



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

February 10, 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. New Commissioner Oath of Office – Curtis J. Casey
 - B. Division 22 Reservoir Project
 - C. Sudden Valley Sewer Pump Station Repair Contract
 - D. Budget Update Report
 - E. Summary of Existing District Projects
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. Executive Session Per RCW 42.30.110(1)(i) – Pending Litigation - 30 Minutes
10. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	February 2, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	February 10, 2016		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	New Commissioner Oath of Office		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	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

Finance Manager Debi Denton will give the oath of office to new Position #4 Commissioner Curtis J. Casey.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

None

PROPOSED MOTION

None



LAKE WHATCOM WATER AND SEWER DISTRICT
AGENDA BILL

DATE SUBMITTED:	February 1, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>Paul Hunter</i>		
MEETING AGENDA DATE:	February 10, 2016		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Division 22 Reservoir Project		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

The Division 22 Reservoir project includes the construction of a new 630,000 gallon reservoir. The new reservoir is needed to accommodate in-fill development of vacant lots in Sudden Valley.

Staff will present an update of the project status, target construction schedule, target completion date, and impact to water system capacity.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

None.

PROPOSED MOTION

None.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	February 2, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	February 10, 2016		
AGENDA ITEM NUMBER:	5. C,		
SUBJECT:	Sudden Valley Sewer Pump Station Repair Contract		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. Memorandum		
	2. Declaration of Emergency		
	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

See attached memorandum and Declaration of Emergency. Staff will make a verbal update at the meeting.

Also, Staff is preparing an update to the Administrative Code that will include policies related to emergency public works contracting and purchasing. The attached forms will be included as templates in the District Emergency Response Plan for future reference.

FISCAL IMPACT

\$30,000 non-budgeted expense.

Staff recommends making emergency repairs using funds from the Sewer/Storm Water Contingency Fund. This fund was created to ensure that unforeseen projects related to sewer system and storm water system expenses will have funding, as approved by the Board. This fund was established with the remaining ULID 18 Fund balance after paying off all Public Works Trust Fund and Department of Ecology loans associated with the ULID. The current fund balance is \$926,830.17.

RECOMMENDED BOARD ACTION

None.

PROPOSED MOTION

Authorize the use of Sewer / Storm Water Contingency Funds to pay for this emergency repair.



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

MEMORANDUM

To: Lake Whatcom Water and Sewer District Board of Commissioners
From: Patrick Sorensen, General Manager
Date: 2/4/2016
Re: Declaration of Emergency - Sudden Valley Sewer Pump Station Control System

RCW 39.04.280 requires that, if an emergency exists, the person(s) designated by the governing body may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts to address the emergency situation. It also requires if an emergency contract is awarded without competitive bidding, the Board of Commissioners or its designee enter a written finding of an emergency into the public record no later than two weeks following the contract award.

An emergency situation exists due to a wet well ultrasonic level sensor failure at the Sudden Valley Sewer Pump Station. District crews and a control systems consultant were able to patch together a temporary solution to keep the station in operation. The temporary solution presents a real electrical hazard, explosion hazard, trip hazard, and risk of intentional and unintentional disabling of the station's control system.

Staff recommends this project be handled under emergency contracting provisions in order to remove the hazards as quickly as possible.

As a result, I declared an emergency and authorized staff to award contracts as necessary to address the emergency. The initial estimate to address the emergency situation is \$30,000.



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

DECLARATION OF EMERGENCY

In compliance with the Washington State statues RCW 39.04.020, RCW 39.04.280, and RCW 57.08.050, the General Manger of the Lake Whatcom Water and Sewer District declares an emergency situation exists which presents a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. Further, the General Manager waives the competitive bidding requirements and authorizes the award of all necessary contracts to address this emergency situation.

An emergency situation exists due to a wet well ultrasonic level sensor failure at the Sudden Valley Sewer Pump Station. District crews and a control systems consultant were able to patch together a temporary solution to keep the station in operation. The temporary solution presents a real electrical hazard, explosion hazard, trip hazard, and risk of intentional and unintentional disabling of the station's control system.

Staff recommends this project be handled under emergency contracting provisions in order to remove the hazards as quickly as possible.

A handwritten signature in black ink, appearing to read "Patrick Sorensen", with a long horizontal line extending to the right.

Patrick Sorensen, General Manager
Lake Whatcom Water and Sewer District

Dated February 4, 2016.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	February 1, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	February 10, 2016		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Investments/Cash as of 1/31/2016		
	2. Monthly Budget Analysis as of 1/31/2016		
TYPE OF ACTION REQUESTED	RESOLUTION	FORMAL ACTION/ MOTION	INFORMATIONAL/ OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Information only

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

n/a

PROPOSED MOTION

n/a



LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 1/31/2016

	Cash	\$	1,212,594		0.20%
401	LGIP	\$	502,378		0.18%
425	FHILB - Pro Equity	\$	504,285		0.66%
460	FICO - ProEquity	\$	499,311		0.91%
425	FFCB - Pro Equity	\$	501,935		1.35%
	US Bank	\$	1,505,531		
	TOTAL	\$	3,220,503		

	Non-Callable	\$	504,285		
	Callible (10/2016)	\$	501,935		
	Mar-17				0.66%
	Aug-18				0.91%
	Oct-19				1.35%



MONTHLY BUDGET ANALYSIS

OPERATING FUND - 401

Budget **YTD**
2016 **1/31/2016**
8%

REVENUES

401-343-40-10	Water Sales Metered (8.75% base rate increase) *	2,142,363	161,748	8%
401-343-50-11	Sewer Service Residential (2.5% rate increase) *	3,740,663	301,576	8%
401-343-50-19	Sewer Service Other	5,000	225	5%
401-343-81-10	Combined Fees	30,000	3,338	11%
401-359-90-00	Late fees	60,000	4,253	7%
401-361-11-00	Investment Interest	1,000	-	0%
401-369-10-00	Sale of scrap metal and surplus	-	-	
401-379-10-20	Permits Operation portion (5 new connection permits)	10,000	3,786	38%
401-395-10-00	Sale of Capital Assets	-	-	
401-395-20-00	Insurance Recoveries	-	-	
401-397-10-00-80	Transfer In from ULID 18 Fund 480	60,000	1,770	3%
	TOTAL REVENUES	6,049,026	476,696	8%

* Per Resolution 820 effective 11/9/2015
 Scheduled annual rate increase

Description		Budget	YTD	
MONTHLY BUDGET ANALYSIS		2016	1/31/2016	
OPERATING FUND - 401			8%	
EXPENDITURES				
401-53X-10-10	Admin Payroll (2% cola plus step increases - 2016)	629,294	38,193	6%
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	207,280	18,797	9%
401-53X-10-31	Gen Admin Supplies	21,000	1,370	7%
401-53X-10-31-01	Meetings/Team building	1,500	568	38%
401-53X-10-40	Web pay/Bank Fees	20,000	1,830	9%
	Interlocal - Lake Whatcom Management Program			
	Interlocal - Invasive Species			
	Interlocal - Lake Whatcom Tributary Monitor			
401-534-10-41-00	Water Quality Assurance Programs (TOTAL)	65,000	-	0%
	County Auditor Filing Fees (Simplify)	6,000		
	Data Bar (Statement processing)	25,000		
	Answering Service	2,000		
	Data Pro (Time clock system)	1,500		
	BIAS Financial Software	20,000		
	Web Check services	3,500		
	WA State Auditor	16,200		
	CPA (Internal audit and Financial statements)	3,000		
	Docuware/Web site maintenance and upgrade	5,000		
	Legal Counsel	50,000		
	3D - Computer support	20,000		
	Watchguard	1,000		
	Building security	1,500		
	Building custodial	7,200		
	Pest control	600		
	Landscaping service	4,500		
	South Whatcom Fire (hydrant maintenance)	2,000		
	GE Scada System Software Maintenance - Operations	7,500		
	Wilson Engineering	7,000		
	Camera Van Software	1,500		
	SCADA/PLC Support - Engineering/Operations	5,000		
	Cartograph - Engineering/Operations	8,000		
	Auto Desk - Engineering	1,000		
	GIS Partnership	1,000		
	Rockwell - Engineering/Operations	500		
	IT Pipes	1,500		
	ESRI - ARC GIS	1,500		
	Inovise - Engineering	2,000		
	Master Meter	2,000		
	Generator Load Testing	22,000		
	Cyberlock software	1,000		
	Misc (Bid notices etc.)	1,000		

	Description	Budget		YTD		
		2016	1/31/2016	2016	1/31/2016	
MONTHLY BUDGET ANALYSIS						
401-53X-10-41-01	Professional Services (TOTAL)	231,500	34,419	15%		
401-53X-10-42	Communication	46,000	2,617	6%		
401-53X-10-45	Admin Lease	2,000	-	0%		
401-53X-10-46	Property Insurance	125,000	-	0%		
401-53X-10-49	Admin Misc.	1,000	1,290	129%		
401-53X-10-49-01	Memberships/Dues	12,000	11,193	93%		
401-53X-10-49-02	WA State Dept of Revenue Taxes/Permits	191,500	17,946	9%		
401-53X-40-43	Training & Travel	35,000	330	1%		
401-53X-40-43-01	Tuition reimbursement	1,000	-	0%		
401-53X-50-31	Maintenance Supplies	145,000	3,418	2%		
401-53X-50-48	Operations Repair/Maint	65,000	4,977	8%		
401-53X-50-49	Insurance Claims	5,000	-	0%		
401-53X-60-41	Operations Contracted	10,000	298	3%		
401-534-60-47	Water City of Bellingham	40,000	4,454	11%		
401-535-60-47	Sewer City of Bellingham Treatment Fee	600,000	84,179	14%		
401-53X-80-10	Operations Payroll (2% cola plus step increases - 2016)	908,270	82,073	9%		
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	355,900	35,955	10%		
401-53X-80-32	Fuel	30,000	340	1%		
401-53X-80-35	Safety Supplies	12,000	-	0%		
401-53x-80-35-01	Safety Supplies Boots	2,500	-	0%		
401-53X-80-47	General Utilities	195,000	20,336	10%		
401-53X-80-49	Laundry	3,000	206	7%		
401-591-35-77	Post Point Principal Payments	73,213	-	0%		
401-592-35-83	Post Point Interest Payments	120,426	-	0%		
	OPERATING EXPENDITURES	4,154,383	364,789	9%		
TRANSFERS						
	Transfers Out to System Reinvestment Fund 420	837,000	12,000			
	Transfers Out to DWSRF Projects Fund 440 (Division 22 Reservoir)	828,150	-			
	Transfers Out to DWSRF Projects Fund 440 (Loan payment)	139,700	-			
	Transfers Out to 2009 Bond Debt Service Fund 450	443,050	-			
	Transfers Out to Water Loan Debt Service Fund 470	53,870	-			
	TOTAL EXPENDITURES	6,456,153	376,789			
OPERATING FUND						
	OPERATING REVENUES	6,049,026	476,886			
	EXPENDITURES	(6,456,153)	(376,789)			
	CASH/INVESTMENTS BALANCE CARRYOVER	1,900,000	1,994,345			
	OPERATING RESERVES	(800,000)	(800,000)			
	CASH/INVESTMENTS BALANCE	692,873	1,294,252			

		Description	Budget 2016	YTD 1/31/2016
MONTHLY BUDGET ANALYSIS				
SYSTEM REINVESTMENT FUND - 420				
420-343-40-19		DEA Permits	-	
420-379-10-30		Permits Capital Portion (5 new connection permits)	40,000	
420-379-10-40		Latecomer Fees	-	
420-397-10-00		Transfers In from Operating Fund 401	837,000	12,000
		TOTAL REVENUES	877,000	12,000
		Active Projects to be completed in 2016	657,000	
	C 12-07	Reservoir Drains to Daylight	13,000	
	C 12-14	Water System Improvements	11,000	
	C 14-05	Strawberry Point	452,498	229
	C 14-12	Facility Improvements	10,000	1,912
	C 15-02	SWWTP Chlorine Analyzer	2,500	
	C 15-03	SWWTP Clearwell Overflow	10,000	
	C 15-04	Reservoir Site Security	5,000	
	C 15-05	Reservoir Condition Assessment	35,018	
	C 15-06A	2015 Smoke Testing	1,649	
	C 15-06B	Whatcom Falls MH Repair	97,482	
	C 15-08	Northshore Road Sewer Service Area	2,950	
	C 15-09	Water Use Efficiency Update	15,750	10,166
		New 2016 Capital Projects (see CIP detail - 2016)	220,000	
		Asset Management Tools	30,000	
	C 16-06	Replace SCADA Hardware	20,000	
		LW Interceptor Valve and Detention Basin	20,000	
		Back up Generators and Generator for Marina-Tomb	40,000	
		Electrical Design for Fault Tolerant Control System	10,000	
		Water System Plan Update	100,000	
		TOTAL EXPENDITURES	876,847	12,307
SYSTEM REINVESTMENT FUND				
		REVENUES	877,000	12,000
		EXPENDITURES	(876,847)	(12,307)
		CASH/INVESTMENTS BALANCE CARRYOVER	-	722
		CASH/INVESTMENTS BALANCE	153	415

		Description	Budget	YTD
		MONTHLY BUDGET ANALYSIS	2016	1/31/2016
SEWER/STORM WATER CONTINGENCY FUND - 425				
425-361-11-00		Investment Interest	5,020	
425-397-10-00		Transfers In from U/LID 18 Fund 480	-	
		Transfers In from Bond Reserve Fund 490	-	
		TOTAL REVENUES	5,020	-
425-535-10-41		Stormwater Comp Plan (See Active Projects C1315 PH2)	-	
425-535-10-89		Investment Service Charges	200	13
425-594-38-63		Water/Sewer Systems	-	
425-594-38-64		Machinery/Equipment	-	
		TOTAL EXPENDITURES	200	13
SEWER/STORM WATER CONTINGENCY FUND				
		REVENUES	5,020	-
		EXPENDITURES	(200)	(13)
		CASH/INVESTMENTS BALANCE CARRYOVER	926,910	926,843
		CASH/INVESTMENTS BALANCE	931,730	926,830

	Description	Budget 2016	YTD 1/31/2016
MONTHLY BUDGET ANALYSIS			
CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430			
430-361-11-00	Investment Interest	-	-
430-382-20-00	2009 Bond Proceeds	-	-
	TOTAL REVENUES	-	-
430-594-38-63	Capital Outlay - Water/Sewer Systems	62,683	62,683
430-597-10-00	Transfers Out to Bond Debt Service Fund 450		
	TOTAL EXPENDITURES	62,683	-
CAPITAL BOND PROJECTS FUND			
	REVENUES	-	-
	EXPENDITURES	(62,683)	-
	CASH/INVESTMENTS BALANCE CARRYOVER	62,683	62,683
	CASH/INVESTMENTS BALANCE	0	62,683

		Description	Budget 2016	YTD 1/31/2016
MONTHLY BUDGET ANALYSIS				
DWSRF PROJECTS FUND - 440				
440-333-66-46-40		Division 22 Reservoir (Permits and Design)	994,850	
440-333-66-46-41		Geneva AC Mains (Permits, Design and Construction)	-	
440-397-10-40		Transfers In from Operating Fund 401	967,850	
		TOTAL REVENUES	1,962,700	-
440-591-34-40		Principal Loan Division 22 Reservoir	103,700	
440-591-34-41		Principal Loan Geneva AC Mains	-	
440-592-34-40		Interest Loan Division 22 Reservoir	36,000	
440-592-34-41		Interest Loan Geneva AC Mains	-	
440-594-34-62		Division 22 Reservoir (Permits and Design)	1,823,000	12,504
440-594-34-63		Geneva AC Mains (Permits, Design and Construction)	-	2,982
		TOTAL EXPENDITURES	1,962,700	15,486
DWSRF PROJECTS FUND				
		REVENUES	1,962,700	-
		EXPENDITURES	(1,962,700)	(15,486)
		CASH/INVESTMENTS BALANCE CARRYOVER	-	(360,594)
		CASH/INVESTMENTS BALANCE	-	(376,080)
Expenditures offset by draws as projects progress.				

	Description	Budget	YTD
		2016	1/31/2016
MONTHLY BUDGET ANALYSIS			
2009 BOND DEBT SERVICE FUND - 450			
450-361-11-00	Investment Interest		
450-397-10-00	Transfers In from Operating Fund 401	443,050	
	Transfers In from Bond Capital Projects Fund 430	-	
	TOTAL REVENUES	443,050	-
450-535-10-41	Bond Admin Fee	100	
450-591-35-72	Redemption of Long Term Debt	250,000	
450-592-35-83	Bond Interest Payments	192,950	
	TOTAL EXPENDITURES	443,050	-
2009 BOND DEBT SERVICE FUND			
	REVENUES	443,050	-
	EXPENDITURES	(443,050)	-
	CASH/INVESTMENTS BALANCE CARRYOVER	-	-
	CASH/INVESTMENTS BALANCE	-	-

	Description	Budget	YTD
		2016	1/31/2016
2009 BOND RESERVE FUND (RESTRICTED) - 460			
460-361-11-00	Investment Interest	10,000	
	TOTAL REVENUES	10,000	-
460-535-10-89	Investment Service Charges	200	13
	TOTAL EXPENDITURES	200	13
	REVENUES	10,000	-
	EXPENDITURES	(200)	(13)
	CASH/INVESTMENTS BALANCE CARRYOVER	513,400	513,428
	CASH/INVESTMENTS BALANCE	523,200	513,415

		Description	Budget	YTD
		MONTHLY BUDGET ANALYSIS	2016	1/31/2016
WATER LOANS DEBT SERVICE FUND - 470				
470-361-11-10		Investment Interest	-	
470-397-10-00		Transfers In from Operating Fund 401	53,870	
		TOTAL REVENUES	53,870	-
470-591-34-77-72		Redemption of Long Term Debt Loan 119	-	
470-591-34-77-73		Redemption of Long Term Debt Loan 064	47,252	
470-592-34-83-71		Debt Service Interest Loan 44	-	
470-592-34-83-72		Debt Service Interest Loan 119	-	
470-592-34-83-73		Debt Service Interest Loan 064	6,615	
		TOTAL EXPENDITURES	53,867	-
		REVENUES	53,870	-
		EXPENDITURES	(53,867)	-
		CASH/INVESTMENTS BALANCE CARRYOVER	-	2
		CASH/INVESTMENTS BALANCE	3	2

	Description	Budget	YTD
		2016	1/31/2016
MONTHLY BUDGET ANALYSIS			
ULID 18 FUND - 480			
480-361-11-00	Investment Interest	-	
480-361-40-00	ULID 18 Interest/Penalties	20,000	130
480-368-10-00	Current ULID 18 Principal Payments	40,000	1,382
480-379-10-30	Latecomers Fee	-	
	TOTAL REVENUES	60,000	1,512
480-535-10-89	Sewer Debt Service Charges	-	
480-591-35-73	Redemption of Long Term Debt Loan 063	-	
480-592-35-81	Debt Service Interest Loan 44A	-	
480-592-35-82	Debt Service Interest Loan 44B	-	
480-592-35-83	Debt Service Interest Loan 063	-	
480-597-10-00	Transfers Out to Operating Fund 401	60,000	1,770
	TOTAL EXPENDITURES	60,000	1,770
ULID 18 LOAN DEBT SERVICE	REVENUES	60,000	1,512
	EXPENDITURES	(60,000)	(1,770)
	CASH/INVESTMENTS BALANCE CARROVER	-	258
	CASH/INVESTMENTS BALANCE	-	-



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	February 1, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>Ronit Jan</i>		
MEETING AGENDA DATE:	February 10, 2016		
AGENDA ITEM NUMBER:	5.E.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. February 2016 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	
February 10, 2016		February 4, 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		4		10
		No of permits projected 2015		5	

Completed Capital Projects in 2016					

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 checked="" 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)							Due by March 31st
	WA State Cross Connection Report (Rich)							Due Annually May
	Consumer Confidence Reports (Kevin)							<ul style="list-style-type: none"> • Geneva- 4/15 • Sudden Valley 4/15 • Eagleridge – 4/15 • Agate Hghts – 4/15
	Hazardous Waste Activity Report (Rich)							Due by March 31st
	OSHA 300 Log (Rich)	Completed January 27, 2016						Due by Feb 1st
	Water Use Efficiency Performance Report (Kevin)							Due by July 1st
	Washington State Financial Report (Debi)							Due by May 31st
	Report Number of Sewer ERUs to City of Bellingham	Completed 1/15/2016						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	248	11	4%	
Field Crew - Managers	30			
Office Managers	38			
Office - Staff	52	11	21%	
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				
February 11, 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 pre-design 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.
- 2/5/2016 50% plan review with G&O and District staff/crew.

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 pre-design, 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 pre-design work is in full swing.
- 6/3/2014 Wilson continues topographic surveying, mapping, and pre-design.
- 7/9/2014 Wilson presents pre-design/project report to Board at meeting. Report is essential done but will be finalized after receiving public comments after a public meeting tentatively schedule 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, Willson, 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

- 1/5/2016 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 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.
- 2/2/2016 Sent purchase order to NW Communications, Inc to install radio at SVWTP. Work will be coordinated with District electrician.

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.

2/4/2016 BHC working on seismic report. They have all the information and data needed to complete the report.

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 Fall park is severely corroded by H2S from the District LLRI outfall. The manole is made of brick and need to be replaced.
- 3/26/2015 District executes task order with Wilson to assist with developing detailed plans and notes for the manhole replacement. District staff will advertise, and contract the work, as well as perform contract administration. Wilson will provide technical assistance/submittal review as needed.
- 3/31/2015 Staff working on a solution to get old-Flat Car sewer pump station going. Flow must be diverted from the LLRI in order to install the new manhole at Whatcom Falls park later this summer.
- 4/1/2015 Wilson proceeding with topo and manhole structure survey and design.
- 5/4/2015 District staff, Wilson, and City have been coordinating for replacement of Whatcom Falls Park manhole replacement.
- 8/4/2015 Wilson finalizing plans, details, and notes for submittal to City of Bellingham for review and approval.
- 9/2/2015 Bellingham is requiring formal project submittal for review. Staff and Wilson are preparing application and documents for submittal to City. Project will not be ready for construction this year.
- 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

- 2/4/2016 Cartegraph working on setting up test database. Test database should be online week of 2/8/2016.

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

C1606 Replace SCADA Workstation Hardware

Replace computer hardware the runs SCADA system at shop and SVWTP.

C1606-ADM

2/4/2016 Hardware has been ordered and received. Staff working on configuration and setup of new hardware.

C1608 SVCA Culvert Replacements

SVCA is replacing various culverts in Sudden Valley. Water and sewer mains may have to be relocated to accomodate the new culverts.

C1608-ADM

2/4/2016 SVCA and District staff are discussing SVCA's plans for culvert replacements and how they might impact water and sewer mains.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	February 1, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	February 10, 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

February 10, 2016

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is tentatively scheduled for March 14, 2016 at 3:00 p.m. in the City of Bellingham's Fireplace Room located in the bottom floor of the Municipal Court Building at 625 Halleck Street. The Fireplace Room is located next to the City's Information Technology Office on the east side of the Court Building.
 - **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 **February 24, 2016** at 8:00 a.m.
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, February 11, 2016 at 8:00 a.m.** in the Board Room. Commissioner Weide is scheduled to attend this meeting. Scheduling is rotated by alphabetical order each month.
- **Employee Safety Committee Meeting:** The next meeting is set for **February 11, 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, February 9, 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 **February 17, 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 meetings, such as the Lake Whatcom Policy Group, since the last Board Meeting.
- **Annual Lake Whatcom Policy Group Meeting:** This annual meeting between the Board, City Council, & the County Council is scheduled to be held on Wednesday, March 23, 2016 at Bellingham City Hall at 6:30 p.m. Additional information will be forthcoming.

- **Spring WASWD Conference in Yakima:** A reminder the Spring Conference is coming again. The meetings in Yakima will be held in April between Wednesday the 13th and Friday the 15th. More information regarding the sessions will be forthcoming.
- **Update - WDOH Water System Consolidation Grant & Loan Program:** Attached are 6 letters to representatives from private small water systems inviting them to consider evaluating a possible merger into our District. As you may recall the State is actively encouraging the consolidation of smaller systems into larger utilities like ours. They are providing grant money to study the viability of such consolidations. An explanation is provided in the letter. Wilson Engineering is assisting in this effort.
- **RFQ for Proposals for North Shore Water Testing Regarding Septic Tanks and Water Quality:** The District is presently preparing an RFQ for the North Shore septic tank leaching question into Lake Whatcom. After this has been submitted into the market place we can prepare for an award and the proposed schedule for implementation. This is a follow-up to what we discussed last fall.
- **Update - Vacant Maintenance Worker Position:** Staff is putting together the job description for notice in the District's web site and on Craig's List. This should be out by Wednesday the 10th.
- **Update - WDOE Lake Whatcom Water Rights Follow-up Meeting:** Earlier in January Melanie Mankamyer and I had the opportunity to meet with WDOE staff and Clare Fogelsong from the City regarding the State's water rights issuing process. As you may recall WDOE is in a quandary on how to address a large and growing backlog of requests from private parties who want to draw water directly from the Lake for both domestic and irrigation purposes. We will update the Board on our most recent meeting which was held on February 2nd.
- **FYI - Effective Supervisory Skill Building Webinar:** Over the next three months the managers in the District will be participating in a twice a month webinar on building their supervisory skills on a broad range of topics common to being a public sector manager. This webinar is taught by the International City Management Association.

Also for your information I have attached two print outs from the Commissioners Workshop that I attended with Bruce Ford and Curtis Casey on Saturday January 30th.



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

January 28, 2016

The Russell Group Water System
Gina and John Russell
2530 Northshore Road
Bellingham, WA 98226

COPY

Re: Department of Health Water System Consolidation Grant and Loan Program

Dear Mr. and Mrs. Russell:

Allow me to introduce myself. I am Patrick Sorensen and I am the General Manager of Lake Whatcom Water and Sewer District (LWWSD). Since you are listed as the water system contact, I am reaching out to you today to see if you would be interested in participating in a feasibility study regarding consolidating your water system and others in the North Shore area with LWWSD. Participating in the feasibility study would not commit you in any way to a future consolidation.

Washington State Department of Health (DOH) is highly motivated to reduce the number of very small water systems. To encourage consolidation, DOH has created a special Grant program for systems to evaluate the feasibility of merging. Larger systems can apply for up to \$30,000 in grant funding for a consolidation Feasibility Study. The application cycle opens February 1st and runs throughout the month.

The second part is the Loan program under which the larger system can apply for the construction funds needed to implement the consolidation. The incentive here is that 50% of the loan principal is forgiven when the project eliminates at least one Group A system.

The scope of the feasibility study will be to define the facilities and infrastructure needs to consolidate the various Group A and Group B water systems in the North Shore area with LWWSD's water system, determine estimated probable costs of the new and/or improved facilities, to develop funding / financing scenarios, and coordinate with and provide information to all water systems.

If you are interested or just have additional questions, I would be happy to set up a meeting to further discuss these DOH programs.

Sincerely,
LAKE WHATCOM WATER AND SEWER DISTRICT

A handwritten signature in black ink, appearing to read "Patrick Sorensen", is written over the typed name.

Patrick Sorensen
General Manager



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

January 28, 2016

COPY

Glen Cove Water Association
Harry Meyer, President
1716 Euclid Avenue
Bellingham, WA 98229

Re: Department of Health Water System Consolidation Grant and Loan Program

Dear Mr. Meyer:

Allow me to introduce myself. I am Patrick Sorensen and I am the General Manager of Lake Whatcom Water and Sewer District (LWWSD). Since you are listed as the water system contact, I am reaching out to you today to see if Glen Cove Water System would be interested in participating in a feasibility study regarding consolidating your water system with LWWSD. Participating in the feasibility study would not commit the Association in any way to a future consolidation.

Washington State Department of Health (DOH) is highly motivated to reduce the number of very small Group A water systems. To encourage consolidation, DOH has created a special Grant program for systems to evaluate the feasibility of merging. Larger systems can apply for up to \$30,000 in grant funding for a consolidation Feasibility Study. The application cycle opens February 1st and runs throughout the month.

The second part is the Loan program under which the larger system can apply for the construction funds needed to implement the consolidation. The incentive here is that 50% of the loan principal is forgiven when the project eliminates at least one Group A system.

The scope of the feasibility study will be to define the facilities and infrastructure needs to consolidate Glen Cove with LWWSD's water system, determine estimated probable costs of the new and/or improved facilities, to develop funding / financing scenarios, and coordinate with and provide information to both water systems.

If you are interested or just have additional questions, I would be happy to set up a meeting to further discuss these DOH programs.

Sincerely,
LAKE WHATCOM WATER AND SEWER DISTRICT

A handwritten signature in black ink, appearing to read "Patrick Sorensen", is written over the typed name.

Patrick Sorensen
General Manager



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

January 28, 2016

North Shore Solar Acres
Elizabeth Herdman, President
3003 Lakeshore Rd
Bellingham, WA 98226

COPY

Re: Department of Health Water System Consolidation Grant and Loan Program

Dear Ms. Herdman:

Allow me to introduce myself. I am Patrick Sorensen and I am the General Manager of Lake Whatcom Water and Sewer District (LWWSD). Since you are listed as the water system contact, I am reaching out to you today to see if your system would be interested in participating in a feasibility study regarding consolidating your water system and others in the North Shore area with LWWSD. Participating in the feasibility study would not commit you in any way to a future consolidation.

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The second part is the Loan program under which the larger system can apply for the construction funds needed to implement the consolidation. The incentive here is that 50% of the loan principal is forgiven when the project eliminates at least one Group A system.

The scope of the feasibility study will be to define the facilities and infrastructure needs to consolidate the various Group A and Group B water systems in the North Shore area with LWWSD's water system, determine estimated probable costs of the new and/or improved facilities, to develop funding / financing scenarios, and coordinate with and provide information to all water systems.

If you are interested or just have additional questions, I would be happy to set up a meeting to further discuss these DOH programs.

Sincerely,
LAKE WHATCOM WATER AND SEWER DISTRICT

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Patrick Sorensen
General Manager



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

January 28, 2016

Agate Bay Trailer Park
Derek and Megan Watt
PO Box 1462
Bellingham, WA 98227

COPY

Re: Department of Health Water System Consolidation Grant and Loan Program

Dear Mr. and Mrs. Watt:

Allow me to introduce myself. I am Patrick Sorensen and I am the General Manager of Lake Whatcom Water and Sewer District (LWWSD). Since you are listed as the water system contact, I am reaching out to you today to see if you would be interested in participating in a feasibility study regarding consolidating your water system and others in the North Shore area with LWWSD. Participating in the feasibility study would **not** commit you in any way to a future consolidation.

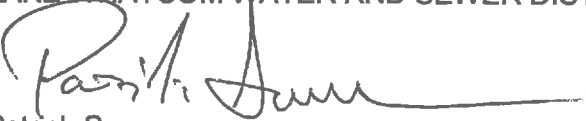
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Sincerely,
LAKE WHATCOM WATER AND SEWER DISTRICT


Patrick Sorensen
General Manager



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

January 28, 2016

Dellesta Park Water Association
Tom Hovde
2143 Dellesta Drive
Bellingham, WA 98226

Lydia Cooper
2141 Dellesta Drive
Bellingham, WA 98226

COPY

Re: Department of Health Water System Consolidation Grant and Loan Program

Dear Mr. Hovde and Ms Cooper:

Allow me to introduce myself. I am Patrick Sorensen and I am the General Manager of Lake Whatcom Water and Sewer District (LWWSD). Since you are listed as the water system contact, I am reaching out to you today to see if your association would be interested in participating in a feasibility study regarding consolidating your water system and others in the North Shore area with LWWSD. Participating in the feasibility study would not commit you in any way to a future consolidation.

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If you are interested or just have additional questions, I would be happy to set up a meeting to further discuss these DOH programs.

Sincerely,
LAKE WHATCOM WATER AND SEWER DISTRICT



Patrick Sorensen
General Manager



LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive
Bellingham, WA, 98229

(360) 734-9224
Fax 738-8250

January 28, 2016

Squalicum Acres Water System
Ken Sluys
PO Box 31008
Bellingham, WA 98228

COPY

Re: Department of Health Water System Consolidation Grant and Loan Program

Dear Mr. Sluys:

Allow me to introduce myself. I am Patrick Sorensen and I am the General Manager of Lake Whatcom Water and Sewer District (LWWSD). Since you are listed as the water system contact, I am reaching out to you today to see if your system would be interested in participating in a feasibility study regarding consolidating your water system and others in the North Shore area with LWWSD. Participating in the feasibility study would not commit you in any way to a future consolidation.

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If you are interested or just have additional questions, I would be happy to set up a meeting to further discuss these DOH programs.

Sincerely,
LAKE WHATCOM WATER AND SEWER DISTRICT

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Patrick Sorensen
General Manager