0	13

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.
- 1/5/2016 Staff and field crew researched, compiled, and prioritized a list of approximately 32 sites that need modifications. The top 15 sites are scheduled and budgeted to be completed in 2016. Work will be performed by District crews.

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

- 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.
- 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.
- 12/30/2015 A Memorandum in Support of CUP and Variance Applications and a Declaration by G&O were submitted to the Whatcom County Hearing Examiner. The documents were prepared by Bob Carmichael with assistance from G&O and District staff.

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.
- 11/24/2015 Technical memo review at Board meeting. Verified steel reservoir as original decided in the pre-design report is still the preferred alternative.
- 12/2/2015 G&O working on detailed design and plans.
- 1/5/2016 G&O continues development of detailed plans and specs.

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.
- 10/8/2015 Staff reviewing proposed amendment for additional time needed for inspection services that were required during construction.
- 1/5/2016 Wilson is preparing record drawings.

C1402-CON Construction Contract - Tiger Construction Ltd.

- 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)
- 12/2/2015 All work has been completed except for asphalt patch correction on Euclid north of Lakeway. Patch quality was not accepted by County. Tiger will make pavement corrections spring 2016. Contract will be held open until this work is complete.
- 1/5/2016 Asphalt patch correction on Euclid will occur in April. Tiger, Whatcom Builders, and County are all in agreement with this schedule.

C1405 Strawberry Pt. Sewer PS Improvements

Replace Strawberry Point Sewer Pump Station.

C1405-PH1 Predesign

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

C1405-PH2 Design

- 12/10/2014 Board of Commissioners authorize GM to execute contract amendment with RH2 for design phase.
- 12/11/2014 Contract amendment executed with RH2 for design phase.
- 1/28/2015 RH2 working thru detailed design, plans and specs with District staff.
- 3/4/2015 Shorelines permit hearing. Hearing examiner will approved the permits. RH2 working on detailed design. 60-percent review plans will be ready 3-18-2015 for staff.
- 3/26/2015 Staff met with RH2 to review 60% plans and specs. RH2 will make some minor revisions and submit preliminary plans to County engineering as part of the right-of-way encroachment permit application. RH2 is proceeding with detailed design with the target of advertising for bids mid-April.
- 4/27/2015 District staff reviewed 90% plans and specs.
- 5/1/2015 Advertisement for Bids published in Bellingham Herald and Seattle DJC.
- 5/13/2015 Non-Mandatory Pre-Bid Meeting at 2pm.
- 5/19/2015 Bid Opening - 1pm
- 5/27/2015 Bid prices came in too high. Board rejected all bids. Staff will make some value engineering revisions and rebid January 2016.
- 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 Advertisement for Bids published in Bellingham Herald.
- 9/2/2015 RH2 site design to eliminate need for temporary shoring.
- 10/8/2015 RH2 submitted revised plans to District for review.
- 12/2/2015 District reviewed plans. RH2 finalizing plans and bid documents to be ready to advertise January 2016.
- 1/6/2016 Advertisement for Bids published in Bellingham Herald
- 2/3/2016 Non-mandatory pre-bid meeting at 2pm at District office.
- 2/10/2016 Bid opening at 105pm at District office

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.

C1412 Facility Improvements

Includes several small facility improvements at various sites. Work includes: Irrigation conduits and boxes at Admin building under asphalt parking and concrete walks, installation of VHF radio at SVWTP, installation of glass sliding door in shop lunch room, laser level, and industrial labeler for asset management and safety programs.

C1412-ADM

- 4/2/2014 Staff obtaining quotes from landscape companies for installation of irrigation system.
- 12/15/2015 Staff obtaining quote to install VHF radio at SVWTP.
- 1/4/2016 Ordered industrial labeler for asset management and safety programs.

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.
- 10/8/2015 Crew is verifying elevations. Materials are being ordered..
- 1/5/2016 Materials received. Work will begin mid to late spring during a dryer weather window. Installation will be performed by District crew.

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.
- 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
- 12/2/2015 Board authorized scope and fee at last board meeting. Staff is working to execute the AE agreement with BHC and begin work.
- 12/15/2015 BHC site visit for inspection and measurements of structural components of reservoirs.
- 1/7/2016 District staff and BHC could not determine thickness of concrete ring wall foundations at 3 reservoirs in SV by excavation. The District does not have as-built or shop drawings for those reservoirs. Seismic calculations are based on knowing or assuming foundation dimensions. Rather than assume dimensions, District staff has contracted with Geotest to measure foundation wall thicknesses using ground penetrating radar. District crews will provide excavation pits.

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.

C1506B LLRI Outfall 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 Falls 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.
- 1/5/2016 District staff working with City operations Department to review manhole rehabilitation plans and specs.

C1601 General Engineering Services

Advertise and select engineering firm for general engineering services for 5-year agreement.

C1601-ADM

C1602 Cartegraph Software Upgrade

Upgrade operations and maintenance system software. Upgrade existing Cartegraph system.

C1602-ADM

C1603 Marina-Tomb Stationary Generator

Install stationary emergency backup generator to serve both Marina and Tomb sewer pump stations.

C1603-ADM

C1604 LWBI Isolation Valve for Airport PS

Install isolation valve on Lake Whatcom Boulevard Interceptor to allow airport full use of force main.

C1604A-AD

M

C1604B-AD

M

C1605 Water System Plan Update

Update District's Water System Plan. Current edition expires 3-15-2017.

C1605-PH1



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	January 5, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	January 13, 2016		
AGENDA ITEM NUMBER:	5.F.		
SUBJECT:	Water Leak Adjustment Credit Policy		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Resolution 821 – Redlined Version		
	2. Resolution 821		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="" type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

At the December 9, 2015 meeting, the Board amended the Water Leak Adjustment Credit Policy to include that water leaks that are over 2,500 cubic feet will be calculated at the lower tier rate rather than the higher conservation rate. That change is incorporated into Resolution 821, Item 4. Staff would also like to amend Item 7 as shown in the attached redlined version of Resolution 821.

FISCAL IMPACT

Unknown at this time.

RECOMMENDED BOARD ACTION

Discuss/decide whether the two proposed amendments are acceptable.

PROPOSED MOTION

To adopt Resolution 821 as presented.

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 821

**A Resolution of the Board of Commissioners Updating the Districts
Water Leak Adjustment Credit Policy
(Rescinds Resolution 816)**

WHEREAS, the District desires to restate its current policy provisions concerning water leak adjustment credits and,

WHEREAS, the District has established a policy of assisting customers with large water bills resulting from underground water service line leaks,

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The District will adjust high customer water bills resulting from in-ground service line breaks between the water meter and the outer-most exterior walls of the structure.
2. The leak adjustment request must be made in writing by the property owner and include evidence that the leak is now repaired either by enclosing a paid invoice or a receipt for repair parts. If there are no invoices or receipts available, a written assertion that the leak is now repaired is acceptable.
3. Water consumption figures from the same billing period in the previous year are used to calculate the leak adjustment. If less than one year's usage history exists, the current base rate allowance will be used as a non-leak quantity basis.
4. The District's rate structure adopted on September 10, 2014 established a tiered rate structure for water. Water usage exceeding 2,500 cubic feet in a two month billing period is billed at a higher water conservation rate. For the purpose of calculating leak adjustment credits, water usage over 2,500 cubic feet will be billed at the lower tier rate.
5. The District will credit qualifying leak adjustment dollar amounts to the current or next customer bill. There is no cap to limit the customer's costs.
6. Water leak adjustments are limited to one adjustment per account per year.
7. When a leak occurs the overage may be reflected on more than one consecutive billing cycle. In those instances, the District will utilize both contiguous cycles for the purpose of calculating leak adjustment credits.
8. The District will set up an incremental payment schedule on the remaining balance of the leak amount at the customer's request. Payment schedules must be arranged in a way that ensures payment of the current two-month minimum billing plus an installment on the extraordinary portion of the bill. The extraordinary portion of the bill must be paid in full within six months of incurring the charges.

9. Late charges on the leak amount will be waived if the customer adheres to the prearranged payment schedule.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 13th day of January, 2016.

Leslie Mc Roberts, President

Todd Citron, Secretary

John W. Millar Commissioner

Laura Weide, Commissioner

Bruce R. Ford, Commissioner

Approved as to form:

Robert A. Carmichael, Attorney for District

LAKE WHATCOM WATER AND SEWER DISTRICT

RESOLUTION No 821 846

A Resolution of the Board of Commissioners Updating the Districts
Water Leak Adjustment Credit Policy
(Rescinds Resolution 816 ~~Section 2.8 of Resolution 782~~)

WHEREAS, the District desires to restate its current policy provisions concerning water leak adjustment credits and,

WHEREAS, the District has established a policy of assisting customers with large water bills resulting from underground water service line leaks,

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The District will adjust high customer water bills resulting from in-ground service line breaks between the water meter and the outer-most exterior walls of the structure.
2. The leak adjustment request must be made in writing by the property owner and include evidence that the leak is now repaired either by enclosing a paid invoice or a receipt for repair parts. If there are no invoices or receipts available, a written assertion that the leak is now repaired is acceptable.
3. Water consumption figures from the same billing period in the previous year are used to calculate the leak adjustment. If less than one year's usage history exists, the current base rate allowance will be used as a non-leak quantity basis.
- 3.4. The District's rate structure adopted on September 10, 2014 established a tiered rate structure for water. Water usage exceeding 2,500 cubic feet in a two month billing period is billed at a higher water conservation rate. For the purpose of calculating leak adjustment credits, water usage over 2,500 cubic feet will be billed at the lower tier rate.
- 4.5. The District will credit qualifying leak adjustment dollar amounts to the current or next customer bill. There is no cap to limit the customer's costs.
- 5.6. Water leak adjustments are limited to one adjustment per account per year.
- 6.7. The leak adjustment applies to one billing cycle only. When a leak occurs the overage may be reflected on more than one consecutive billing cycle. In those instances, the District will utilize both contiguous cycles for the purpose of calculating leak adjustment credits. The District will adjust the higher usage billing cycle to assure that the customer receives the highest possible adjustment.
- 7.8. The District will set up an incremental payment schedule on the remaining balance of the leak amount at the customer's request. Payment schedules must be arranged in a way that ensures payment of the current two-month minimum billing

plus an installment on the extraordinary portion of the bill. The extraordinary portion of the bill must be paid in full within six months of incurring the charges.

8.9. Late charges on the leak amount will be waived if the customer adheres to the prearranged payment schedule.

ADOPTED by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a Regular Meeting thereof, on the 13th day of January, 2016. ~~29th day of April, 2015.~~

Leslie Mc Roberts, President

Todd Citron, Secretary

John W. Millar Commissioner

Laura Weide, Commissioner

Bruce R. Ford, Commissioner

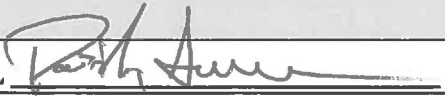
Approved as to form:

Robert A. Carmichael, Attorney for District



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	January 5, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	January 13, 2016		
AGENDA ITEM NUMBER:	5.G.		
SUBJECT:	Addendum to Sewer Services Interlocal Agreement with the City of Bellingham: Post Point Treatment Plant Improvements		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. First Addendum to Interlocal Agreement for Sewer Services		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL/ OTHER <input type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

In early 2014 the City completed improvements to the Post Point Sewer Treatment Plant. Prior to this project completion the District and City had entered into a new Sewer Treatment Agreement in January of 2014. This Agreement calls for the party's to provide for an addendum whenever the parties share in the cost for improvements. The attached First Addendum represents the District's share of the recently completed Post Point improvements. This was anticipated when the 2014 Sewer Treatment Agreement was re-written. Our agreed to portion of the improvements is 4.8% of previously determined Eligible Project Costs. We are memorializing our payments to the City over the next 20 years.

FISCAL IMPACT

The District's proportionate share of the costs for the Post Point improvements is \$2,362,363.99 as paid out annually over 20 years starting in July 2015 with a payoff date of July 2034. This is a simple interest loan calculated with an interest rate of 5.13%.

RECOMMENDED BOARD ACTION

That the Board approve the First Addendum to the Interlocal Agreement for Sewer Services.

PROPOSED MOTION

To authorize the General Manager and Board President to sign the First Addendum on behalf of Lake Whatcom Water and Sewer District.

**FIRST ADDENDUM TO
INTERLOCAL AGREEMENT FOR SEWER SERVICES
CITY CONTRACT # 2014-0136**

THIS FIRST ADDENDUM TO INTERLOCAL AGREEMENT FOR SEWER SERVICES ("Addendum") is entered into by and between the City of Bellingham, a first-class city and municipal corporation of the State of Washington (the "City") and the Lake Whatcom Water & Sewer District, a special purpose district and municipal corporation of the State of Washington (the "District"). Hereinafter, the City and the District may be referred to collectively as the "Parties."

RECITALS

WHEREAS, the City provides sewer conveyance, treatment and disposal services to the District pursuant to an Interlocal Agreement for Sewer Services, effective January 1, 2014, City Contract # 2014-0136, Whatcom County Auditor's File No. 2140402622 (the "Agreement"); and

WHEREAS, pursuant to Section 6 of the Agreement, the District is required to pay its proportionate share of sewer system costs, including operation and maintenance (O&M) and capital improvements; and

WHEREAS, Section 6.2.1 of the Agreement specifies that the District's proportionate share of Major Improvements to the Post Point Treatment Facility is 4.8% of Eligible Project Costs; and

WHEREAS, the City recently completed the Post Point Wastewater Treatment Plant Improvements Project EU-145 (the "Project"), components of which qualify as "Major Improvements" under Section 6.2.2 of the Agreement; and

WHEREAS, the Parties have determined that the District's proportionate share of the Project, calculated in accordance with the Agreement, is Two Million Three Hundred Sixty-Two Thousand Three Hundred Sixty Three Dollars and 99/100 (\$2,362,363.99); and

WHEREAS, the Agreement provides that when the District's share of a Major Improvement is equal to or greater than \$200,000, the Parties may establish a Payment Plan, the terms and conditions of which shall be set forth in an interlocal agreement executed by the Parties following approval by the Bellingham City Council and the District's Board of Commissioners; and

WHEREAS, the Parties desire to enter into this Addendum to establish a Payment Plan for the District's proportionate share of the Project.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

TERMS AND CONDITIONS

1. **Defined Terms.** All capitalized terms in this Addendum shall have the meanings ascribed to them in the Agreement, unless otherwise defined herein.
2. **Capital Contribution.** The District's proportionate share of the Project, determined in accordance with the Agreement, is Two Million Three Hundred Sixty-Two Thousand Three Hundred Sixty Three Dollars and 99/100 (\$2,362,363.99) ("Principal"), as summarized in Exhibit A, attached hereto and incorporated herein by this reference.
3. **Interest.** The unpaid Principal shall accrue interest at the rate of 5.13% per annum, compounded monthly ("Interest").
4. **Installment Payments.** The District shall pay to the City twenty (20) annual Principal and Interest installments of \$193,639.36, as shown in Exhibit B, attached hereto and incorporated herein by this reference. The installment payments shall begin on the first (1st) day of July, 2015, and shall continue on the first (1st) day of July of each succeeding calendar year until paid in full. The City hereby acknowledges receipt of the District's 2015 installment payment of \$193,639.36.
5. **Late Charge.** If the City receives any installment payment more than thirty (30) days after its due date, then a late payment charge equal to five percent (5%) of the installment payment shall be added to the scheduled payment.
6. **Maturity Date.** The entire balance of the Principal together with any and all interest accrued thereon shall be due and payable in full on the first (1st) day of July, 2034.
7. **Default Interest.** After maturity, or failure to make any payment, any unpaid principal shall accrue interest at the rate of twelve percent (12%) per annum, or the maximum rate allowed by law, whichever is less, during such period of the District's default under this Addendum.
8. **Allocation of Payments.** Each payment shall be credited first to any late charge due, second to interest, and the remainder to principal.
9. **Acceleration.** If the District fails to timely make any payment owed under this Addendum, and such default is not cured within sixty (60) days after written notice of such default, then the City may, at its option, declare all outstanding sums owed under this Addendum to be immediately due and payable, in addition to any other rights or remedies that the City may have at law or in equity.
10. **Prepayment.** The District may prepay all or part of the balance owed under this Addendum at any time without penalty. If prepayment of principal is made by the District the remaining balance due will be recalculated and reflected in the next annual invoice. The balance due will be calculated based on the terms stated above using the same interest rate of 5.13% compounded monthly over the remaining life of the 20-year payment plan.

11. **Invoicing.** The City shall invoice the District annually on or before the first (1st) day of June of each year, beginning in 2016; provided that the City's failure to invoice the District shall not relieve it of the obligation to make all payments required under this Addendum.

12. **Attorney's Fees and Costs.** The District shall pay all costs incurred by the City in collecting sums due under this Addendum after default, including reasonable attorneys' fees and costs, whether or not suit is brought.

13. **Non-Waiver.** No failure or delay by the City in exercising its rights under this Addendum shall be a waiver of such rights.

14. **Integration.** There are no verbal or other agreements which modify or affect the terms of this Addendum. This Addendum may not be modified or amended except by written agreement signed by the City and the District.

15. **Governing Body Approvals.** This Addendum has been approved by the Bellingham City Council and the District's Board of Commissioners in accordance with the Agreement.

16. **Effective Date.** The effective date of this Addendum is July 1, 2015 ("Effective Date"), notwithstanding its date of execution.

EXECUTED this _____ day of _____, 2015 for **LAKE WHATCOM
WATER & SEWER DISTRICT** by:

District Board President

District General Manager

Attest:

Approved as to Form:

Finance Manager

District Legal Counsel

EXECUTED this _____ day of _____, 2015 for the **CITY OF
BELLINGHAM** by:

Department Approval:

Kelli Linville, Mayor

Ted Carlson, Public Works Director

Attest:

Approved as to Form:

Brian Henshaw, Finance Director

Office of the City Attorney

EXHIBIT A: Capital Contribution Calculation

Lake Whatcom Water-Sewer District
Post Point Capital Contribution
\$ 2,362,363.99 Loan With Annual Payments
5.13% Interest Rate Compounded Monthly
20 Years

Total Project Cost June 30, 2015	A	\$ 60,424,026.69
Total Construction (only) Costs June 30, 2015	B	\$ 50,372,366.00
Value of Construction Benefitting the LWWSD	C	\$ 35,824,826.00
Benefitting LWWSD as % of Construct =C/B	D	71.12%
Total Project Costs Benefitting LWWSD =A*D	E	\$ 42,973,566.94
Bond Interest Paid by City through 6/30/2015	F	\$ 8,777,207.03
Percentage Applied to the District	D	71.12%
Cost of City Debt Benefitting LWWSD =F*D	G	\$ 6,242,349.52
LWWSD Project Cost Plus Cost of Borrowing =E+G	H	\$ 49,215,916.46
Capital Contribution Rate (ILA Sec. 6.2.1)	I	4.8%
Total Capital Contribution to be made by LWWSD =I*H	J	\$ 2,362,363.99
Interest Rate (see calculation below)	K	5.13%
Number of Payments		20
Basis		Annual
Annual Payment	L	\$ 193,639.36

Lake Whatcom Water-Sewer District Post Point Capital Contribution Calculation of Interest Rate

	Total % Points	Average Annual Rate	Bond Amount	Proportion of Total	Annual Rate
	20 Years	to 2034			
2011 Bonds	85	4.25	\$ 42,655,000	73%	3.102049 1
2013 Bonds	76.325	3.81625	\$ 15,785,000	27%	1.030792 4
					4.132841 5
					Add Point per ILA 1.00
					5.132841 5
					Annual Rate 5.13%

EXHIBIT B: Ammortization Schedule

Lake Whatcom Water-Sewer District
 Post Point Capital Contribution
 \$ 2,362,363.99 Loan With Annual Payments
 5.13% Interest Rate Compounded Monthly
 20 Years

Year	Payment	Principal Paid	Interest Paid	Remaining Balance
7/1/2015	\$ 193,639.36	\$ 69,559.63	\$ 124,079.73	\$ 2,292,804.36
7/1/2016	\$ 193,639.36	\$ 73,213.14	\$ 120,426.22	\$ 2,219,591.22
7/1/2017	\$ 193,639.36	\$ 77,058.56	\$ 116,580.80	\$ 2,142,532.66
7/1/2018	\$ 193,639.36	\$ 81,105.95	\$ 112,533.41	\$ 2,061,426.71
7/1/2019	\$ 193,639.36	\$ 85,365.92	\$ 108,273.44	\$ 1,976,060.79
7/1/2020	\$ 193,639.36	\$ 89,849.64	\$ 103,789.72	\$ 1,886,211.15
7/1/2021	\$ 193,639.36	\$ 94,568.86	\$ 99,070.50	\$ 1,791,642.29
7/1/2022	\$ 193,639.36	\$ 99,535.95	\$ 94,103.41	\$ 1,692,106.34
7/1/2023	\$ 193,639.36	\$ 104,763.93	\$ 88,875.43	\$ 1,587,342.41
7/1/2024	\$ 193,639.36	\$ 110,266.51	\$ 83,372.85	\$ 1,477,075.90
7/1/2025	\$ 193,639.36	\$ 116,058.10	\$ 77,581.26	\$ 1,361,017.80
7/1/2026	\$ 193,639.36	\$ 122,153.88	\$ 71,485.48	\$ 1,238,863.92
7/1/2027	\$ 193,639.36	\$ 128,569.83	\$ 65,069.53	\$ 1,110,294.09
7/1/2028	\$ 193,639.36	\$ 135,322.78	\$ 58,316.58	\$ 974,971.31
7/1/2029	\$ 193,639.36	\$ 142,430.41	\$ 51,208.95	\$ 832,540.90
7/1/2030	\$ 193,639.36	\$ 149,911.36	\$ 43,728.00	\$ 682,629.54
7/1/2031	\$ 193,639.36	\$ 157,785.24	\$ 35,854.12	\$ 524,844.30
7/1/2032	\$ 193,639.36	\$ 166,072.68	\$ 27,566.68	\$ 358,771.62
7/1/2033	\$ 193,639.36	\$ 174,795.40	\$ 18,843.96	\$ 183,976.22
7/1/2034	\$ 193,639.30	\$ 183,976.22	\$ 9,663.08	\$ 0.00

\$ 3,872,787.14 \$ 2,362,363.99 \$ 1,510,423.15



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	January 6, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <u>Patrick Sorensen</u>		
MEETING AGENDA DATE:	January 13, 2016		
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

January 13, 2016

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting will not be held until February 2016. The date has not been set yet.
 - **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, **January 27, 2016 at 8:00 a.m.**
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, January 14, 2016 at 8:00 a.m.** in the Board Room. Commissioner Millar is scheduled to attend this meeting. Scheduling is rotated by alphabetical order each month.
- **Employee Safety Committee Meeting:** The next meeting is set for **January 14, 2016 at 9:00 a.m.** following the Staff Meeting 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, January 12, 2016 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 **January 20, 2016 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.