



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

SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS

AGENDA

May 11, 2016

8:00 a.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. Monthly Budget Analysis
 - B. Summary of Existing District Projects
 - C. Disposal of Surplus Items
6. OTHER BUSINESS
7. MANAGER'S REPORT
8. PUBLIC COMMENT OPPORTUNITY
9. ADJOURNMENT



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 2, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Debi Hill	MANAGER APPROVAL <i>[Signature]</i>		
MEETING AGENDA DATE:	May 11, 2016		
AGENDA ITEM NUMBER:	5.A.		
SUBJECT:	Monthly Budget Analysis		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL:	Monthly Budget Analysis through April 30, 2016		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL/ OTHER <input checked="" type="checkbox"/>

BACKGROUND / EXPLANATION OF IMPACT

Information only

FISCAL IMPACT

n/a

RECOMMENDED BOARD ACTION

n/a

PROPOSED MOTION

n/a



MONTHLY BUDGET ANALYSIS

Description	Budget 2016	YTD 4/30/2016	
			33%
REVENUES			
401-343-40-10	2,142,363	615,172	29%
401-343-50-11	3,740,663	1,213,614	32%
401-343-50-19	5,000	1,392	28%
401-343-81-10	30,000	9,688	32%
401-359-90-00	60,000	16,923	28%
401-361-11-00	1,000	525	53%
401-369-10-00	-	-	
401-369-10-01	-	119	
401-379-10-20	10,000	13,902	139%
401-395-10-00	-	-	
401-395-20-00	-	-	
401-397-10-00-80	60,000	30,987	52%
TOTAL REVENUES	6,049,026	1,902,322	31%

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

Description		Budget	YTD
MONTHLY BUDGET ANALYSIS		2016	4/30/2016
			33%
OPERATING FUND - 401			
EXPENDITURES			
401-53X-10-10	Admin Payroll (2% cola plus step increases - 2016)	629,294	173,151
401-53X-10-20	Admin Personnel Benefits (Medical, Retirement etc)	207,280	63,423
401-53X-10-31	Gen. Admin Supplies	21,000	13,184
401-53X-10-31-01	Meetings/Team building	1,500	594
401-53X-10-40	Web pay/Bank Fees (WA Fed; Xpress, Chase)	20,000	6,196
	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	3,701
	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	4/30/2016
Professional Services (TOTAL)	231,500	113,831
Communication	46,000	16,509
Admin Lease	2,000	450
Property Insurance	125,000	-
Admin Misc.	1,000	1,200
Memberships/Dues	12,000	11,403
WA State Dept of Revenue Taxes/Permits	191,500	68,798
Training & Travel	35,000	8,300
Tuition reimbursement	1,000	-
Maintenance Supplies	145,000	42,241
Operations Repair/Maint	65,000	33,624
Insurance Claims	5,000	-
Operations Contracted	10,000	1,263
Water City of Bellingham	40,000	9,703
Sewer City of Bellingham Treatment Fee	600,000	234,538
Operations Payroll (2% cola plus step increases - 2016)	908,270	340,760
Operations Personnel Benefits (Medical, Retirement etc)	355,900	132,555
Fuel	30,000	5,153
Safety Supplies	12,000	827
Safety Supplies Boots	2,500	304
General Utilities	195,000	80,917
Laundry	3,000	1,046
Post Point Principal Payments	73,213	-
Post Point Interest Payments	120,426	-
OPERATING EXPENDITURES	4,154,383	1,363,671
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	2,092,339
OPERATING FUND		
OPERATING REVENUES	6,049,026	1,902,322
EXPENDITURES	(6,456,153)	(2,092,339)
CASH/INVESTMENTS BALANCE CARRYOVER	1,900,000	1,994,345
OPERATING RESERVES	(800,000)	(1,000,000)
CASH/INVESTMENTS BALANCE	692,873	804,328

Description	Budget 2016	YTD 4/30/2016
MONTHLY BUDGET ANALYSIS		
SYSTEM REINVESTMENT FUND - 420		
420-343-40-19		
420-379-10-30		
420-379-10-40		
420-397-10-00		
DEA Permits	-	300
Permits Capital Portion (5 new connection permits)	40,000	21,207
Latecomer Fees	-	4,102
Transfers In from Operating Fund 401	837,000	89,000
TOTAL REVENUES	877,000	114,609
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	2,821
C 14-12 Facility Improvements	10,000	8,845
C 15-02 SWWTP Chlorine Analyzer	2,500	
C 15-03 SWWTP Clearwell Overflow	10,000	
C 15-04 Reservoir Site Security	5,000	
C 15-05 Reservoir Condition Assessment	35,018	38,971
C 15-06A 2015 Smoke Testing	1,649	1,649
C 15-06B Whatcom Falls MH Repair	97,482	1,751
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 Basin	20,000	
Electrical Design for Fault Tolerant Control System (did not need)	-	-
C 16-05 Water System Plan Update	100,000	
C 16-06 Replace SCADA Hardware	20,000	7,328
C 16-07 North Shore Sampling	5,000	
C 16-08 SVCA Culverts	5,000	
C 16-11 Country Club pump station pre-design		
TOTAL EXPENDITURES	876,847	101,137
SYSTEM REINVESTMENT FUND	877,000	114,609
EXPENDITURES	(876,847)	(101,137)
CASH/INVESTMENTS BALANCE CARRYOVER	-	722
CASH/INVESTMENTS BALANCE	153	14,194

Description	Budget	YTD
MONTHLY BUDGET ANALYSIS	2016	4/30/2016
SEWER/STORM WATER CONTINGENCY FUND - 425		
425-361-11-00	5,020	5,783
425-397-10-00	-	-
Investment Interest		
Transfers In from ULID 18 Fund 480		
Transfers In from Bond Reserve Fund 490		
TOTAL REVENUES	5,020	5,783
425-535-10-41		
425-535-10-89	200	52
425-594-38-63	-	-
C 16-09		
425-594-38-64	-	-
TOTAL EXPENDITURES	200	52
SEWER/STORM WATER CONTINGENCY FUND		
REVENUES	5,020	5,783
EXPENDITURES	(200)	(52)
CASH/INVESTMENTS BALANCE CARRYOVER	926,910	926,843
CASH/INVESTMENTS BALANCE (CAPITAL RESERVES SEWER)	931,730	932,574

Description	MONTHLY BUDGET ANALYSIS	Budget 2016	YTD 4/30/2016
CAPITAL BOND PROJECTS FUND (RESTRICTED) - 430			
430-382-20-00	2009 Bond Proceeds		
	TOTAL REVENUES	-	-
430-594-38-63	Capital Outlay - Water/Sewer Systems (Unclaimed Retainage)	62,683	
	TOTAL EXPENDITURES	62,683	-
CAPITAL BOND PROJECTS FUND		-	-
	REVENUES	-	-
	EXPENDITURES	(62,683)	-
	CASH/INVESTMENTS BALANCE CARRYOVER	62,683	62,683
	CASH/INVESTMENTS BALANCE	0	62,683
CAPITAL BOND PROJECTS FUND (RESTRICTED) - 431			
431-382-20-00	2016 Bond Proceeds	-	
	TOTAL REVENUES	-	-
431-594-38-63	Capital Outlay - Water/Sewer Systems	-	
	TOTAL EXPENDITURES	-	-
CAPITAL BOND PROJECTS FUND		-	-
	REVENUES	-	-
	EXPENDITURES	-	-
	CASH/INVESTMENTS BALANCE CARRYOVER	-	-
	CASH/INVESTMENTS BALANCE	-	-

Description	Budget 2016	YTD 4/30/2016
MONTHLY BUDGET ANALYSIS		
DWSRF PROJECTS FUND - 440		
440-333-66-46-40	994,850	-
440-333-66-46-41	-	354,408
440-397-10-40	139,700	142,748
	828,150	
TOTAL REVENUES	1,962,700	497,156
Principal Loan Division 22 Reservoir		
Principal Loan Geneva AC Mains	103,700	
Interest Loan Division 22 Reservoir		
Interest Loan Geneva AC Mains	36,000	
Division 22 Reservoir (Permits and Design)	1,823,000	76,352
Geneva AC Mains (Permits, Design and Construction)	-	3,047
TOTAL EXPENDITURES	1,962,700	79,399
REVENUES	1,962,700	497,156
EXPENDITURES	(1,962,700)	(79,399)
CASH/INVESTMENTS BALANCE CARRYOVER	-	(360,594)
CASH/INVESTMENTS BALANCE	-	57,163
Expenditures offset by draws as projects progress.		

Description	Budget 2016	YTD 4/30/2016
MONTHLY BUDGET ANALYSIS		
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
TOTAL REVENUES	443,050	443,050
450-535-10-41 Bond Admin Fee	100	
450-591-35-72 2009 Redemption of Long Term Debt	250,000	
450-592-35-83 2009 Bond Interest Payments	192,950	
450-591-35-72-01 2016 Redemption of Long Term Debt		
450-592-35-83-01 2016 Bond Interest Payments		
TOTAL EXPENDITURES	443,050	-
BOND DEBT SERVICE FUND		
REVENUES	443,050	443,050
EXPENDITURES	(443,050)	-
CASH/INVESTMENT'S BALANCE CARRYOVER	-	-
CASH/INVESTMENT'S BALANCE	-	443,050

Description	Budget 2016	YTD 4/30/2016
MONTHLY BUDGET ANALYSIS		
BONDS RESERVE FUND (RESTRICTED) - 460		
460-361-11-00	10,000	
460-397-10-00		
TOTAL REVENUES	10,000	-
Investment Interest		
Transfers in from Operating Fund 401		
460-535-10-89	200	52
TOTAL EXPENDITURES	200	52
2009 BOND RESERVE FUND (RESTRICTED)		
	10,000	-
	(200)	(52)
CASH/INVESTMENTS BALANCE CARRYOVER	513,400	513,428
CASH/INVESTMENTS BALANCE	523,200	513,376

Description	Budget	YTD
MONTHLY BUDGET ANALYSIS	2016	4/30/2016
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	53,870	53,870
REVENUES	(53,867)	-
EXPENDITURES	-	2
CASH/INVESTMENTS BALANCE CARRYOVER	3	53,872
CASH/INVESTMENTS BALANCE		

Description	Budget 2016	YTD 4/30/2016
MONTHLY BUDGET ANALYSIS		
ULID 18 FUND - 480		
480-361-11-00 Investment Interest	-	
480-361-40-00 ULID 18 Interest/Penalties	20,000	7,540
480-368-10-00 Current ULID 18 Principal Payments	40,000	23,193
480-379-10-30 Latecomers Fee	-	
TOTAL REVENUES	60,000	30,733
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	30,987
TOTAL EXPENDITURES	60,000	30,987
ULID 18 LOAN DEBT SERVICE		
REVENUES	60,000	30,733
EXPENDITURES	(60,000)	(30,987)
CASH/INVESTMENTS BALANCE CARROVER	-	258
CASH/INVESTMENTS BALANCE	-	4



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 2, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Bill Hunter and Staff	MANAGER APPROVAL <i>Rash Jones</i>		
MEETING AGENDA DATE:	May 11, 2016		
AGENDA ITEM NUMBER:	5.B.		
SUBJECT:	Summary of Existing District Projects		
LIST DOCUMENTS PROVIDED ⇒	1. May 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
May 11, 2016	May 5, 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 #	3935	85	54	2
Connected ERUs	3802	68	44	2
Remaining Capacity (ERUs)	133	17	10	0
Commitments – Not yet connected				
Permitted ERUs Under Construction	4	0	0	0
Pre-paid Connection Certificates and Expired Permits	11	7	5	0
Water Availabilities (trailing 12 months)	16	0	0	0
Subtotal	28	7	5	0
Available ERUs	102	10	5	0

Completed Capital Projects in 2016

C1502	Sudden Valley Water Treatment Plant Spare Acidification Unit
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Surface Water Treatment Rule Report (SWTP) (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 checked="" 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)							<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

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 checked="" 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

Developer Extension Agreements			
D1601	Geneva Woods Developer Extension Agreement		
SCOPE	Water and sewer improvements for 4 water and sewer connections.		
SIGN DATE		EXPIRATION DATE	
Prior to Commencing Construction		Prior to Final Acceptance	
<input type="checkbox"/> 1. District Engineer approves design <input type="checkbox"/> 2. Reimbursement of District Engineer review costs <input type="checkbox"/> 3. Copy of insurance policy <input type="checkbox"/> 4. Pay guarantee deposit <input type="checkbox"/> 5. Copies of recorded easement <input type="checkbox"/> 6. Copies of permits <input type="checkbox"/> 7. Pay conformance deposit <input type="checkbox"/> 8. Payment and performance bond <input type="checkbox"/> 9. Pay 25% general facilities fees <input type="checkbox"/> 10. Pays initial facilities inspection deposit <input type="checkbox"/> 11. District issue Notice to Proceed w/Construction		<input type="checkbox"/> 1. District inspects & approves facilities as complete. <input type="checkbox"/> 2. Record drawings <input type="checkbox"/> 3. Easements and title insurance <input type="checkbox"/> 4. Maintenance Bond <input type="checkbox"/> 5. Bill of Sale <input type="checkbox"/> 6. Latecomers Fees <input type="checkbox"/> 7. Supplemental, processing, or administrative fees <input type="checkbox"/> 8. Deliver water meters to District	
Tasks/Notes:			
<ul style="list-style-type: none"> • 4/11/2016 Board approves DEA Application for 5 lots. • 4/14/2016 District Legal Counsel reviewing master developer extension agreement prior to delivering to the developer. 			

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.
- 5/3/2016 Purchase order issued for fabrication of HDPE air gap assembly.

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 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 2nd Advertisement for Bids published in Bellingham Herald and Seattle DJC
- 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.
- 5/5/2016 1st Advertisement for Bids published in Bellingham Herald and Seattle DJC
- 5/12/2016 Advertisement for Bids published in Bellingham Herald and Seattle DJC
- 5/18/2016 Pre-bid meeting 10am
- 6/2/2016 Bid Opening 11am
- 6/8/2016 Tentative Contract Award at Board Meeting

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.
- 4/20/2016 Euclid asphalt correction finished. Still need to install gravel shoulder.
- 5/3/2016 Gravel shoulder installation by contractor.

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.
- 5/3/2016 Submittal reviews complete. Pumps have been ordered. Contractor ordering materials.

C1407 Low 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.
- 4/6/2016 Staff called in ungerground utility locates in preparation to schedule work to occur.
- 5/3/2016 Work ready to begin pending dryer weather.

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 SWWTP.

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 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 accommodate temporary bypass pumping that will be needed during construction.
- 4/18/2016 Plans have been accepted by City and are in review.

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.
- 5/10/2016 Consultant selection committee meeting at 9am.

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.
- 4/26/2016 Cartegraph integration finished. Test database loaded.
- 5/3/2016 Staff and Cartegraph coordinating and scheduling training.

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 incorporate generator alarms.
- 4/6/2016 Staff coordinating with SVCA on site requirements, landscaping, screening, etc.
- 4/12/2016 District staff met onsite with SVCA staff to coordinate location, siting, and screening of stationary generator.
- 4/28/2016 RH2 finished sizing generator. Recommended generator size is 100kw. District staff is selecting generator, components, and options for purchase through GSA.

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

- 5/3/2016 Staff investigating feasibility of installing isolation valve in existing de-watering manhole. This is desirable to avoid a deep wet excavation in the Lake Whatcom Boulevard.

C1604b-AD Detention Tank Pinch Valve Extension

M

- 4/6/2016 Staff coordinating with vendor on extension dimensions. Staff will order extension soon.
- 5/3/2016 Purchase order issued for valve extension.

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.
- 5/3/2016 State DOH would like to meet with the District and consultant to coordinate the water system plan update prior to beginning work. The intent is to coordinate the scope of work for the plan update.

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 Request for Proposals advertised in Seattle Daily Journal of Commerce
- 4/28/2016 Request for Proposal advertised in Seattle Daily Journal of Commerce
- 5/1/2016 Request for Proposals advertised in Bellingham Herald
- 5/24/2016 Proposals due 4pm

C1608 SVCA Culvert Replacements

SVCA is replacing various culverts in Sudden Valley. Water and sewer mains may have to be relocated to accommodate 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.
- 4/27/2016 Discussion of coordination of work with SVCA. Each site and project will be reviewed on a case-by-case basis to determine if utility relocation is to the benefit of the District. For one site, the District will relocate the water main the literally cuts through a storm drain culvert as a public works project funded by the District. For the other site, SVCA will protect in place an existing sewer main at its expense.
- 5/3/2016 District and SVCA coordinating work as needed.

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.
- 5/3/2016 Work is finished. Contract close out paperwork is in progress.

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

Tuesday, May 03, 2016

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 accommodate stormwater treatment system.

5/3/2016 District working with County to execute an interlocal agreement to establish cost sharing terms. Agreement will be similar to recent Cable Street reconstruction project.

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:	May 5, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <u>BH</u>		
MEETING AGENDA DATE:	May 11, 2016		
AGENDA ITEM NUMBER:	5.C.		
SUBJECT:	Disposal of Surplus Items		
LIST DOCUMENTS PROVIDED ⇒ NUMBER OF PAGES INCLUDING AGENDA BILL: _____	1. List of Items Dated May 5, 2016		
	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

Attached is a list of miscellaneous surplus items that the District no longer needs.

FISCAL IMPACT

None

RECOMMENDED BOARD ACTION

To declare the presented list of items as surplus and authorize staff to dispose of them.

PROPOSED MOTION

To declare the presented list of items dated May 5, 2016 as surplus and authorize the General Manager to dispose of the property in a manner consistent with state law.

Lake Whatcom Water and Sewer District		
Equipment Surplus List - May 5, 2016		
Description	Service Tag or SN	Express Service Code
Startech 1 port Serial RS-232/422/485 Over IP Adapter		
Startech 1 port Serial RS-232/422/485 Over IP Adapter		
Genie Lift 350 Pound Capacity		
Dell Inspiron PP23LA Laptop	9MJ3ZC1	20953395361
HP Pavilion P7-1534 Desktop	4CE30206XT	
HP Pavilion Slimline Desktop	MXU9460R7K	
Dell Precision 370 Desktop	GNRW171	
Brother HL2270DW Printer		
Dell Inspiron PP07L Laptop	DDJZN21	29117006201
LG Flatron 22EA53T-P Monitor	301NDJX4Z260	
Acer S232HL Monitor	ETLQY080090477898F4201	
Dell 1905FP Monitor	CN-0T6116-71618-54G-AAVX	
Dell 2209 WAF Monitor		
Samsung 2332SW Monitor	CM23HVD2103468J	
Samsung 2332SW Monitor	CM23HVDS103598K	
Dell KB1421 Keyboard	JOA00LHA	
Dell KB1421 Keyboard	JOJ02KWB	
HP 5187 Keyboard	BF63074198	
CyberPower 425VA UPS		
Dell PC Power Supply L350-00		
HP 704222-001 Keyboard		
Mouse		
Mouse		
Monitor Stand		
Monitor Stand		
Midland VHF Base Radio and Metal Cabinet		
Dell Optiplex 780 Desktop (not booting)	9VJSGM1	21498733081
WD 1.0 TB Hard Drive		
3- Casio Brigade cell phones		
2- Iphone 4		
Samsung S4 broken		
2-Casio Gzone cell phone		
2 - Samsung cell phone Droids		
Assorted cell phone cases		



LAKE WHATCOM WATER AND SEWER DISTRICT

AGENDA BILL

DATE SUBMITTED:	May 2, 2016		
TO BOARD OF COMMISSIONERS			
FROM: Patrick Sorensen	MANAGER APPROVAL <i>Patrick Sorensen</i>		
MEETING AGENDA DATE:	May 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 <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

May 11, 2016

Special Board Meeting

8:00 a.m.

Important Upcoming Dates:

- **Meetings Associated with the Lake Whatcom Management Program:**
 - **Policy Group Meeting:** The next meeting is scheduled for **Monday, May 23, 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, May 25, 2016** at 8:00 a.m.
- **Employee Staff Meeting:** The next staff meeting is set for **Thursday, May 12, 2016** at **8:00 a.m.** in the Board Room. Commissioner Casey is scheduled to attend this meeting.
- **Employee Safety Committee Meeting:** The next meeting is set for **May 12, 2016** at **9:00 a.m.** in the small conference room.
- **Washington Association of Sewer & Water Districts (WASWD) Section III Meeting:** The next Section III meeting will be held at Bob's Burger & Brew in Tulalip on **May 10th** at 6:15 p.m.
- **Whatcom Water District's Caucus Meeting:** The next Caucus meeting is set for **May 18, 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.