



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

SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

April 11, 2016

6:30 p.m. – Special Session

1. CALL TO ORDER
2. PUBLIC COMMENT OPPORTUNITY
At this time, members of the public may address the Commission. Please state your name prior to making comments.
3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
4. CONSENT AGENDA
5. SPECIFIC ITEMS OF BUSINESS:
 - A. Bond Consultant Presentation – Jim Nelson
 - B. Geneva Woods Developer Extension Application
 - C. Invasive Species Interlocal Agreement for 2016
 - D. Monthly Budget Analysis
 - E. 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:	April 5, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	April 11, 2016		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Bond Consultant Presentation – Jim Nelson		
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

Jim Nelson, Senior Vice President and Public Finance Banker from D.A. Davidson is at this meeting to review the current bond market rates and how they present an opportunity for the District to prepare an Advanced Refunding issue of our 2009 bonds.

FISCAL IMPACT

None at this time.

RECOMMENDED BOARD ACTION

Consider whether or not to direct staff to prepare an Advanced Refunding issue of the District's 2009 bonds.

PROPOSED MOTION

To authorize staff to move forward with the refunding bond issue of the District's 2009 bonds as presented.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 5, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	April 11, 2016		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	April 11, 2016		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Geneva Woods DEA Application		
	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

The District received an application for a Developer Extension Agreement to extend water and sewer utilities to 5 lots in Geneva. The lots are located south of Fremont Street on the unimproved section of Lakewood Lane.

The lots are inside the City of Bellingham Urban Growth Area and are zoned UR – Urban Residential.

There is adequate sewer capacity in the public sewer main on Fremont Street. The application proposes to extend the public sewer main from Fremont Street to south to serve all the lots. All of the lots have Utility Local Improvement District #18 assessments.

There is adequate water system capacity and pressure to serve the properties. The highest elevation lot will have approximately 30 PSI at the proposed meter location. The application proposes to extend the public water main from Fremont Street and connect to the existing 10” ductile iron main at the south end of the development, creating an additional loop in the public water system. A new fire hydrant is proposed along the proposed main extension. The looped water system should be able to provide the required fire flow of 750 GPM for 60 minutes identified in the District’s 2010 Water System Comprehensive Plan for the Geneva Study Area. However, staff recommends that a hydraulic model analysis is performed to verify available fire flow for the proposed improvements.

The lots are not subject to any other Developer Extension Agreement Latecomer Fees.

FISCAL IMPACT

None.

RECOMMENDED BOARD ACTION

See proposed motion.

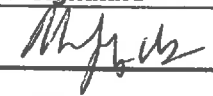
PROPOSED MOTION

Approve the Developer Extension Agreement application for 5 new water and sewer connections with the following conditions:

1. Public water and sewer facilities are designed and installed in accordance with the District's Design and Construction Standards, Water and Sewer Comprehensive Plans, and the development meets local, state, and federal regulations.
2. A hydraulic model analysis is performed as part of the design/review process to verify fire flow requirements are met.

LAKE WHATCOM WATER & SEWER DISTRICT

APPLICATION TO ESTABLISH DEVELOPER EXTENSION AGREEMENT (DEA)

1. Printed Name		2. Signature		3. Date Signed	
MAD General LLC				3/14/2016	
4. Address			5. Phone		
PO Box 2223			Home	360-223-5838	
Bellingham, WA 98227			Work	360-223-5838	
			Fax		
6. Attach Following Maps (11 x 17 or smaller):					
<input checked="" type="checkbox"/> Assessor map with parcels highlighted (black and white copies only, please)					
<input checked="" type="checkbox"/> Proposed plat or lot layout with proposed water and/or sewer improvements. Show existing and proposed utility easements and public right-of-ways					
7. Project Name					
Geneva Woods					
8. Site and Project Information					
List of Parcel Numbers: 380334419403 380334419362; 38033441388 380334419371; 380334419392		Proposed Number of Water Services:		5	
		Proposed Number of Sewer Services:		5	
Current Zoning: UR		Total Acres: 2.5			
Anticipated Start of Construction: June 1, 2016		Anticipated Construction Duration: 2 months			
Provide a brief narrative description of the proposed development and requested water and/or sewer services. (If you require more space, please attach a separate sheet of paper):					
Extend water & sewer to 5 lots, from centerline Fremont, up Lakeview Lane, to center line 6 th St.					

To be completed by District			
9. Application Complete		10. Application Fee Received	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Receipt #		12. Received by	
13. General Manager Signature		14. Date Signed	

SPECIAL NOTICES TO APPLICANT	
➤ When you request to establish a DEA with the District, we will provide you with an Application and a sample of a Developer Extension Agreement. The sample is provided to you for information and planning purposes only.	
➤ Once the District approves your application, you will be asked to complete and submit the DEA.	
➤ Application processing steps are printed on the reverse of this form.	
➤ This Application, once accepted and approved by the District, does not constitute, nor does it imply, a guarantee by the District to provide water or sewer service.	
➤ This is NOT a "Will Serve" document.	

OVERVIEW OF DEVELOPER EXTENSION PROCESS

Application Process:

- A. Developer identifies basic facilities needed for the project.
- B. Developer completes a Developer Extension Agreement (DEA) Application Form.
- C. Board of Commissioners evaluates whether or not to allow extension.

After Board of Commissioners decides to allow extension:

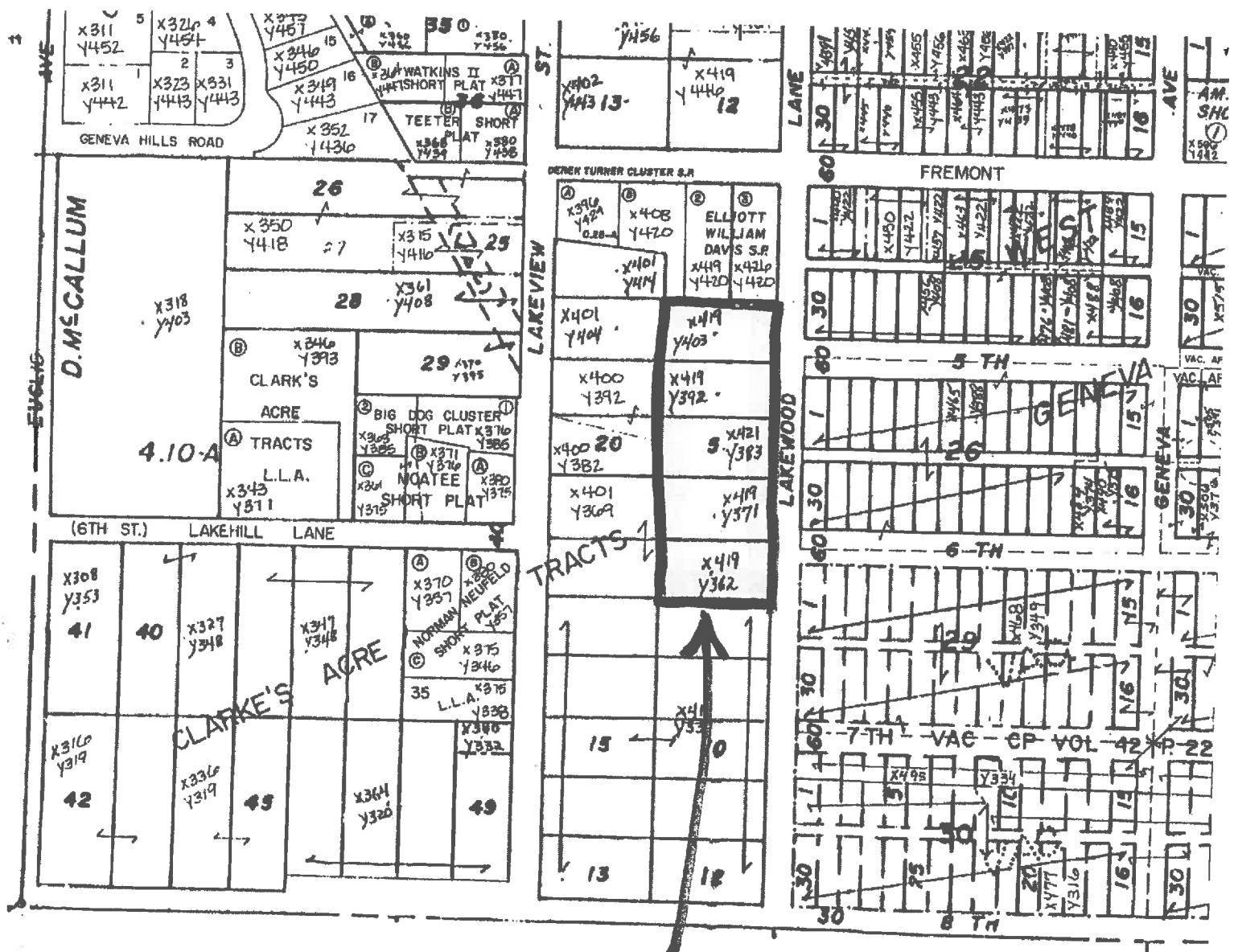
- D. District and Developer sign a Developer Extension Agreement.
- E. Developer designs facilities using District Design Standards.
- F. Developer constructs facilities using District's Construction Standards.
- G. District accepts improvements.
- H. If applicable, District creates a Latecomer's Agreement with Developer per RCW's 56 & 57.

APPLICATION PROCEDURES

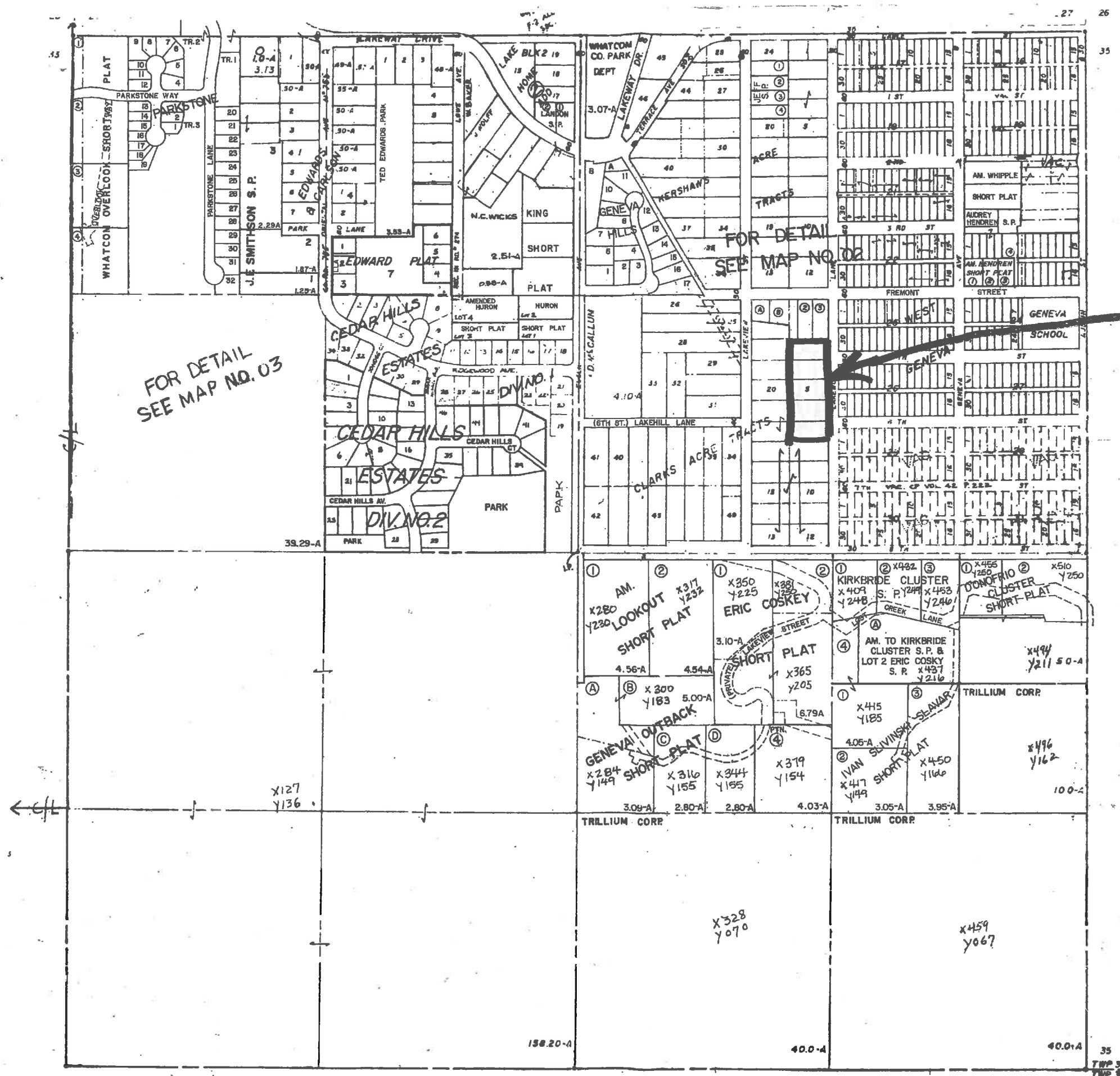
1. Applicant furnishes information required on reverse and pays application processing fee.
2. District performs preliminary Application completeness evaluation. If evaluation proves unsatisfactory, the District will return the application package to applicant citing deficiencies, and advise that application revision and resubmission is necessary.
3. Using information provided on the reverse, District ascertains proposed project conformance to the latest approved version of the District's Comprehensive Plan and other relevant District planning requirements. If found that:
 - 3.1. The information provided is insufficient to allow a determination, the District General Manager notifies the Applicant accordingly, citing discrepancies, and advises that Application revision/resubmission is necessary.
 - 3.2. In full conformance, the District General Manager advises the Applicant accordingly, and automatically petitions the District's Board of Commissioners to authorize the creation of a Developer Extension Agreement (DEA).
 - 3.3. In non or partial conformance, the District General Manager notifies Applicant accordingly, citing discrepancies, and advises that Application revision/resubmission is necessary.

If a Comprehensive Plan Amendment is required, the Applicant petitions the District's Board of Commissioners to have the District attempt a formal amendment to the latest approved version of the District's Comprehensive Plan. Applicant is hereby cautioned that:

- The Commissioners are not obligated to grant Applicant's request to attempt to amend the Comprehensive Plan.
- Applicant shall fund all expenses associated with said amendment attempt, (current minimum estimate \$1,000.)
- Amendment approval is not guaranteed since amendments require approval by multiple State and County agencies.



PROJECT



FOR DETAIL
SEE MAP NO. 03

FOR DETAIL
SEE MAP NO. 02

PROJECT

TOWNSHIP

38

RANGE

3E

SECTION

34

MAP NO.

01

SCALE

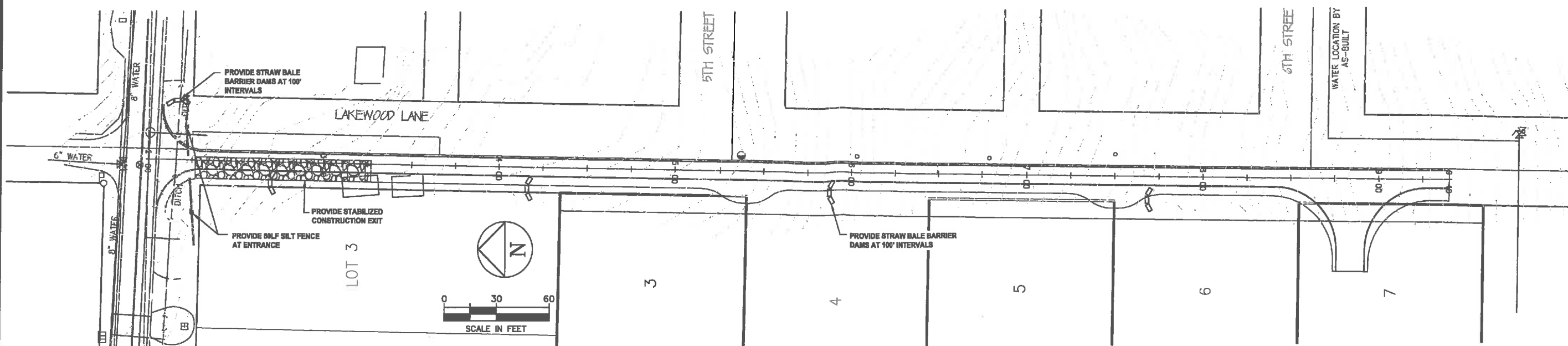
1" = 400'

DATE

10/13/64

REVISED
18 February 2016
Assessor's Dept.
Whatcom Co.

THIS MAP IS FOR
ASSISTANCE IN
PROPERTY LOCATION
AND NOT GUARANTEED
FOR ACCURATE
MEASUREMENTS



STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

THIS STORMWATER POLLUTION PREVENTION PLAN IS PROVIDED FOR CONSTRUCTION ACTIVITIES FOR THIS PROJECT. THE CONTRACTOR IS ADVISED THAT THE PROJECT AREA DRAINS TO JOHNSON CREEK AND THAT THE CONTRACTOR IS RESPONSIBLE TO PROTECT THE RECEIVING WATERS FROM DELETERIOUS EFFECTS OF CONSTRUCTION.

THE CONTRACTOR IS REQUIRED TO HAVE A COPY OF THE SWPPP ON SITE AT ALL TIMES.

THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING THE EROSION CONTROL MEASURES SHOWN OR DESCRIBED IN THE CONTRACT DOCUMENTS AND ANY ADDITIONAL MEASURES THAT MAY BE REQUIRED BY THE CONTRACTOR'S MEANS AND METHODS OF CONSTRUCTION AS NEEDED TO CONTROL EROSION AND SEDIMENT AT THE CONSTRUCTION SITE AND TO PREVENT VIOLATION OF SURFACE WATER QUALITY, GROUND WATER QUALITY, OR SEDIMENT MANAGEMENT STANDARDS. EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT THE COURSE OF CONSTRUCTION AND UNTIL ALL DISTURBED EARTH IS STABILIZED IN FINISH GRADES.

INSPECTION AND MAINTENANCE

ALL BEST MANAGEMENT PRACTICES (BMPs) SHALL BE INSPECTED, MAINTAINED, AND REPAIRED AS NEEDED TO ASSURE CONTINUED PERFORMANCE OF THEIR INTENDED FUNCTION. ALL ON-SITE EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSPECTED AT LEAST ONCE EVERY SEVEN DAYS AND WITHIN 24 HOURS AFTER ANY STORM EVENT GREATER THAN 0.5 INCHES OF RAIN PER 24 HOUR PERIOD.

SEDIMENT MUST BE REMOVED FROM SILT FENCES BEFORE IT REACHES APPROXIMATELY ONE THIRD THE HEIGHT OF THE FENCE, ESPECIALLY IF HEAVY RAINS ARE EXPECTED.

CONTRACTOR'S TEST RECORD

WEEKLY REPORTS SUMMARIZING THE SCOPE OF INSPECTIONS, THE PERSONNEL CONDUCTING THE INSPECTION, THE DATE(S) OF THE INSPECTION, MAJOR OBSERVATIONS RELATING TO THE IMPLEMENTATION OF THIS SWPPP, AND ACTIONS TAKEN AS A RESULT OF THESE INSPECTIONS SHALL BE PREPARED AND RETAINED ON SITE BY THE CONTRACTOR. IN ADDITION, A RECORD OF THE FOLLOWING DATES SHALL BE INCLUDED IN THE REPORTS:

1. WHEN MAJOR GRADING ACTIVITIES OCCUR,
2. DATES OF RAINFALL EVENTS EITHER EXCEEDING 2 HOURS DURATION OR MORE THAN 0.5 INCHES/24 HOURS,
3. WHEN CONSTRUCTION ACTIVITIES TEMPORARILY OR PERMANENTLY CEASE ON SITE, OR ON A PORTION OF THE SITE,
4. WHEN STABILIZATION MEASURES ARE INITIATED FOR PORTIONS OF THE SITE.

SWPPP REQUIRED REPORTS SHALL BE MADE AVAILABLE TO THE OWNER AND ENGINEER ON REQUEST AND SHALL BE PROVIDED FOR REVIEW AND APPROVAL PRIOR TO APPLICATION FOR PAYMENT.

STABILIZE SOILS AND PROTECT SLOPES

FROM MAY 1 THROUGH SEPTEMBER 30, ALL EXPOSED SOILS SHALL BE PROTECTED FROM EROSION BY MULCHING, PLASTIC SHEETING, HYDROSEED COVERING, OR OTHER APPROVED MEASURES WITHIN ONE WEEK OF GRADING. FROM OCTOBER 1 THROUGH APRIL 30, ALL EXPOSED SOILS MUST BE PROTECTED WITHIN 2 DAYS OF GRADING. SOILS SHALL BE STABILIZED BEFORE A WORK SHUTDOWN, HOLIDAY OR WEEKEND IF NEEDED BASED ON THE WEATHER FORECAST. SOIL STOCKPILES MUST BE STABILIZED AND PROTECTED WITH SEDIMENT TRAPPING MEASURES. HYDROSEED AS SOON AS PRACTICAL. ALL DISTURBED AREAS NOT INDICATED IN THE CONTRACT DOCUMENTS FOR OTHER PERMANENT STABILIZATION MEASURES. DESIGN, CONSTRUCT, AND PHASE CUT AND FILL SLOPES IN A MANNER THAT WILL MINIMIZE EROSION. REDUCE SLOPE VELOCITIES ON DISTURBED SLOPES BY PROVIDING TEMPORARY BARRIERS. STORMWATER FROM OFF SITE SHOULD BE HANDLED SEPARATELY FROM STORMWATER GENERATED ON SITE.

SEDIMENT CONTROLS

THE DUFF LAYER, NATIVE TOP SOIL, AND NATURAL VEGETATION SHALL BE RETAINED IN AN UNDISTURBED STATE TO THE MAXIMUM EXTENT PRACTICABLE. THE CONTRACTOR SHALL MARK ALL AREAS WHICH ARE NOT TO BE DISTURBED, INCLUDING SETBACKS, SENSITIVE/CRITICAL AREAS AND THEIR BUFFERS. TREES AND DRAINAGE COURSES NOT TO BE DISTURBED SHALL BE MARKED AND FLAGGED BEFORE CONSTRUCTION ACTIVITIES ARE INITIATED. THESE AREAS SHALL BE PROTECTED BY THE CONTRACTOR WITH BARRIER FENCING AS SHOWN ON THE DRAWING AND AS DIRECTED BY THE ENGINEER WHEN MEASURES UNDER THIS SWPPP AND/OR CONSTRUCTION ACTIVITIES ARE INITIATED.

THE CONTRACTOR MAY ELECT TO CONSTRUCT TEMPORARY SEDIMENTATION PONDS, TANKS, OR OTHER FACILITIES AS NECESSARY TO CONTROL RUNOFF AND/OR TO FILTER DEWATERING DISCHARGE. THE CONTRACTOR MAY MAKE TEMPORARY CONNECTIONS TO THE EXISTING STORM DRAINAGE SYSTEM AS NECESSARY TO CONVEY FLOW FROM TEMPORARY FACILITIES. TEMPORARY ON-SITE CONVEYANCE CHANNELS REQUIRED BY THE CONTRACTOR'S MEANS AND METHODS SHALL BE DESIGNED, CONSTRUCTED, AND STABILIZED TO PREVENT EROSION FROM THE EXPECTED VELOCITY OF A 2-YEAR, 24-HOUR FREQUENCY STORM FOR THE DEVELOPED CONDITION. IN LIEU OF DESIGN, THE CONTRACTOR MAY ELECT TO LINE TEMPORARY CHANNELS AND FACILITIES WITH EROSION CONTROL MAT AT CONTRACTOR'S EXPENSE.

CONTROL DEWATERING

HIGHLY TURBID OR CONTAMINATED DEWATERING WATER FROM CONSTRUCTION EQUIPMENT OPERATION SHALL BE HANDLED SEPARATELY FROM STORMWATER. DISPOSAL OPTIONS FOR DEWATERING DISCHARGE INCLUDE:

1. INFILTRATION
2. TRANSPORT OFF SITE IN A VEHICLE, SUCH AS A VACUUM FLUSH TRUCK, FOR LEGAL DISPOSAL IN A MANNER THAT DOES NOT POLLUTE STATE WATERS.
3. USE OF AN APPROPRIATELY SIZED AND MAINTAINED SEDIMENTATION BAG (DIRTBAG) WITH OUTFALL TO A DITCH OR SWALE FOR SMALL VOLUMES OF LOCALIZED DEWATERING.
4. ON-SITE TREATMENT USING APPROVED CHEMICAL TREATMENT (MUST BE PRE-APPROVED BY DOE PRIOR TO CONSTRUCTION AND CLOSELY MONITORED DURING USE OF THIS METHOD).

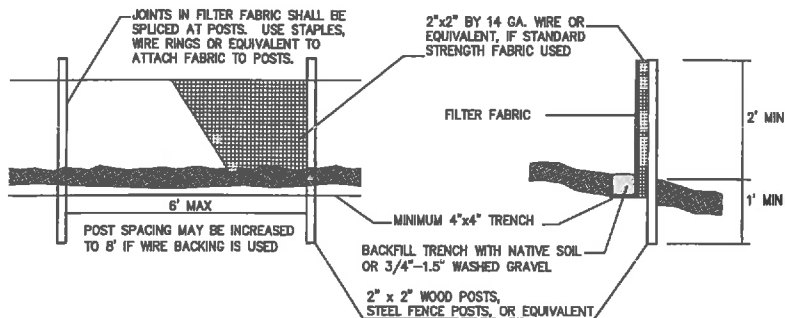
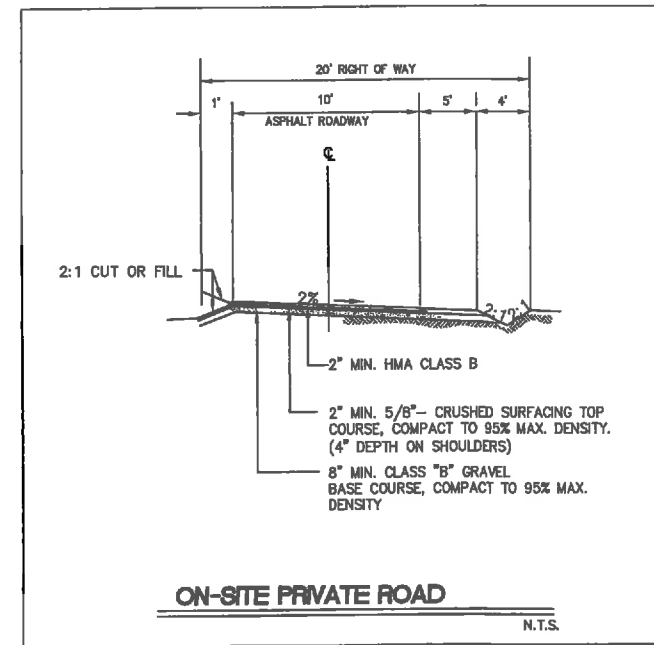
AFTER FINAL SITE STABILIZATION

ALL TEMPORARY EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE REMOVED WITHIN 30 DAYS AFTER FINAL SITE STABILIZATION IS ACHIEVED OR AFTER THE TEMPORARY BMPs ARE NO LONGER NEEDED. TRAPPED SEDIMENT SHALL BE REMOVED FROM THE SITE OR INCORPORATED INTO FINISHED GRADING. DISTURBED SOIL AREAS RESULTING FROM REMOVAL SHALL BE PERMANENTLY STABILIZED.

CONSTRUCTION ACCESS

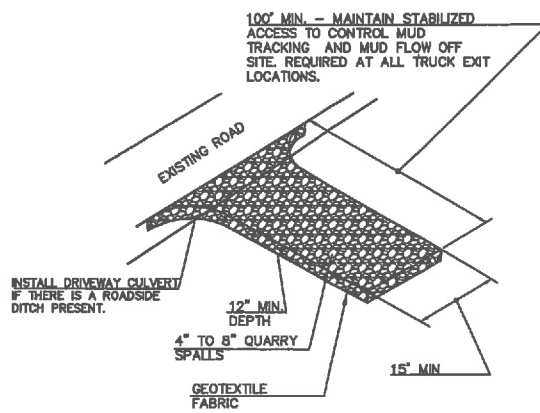
WHEN POSSIBLE, LIMIT CONSTRUCTION VEHICLE ACCESS AND EXIT TO ONE ROUTE. ALL ACCESS/EXIT POINTS SHALL BE STABILIZED WITH QUARRY SPALLS IN CONFORMANCE WITH THE STABILIZED CONSTRUCTION EXIT DETAIL THIS SHEET, EXCEPT MINIMUM WIDTH IS 15 FEET. CONSTRUCTION ACCESS RESTORATION SHALL BE EQUAL TO OR BETTER THAN THE PRECONSTRUCTION CONDITION.

PUBLIC RIGHTS-OF-WAY SHALL BE KEPT IN A CLEAN AND SERVICEABLE CONDITION AT ALL TIMES. IN THE EVENT MATERIALS ARE INADVERTENTLY DEPOSITED ON ROADWAYS THE MATERIAL SHALL BE PROMPTLY REMOVED. MATERIALS ARE TO BE SWEEPED AND REMOVED PRIOR TO ANY STREET FLUSHING.



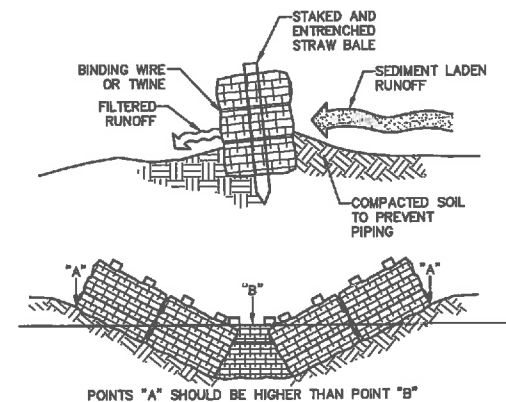
SILT FENCE

BMP C233 DOE STORMWATER MANUAL N.T.S.



STABILIZED CONSTRUCTION EXIT

BMP C105 DOE STORMWATER MANUAL N.T.S.



STRAW BALE BARRIER

ADAPTED FROM DOE STORMWATER MANAGEMENT MANUAL N.T.S.

NO.	REVISIONS	APPD.

PRELIMINARY

DAVID EVANS AND ASSOCIATES INC.
 119 Grand Avenue, Suite D
 Bellingham Washington 98225
 Phone: 360.647.7151
 Fax: 360.647.7100

LOT 3, 6, & 7 CLARKE'S ACRE TRACT
 Whatcom County, Wa
ROY JONES
SWPP PLAN AND DETAILS

PROJECT NUMBER:
OBHS0181

DATE: 02-05
 DESIGN: MJO
 DRAWN: MJO
 CHECKED:

SCALE: N.T.S.

SHEET NO.
2
OF **3**

SECTION 34, T 38 N, R 3 E

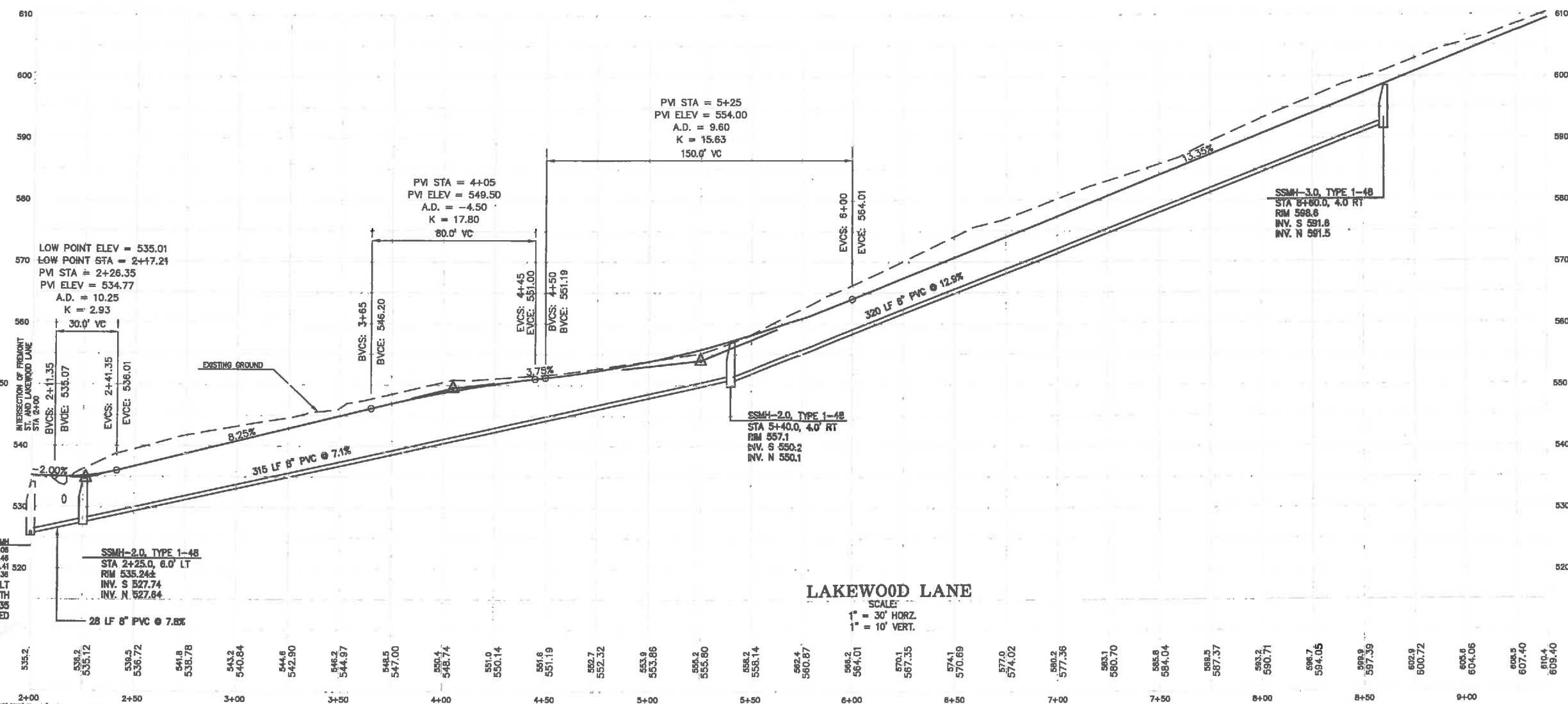
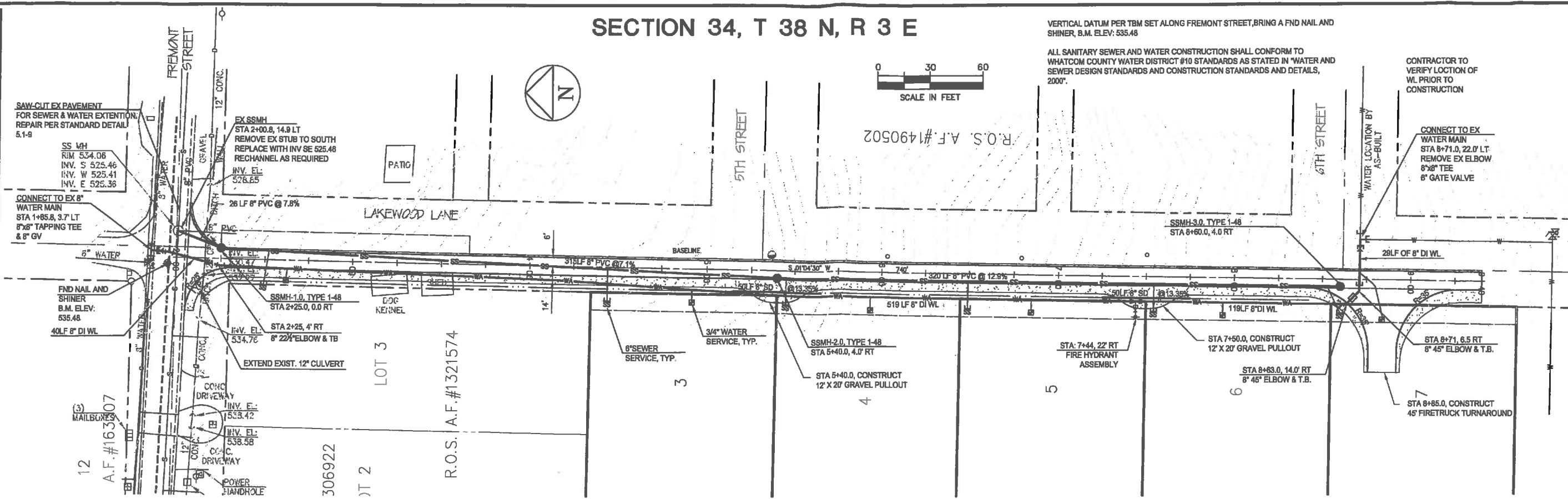
VERTICAL DATUM PER TBM SET ALONG FREMONT STREET, BRING A FND NAIL AND SHINER, B.M. ELEV: 535.48

ALL SANITARY SEWER AND WATER CONSTRUCTION SHALL CONFORM TO WHATCOM COUNTY WATER DISTRICT #10 STANDARDS AS STATED IN "WATER AND SEWER DESIGN STANDARDS AND CONSTRUCTION STANDARDS AND DETAILS, 2000".

CONTRACTOR TO VERIFY LOCATION OF WL PRIOR TO CONSTRUCTION

CONNECT TO EX WATER MAIN STA 8+71.0, 22.0' LT. REMOVE EX ELBOW 8" 45° TEE & 8" GATE VALVE

R.O.S. A.F.#1490502



PRELIMINARY

DAVID EVANS AND ASSOCIATES INC.
119 Grand Avenue, Suite D
Bellingham Washington 98225
Phone: 360.647.7151
Fax: 360.647.7160

LOT 3, 6, & 7 CLARKE'S ACRE TRACTS
Whatcom County, Washington
ROY JONES
ROADWAY, SANITARY SEWER & WATER
EXTENSION ALONG LAKEWOOD LANE

PROJECT NUMBER:
OBHS0181
DATE: 02-05
DESIGN: MJO
DRAWN: MJO
CHECKED:
SCALE: 1" = 30'
SHEET NO.
3
OF 3



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 5, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	April 11, 2016		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Invasive Species Interlocal Agreement		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Interlocal Agreement		
	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

Over the last several years, the District has made an annual contribution towards the Lake Whatcom Invasive Species Prevention Program through an interlocal agreement with the City of Bellingham. This year the District is being asked to contribute \$50,000.00; the same amount that was contributed by the District in 2015.

FISCAL IMPACT

\$50,000.00 is included in the 2016 Budget for this purpose.

RECOMMENDED BOARD ACTION

Review/discuss the Interlocal Agreement for the 2016 Lake Whatcom Aquatic Invasive Species Prevention Program.

PROPOSED MOTION

To approve the 2016 Lake Whatcom Aquatic Invasive Species Prevention Program Interlocal Agreement as presented.

INTERLOCAL AGREEMENT

2016 CITY OF BELLINGHAM - LAKE WHATCOM WATER AND SEWER DISTRICT

LAKE WHATCOM AQUATIC INVASIVE SPECIES PREVENTION PROGRAM

WHEREAS, the City of Bellingham (City) and Lake Whatcom Water and Sewer District (District) have a mutual interest in protecting water resources in the Lake Whatcom Watershed; and

WHEREAS, Aquatic Invasive Species (AIS) are capable of impacting water quality, recreational use and the aquatic ecology of Lake Whatcom; and

WHEREAS, watercraft are a widely recognized vector for movement and introduction of AIS within and between water bodies; and

WHEREAS, the risk of AIS introductions into Lake Whatcom can be reduced by education of watercraft users and inspection of watercraft prior to launching into Lake Whatcom and other Whatcom County waterbodies; and

WHEREAS, the City and the District have committed resources to support establishment and operation of an AIS Prevention Program for Lake Whatcom; and

WHEREAS, this Agreement is authorized under the Washington State Interlocal Cooperation Act, Chapter 39.34 RCW;

NOW, THEREFORE, THE CITY OF BELLINGHAM AND LAKE WHATCOM WATER AND SEWER DISTRICT AGREE AS FOLLOWS:

1. SCOPE OF WORK

Task 1 - Administration: The City will administer and manage the AIS Prevention Program, including hiring, training, outfitting, scheduling and supervision of program staff.

Task 2 - Reporting: Periodic reports of the program's status will be delivered to the District upon request.

2. TERM

(a) This Agreement shall be effective April 15, 2016 and shall continue through December 31, 2016. The Agreement shall only be renewed, in writing, on terms then agreed to by the parties. The term shall be as stated in the agreement regardless of the date of signature.

(b) This Agreement may be terminated for convenience by either party upon the giving of ninety (90) days written notice to the other party whereupon payment for time and effort expended up to and including the date of termination shall be paid in full.

(c) This Agreement may be terminated for cause by either party after giving the defaulting party thirty (30) day's written notice of default and an opportunity to cure.

3. PAYMENT

(a) The District shall reimburse the City for AIS prevention program costs, including but not limited to staff outfitting and wages. The maximum payable under this Agreement is \$50,000.

(b) Payments to the City will be made monthly based on invoices submitted to the District. All payments hereunder are considered reimbursement for services rendered. Reimbursements hereunder shall not create an employment relationship between the District and any City staff, nor shall it confer any ownership or management rights in the District to any property or assets acquired by the City under the AIS prevention program.

(c) The District shall promptly review and pay the invoice in accordance with its usual procedures.

(d) A short program update shall accompany each invoice.

4. PERSONS RESPONSIBLE FOR ADMINISTRATION OF THE AGREEMENT

The City designates the Public Works Natural Resources Policy Manager, or his/her designee, as its person responsible for administration of this Agreement. The District designates its General Manager, or his/her designee, as its person responsible for administration of this Agreement.

5. LEGAL RELATIONS

In performing the services outlined in this Agreement, neither party is acting as the agent or employee of the other; rather, each party is acting as an independent contractor.

6. DEFENSE, INDEMNIFICATION, HOLD HARMLESS

Each party shall defend, indemnify and hold the other harmless from and against any and all cost or liability for damage to persons or property arising from the negligent acts or omissions of itself or its elected officials, employees or agents in relation to this Agreement.

EXECUTED, this the _____ day of _____, 2016, for the LAKE WHATCOM WATER AND SEWER DISTRICT:

LWWSD General Manager

Approved as to Form:

District Legal Counsel

EXECUTED, this the _____ day of _____, 2016, for the CITY OF BELLINGHAM:

Departmental Approval:

Mayor

Department Head

Attest:

Approved as to Form:

Finance Director

Office of the City Attorney



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 5, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL <i>Debi Hill</i>		
MEETING AGENDA DATE:	April 11, 2016		
AGENDA ITEM NUMBER:	5.D.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	1. Monthly Budget Analysis		
	2. Admin/Operations Costs Pie Charts (3)		
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

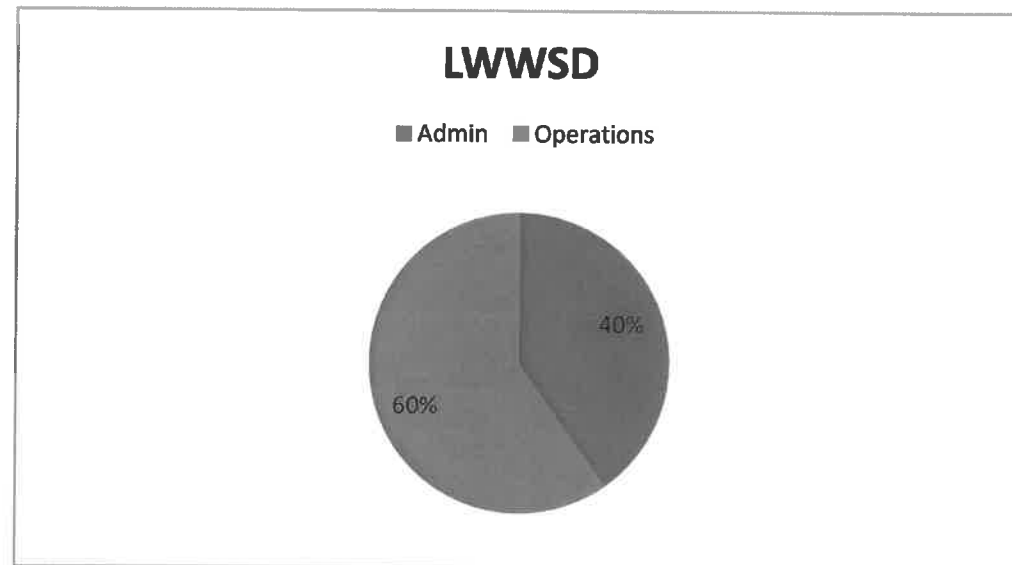
n/a

PROPOSED MOTION

n/a

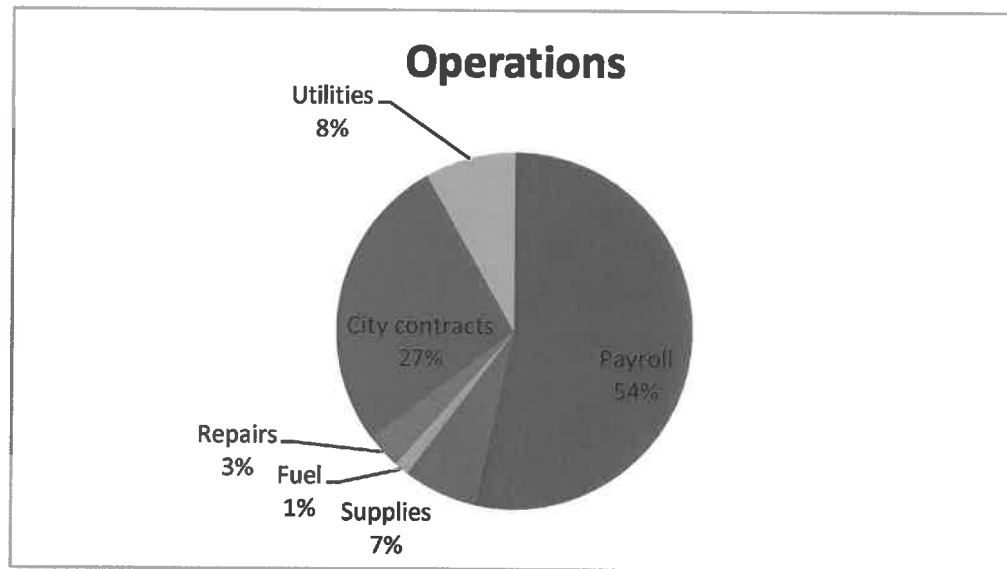
LWWSD 2016 Budget

401-53X-10-10	Admin Payroll (2% cola plus step increases - 2016)	629,294
401-53X-10-20	Admin Personnel Benefits (Medical,Retirement etc)	207,280
401-53X-10-31	Gen Admin Supplies	21,000
401-53X-10-31-01	Meetings/Team building	1,500
401-53X-10-40	Web pay/Bank Fees (WA Fed; Xpress, Chase)	20,000
401-534-10-41-00	Water Quality Assurance Programs (TOTAL)	65,000
401-53X-10-41-01	Professional Services (TOTAL)	231,500
401-53X-10-42	Communication	46,000
401-53X-10-45	Admin Lease	2,000
401-53X-10-46	Property Insurance	125,000
401-53X-10-49	Admin Misc.	1,000
401-53X-10-49-01	Memberships/Dues	12,000
401-53X-10-49-02	WA State Dept of RevenueTaxes/Permits	191,500
401-53X-40-43	Training & Travel	35,000
401-53X-40-43-01	Tuition reimbursement	1,000
401-53X-80-10	Operations Payroll (2% cola plus step increases - 2016)	908,270
401-53X-80-20	Operations Personnel Benefits (Medical,Retirement etc)	355,900
401-53X-50-31	Maintenance Supplies	145,000
401-53X-80-32	Fuel	30,000
401-53X-80-35	Safety Supplies	12,000
401-53x-80-35-01	Safety Supplies Boots	2,500
401-53X-50-48	Operations Repair/Maint	65,000
401-53X-60-41	Operations Contracted	10,000
401-534-60-47	Water City of Bellingham	40,000
401-535-60-47	Sewer City of Bellingham Treatment Fee	600,000
401-53X-80-47	General Utilities	195,000
401-53X-80-49	Laundry	3,000
		3,955,744



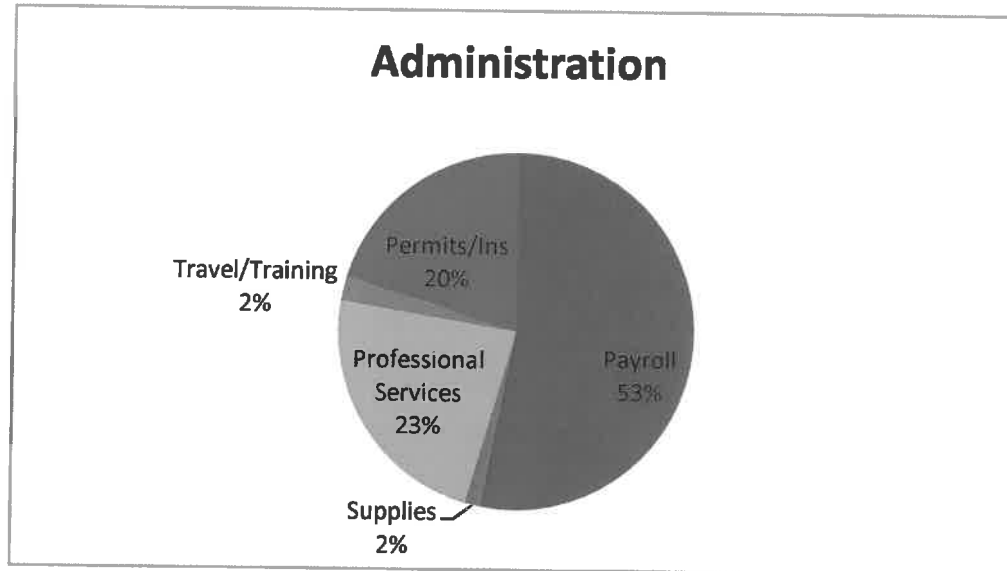
LWWSD 2016 Budget

401-53X-80-10	Operations Payroll (2% cola plus step increases - 2016)	908,270
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	355,900
401-53X-50-31	Maintenance Supplies	145,000
401-53X-80-35	Safety Supplies	12,000
401-53x-80-35-01	Safety Supplies Boots	2,500
401-53X-80-49	Laundry	3,000
401-53X-80-32	Fuel	30,000
401-53X-50-48	Operations Repair/Maint	65,000
401-53X-60-41	Operations Contracted	10,000
401-534-60-47	Water City of Bellingham	40,000
401-535-60-47	Sewer City of Bellingham Treatment Fee	600,000
401-53X-80-47	General Utilities	195,000



LWWSD 2016 Budget

401-53X-10-10	Admin Payroll (2% cola plus step increases - 2016)	629,294
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	207,280
401-53X-10-31	Gen Admin Supplies	21,000
401-53X-10-31-01	Meetings/Team building	1,500
401-53X-10-40	Web pay/Bank Fees (WA Fed; Xpress, Chase)	20,000
401-534-10-41-00	Water Quality Assurance Programs (TOTAL)	65,000
401-53X-10-41-01	Professional Services (TOTAL)	231,500
401-53X-10-42	Communication	46,000
401-53X-10-45	Admin Lease	2,000
401-53X-10-49	Admin Misc.	1,000
401-53X-40-43	Training & Travel	35,000
401-53X-40-43-01	Tuition reimbursement	1,000
401-53X-10-49-02	WA State Dept of Revenue Taxes/Permits	191,500
401-53X-10-46	Property Insurance	125,000





MONTHLY BUDGET ANALYSIS

OPERATING FUND - 401

Description	Budget	YTD	
	2016	3/31/2016	25%
Water Sales Metered (8.75% base rate increase) *	2,142,363	479,609	22%
Sewer Service Residential (2.5% rate increase) *	3,740,663	920,579	25%
Sewer Service Other	5,000	924	18%
Combined Fees	30,000	8,243	27%
Late fees	60,000	12,963	22%
Investment Interest	1,000	333	33%
Sale of scrap metal and surplus	-	-	
Permits Operation portion (5 new connection permits)	10,000	10,760	108%
Sale of Capital Assets	-	-	
Insurance Recoveries	-	-	
Transfer in from ULID 18 Fund 480	60,000	11,487	19%
TOTAL REVENUES	6,049,026	1,444,898	24%

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

	Description	Budget		YTD	
		2016	3/31/2016	25%	
OPERATING FUND - 401					
EXPENDITURES					
401-53X-10-10	Admin Payroll (2% cola plus step increases - 2016)	629,294	133,810	21%	
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	207,280	49,290	24%	
401-53X-10-31	Gen Admin Supplies	21,000	8,645	41%	
401-53X-10-31-01	Meetings/Team building	1,500	562	37%	
401-53X-10-40	Web pay/Bank Fees (WA Fed; Xpress, Chase)	20,000	5,702	29%	
	Interlocal - Lake Whatcom Management Program 5,000				
	Interlocal - Invasive Species 50,000				
	Interlocal - Lake Whatcom Tributary Monitor 10,000				
401-534-10-41-00	Water Quality Assurance Programs (TOTAL)	65,000	2,987	5%	
	County Auditor Filing Fees (Simplifile)	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	1,000			
	IT Pipes	500			
	ESRI - ARC GIS	1,500			
	Inovise - Engineering	1,500			
	Master Meter	2,000			
	Generator Load Testing	2,000			
	Cyberlock software	22,000			
	Misc (Bid notices etc.)	1,000			

	Description	Budget		YTD	
		2016	3/31/2016		
MONTHLY BUDGET ANALYSIS					
401-53X-10-41-01	Professional Services (TOTAL)	231,500	92,722	40%	
401-53X-10-42	Communication	46,000	13,048	28%	
401-53X-10-45	Admin Lease	2,000	450	23%	
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	50,679	26%	
401-53X-40-43	Training & Travel	35,000	7,893	23%	
401-53X-40-43-01	Tuition reimbursement	1,000	-	0%	
401-53X-50-31	Maintenance Supplies	145,000	39,873	27%	
401-53X-50-48	Operations Repair/Maint	65,000	20,531	32%	
401-53X-50-49	Insurance Claims	5,000	-	0%	
401-53X-60-41	Operations Contracted	10,000	966	10%	
401-534-60-47	Water City of Bellingham	40,000	9,703	24%	
401-535-60-47	Sewer City of Bellingham Treatment Fee	600,000	206,624	34%	
401-53X-80-10	Operations Payroll (2% cola plus step increases - 2016)	908,270	267,439	29%	
401-53X-80-20	Operations Personnel Benefits (Medical, Retirement etc)	355,900	99,369	28%	
401-53X-80-32	Fuel	30,000	2,846	9%	
401-53X-80-35	Safety Supplies	12,000	739	6%	
401-53X-80-35-01	Safety Supplies Boots	2,500	304	12%	
401-53X-80-47	General Utilities	195,000	60,877	31%	
401-53X-80-49	Laundry	3,000	806	27%	
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	1,088,338	26%	
TRANSFERS					
	Transfers Out to System Reinvestment Fund 420	837,000	89,000		
	Transfers Out to DWSRF Projects Fund 440 (Division 22 Reservoir)	828,150	-		
	Transfers Out to DWSRF Projects Fund 440 (Loan payment)	139,700	142,748		
	Transfers Out to 2009 Bond Debt Service Fund 450	443,050	443,050		
	Transfers Out to Water Loan Debt Service Fund 470	53,870	53,870		
	TOTAL EXPENDITURES	6,456,153	1,817,006		
OPERATING FUND					
	OPERATING REVENUES	6,049,026	1,444,898		
	EXPENDITURES	(6,456,153)	(1,817,006)		
	CASH/INVESTMENT'S BALANCE CARRYOVER	1,900,000	1,994,345		
	OPERATING RESERVES	(800,000)	(800,000)		
	CASH/INVESTMENT'S BALANCE	692,873	822,237		

	Description	Budget	YTD
		2016	3/31/2016
MONTHLY BUDGET ANALYSIS			
SYSTEM REINVESTMENT FUND - 420			
420-343-40-19	DEA Permits	-	300
420-379-10-30	Permits Capital Portion (5 new connection permits)	40,000	13,717
420-379-10-40	Latecorner Fees	-	-
420-397-10-00	Transfers In from Operating Fund 401	837,000	89,000
	TOTAL REVENUES	877,000	103,017
	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	2,276
	C 14-12 Facility Improvements	10,000	8,845
	C 15-02 SVWTP Chlorine Analyzer	2,500	
	C 15-03 SVWTP Clearwell Overflow	10,000	
	C 15-04 Reservoir Site Security	5,000	
	C 15-05 Reservoir Condition Assessment	35,018	38,971
	C 15-06A 2015 Smoke Testing	1,549	1,649
	C 15-06B Whatcom Falls MH Repair	97,482	
	C 15-08 Northshore Road Sewer Service Area (complete)	2,950	
	C 15-09 Water Use Efficiency Update (complete)	15,750	11,622
	New 2016 Capital Projects (see CIP detail - 2016)	220,000	
	C 16-02 Asset Management Tools (Cartograph)	30,000	28,150
	C 16-03 Back up Generators and Generator for Marina-Tomb	40,000	
	C 16-04 LW Interceptor Valve and Detention Basis	20,000	
	C 16-05 Electrical Design for Fault Tolerant Control System (did not need)	-	-
	C 16-06 Water System Plan Update	100,000	
	C 16-08 Replace SCADA Hardware	20,000	7,328
	C 16-07 North Shore Sampling	5,000	
	C 16-08 SYCA Culverts	5,000	
	C 16-11 Courtyr Club pump station pre-design		
	TOTAL EXPENDITURES	876,847	98,841
SYSTEM REINVESTMENT FUND	REVENUES	877,000	103,017
	EXPENDITURES	(876,847)	(98,841)
	CASH/INVESTMENTS BALANCE CARRYOVER	-	722
	CASH/INVESTMENTS BALANCE	153	4,898

	Description	Budget		YTD	
		2015	3/31/2016		
SEWER/STORM WATER CONTINGENCY FUND - 425					
425-361-11-00	Investment Interest				
425-397-10-00	Transfers In from ULID 18 Fund 480	5,020		2,172	
	Transfers In from Bond Reserve Fund 490	-			
	TOTAL REVENUES	5,020		2,172	
425-535-10-41	Stormwater Comp Plan (See Active Projects C1315 PH2)				
425-535-10-89	Investment Service Charges	-			
425-594-38-63	Water/Sewer Systems	200		39	
425-594-38-64	SV Sewer Pump Station Emergency Repairs Machinery/Equipment	-			
	TOTAL EXPENDITURES	200		39	
SEWER/STORM WATER CONTINGENCY FUND					
	REVENUES	5,020		2,172	
	EXPENDITURES	(200)		(39)	
	CASH/INVESTMENTS BALANCE CARRYOVER	926,910		926,843	
	CASH/INVESTMENTS BALANCE (CAPITAL RESERVES SEWER)	931,730		928,976	

		Budget	YTD
		2016	3/31/2016
Description			
MONTHLY BUDGET ANALYSIS			
DWSRF PROJECTS FUND - 440			
440-333-86-46-40	Division 22 Reservoir (Permits and Design)	994,850	-
440-333-86-46-41	Geneva AC Mains (Permits, Design and Construction)	-	354,408
440-397-10-40	Transfers In from Operating Fund 401	967,850	142,748
	TOTAL REVENUES	1,962,700	497,156
440-591-34-40	Principal Loan Division 22 Reservoir		
440-591-34-41	Principal Loan Geneva AC Mains	103,700	
440-592-34-40	Interest Loan Division 22 Reservoir		
440-592-34-41	Interest Loan Geneva AC Mains	36,000	44,391
440-594-34-62	Division 22 Reservoir (Permits and Design)	1,823,000	3,047
440-594-34-63	Geneva AC Mains (Permits, Design and Construction)	-	
	TOTAL EXPENDITURES	1,962,700	47,438
DWSRF PROJECTS FUND			
	REVENUES	1,962,700	497,156
	EXPENDITURES	(1,962,700)	(47,438)
	CASH/INVESTMENTS BALANCE CARRYOVER	-	(360,594)
	CASH/INVESTMENTS BALANCE	-	89,124
Expenditures offset by draws as projects progress.			

	Description	Budget	YTD
		2016	3/31/2016
2009 BOND DEBT SERVICE FUND - 450			
450-361-11-00	Investment Interest		
450-397-10-00	Transfers In from Operating Fund 401	443,050	443,050
	Transfers In from Bond Capital Projects Fund 430	-	-
	TOTAL REVENUES	443,050	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	443,050
	EXPENDITURES	(443,050)	-
	CASH/INVESTMENTS BALANCE CARRYOVER	-	-
	CASH/INVESTMENTS BALANCE	-	443,050

	Description	Budget	YTD
		2016	3/31/2016
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	39
	TOTAL EXPENDITURES	200	39
2009 BOND RESERVE FUND (RESTRICTED)			
	REVENUES	10,000	-
	EXPENDITURES	(200)	(39)
	CASH/INVESTMENTS BALANCE CARRYOVER	513,400	513,428
	CASH/INVESTMENTS BALANCE	523,200	513,389

	Description	Budget	YTD
		2016	3/31/2016
WATER LOANS DEBT SERVICE FUND - 470			
470-361-11-10	Investment Interest	-	
470-397-10-00	Transfers In from Operating Fund 401	53,870	53,870
	TOTAL REVENUES	53,870	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	53,870
	EXPENDITURES	(53,867)	-
	CASH/INVESTMENTS BALANCE CARRYOVER	-	2
	CASH/INVESTMENTS BALANCE	3	53,872

Description	Budget	YTD
	2016	3/31/2016
U/LID 18 FUND - 480		
480-361-11-00 Investment Interest	-	
480-361-40-00 U/LID 18 Interest/Penalties	20,000	2,257
480-368-10-00 Current U/LID 18 Principal Payments	40,000	9,086
480-379-10-30 Latecomers Fee	-	
TOTAL REVENUES	60,000	11,323
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	11,487
TOTAL EXPENDITURES	60,000	11,487
REVENUES	60,000	11,323
EXPENDITURES	(60,000)	(11,487)
CASH/INVESTMENTS BALANCE CARRYOVER	-	258
CASH/INVESTMENTS BALANCE	-	94
U/LID 18 LOAN DEBT SERVICE		



LAKE WHATCOM WATER AND SEWER

INVESTMENTS/CASH AS OF 3/31/2016

Cash		\$ 1,932,484		0.20%
LGIP		\$ 503,011		0.45%
FHLB - Pro Equity	Non-Callable	\$ 504,285	Mar-17	0.66%
FICO - ProEquity	Non-Callable	\$ 499,311	Aug-18	0.91%
FFCB - Pro Equity	Callable (10/2016)	\$ 471,919	Oct-19	1.35%
US Bank		\$ 1,475,515		
TOTAL		\$ 3,911,010		



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 5, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	April 11, 2016		
AGENDA ITEM NUMBER:	5.E.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. April 2016 Summary of Existing District Projects		
NUMBER OF PAGES INCLUDING AGENDA BILL:	2.		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Information only

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

Review and discuss

PROPOSED MOTION

n/a

LAKE WHATCOM WATER AND SEWER DISTRICT
Summary of Existing District Projects

Meeting Date	Effective Date		Prepared by	
April 11, 2016	April 7, 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 Capacity (ERUs)	22	17	10	0
Commitments – Not yet connected				
Permitted ERUs Under Construction	7	0	0	0
Pre-paid Connection Certificates and Expired Permits	11	7	5	0
Water Availabilities (trailing 12 months)	12	0	0	0
Subtotal	30	7	5	0
Available ERUs	-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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Surface Water Treatment Rule Report (SVWTP) (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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ANNUALLY	Community Right to Know (Hazardous Materials) (Rich)	January 25, 2016						Due by March 31st
	WA State Cross Connection Report (Rich)							Due Annually May
	Consumer Confidence Reports (Kevin)							• 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

Reporting	Name of Report & Preparer	Completed						When Due
MONTHLY	Chlorination Report Agate Heights (Kevin)	Jan	Feb	Mar	Apr	May	June	Postmarked by 10 th of month
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	July	Aug	Sept	Oct	Nov	Dec		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	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	38	17	50%	
Engineering - Staff	19	18	94%	
Field Crew	161	132	81%	
Field Crew - Managers	26	0	0	
Office Managers	38	0	0	
Office - Staff	48	29	60%	
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				
March 9, 2016				
April 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.
- 4/6/2016 Staff ordering materials for Geneva Reservoir. Staff documenting outfall and overflow elevations at Division 7 and 30 which probably will not need to be daylighted.

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 stortz 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 concensus 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 G&O working on final documents. Pending Commerce Depth and DOH review of plans and specs, bid advertisement dates will be set.
- 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.
- 3/29/2016 90% plan and spec review done. Plans submitted to DOH for review. G&O working on final documents.
- 3/31/2016 Conference call with DOH indicates pre-design report for requested capacity will be approved. DOH is working on approval letter.
- 4/6/2016 G&O working on final documents. Pending completion of Commerce Dept and DOH reviews, bid advertisement dates will be set.

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 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, Wilson, and Dept of Commerce
- 4/29/2015 District mailed 36 property owners nearby pipe bursting and directional drill sites notifying them construction to begin Mid-May.
- 5/4/2015 District mailed 200+ property owners located within 100-feet of the pipe alignment an informational card directing them to the District website for more details and notifying them of the neighborhood meeting on 5/13/2015.
- 5/13/2015 Neighborhood informational meeting at District office 530pm - 630pm.
- 5/18/2015 Tiger anticipates starting pipe bursting and directional drill sections.
- 6/1/2015 Trenching begins.
- 6/3/2015 Tiger is in full speed construction mode. They have completed the pipe bursting section and will be transferring services to that new line. They are working on the two directional drilling locations and open trench installation on Lakeview street.
- 7/1/2015 Tiger is about 50% done installing main lines. New service lines are about 33% installed. Several new mains have been pressure tested, disinfected, coliform tested are in service.
- 8/4/2015 Tiger is about 80% done installing main lines (main lines should be done mid-August). New service lines are about 50% installed. First batch of asphalt patching occurring week of 8/3/2015.
- 9/2/2015 Tiger is 100% done installing main lines. New services lines are about 70% installed. Paving and

- restoration still in progress.
- 10/8/2015 Main lines are done, service lines are done. Tiger is working on restoration and asphalt patching.
- 10/19/2015 Substantial Completion Date (include Change Order 8)
- 11/3/2015 Tiger has completed all punch list items except for asphalt patching corrections on Euclid and Lakeview.
- 11/18/2015 Final Completion Date (includes Changer Order 8)
- 12/2/2015 All work has been completed except for asphalt patch correction on Euclid north of Lakeway. Patch quality was not accepted by County. Tiger will make pavement corrections spring 2016. Contract will be held open until this work is complete.
- 1/5/2016 Asphalt patch correction on Euclid will occur in April. Tiger, Whatcom Builders, and County are all in agreement with this schedule.

C1405 Strawberry Pt. Sewer PS Improvements

Replace Strawberry Point Sewer Pump Station.

C1405-PH1 RH2 - 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 RH2 - 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 RH2 - 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.

C1405-PH4 RH2 - Services During Construction

C1405-CON Construction Contract - Tiger Construction Ltd.

- 3/31/2016 Pre-construction meeting with RH2, Tiger Construction, and District Staff.
- 4/6/2016 District staff reviewing submittals and requests for information from Tiger.

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 Oufall at Whatcom Falls Park

- 3/19/2015 Staff, Wilson, and City of Bellingham met onsite to review project objectives. The manhole located near the entrance of Whatcom Fall park is severely corroded by H2S from the District LLRI outfall. The manole is made of brick and need to be replaced.
- 3/26/2015 District executes task order with Wilson to assist with developing detailed plans and notes for the manhole replacement. District staff will advertise, and contract the work, as well as perform contract administration. Wilson will provide technical assistance/submittal review as needed.
- 3/31/2015 Staff working on a solution to get old-Flat Car sewer pump station going. Flow must be diverted from the LLRI in order to install the new manhole at Whatcom Falls park later this summer.
- 4/1/2015 Wilson proceeding with topo and manhole structure survey and design.
- 5/4/2015 District staff, Wilson, and City have been coordinating for replacement of Whatcom Falls Park manhole replacement.
- 8/4/2015 Wilson finalizing plans, details, and notes for submittal to City of Bellingham for review and approval.
- 9/2/2015 Bellingham is requiring formal project submittal for review. Staff and Wilson are preparing application and documents for submittal to City. Project will not be ready for construction this year.
- 1/5/2016 District staff working with City operations Department to review manhole rehabilitation plans and specs.
- 4/6/2016 Wilson is refining design to accomodate temporary bypass pumping that will be needed during construction.

C1601 General Engineering Services

Advertise and select engineering firm for general engineering services for 5-year agreement. The selection process is also for the County Club Sewer Pump Station design.

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.
- 3/18/2016 Request for Qualifications published in Bellingham Herald.
- 4/14/2016 Submittals are due.

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.
- 4/6/2016 Staff working with 3d Computers (IT consultant) to get infrastructure ready for cartegraph deployment.

C1603 Marina-Tomb Stationary Generator

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

C1603-ADM

- 4/5/2016 Issued purchase order to RH2 to assist District with sizing and selecting stationary generator from GSA. Scope also includes PLC programming to incorporation generator alarms.
- 4/6/2016 Staff coordinating with SVCA on site requirements, landscaping, screening, etc.

C1604 LWBI Isolation Valve for Airport PS

*Part A - Install isolation valve on Lake Whatcom Boulevard Interceptor to allow airport full use of force main.
Part B - Install valve extension on pinch valve at Sudden Valley Detention Tank. Valve is located at bottom of deep manhole. Extension will allow manual operation at ground level.*

C1604a-AD LWBI Isolation Valve for Airport PS

M

C1604b-AD Detention Tank Pinch Valve Extension

M

- 4/6/2016 Staff coordinating with vender on extension dimensions. Staff will order extension soon.

C1605 Water System Plan Update

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

C1605-PH1

- 4/6/2016 Selection of consultant is part of the general engineering services RFQ.

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.

C1607 Northshore Water Quality Sampling

Water quality sampling plan to evaluate impact of existing onsite sewage disposal system at the end of Northshore road.

C1607-PH1

- 3/30/2016 Staff received comments from Board on draft Request for Proposal. Staff working on incorporating comments and will present final draft to Board prior to advertising.

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.
- 3/16/2016 SVCA submitted draft agreement to District for review. Staff review document.

C1609 SVPS Emergency Repairs

Make pump station level control modifications to replace failing ultrasonic level sensor.

C1609-CON Construction

- 4/5/2016 Contractor onsite making electrical and control modifications.

C1610 Little Strawberry Water Leak on Bridge

Water main has small leak. Leak is in a section of main that is mounted to a bridge on Little Strawberry.

C1610-ADM

- 4/6/2016 Staff evaluating alternatives to get within reach of pipe to find and repair leak.

C1611 Country Club Sewer Pump Station

Rehabilitation of Country Club Sewer Pump Station.

C1611-PH1 Predesign

- 4/6/2016 Selection of consultant is in conjunction with general engineering services RFQ.

C1612 Cedar Hills Water Main Relocate

Relocate water main for Whatcom County. County is installing stormwater treatment systems to remove phosphorus.

C1612-PH1

- 4/6/2016 Staff coordinating with County and Wilson to relocate water main to accomodate stormwater treatment system.

C1613 Northshore Water System Consolidation

DOH water system consolidation feasibility grant to explore opportunity to consolidate small water systems.

C1613-PH1

- 4/6/2016 District received notice that grant funding was approved for the feasibility study. Staff coordinating with DOH for grant contracts.



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	April 7, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	April 11, 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	FORMAL ACTION/ MOTION	INFORMATIONAL/ OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<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

April 11, 2016

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is scheduled for April 25, 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 meeting will be held on **Wednesday, April 27, 2016** at 8:00 a.m.
- **Employee Staff Meeting:** The next staff meeting is set for **Tuesday, April 12, 2016 at 8:00 a.m.** in the Board Room. Commissioner Ford is scheduled to attend this meeting.
- **Employee Safety Committee Meeting:** The next meeting is set for **April 11, 2016 at 8:00 a.m.** in the small conference room.
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The next Section III meeting will be held at the WASWD Spring Conference on April 14, 2016 at 7:00 a.m. in Yakima at the Convention Center. The room location will be posted at the Convention Center.
- **Whatcom Water District's Caucus Meeting:** The next Caucus meeting is set for **April 20, 2016** at 1:00 p.m. in the Board Room.

Other:

- **Committee Meeting Reports as Needed:** This is a place holder for Board and staff members to report on recent committee meetings, such as the Lake Whatcom Policy Group, since the last Board Meeting.