



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

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

March 9, 2016

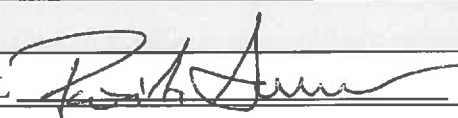
6:30 p.m. – Regular Session

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. Update Proposed Merger of Joint Board & Salmon Board – Interlocal Agreement
 - B. Monthly Budget Analysis
 - C. Summary of Existing District Projects
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	March 1, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL 		
MEETING AGENDA DATE:	March 9, 2016		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Update Proposed Merger of Joint Board & Salmon Board – Interlocal Agreement		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1.		
	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

This item concerns WRIA. Bob Carmichael will provide a verbal update report for information only, no action is needed.

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

Listen to the presentation by Bob Carmichael.

PROPOSED MOTION

No motion.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	March 1, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	March 9, 2016		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Monthly Budget Analysis		
	2.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Information only

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

n/a

PROPOSED MOTION

n/a



MONTHLY BUDGET ANALYSIS

OPERATING FUND - 401

Description	Budget 2016	YTD 2/29/2016
		17%

REVENUES

401-343-40-10	Water Sales Metered (8.75% base rate increase) *	2,142,363	305,119	14%
401-343-50-11	Sewer Service Residential (2.5% rate increase) *	3,740,663	610,224	16%
401-343-50-19	Sewer Service Other	5,000	717	14%
401-343-81-10	Combined Fees	30,000	5,328	18%
401-359-90-00	Late fees	60,000	8,592	14%
401-361-11-00	Investment Interest	1,000	165	17%
401-369-10-00	Sale of scrap metal and surplus	-	-	
401-379-10-20	Permits Operation portion (5 new connection permits)	10,000	7,273	73%
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	2,887	5%
	TOTAL REVENUES	6,049,026	940,305	16%

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

Description		Budget	YTD	
MONTHLY BUDGET ANALYSIS		2016	2/28/2016	
		17%		
EXPENDITURES				
401-53X-10-10	Admin Payroll (2% cola plus step increases - 2016)	629,294	77,078	12%
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	207,280	32,331	16%
401-53X-10-31	Gen Admin Supplies	21,000	6,422	31%
401-53X-10-31-01	Meetings/Team building	1,500	883	59%
401-53X-10-40	Web pay/Bank Fees (WA Fed, Xpress, Chase)	20,000	2,266	11%
	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 (DLT) - 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	
	MONTHLY BUDGET ANALYSIS	2016	2/28/2016	
401-53X-10-41-01	Professional Services (TOTAL)	231,500	46,759	20%
401-53X-10-42	Communication	46,000	6,354	14%
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	1,200	120%
401-53X-10-49-01	Memberships/Dues	12,000	11,283	94%
401-53X-10-49-02	WA State Dept of Revenue Taxes/Permits	191,500	31,666	17%
401-53X-40-43	Training & Travel	35,000	4,828	14%
401-53X-40-43-01	Tuition reimbursement	1,000	-	0%
401-53X-50-31	Maintenance Supplies	145,000	14,218	10%
401-53X-50-48	Operations Repair/Maint	65,000	11,118	17%
401-53X-50-49	Insurance Claims	5,000	-	0%
401-53X-60-41	Operations Contracted	10,000	705	7%
401-53X-60-47	Water City of Bellingham	40,000	4,454	11%
401-53X-60-47	Sewer City of Bellingham Treatment Fee	600,000	128,258	21%
401-53X-80-10	Operations Payroll (2% cola plus step increases - 2016)	908,270	155,972	17%
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	355,900	64,124	18%
401-53X-80-32	Fuel	30,000	2,481	8%
401-53X-80-35	Safety Supplies	12,000	601	5%
401-53X-80-35-01	Safety Supplies Boots	2,500	304	12%
401-53X-80-47	General Utilities	195,000	42,677	22%
401-53X-80-49	Laundry	3,000	467	16%
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	646,449	16%
TRANSFERS				
	Transfers Out to System Reinvestment Fund 420	837,000	54,000	
	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	700,449	
OPERATING FUND				
	OPERATING REVENUES	6,049,026	940,305	
	EXPENDITURES	(6,456,153)	(700,449)	
	CASH/INVESTMENTS BALANCE CARRYOVER	1,900,000	1,994,345	
	OPERATING RESERVES	(800,000)	(800,000)	
	CASH/INVESTMENTS BALANCE	692,873	1,434,201	

		Description	Budget 2016	YTD 2/28/2016	
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	7,013	
420-379-10-40		Latecomer Fees	-		
420-397-10-00		Transfers In from Operating Fund 401	837,000	54,000	
		TOTAL REVENUES	877,000	61,013	
		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 SVMTP Chlorine Analyzer	2,500		
		C 15-03 SVMTP Clearwell Overflow	10,000		
		C 15-04 Reservoir Site Security	5,000		
		C 15-05 Reservoir Condition Assessment	35,018	24,436	
		C 15-06A 2015 Smoke Testing	1,649	1,649	
		C 15-06B Whatcom Falls M/H Repair	97,482		
		C 15-08 Northshore Road Sewer Service Area	2,950		
		C 15-09 Water Use Efficiency Update	15,750	11,622	
		New 2016 Capital Projects (see CIP detail - 2016)	220,000		
		C 16-02 Asset Management Tools (Cartograph)	30,000	15,347	
		C 16-06 Replace SCADA Hardware	20,000	6,463	
		LW Interceptor Valve and Detention Basis	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	61,658	
SYSTEM REINVESTMENT FUND					
		REVENUES	877,000	61,013	
		EXPENDITURES	(876,847)	(61,658)	
		CASH/INVESTMENTS BALANCE CARRYOVER	-	722	
		CASH/INVESTMENTS BALANCE	153	77	

	Description	Budget	YTD	
MONTHLY BUDGET ANALYSIS				
		2016	2/28/2016	
SEWER/STORM WATER CONTINGENCY FUND - 425				
425-361-11-00	Investment Interest	5,020		
425-397-10-00	Transfers In from ULID 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	26	
425-594-38-63	Water/Sewer Systems	-		
425-594-38-64	Machinery/Equipment	-		
	TOTAL EXPENDITURES	200	26	
SEWER/STORM WATER CONTINGENCY FUND				
	REVENUES	5,020	-	
	EXPENDITURES	(200)	(26)	
	CASH/INVESTMENTS BALANCE CARRYOVER	926,910	926,843	
	CASH/INVESTMENTS BALANCE	931,730	926,817	

		Description	Budget 2016	YTD 2/28/2016
		MONTHLY BUDGET ANALYSIS		
DWSRF PROJECTS FUND - 440				
440-333-66-46-40		Division 22 Reservoir (Permits and Desgn)	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		Prncipal 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 Desgn)	1,823,000	26,817
440-594-34-63		Geneva AC Mains (Permits, Design and Construction)	-	3,047
		TOTAL EXPENDITURES	1,962,700	29,864
DWSRF PROJECTS FUND				
		REVENUES	1,962,700	-
		EXPENDITURES	(1,962,700)	(29,864)
		CASH/INVESTMENTS BALANCE CARRYOVER	-	(360,594)
		CASH/INVESTMENTS BALANCE	-	(390,458)
Expenditures offset by draws as projects progress.				

		Description	Budget	YTD	
		MONTHLY BUDGET ANALYSIS	2016	2/28/2016	
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 2016	YTD 2/28/2016	
MONTHLY BUDGET ANALYSIS				
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	26	
	TOTAL EXPENDITURES	200	26	
2009 BOND RESERVE FUND (RESTRICTED)				
	REVENUES	10,000	-	
	EXPENDITURES	(200)	(26)	
	CASH/INVESTMENTS BALANCE CARRYOVER	513,400	513,428	
	CASH/INVESTMENTS BALANCE	523,200	513,402	

	Description	Budget 2016	YTD 2/28/2016	
MONTHLY BUDGET ANALYSIS				
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	-	
WATER LOANS DEBT SERVICE FUND				
	REVENUES	53,870	-	
	EXPENDITURES	(53,867)	-	
	CASH/INVESTMENTS BALANCE CARRYOVER	-	2	
	CASH/INVESTMENTS BALANCE	3	2	

		Description	Budget 2016	YTD 2/28/2016	
MONTHLY BUDGET ANALYSIS					
ULID 18 FUND - 480					
480-361-11-00		Investment Interest			
480-361-40-00		ULID 18 Interest/Penalties	-		
480-368-10-00		Current ULID 18 Principal Payments	20,000	130	
480-379-10-30		Latecomers Fee	40,000	2,500	
			-		
		TOTAL REVENUES	60,000	2,630	
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	2,897	
		TOTAL EXPENDITURES	60,000	2,897	
ULID 18 LOAN DEBT SERVICE					
		REVENUES			
		EXPENDITURES	60,000	2,630	
		CASH/INVESTMENTS BALANCE CARRYOVER	(60,000)	(2,887)	
		CASH/INVESTMENTS BALANCE	-	258	
			-	1	



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	March 1, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>Paul J. Hunter</i>		
MEETING AGENDA DATE:	March 9, 2016		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. March 9, 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	
March 9, 2016	March 3, 2016		LE/BH	
Status of Water and System Capacities				
	South Shore ID# 95910	Eagleridge ID #08118	Agate Heights ID# 52957	Johnson Well ID# 04782
DOH Approved #	3821	85	54	2
Connected ERUs	3799	68	44	2
Remaining ERUs for Future Development	22	17	10	0
Permanent Commitments				
Permitted ERUs Under Construction	7	0	0	0
Pre-paid Connection Certificates and Expired Permits	11	7	5	0
Subtotal	18	7	5	0
Remaining ERUs less Permanent Commitments	4	10	5	0
Less Water Availability Commitments (trailing 12 months)	12	0	0	0
Total Remaining ERUs for Future Development	-8	10	5	0

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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ANNUALLY	Community Right to Know (Hazardous Materials) (Rich)	July	Aug	Sept	Oct	Nov	Dec	Due by March 31st
	WA State Cross Connection Report (Rich)	January 25, 2016						Due Annually May

Reporting	Name of Report & Preparer	Completed						When Due
MONTHLY	Chlorination Report Agate Heights (Kevin)	Jan <input checked="" type="checkbox"/>	Feb <input checked="" type="checkbox"/>	Mar <input type="checkbox"/>	Apr <input type="checkbox"/>	May <input type="checkbox"/>	June <input type="checkbox"/>	Postmarked by 10 th of month
		July <input type="checkbox"/>	Aug <input type="checkbox"/>	Sept <input type="checkbox"/>	Oct <input type="checkbox"/>	Nov <input type="checkbox"/>	Dec <input type="checkbox"/>	
	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)	February 29, 2016						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
OTHER	Report Number of Sewer ERUs to City of Bellingham	Completed 1/15/2016						Due by January 15th
	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	14	58%	
Field Crew	248	91	36%	
Field Crew - Managers	30			
Office Managers	38			
Office - Staff	52	17	32%	
Weekly Crew Safety Meetings				
Safety meetings for the field crew take place every Tuesday or Wednesday at 5:00 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	0	1	1	11

Defined as a work related injury or illness that results in: <ul style="list-style-type: none"> • Death • Medical treatment beyond first aid • Loss of consciousness • Significant injury or illness diagnosed by a licensed health care professional • Days away from work (off work) • Restricted work or job transfer 				
Total Number of Days of Job Transfer or Restriction (Light duty or other medical restriction)	0	0	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.
- 3/1/2016 Installation of fire hydrant storz adapters in vicinity of Geneva school complete.

C1306 LLR Sewer Air-Vac Valve Replacement

Replace iron/steel air-vac valves with nylon valves.

C1306-ADM Project Administration

- 4/3/2013 Staff solicited quotes from local suppliers. Ordered and received 9 valves from HD Supply (low quote). There are a total of 14 valves on the force main. Remaining 5 valves will be budgeted and purchased in 2014. Crews will begin installing new valves this spring.
- 10/2/2013 Crews have replaced a couple valves that failed on other forcemains using this inventory.

C1401 Division 22 Reservoir

Add new Division 22 Reservoir. Funded by DWSRF Loan. Loan Amount = \$994,850 at 1.5% for 20 years + 4 years for construction.

C1401-PH1 G&O - Predesign, Permitting

- 10/2/2013 DWSRF loan contract will be executed by State on 10/8/2013. Staff will work with Grey and Osborne to prepare scope of work and fee. Scope/fee will be presented to Board tentatively at 11/13/2013 meeting for review/approval.
- 11/6/2013 Loan contract is executed. Execution date was 10/9/2013.
- 1/29/2014 Board approved scope of work and fee for Predesign work.
- 2/4/2014 Staff and G&O compiling AE agreement and exhibits for execution.
- 3/6/2014 Signed AE agreements received from consultant. District attorney doing final review. Agreements will then be executed by Patrick.
- 4/1/2014 G&O and staff had project kick-off meeting. G&O compiling list of information/data to begin predesign work. Topo survey will begin in a couple weeks.
- 5/7/2014 Consultant has performed topographic/boundary survey. Staff compiling water system data needed for consultants predesign work.
- 8/5/2014 G&O working on reservoir sizing after receiving water system data/info from staff. DOH cultural review in progress.
- 8/23/2014 Published Notice to the Public of Intent to Request Release of Funds in Bellingham Herald. This is required as part of the cultural review process. Have to wait 30 days before beginning test pits or geotechnical borings.
- 9/23/2014 Predesign progress meeting with G&O and District staff. Staff reviewed first 3 chapters of predesign report. G&O will update few minor items and continue final predesign tasks. Set goal to present predesign report to at 1st Board meeting in November.

- 3/3/2015 Staff provided G&O remaining data and info in February to complete the predesign report. G&O is scheduled to make a presentation to the Board at the 3/25/2015 meeting.
- 3/25/2015 G&O presented predesign report to board. There was overall consensus with the plan. Staff and G&O will proceed with permitting and coordination with SCVA.
- 4/30/2015 District submitted pre-application meeting packet to Whatcom County. Pre-App meeting scheduled for 11am on 5/21/2015.
- 5/21/2015 Pre-Application Meeting at Whatcom County - 11am. District and G&O attended. Reviewed permitting requirements with County staff.
- 6/1/2015 Received County's Pre-Application Meeting Findings. Staff and G&O working on Conditional Use Permit application. Staff will coordinate with County for onsite critical areas review (look for wetlands).
- 7/1/2015 Received comments from DOH on project report. G&O and staff will respond to comments. G&O and staff are working on the conditional use permit application.
- 7/29/2015 Conditional Use Permit and Variance Permit applications submitted to Whatcom County.
- 8/4/2015 Staff working with G&O on scope of work for next project phase - detailed design, plans, specs, estimates, and bidding.
- 9/2/2015 G&O working to address DOH project report comments.
- 9/2/2015 Whatcom County is processing Condition Use and Variance Permit application.
- 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.
- 2/25/2016 G&O submitted revised pre-design report with updated ERU tables and responses to DOH review comments. G&O working on 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 and 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
- 2/24/2016 Contract awarded to Tiger construction at board meeting
- 2/29/2016 Notice of Intent to award issued to contractor. Bonds, insurance, and contract are in process of being executed.

C1407 Lowe Sewer PS VFD

Replace rotophase with VFD.

C1407-ADM

- 1/5/2015 Staff obtaining quotes for VFD's from vendor. District electrician reviewing electrical panel space requirements and proposed VFD dimensions.
- 1/22/2015 VFD's received by District. District crew will install in pump station.

C1412 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.
- 2/23/2016 Communication radio installation completed at SVWTP.

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.
- 2/17/2016 BHC submitted review draft of seismic study to staff for review. Staff is reviewing draft.

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

- 3/2/2016 Staff is preparing request for qualifications for two projects. One is general engineering services, the other is Country Club Sewer Pump Station Improvements.

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.
- 3/2/2016 Staff working with Cartegraph to integrate system onto District server infrastructure.

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.

2/29/2016 Integration of the 1st of 4 replacement computers is done. Staff is in process of integrating other machines.

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.

2/29/2016 SVCA is working on developer extension agreement to cover relocation of water mains for culvert improvements. Proposed DEA will be brought to board for review-comment-approval after staff and legal review.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	March 1, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	March 9, 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

March 9, 2016

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is 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 **March 30, 2016** at 8:00 a.m.
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, March 10, 2016** at 8:00 a.m. in the Board Room. Commissioner Citron is scheduled to attend this meeting. Scheduling is rotated by alphabetical order each month.
- **Employee Safety Committee Meeting:** The next meeting is set for **April 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, March 8, 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 **March 16, 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 Joint Councils/Commissioners Lake Whatcom Management Meeting:** Reminder, the 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. I will be unable to attend this year's meeting as I will be attending my son's graduation in Georgia.

- **Spring WASWD Conference in Yakima:** Remember, the Spring Conference is coming next month. The meetings in Yakima will be held in April between Wednesday the 13th and Friday the 15th. Lynn has made your reservations between Tuesday and Saturday morning. She will make available to you your hotel reservation information and the agenda.
- **Out of Area for March 9 Meeting:** I will be attending an Insurance Pool conference between March 6 and 9 out of the area. Bill Hunter will be acting in my place. However, if you need me you can reach me via my work email (patrick.sorensen@lwwsd.org) or by calling my work cell phone 296-4578.
- **Water Systems Consolidation Grant Application Update:** Thanks to Melanie Mankamyer of Wilson Engineering we have been able to submit an application to the Washington Department of Health for the consolidation grants in order to evaluate this opportunity. We received letters of support from the various small water associations and the Department of Ecology. We should know something in the next month or so.